



## 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.\*\*\*



## CITY OF SALISBURY CITY COUNCIL AGENDA

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JULY 8, 2024

6:00 p.m.

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

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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. SILENT MEDITATION
- 6:03 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:03 p.m. CONSENT AGENDA- City Clerk Kim Nichols
- April 23, 2024 Budget Work Session Minutes
  - May 6, 2024 Work Session Minutes
  - May 6, 2024 Special Meeting Minutes
  - May 6, 2024 Closed Session Minutes (emailed separately)
  - May 13, 2024 Council Meeting Minutes
  - May 20, 2024 Work Session Minutes
  - May 20, 2024 Special Meeting Minutes
  - May 20, 2024 Budget Work Session Minutes
  - June 3, 2024 Work Session Minutes
  - June 3, 2024 Special Meeting Minutes
  - June 3, 2024 Budget Work Session Minutes
- 6:06 p.m. RESOLUTION- City Administrator Andy Kitzrow
- **Resolution No. 3355**- to approve the City's substantial amendment for Community Development Block Grant (CDBG) funds for CDBG Program Year 2023
- 6:08 p.m. ORDINANCES- City Attorney Ashley Bosché
- **Ordinance No. 2877**- 2<sup>nd</sup> reading- to lower the posted speed limit in the Village at Tony Tank Creek neighborhood to prevent traffic fatalities and serious injuries in keeping with the City's Vision Zero goal of eliminating all traffic deaths and serious injuries by January 1, 2030
  - **Ordinance No. 2878**- 2<sup>nd</sup> reading- amending Title 10, entitled "Health and Safety" of the Salisbury City Code, by adding a new Chapter 8.36 entitled "Abandoned Shopping Carts"
  - **Ordinance No. 2879**- 1<sup>st</sup> reading- to approve a budget amendment of the FY24 General Fund Budget to appropriate funds received from the Blue Heron Agility Association of Delaware

- **Ordinance No. 2880**- 1<sup>st</sup> reading- amending Section 15.26 of the Salisbury City Code, entitled “Rental of Residential Premises”, to require registration of short-term rental properties

6:15 p.m. PUBLIC COMMENTS

6:25 p.m. ADMINISTRATION and COUNCIL COMMENTS

6:30 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk’s Office located on the second floor of the Salisbury Headquarters Building, 410-548-3140 or on the City’s website [www.salisbury.md](http://www.salisbury.md). City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council’s meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b) by vote of the City Council.

**NEXT COUNCIL MEETING – JULY 22, 2024**

- **Ordinance No. 2879**- 2<sup>nd</sup> reading- to approve a budget amendment of the FY24 General Fund Budget to appropriate funds received from the Blue Heron Agility Association of Delaware
- **Ordinance No. 2880** – 2<sup>nd</sup> reading- amending Section 15.26 of the Salisbury City Code, entitled “Rental of Residential Premises”, to require registration of short-term rental properties

Join Zoom Meeting

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

**Meeting ID:** 881 6325 3286

**Passcode:** 812389

Phone: 1.301.715.8592

1 CITY OF SALISBURY  
2 BUDGET WORK SESSION  
3 APRIL 23, 2024

4  
5 Public Officials Present

6  
7 Council President D’Shawn M. Doughty Mayor Randolph J. Taylor  
8 Council Vice-President Angela M. Blake Councilmember April R. Jackson  
9 Councilmember Michele Gregory Councilmember Sharon C. Dashiell

10  
11 In Attendance

12  
13 City Administrator Andy Kitzrow, Finance Director Keith Cordrey, Deputy City Administrator John Tull,  
14 Assistant City Clerk Julie English, City Staff and Department Heads

15 \*\*\*\*\*

16 The City Council convened in Budget Work Session at 8:42 a.m. on April 23, 2024 in Room 306 of  
17 the Government Office Building to review the City’s Financial Health and the FY25 Mayor’s  
18 Proposed Budget.

19  
20 **Financial Health Report (attached to these minutes)**

21 Finance Director Keith Cordrey presented the Financial Health Report for the City. During the  
22 presentation, the following questions were asked and discussed.

23  
24 During the review of capital assets, Mayor Taylor asked why depreciation was used. Mr. Cordrey  
25 responded that there were two statements provided. One statement was at the fund level showing cash  
26 in, cash out. The second statement showed capitalized assets and their depreciation, and debt. Mayor  
27 Taylor then asked what depreciation schedule was used. Mr. Cordrey explained that there was a Capital  
28 Asset Policy and each asset class had a different schedule.

29  
30 While discussing the General Fund - Unassigned Fund Balance Analysis, President Doughty asked if Mr.  
31 Cordrey could see a time when they would need to change the target of four months. Mr. Cordrey  
32 stated that if the City continued to have a sustainable budget, there would be no reason to change it.

33  
34 In the Mayor’s FY25 Budget, the ten frozen police officer positions remained. Ms. Jackson expressed her  
35 concern since there had been a shortage of officers for some time. Mr. Kitzrow explained that he and  
36 Chief Meienschein felt it was inappropriate to unfreeze positions while active positions remained vacant.  
37 Ms. Jackson asked how many positions the police department had. Mr. Kitzrow stated there were 103  
38 sworn positions with ten frozen. Mayor Taylor added that they were looking into the possibility of  
39 having auxiliary police. Ms. Jackson stated that due to the City’s demographics and growth, she did not  
40 agree with freezing the positions.

41  
42 In referencing the FY25 General Fund Capital Outlay, President Doughty asked which vehicles would be  
43 replaced and added. He also wanted to know the hierarchy in determining which locations in the City  
44 would benefit from the surface maintenance and street reconstruction funds. Mr. Kitzrow stated that  
45 streets were placed on a list in priority order to determine where capital funding would be used.  
46 Similarly, there was a fleet depreciation schedule for City vehicles which also had a scale to note their  
47 condition and priority level.

49 Ms. Blake questioned why Schumaker Pond was funded at \$5,000 less than what was requested. Mr.  
50 Kitzrow shared that the Field Operations Director, Mike Dryden, recommended not going in and ripping  
51 out the vegetation due to a concern that it would destroy the ecosystem of the plant life. Mr. Dryden  
52 believed that spraying first would be a better option. Ms. Blake then asked about the option to do a  
53 study to see what pollutant(s) were going into the pond. The top three suspects she named were failing  
54 water and sewer septic systems, waste from animals, or runoff chemicals from homes. Mayor Taylor and  
55 Mr. Kitzrow believed the County had funds set aside to assist with that process. Mr. Kitzrow  
56 acknowledged that spraying was a temporary fix and agreed that the study would give them answers as  
57 to what was going on.

58  
59 Ms. Jackson asked Mr. Kitzrow how this problem was handled in the past. He answered that the City  
60 would pay for the chemicals and the County would go out in a boat and spray. However, due to the  
61 silting and increased vegetation, they were not able to reach certain parts of the pond and that process  
62 was abandoned.

63  
64 Ms. Gregory asked about the Andean Bear exhibit. Mr. Kitzrow responded that, ideally, they would like  
65 to see the City and State each fund a quarter of the total cost, and receive private funding for it. The City  
66 did not receive State funding for it this year. He added that it would take about a year for a capital  
67 campaign. Five million dollars was needed and it would take some time.

68  
69 Ms. Blake had two topics she wanted to discuss that were listed as City Weaknesses. She expressed her  
70 frustration with regard to the Fire Service Agreements and asked what Mayor Taylor's vision was for it.  
71 Mayor Taylor stated that the City could make a strong case to the County with the increased call volume.  
72 Mr. Kitzrow explained that the City was currently in a one year agreement that would begin July 1, 2024.  
73 That agreement would mean the County would treat the City's three unincorporated areas the same as  
74 any other County district. Council questioned if the agreement would give the City enough money based  
75 on the cost of running their calls. Mayor Taylor believed there needed to be a very serious conversation  
76 with the County to include consequences if they refuse to pay what we were owed.

77  
78 Ms. Blake also expressed her concern with the Tax Differential. Mr. Kitzrow stated that the State would  
79 have to make a change in legislation.

80  
81 **Police Department**  
82 Chief Meienschein highlighted several areas in the Police Services budget where they requested  
83 increases for various reasons. Some of those areas included salaries, uniforms, and vehicle maintenance.  
84 There was a discussion about the higher caliber rifles the officers were seeing out on the streets. The  
85 level 3 vests, around \$3,000 each, would be needed to stop those bullets. Chief Meienschein mentioned  
86 they were down about 5 dispatchers in their Communications Division. They requested increases in  
87 salaries and equipment. The Animal Control budget was primarily made up of operating costs for the  
88 Humane Society. The SPD pays about 1/5 of their operating costs and this year there was an increase of  
89 \$31,000.

90  
91 Ms. Jackson asked how they felt about the freezing of 10 positions in their department. Chief  
92 Meienschein responded that those positions would allow them to do more community policing. He  
93 would not ask to unfreeze positions until the other positions are filled. Along with unfreezing a position,  
94 there would also be additional costs that came with that.

95  
96 **Fire Department**

97 Chief Frampton stated that the Fire Department submitted five Essential Items. They explained the need  
98 for three Fire Fighter/Paramedic positions. It was explained that a study had been done in 2001 which  
99 determined more fire fighters/paramedics were needed. Currently they are getting double the number  
100 of calls and they remained understaffed. Chief Frampton pointed out that the increase in the overtime  
101 budget was related to this shortfall. The additional positions would also provide coverage when  
102 employees were off.

103  
104 It was clarified that the 12 SAFER grant positions were approved at the Mayor's level to become City  
105 positions after the grant expires in March 2025. The requested fire fighter/paramedic positions would be  
106 in addition to the 12 SAFER positions. Ms. Gregory requested numbers showing how many employees  
107 are out, on average, in a given time. Chief Frampton would get those numbers to Council.

108  
109 There was a discussion on the Fire Service Agreement and Mr. Kitzrow summarized that the agreement  
110 the County Executive and the City Administration came to was in the hands of the County Council. Ms.  
111 Gregory shared her frustration regarding the City not being compensated for the work they are doing for  
112 the County.

113  
114 Mr. Kitzrow pointed out that after the Mayor's Proposed Budget was completed, there were additional  
115 adjustments that had to be made to offset the salary increases agreed to through the Collective  
116 Bargaining Unit.

117  
118 **Infrastructure & Development**  
119 Mr. Kitzrow began by referencing the reorganization that Council had approved. Deputy City  
120 Administrator John Tull then presented Council with the Infrastructure & Development budget. He  
121 stated that the individuals who played a part in the FY25 Budget were no longer there. The budget was  
122 flatlined and there were no essential items to present.

123  
124 Mr. Kitzrow explained that within the reorganization there were two positions cut and a Deputy position  
125 added. President Doughty then asked how the department would function with the changes. Mr. Tull  
126 confirmed that the department would be using consultants to keep projects moving along and filling  
127 vacant positions within the department. Mr. Kitzrow added that the City had struggled with hiring  
128 seasoned, 10 year engineers. They were beginning to look at the individuals just coming out of school  
129 rather than the seasoned individuals. Mr. Kitzrow also shared how costly engineers had become.

130  
131 **City Clerk's Office**  
132 Assistant City Clerk Julie English presented the budget for the Clerk's Office. A few changes were made in  
133 preparation for City Clerk Kim Nichols' retirement. The new office phones provided a savings for the  
134 department so the savings was distributed between the printing, travel and training accounts.

135  
136 Mr. Kitzrow also shared with Council that a reclass was put into the budget for Ms. English at the  
137 Administrative level for the additional responsibilities she had taken on.

138  
139 **City Council**  
140 Ms. English noted that the only change to the Council budget was moving \$50 from community  
141 promotions to meals. President Doughty inquired about having an account for discretionary funding. Ms.  
142 Jackson shared her frustration with having to use her own credit card for travel arrangements. President  
143 Doughty questioned why the Mayor had a City card but Council was told they cannot have one. It was  
144 determined that the Clerk's Office would get a purchase card.

145

146 President Doughty requested that the Clerk’s Office track the City laptops to assist with planning ahead  
147 for their replacement.

148  
149 Ms. Blake requested the Mayor and Council salaries be reviewed and increased. There was discussion on  
150 possibly changing the positions from part-time to fulltime as well as reviewing the qualifications for the  
151 candidates.

152  
153 **Water Works**

154 Water Works Director Cori Cameron reviewed some of the department’s essential items. She talked  
155 about the CDL drivers and the bonuses she would like to continue offering them. Mr. Kitzrow explained  
156 that with having the unions, when you offer something to one group of people in a department, it would  
157 then have to be offered to everyone in that group for all departments.

158  
159 Water Plant Superintendent Ron Clapper explained the request for funding to switch the current Verizon  
160 lines to fiber lines, which run to the well houses. The Verizon lines had gotten expensive and switching  
161 to the fiber lines would save about \$20,000 per year.

162  
163 Utilities Superintendent Trey Klaverweiden explained that equipment and chemicals had gone up  
164 significantly so there was a request for more funding in the Utilities equipment account.

165  
166 There was a discussion on what vehicles were requested for Water Works. Mr. Kitzrow also explained  
167 that some vehicles for other departments were requested through the use of the Water & Sewer funds.  
168 Not all of the vehicles that were listed under Water Works were for their department.

169  
170 Wastewater Treatment Plant Superintendent Connie Luffman spoke about the request for an additional  
171 mechanic. She explained that the City was growing so there is more to take care of and maintain. The  
172 mechanics in the department were stretched thin and not able to keep up on things.

173  
174 Ms. Cameron and Ms. Luffman explained several of the projects that were requested in the FY25 budget  
175 but would be moved to FY24 to save money.

176  
177 Ms. Luffman explained a new process that her department was using that involved dewatering  
178 dumpsters. This method saved the department money by only having to take in the dry solids to the  
179 landfill rather than having it mixed with water.

180  
181 Mr. Kitzrow explained that with the changes needing to happen in relation to the PFAS situation, it  
182 would be a long and costly process. He added that there would likely be grant funding received to assist  
183 with the cost.

184  
185 **Field Operations**

186 Field Operations Director Mike Dryden began by sharing the positions they asked for in the FY25 budget.  
187 Those positions included increased staff for the Parks, Sanitation and Fleet Divisions, as well as an  
188 Electrician position to keep up with the increased work load.

189  
190 Mr. Kitzrow explained that merit increases and career ladder increases were not cut from the Mayor’s  
191 budget.

192

193 Mr. Dryden stated that the positions he would prefer filling most were the Electrician and two Parks  
194 positions. A brief explanation of the process used for vehicle replacements was given. There are several  
195 factors used.

196  
197 Mr. Dryden explained to Ms. Blake, with regard to Schumaker Pond, that the City was doing their part.  
198 He added that the residents who lived around the pond also needed to do their part. There was  
199 discussion on what the best course of action would be and what the possible causes could be. Ms. Blake  
200 would like the City to work with Salisbury University to look further into the problems in the pond.

201  
202 Mr. Cordrey asked Mr. Kitzrow to review the General Capital projects that Administration wanted to  
203 move from FY25 to FY24. These included the Beaver Park Dam improvements, GOB exterior  
204 waterproofing, Zoo facility improvements, North Prong Park land acquisition, Jefferson Avenue street  
205 light additions and the Amphitheater pedestrian bridge. These were high priority projects. Ms. Blake  
206 added her concern for street lighting in Spring Chase.

207  
208 Mr. Kitzrow clarified that the current discussions for Schumaker Pond included a treatment of the  
209 growths in the Pond rather than the removal of it.

210  
211 **Housing & Community Development**  
212 Housing & Community Development Director Muir Boda provided an update on Anne Street Village  
213 (ASV) daily expenditures. He shared that the \$18,000 approved at the Mayor’s level would cover daily  
214 operations such as electricity, utilities, snacks for residents and pest control services. Mr. Boda  
215 mentioned the funds for the Housing First Program, which was requested but not funded. Mr. Kitzrow  
216 noted that the goal this year was to take care of those currently in the program rather than expanding  
217 the current program. Mr. Boda explained the changes that were made in reference to the budgeting of  
218 the grants and employees associated with the program. He made it clear that HCDD was not asking to  
219 expand the Housing First Program but wanted the funds necessary to maintain the housing they already  
220 had. The final request was for a merit increase for the Community Relations Manager.

221  
222 Mr. Boda added that the department was in need of replacement vehicles. He communicated that  
223 receiving two new vehicles would allow them to shuffle their vehicles around and better accommodate  
224 the staff based on their responsibilities.

225  
226 Ms. Dashiell asked for the status on Anne Street Village. Mr. Boda responded that his staff were  
227 currently running it and would continue as needed. The RFP was in process. Ms. Dashiell’s biggest  
228 concern was that it was never full.

229  
230 Mr. Boda responded to a question from Ms. Jackson and stated that there were 25 units at ASV with one  
231 serving as an office, another as a community kitchen, and about 14 to 15 filled with residents. Ms.  
232 Jackson did not understand why there were vacancies in the homes. Mr. Boda responded that the  
233 staffing he had was two people and their days were already full with the residents who lived there, so  
234 they could not take on any additional residents.

235  
236 **Volunteer Fire Department**  
237 Lee Smith, Volunteer Deputy Chief for the Salisbury Fire Department, addressed Council regarding the  
238 FY25 Volunteer Fire Budget. He gave a summary of how the FY24 funds were used. Among those  
239 expenditures were: a new “jaws of life”, the initiation of a cancer reduction program, new protective  
240 masks for each member, replacement fire hoses and gym equipment.

241



242 They asked for funds to purchase additional thermal imaging cameras, upgrades for the hydraulics,  
243 replacement supply line, and new high-rise packs. Mr. Smith shared that the calls for service continued  
244 to increase. Additionally, he mentioned several things the volunteers were in support of. Some of those  
245 included the purchase of new fire engines, making the twelve SWIFT members full-time employees and  
246 replacing some of the radios.

247  
248 Mr. Smith shared that the Firefighter EMT program was coming back to the CTE program at Parkside  
249 High School. Fifteen students would go through the two-year program.

250

251 **City Attorney**

252 Mr. Kitzrow began by stating that \$30,000 had been added to one of the line items for the City Attorneys  
253 budget for the purpose of paying for special council in potential arbitrations and discussions with the  
254 unions. City Attorney Ashley Bosché responded that she would like to be a part of any arbitration that  
255 may come up, at no cost to the City, to gain the experience and be able to take over the arbitrations at  
256 some point. Ms. Bosché felt that Cockey, Brennan & Maloney (CBM) would be able to take over some of  
257 the work involving the unions. That would benefit the City since it cost more for special council.

258

259 Mr. Kitzrow also explained that the “other attorney” line item would include all attorneys used by the  
260 City except for CBM.

261

262 After discussion, it was determined that the additional \$30,000 was not needed since there was the  
263 ability to transfer between the two accounts and there were sufficient funds in the “city attorney”  
264 account.

265

266 The Budget Work Session adjourned at 4:30 p.m.

267

268

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

270

271

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



City of  
Salisbury

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# Financial Health

Presented April 2024



# Table of Contents

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## □ **Benchmark Ratios**

Key financial ratios are compared to GFOA standards

- Total Fund Balance
- Unassigned Fund Balance
- Debt to Market Value
- Debt per Capita
- Annual Debt Service
- Water and Sewer Unrestricted Fund Balance
- Parking Authority
- Summary

## □ **FY 25 Budget**

- Highlights
- Revenues
- General Fund Expenditures by Category
- General Fund Expenditures by Department
- Capital Projects





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# Benchmarks



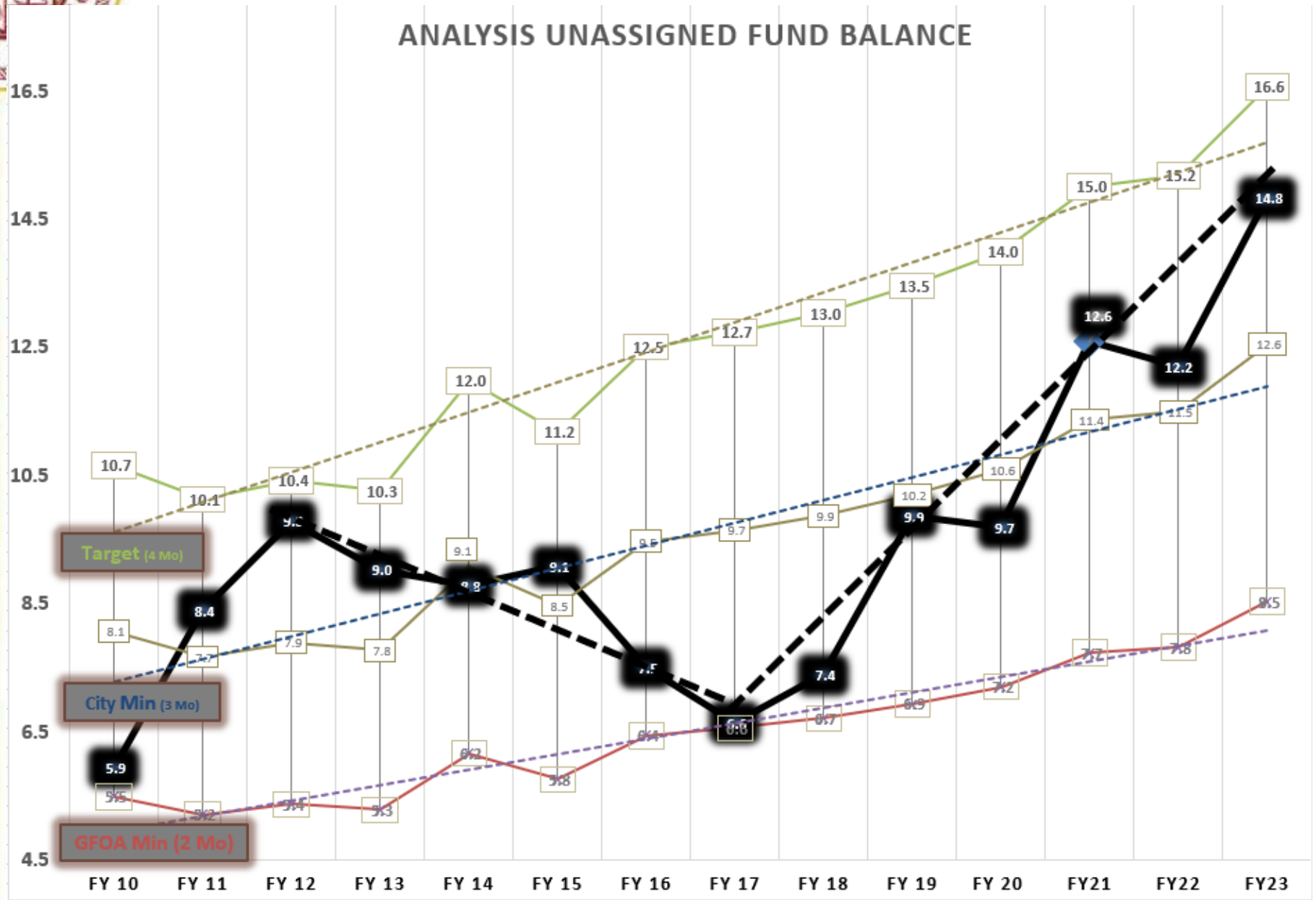
# General Fund - Total Fund Balance

	FY 2022	FY 2023	FY 2024	FY 2025
<b>Total Fund Balance</b>	\$13,811,228 as of June 30, 2020	\$17,005,761 as of June 30, 2021	\$16,554,397 as of June 30, 2022	\$20,998,550 as of June 30, 2023
<b>Budgeted Expenditures</b>	42,386,053 2020	45,462,945 2021	45,988,678 2022	49,499,674 2023
<b>Ratio</b>	32.6% (Strong)	37.4% (Strong)	36.0% (Strong)	42.4% (Strong)

<b>Strong</b>	<b>&gt; 25 %</b>
<b>Adequate</b>	<b>10-25 %</b>
<b>Weak</b>	<b>&lt; 10 %</b>



# General Fund - Unassigned Fund Balance





# Debt to Market Value

	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
<b>General Obligation Debt</b>	\$ 99,605,678	\$ 92,453,779	\$ 89,118,883	\$ 81,538,551
<b>Market Value of Property</b>	\$ 2,312,626,586	\$ 2,409,081,247	\$ 2,488,125,619	\$ 2,624,686,019
<b>Ratio</b>	4.31% (Adequate)	3.84 (Adequate)	3.58 (Adequate)	3.11 (Adequate)
		<b>Strong</b>	<b>&lt; 3 %</b>	
		<b>Adequate</b>	<b>3 – 6 %</b>	
		<b>Weak</b>	<b>&gt; 6 %</b>	



# Debt Per Capita

	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
<b>Citywide General Obligation Debt</b>	\$ 99,605,678	\$ 92,453,779	\$ 89,118,883	\$ 81,538,551
<b>Population</b>	33,000	33,050	33,050	33,050
<b>Debt Per Capita</b>	\$ 3,018 (Needs Improvement)	\$ 2,797 (Needs Improvement)	\$ 2,696 (Needs Improvement)	\$ 2,467 (Adequate)

<b>Strong</b>	<b>&lt; \$1,000</b>
<b>Adequate</b>	<b>\$ 1,000 - \$2,500</b>
<b>Weak</b>	<b>&gt; \$2,500</b>





# Annual Debt Service - General Fund

	FY 2022	FY 2023	FY 2024	FY 2025
<b>Budget Debt Service</b>	\$ 4,337,283	\$ 4,140,183	\$ 4,334,783	\$ 4,409,556
<b>General Fund + Capital Project Budget</b>	\$ 51,464,722	\$ 55,796,796	\$ 58,738,616	\$ 58,476,350
<b>Ratio</b>	8.43% (Adequate)	7.42% (Adequate)	7.38% (Adequate)	7.54% (Adequate)
<b>Adequate &lt;= 10%</b>				



# Water and Sewer Unrestricted Balance

	FY 21	FY 22	FY 23	FY 24	FY 25
<b>Unrestricted Fund Balance</b>	\$ 893,767 as of June 30, 2019	\$ 748,706 as of June 30, 2020	\$ (1,844,472) as of June 30, 2021	\$ 512,578 as of June 30, 2022	\$ (1,043,964) as of June 30, 2023
<b>Water Sewer Operating Revenue</b>	\$ 16,140,750 (FY21 Budget)	\$ 16,909,350 (FY22 Budget)	\$ 20,303,088 (FY23 Budget)	\$ 19,862,204 (FY24 Budget)	\$ 22,008,911 (FY25 Budget)
<b>Ratio</b>	5.5% (Needs Improvement)	4.43% (Needs Improvement)	-10% (Needs Improvement)	2.58% (Needs Improvement)	-4.74% (Needs Improvement)

**Strong** > 25%

**Adequate** 17 – 25%

**Weak** < 17%



# Parking Authority Unrestricted Net Position

	FY 2022	FY 2023	FY 2024	FY 2025
<b>Unrestricted Net Position</b>	\$ (173,401) as of June 30, 2020	\$ (443,042) as of June 30, 2021	\$ (593,992) as of June 30, 2022	\$ (509,217) as of June 30, 2023
<b>Revenue</b>	\$782,810	\$661,447	\$619,056	\$594,394
<b>Ratio</b>	-22% Needs Improvement	--67% Needs Improvement	--96% Needs Improvement	--86% Needs Improvement

<b>Strong</b>	> 25%
<b>Adequate</b>	17 – 25%
<b>Weak</b>	< 17%



# Benchmark Summary

	FY 2022	FY 2023	FY 2024	FY 2025
<b>General Fund Balance</b>	Strong	Strong	Strong	Strong
<b>Unassigned Fund Balance</b>	Adequate	Adequate	Adequate	Adequate
<b>Debt to Market Value</b>	Adequate	Adequate	Adequate	Adequate
<b>Annual Debt Service</b>	Adequate	Adequate	Adequate	Adequate
<b>Overall Debt per Capita</b>	Needs Improvement	Needs Improvement	Needs Improvement	<b>Adequate</b>
<b>Unrestricted Net Position Water/Sewer</b>	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement
<b>Unrestricted Net Position Parking Fund</b>	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement



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# FY25 Budget Highlights





# FY 25 Budget Highlights - Revenue

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## □ General Fund - Rates and Fees

- Trash Service – increased from \$69 to \$71 per Qtr.
- Tax Rates – no change
- EMS Service Fee – no change
- Outdoor Rental Space – Park Pavilion – increase from \$75 to \$100;
- Traffic Control Devices Fees – increase from \$50 to \$100;
- Development Plan Review Fees – Increase from \$1,000 to \$3,000;
- Planning Commission – Comprehensive Development Plan Fees – increase from \$250 to \$500;
- Short Term Rental Unit Registration and License Fee – New Fee in FY25. Structure is similar to Landlord License fees;
- Fire Prevention Fees – Plan Review basic fee – increase from \$75 to \$125;
- Fire Prevention Fees – Plan Review expedited fee – decrease from \$500 to \$300;
- Fire Prevention Fees – Plan Review after hours inspection – increase from \$100 to \$125;
- Fire Prevention Fees – Plan Review Site review fee – increase from \$100 to \$275;
- Fire Protection Permit Fee – NFPA 13D – increase from \$100 to \$125;
- Fire Protection Permit Fee - Gaseous and Chemical Extinguishing Systems – increase from \$125 to \$150;
- Fire Protection Permit Fee – Emergency generators – increase from \$100 to \$150;
- Fire Safety Inspections – Assembly Occupancies – increases vary from \$25 to \$50 per type;
- Fire Safety Inspections – Health Care Occupancies – increases vary from \$25 to \$50 per type;
- Fire Safety Inspections – Residential – increases vary from \$25 to \$50 per type;
- Fire Safety Inspections – Mercantile Occupancies – increases vary from \$25 to \$50 per type;
- Fire Safety Inspections – Business or Industrial Occupancies – increases vary from \$10 to \$75 per type;
- Fireworks Permit – Display – increase from \$250 to \$450;

See the Fee Ordinance for a complete list of fee changes.



## FY 25 Budget Highlights - Revenue

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### Water Sewer Rates

- Water Sewer Rates – increase 9%
- Water Sewer Urban Services – remains 1.5x

### Parking Fund Rates

- Permit parking rates – Lots 5, 7/13, 11,12, & Garage increased by \$5

### Storm Water Rates

- Storm Water Fee – no change



# FY 25 Tax Assessments

Fiscal Year	Assessments				Tax Rate		Tax Levy
	Real	Personal	Corporations	Total	Personal Property	Real Property	
2010	2,219,277,746	2,697,220	279,352,590	2,501,327,556	2.04	0.819	21,148,255
2011	2,050,805,168	2,058,140	277,866,040	2,330,729,348	2.04	0.819	21,004,804
2012	1,988,451,318	2,513,100	263,974,200	2,254,938,618	2.04	0.819	20,417,152
2013	1,963,683,547	2,029,930	262,591,170	2,228,304,647	2.04	0.819	19,659,327
2014	1,775,307,203	2,397,520	268,737,410	2,046,442,133	2.21	0.884	22,274,445
2015	1,748,436,713	2,467,580	265,493,170	2,016,397,463	2.21	0.937	21,289,136
2016	1,787,044,569	3,017,040	279,087,700	2,069,149,309	2.21	0.937	21,838,233
2017	1,793,459,946	2,866,060	283,109,800	2,079,435,806	2.21	0.9432	22,017,568
2018	1,852,099,222	3,105,050	296,391,770	2,151,596,042	2.40 PP 2.81 RR	0.9832	24,127,199
2019	1,930,891,071	3,058,170	294,411,710	2,228,360,951	2.40 PP 2.81 RR	0.9832	25,059,823
2020	2,009,236,346	3,247,210	300,143,030	2,312,626,586	2.40 PP 3.51 RR	0.9832	26,436,227
2021	2,113,819,337	2,561,790	292,700,120	2,409,081,247	2.40 PP 3.51 RR	0.9832	27,245,705
2022	2,178,664,239	1,972,620	307,488,760	2,488,125,619	2.40 PP 3.51 RR	0.9832	28,319,858
2023	2,309,912,479	1,869,780	312,903,760	2,624,686,019	2.40 PP 3.51 RR	0.9832	29,326,253
2024 (EST)	2,299,353,344	1,750,000	253,454,416	2,554,557,760	2.40 PP 3.51 RR	1.0332	28,020,025
2025 (EST)	2,550,308,052	1,250,000	257,621,083	2,809,179,135	2.40 PP 3.51 RR	1.0332	32,606,652





# FY 25 General Fund Revenues

	24 Revised	MAYOR	Increase (Decrease)	%
<b><u>Top Increases</u></b>				
Real Property	23,788,078	25,476,652	1,688,574	7.1%
Highway User	1,799,618	2,096,182	296,564	16.5%
School Zone Camera	400,000	575,000	175,000	43.8%
Local Income Taxes	2,700,000	2,850,000	150,000	5.6%
Trash Fees	2,265,419	2,388,539	123,120	5.4%
OBC - Current Year	4,100,000	4,200,000	100,000	2.4%
Zoo-Hotel Room Tax	230,000	325,000	95,000	41.3%
Fire Prevention - Plan Review	185,000	265,000	80,000	43.2%
Fire Service Contribution SU	-	75,000	75,000	
Short Term Rental Tax HCDD	-	75,000	75,000	

<b><u>Top Decreases</u></b>				
EMS Medicaid Gap Reimburseme	915,439	811,733	(103,706)	-11.3%
Cable TV Franchise Fee	380,000	320,000	(60,000)	-15.8%
Municipal Infractions	75,000	25,000	(50,000)	-66.7%
Vacant Building Registration	75,000	45,000	(30,000)	-40.0%
Special Event Earnings	50,000	20,000	(30,000)	-60.0%
PILOT Parking Authority	101,495	76,015	(25,480)	-25.1%
Hazmat Special Op Revenue	34,806	10,000	(24,806)	-71.3%



## FY 25 Budget Highlights – Personnel

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- The Mayor's Proposed Budget includes an increase of one step.
- As a result of union negotiations, an additional step increase will take effect July 1 with an additional step increase to take effect January 1. The adjustment for the union increases will be required at the Council Level.
- The above has been agreed by general government and police unions, but not the fire union
- Career Ladder Updates
- Merit increases
- Reclassification and standardization of all administrative positions, see following slides
- Health insurance increased by 6%



# FY 25 Budget Highlights – Personnel

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Department	Position
<b>New Positions</b>	
Fire	Twelve new Fire Fighter positions - SAFER
<b>Eliminated Positions</b>	
DID	Eliminate 1 of 5 Construction Inspectors
DID	Eliminate Drafting Supervisor position
Parks Rec	Downtown Ambassador (made part time)
<b>Frozen Positions</b>	
Police	Ten Police Officer positions





# FY 25 Budget Highlights – Personnel

Department	Position	Notes
<b>Reclassifications</b>		
ABC	Office Administrator	Changed from Admin Assistant
ABC	Economic Development Manager	Changed from Director of Business Development
ABC	General Maintenance Technician	Moved from Parks 45000
Mayor	Executive Office Administrator	Changed from Executive Admin Office Manager
Mayor	Executive Office Administrator	Changed from Executive Admin Assistant
Procurement	Office Administrator	Changed from Admin Assistant
IS	Network Technician	Changed from Computer Technician
HR	Office Administrator	Changed from Admin Assistant
Police	Office Administrator	Changed from Resource Manager
Police	Office Administrator	Changed from Admin Assistant
Police	Chief Office Administrator	Changed from Chief Administrative Records Clerk
Fire	Office Administrator	Changed from Program Specialist
Fire	Office Administrator	Changed from Admin Assistant
Fire	Chief Office Administrator	Changed from Office Manager
BPI	Office Administrator	Changed from Office Manager
HCDD	Office Administrator	Changed from Office Manager
HCDD	Office Administrator	Changed from Admin Assistant
FO	Chief Office Administrator	Changed from Office Manager
DID	Deputy Director	Changed from Associate Planner
DID	Project Engineer	Changed from Project Manager
DID	Associate Planner	Changed from Sustainability Coordinator
DID	CAD Technician	Two positions, changed from CAD Drafter
DID	Office Administrator	Changed from Admin Assistant
DID	Engineering Manager	Changed from Project Engineer
Fleet Maint	Office Administrator	Changed from Admin Assistant
Carpenter Shop	General Maintenance Technician	Changed from Carpenter
Carpenter Shop	General Maintenance Technician	Moved from Parking 31154
Zoo	Development Supervisor	Changed from Office Manager
Parking	Parking Supervisor	Changed from Parking Enforcement Officer
Parking	Parking Revenue Clerk	Moved from Finance 15000
WW	Office Administrator	Three positions, changed from Admin Assistant



## FY 25 Budget Highlights –Transfers & Grant Match

Transfer - General Capital Projects	70,000
Transfer – Special Revenue Fund NFF	0
Transfer – Anne Street	18,000
Grants Match Police	88,000
Grants Match Community Development	
Grants Match Field Operations	36,000
Grants Match Fire	300,000
<b>TOTAL Org 91001 &gt;&gt;</b>	<b>\$ 512,000</b>



# FY 25 Budget Highlights –Transfers & Grant Match

The Grant Team has proposed adjustments for Grant Match at the Council Level as follows:

1. Housing First \$58,697
  
2. DID \$ \$284,173.80 (as detailed below)

<b>Infrastructure &amp; Development Department</b>				
FY25 - MD Dept. of Transportation - State Aid Funds	41,570		41,570	N/A
FY25 - Highway Safety Improvement (HSIP)	250,500		250,500	25,050
FY25 - Highway Safety Improvement (HSIP) - High Friction Surface	172,728		172,728	17,273
FY24 - Bikeways Program	720,000		720,000	24,000
FY25 - Bikeways Program	200,000		200,000	40,000
Safe Streets for All (SS4A) Vision Zero Program	11,753,587	11,753,587	-	177,851
FY25 - Chesapeake Bay Trust Carroll St Stormwater	175,000		175,000	-





# FY25 General Fund Capital Outlay

			General Fund - Capital Outlay			
			Account		Funding Source	
Dept	Project Description	Approved Amount	Org	Acct	General Revenues	Lease Proceeds
Field Ops	Schumaker Pond	20,000				
Field Ops	City Park Pedestrian Bridge Repair Reallocati	50,000				
Field Ops	Rear Loading Trash Truck	-				
Field Ops	3-Ton Dump Truck 2 Door	360,000	32061	577025	360,000	
Police	Police Vehicles	-				
Fire	Portable Radio Replacement	187,771	24035	577030	187,771	
Fire	Apparatus Replacement - Engine	1,344,121				
Various	Governmental Fleet Vehicles	550,000	Various	577025	550,000	
DID	Concrete Program (Curb, Gutter and Sidewalk	75,000	31000	534307	75,000	
DID	Surface Maintenance (Crack Sealing, Microsu	150,000	31000	534318	150,000	
DID	Street Reconstuction (Milling and Paving)	700,000	31000	534318	700,000	
DID	Northwood and Brewington Branch Culvert	-				
DID	Naylor Mill Road Bridge Replacement	-				
GOB	GOB Energy Efficiency Improvements	-				
Zoo	Zoo Andean Bear Exhibit					
<b>General Fund &amp; Capital Projects</b>		<b>3,436,892</b>			<b>2,022,771</b>	<b>-</b>



# FY25 General Capital Projects

Schedule B: General Capital Projects					
Project Description	Funding Source				FY26 Bond DOOI
	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	
Schumaker Pond	20,000	20,000			
City Park Pedestrian Bridge Repair Reallocation	50,000	50,000			
3-Ton Dump Truck 2 Door	360,000				
Portable Radio Replacement	187,771				
Apparatus Replacement - Engine	1,344,121				1,344,121
Governmental Fleet Vehicles	550,000				
Concrete Program (Curb, Gutter and Sidewalk)	75,000				
Surface Maintenance (Crack Sealing, Microsurfacing)	150,000				
Street Reconstruction (Milling and Paving)	700,000				
<b>General Fund &amp; Capital Projects</b>	<b>3,436,892</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>1,344,121</b>





# FY25 Water Sewer Capital Projects

Project	Approved Amount	Capital Projects - Funding Source			Enterprise Fund - Capital Outlay	
		PayGO	Reallocation	Bond	Account	Lease Proceeds
<b>Water Sewer Fund:</b>						
Water Sewer study Naylor Mill	-	-				
Communication Network Redundancy	15,000	15,000				
Sanitary Sewer Lining	75,000	75,000				
Vacall Sewer Truck	600,000				86085-577025	600,000
Replace Distribution Piping & Valves	100,000	100,000				
Automated Metering Infrastructure	250,000	250,000				
Dump Truck	92,000	92,000				
Elevated Water Tank Maintenance	200,000	200,000				
Restore Park Well Field	175,000			175,000		
Restore Paleo Well Field	230,000			230,000		
Decommision Edgemore Water Tower	-	-				
Prk Reseroir Discharge Pipe Replace	40,000	40,000				
PFAS Study and Treatment Park Plant	60,000	60,000				
Pump Station Improvements	110,000	110,000				
Dump Truck	230,000				82076-577025	230,000
Effluent Filter Pump	130,000			130,000		
Ford F350 Utility Body Dually	90,000				86083-577025	90,000
John Deere Zero Turn Mower	-	-				
Pale WTP 30" PCCP Discharge Line Rep	585,000		585,000			
Filter Replacement Project	12,000,000			12,000,000		
<b>Water Sewer Fund Total &gt;&gt;</b>	<b>14,982,000</b>	<b>942,000</b>	<b>585,000</b>	<b>12,535,000</b>		<b>920,000</b>

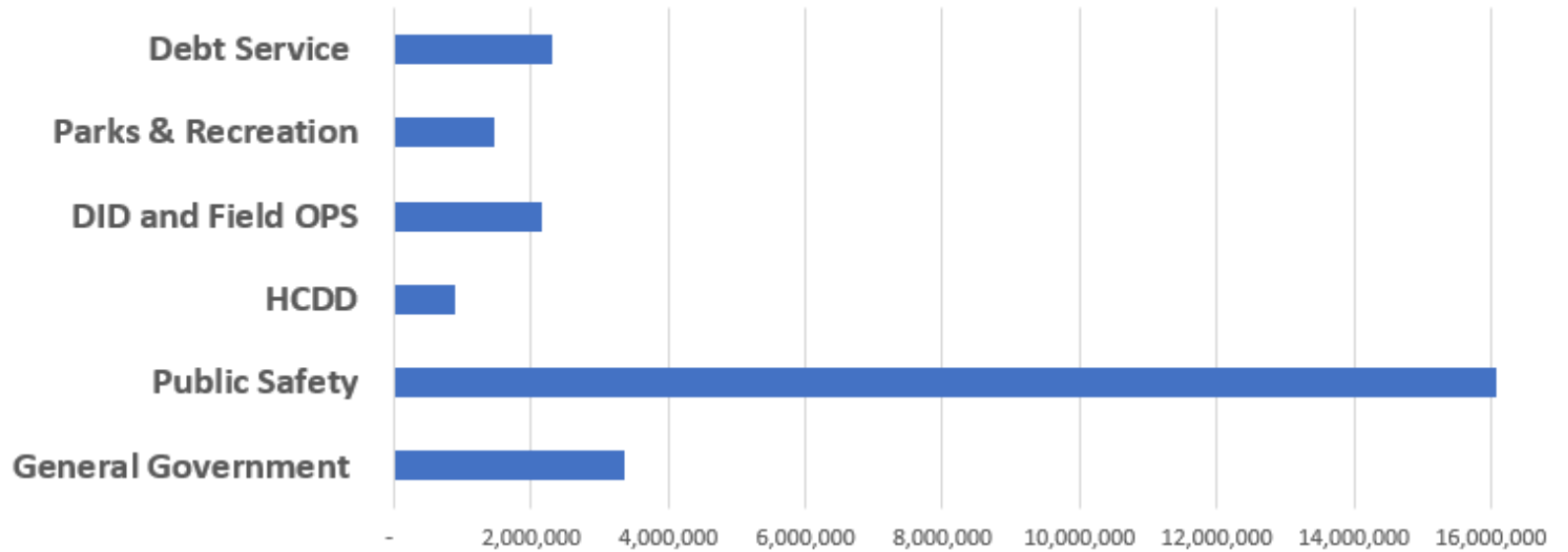


## FY23 General Fund Debt Service

			23 Actual	24 Approved	25 Mayor	Increase (Decrease)
<b>Principal</b>						
70101	588114	Principal - 2011	221,176	-	-	
70101	588122	Principal - 2016	384,127	392,508	401,064	
70101	588123	Principal - 2017	903,114	865,365	747,468	
70101	588124	Principal - 2018	348,163	356,911	365,870	
70101	588131	Principal - Waverly WQ	4,761	4,809	4,857	
70101	588140	Principal - 2019	538,200	565,800	598,000	
70101	588141	Principal - 2022	805,000	840,000	875,000	
		<b>Total Principal</b>	<b>3,204,541</b>	<b>3,025,393</b>	<b>2,992,259</b>	<b>(33,134)</b>
<b>Interest</b>			-	-	-	
70101	588214	Interest - 2011	6,053	-	-	
70101	588222	Interest - 2016	30,420	21,955	13,305	
70101	588223	Interest - 2017	183,499	137,565	94,297	
70101	588224	Interest - 2018	97,950	89,213	80,255	
70101	588231	Interest - Waverly WQ	427	379	331	
70101	588239	Interest - 2019	-	313,690	284,595	
70101	588240	Interest - 2020	340,515	-	-	
70101	588241	Interest - 2022	258,575	242,475	208,875	
70101	588243	Interest - 2023	-	419,113	-	
70101	588244	Interest - 2024	-	-	614,747	
70101	588245	Interest - 2026	-	-	120,892	
70101	588900	Bond Issuance Cost	-	85,000	-	
		<b>Total Interest</b>	<b>917,440</b>	<b>1,309,390</b>	<b>1,417,297</b>	<b>107,907</b>
		<b>Total Debt Service</b>	<b>4,121,980</b>	<b>4,334,783</b>	<b>4,409,556</b>	<b>74,773</b>

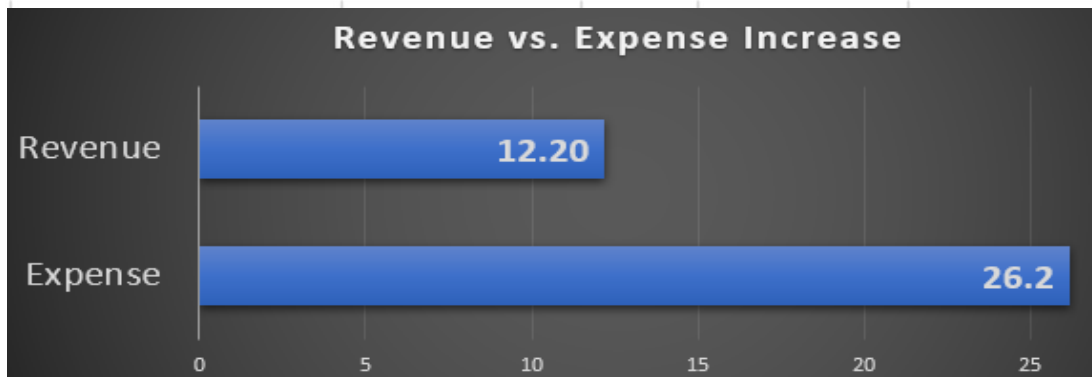


## Increase FY25 vs. Fy12 by Function



	Increase		FY12	FY25
General Government	3,348,793	137%	2,437,121	5,785,914
Public Safety	16,081,039	90%	17,914,856	33,995,895
HCDD	875,757	141%	622,568	1,498,325
DID and Field OPS	2,164,727	54%	4,037,212	6,201,939
Parks and Recreation	1,469,729	102%	1,436,425	2,906,154
Debt Service	2,310,940	110%	2,098,616	4,409,556
	<b>26,250,985</b>			

The Tax Levy in FY12 was \$ 20.4M vs. \$ 32.6M in FY25 or an increase of **\$ 12.2M**. This tax revenue increase pales in comparison to the **\$ 26M** increase of major departments and debt service costs during that period. Public Safety alone has increased by **\$ 16M** and that does not include the cost of 12 Fire Safer grant employees.



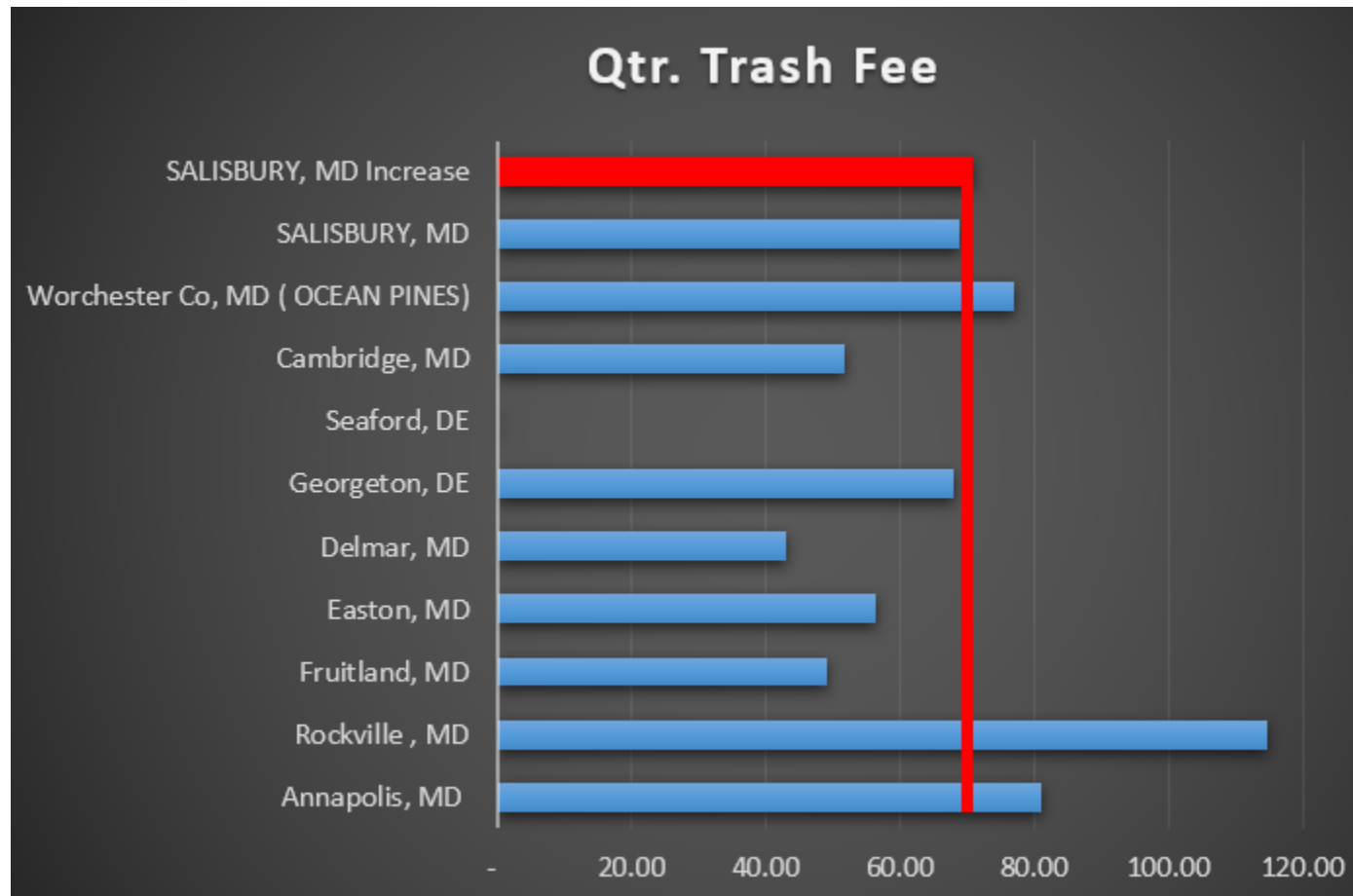




# Trash Fee

*The FY25 Proposed Budget includes a 3% increase. The survey for other towns in from last year.*

FY24: \$67 to \$69  
FY25: \$69 to \$71





# FY25 Water Sewer Impact and Revolving Funds

	Water Sewer Impact and Revolving Funds				Operating
	Total Capital	Revolving	Impact Water	Impact Sewer	W S
		Maintenance	Capacity	Capacity	
		60200	10800	10900	60100
<b>Proposed Min Balances</b>					
Maintenance	1,500,000	1,500,000			
Capacity Expansion	1,000,000		500,000	500,000	
Operating Funds (3 Mo Op Exp)	-				2,700,000
<b>Total Min Balances</b>	<b>2,500,000</b>	<b>1,500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>2,700,000</b>
Balance 03 10 2023	3,272,001	1,056,202	1,279,894	935,905	
Increase	395,668	193,530	108,051	94,087	
<b>Balance 04/18/2024</b>	<b>3,667,669</b>	<b>1,249,732</b>	<b>1,387,945</b>	<b>1,029,992</b>	
Transfer Projects	-	-	-	-	0
<b>Available Balances</b>	<b>3,667,669</b>	<b>1,249,732</b>	<b>1,387,945</b>	<b>1,029,992</b>	<b>(168,364)</b>
					<i>see Note 1</i>
<b>Over (Under) Min</b>	<b>1,167,669</b>	<b>(250,268)</b>	<b>887,945</b>	<b>529,992</b>	<b>(2,868,364)</b>

Note 1: Best Practices calls for funds on hand dedicated for operations, exclusive of the funds assigned to projects, to be 3 months of operating expenses or \$2.7m for the City. The Water Sewer fund had a deficit of \$168,364 dedicated to operations as of 6/30/23 for a variance from the target of \$2,868,364.

Note 2: It is recommended that the City update the sources of funds for capital projects in the Final FY25 budget to fund 400k from Impact and Revolving funds and reduce the those funded from bond proceeds.

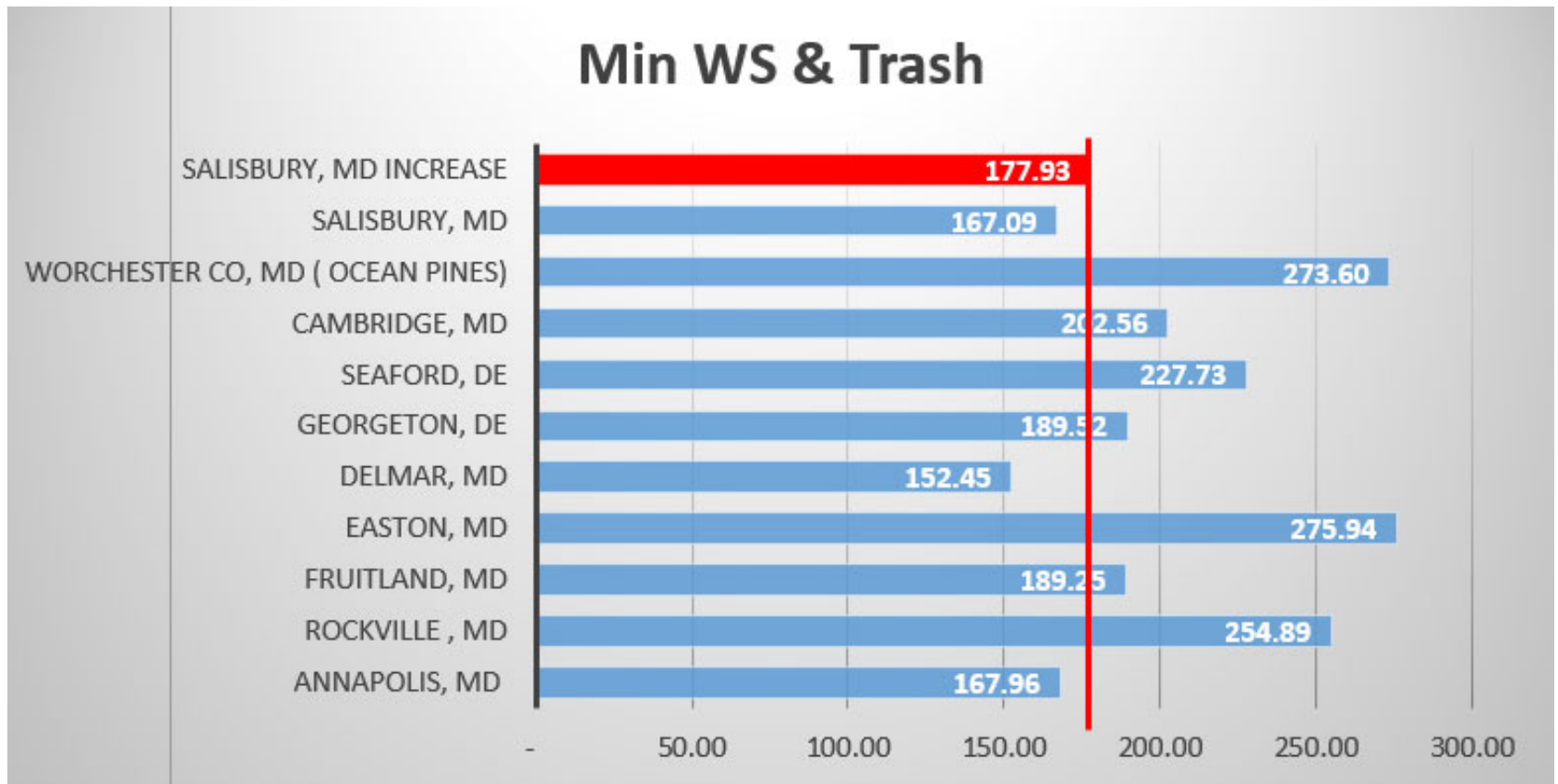


# FY25 Water Sewer Rates

Min W & S up 9% from \$98.09 to \$106.93 or \$8.84

Trash up 3% from \$69 to \$71 or \$2

Total Min WS + Trash up from \$169.09 to \$177.93 or \$10.84



\* The rates for other towns above are from a survey taken for FY24.





## FY25 Water Sewer Debt Service

- The City negotiated new terms with MDE for the 2015 Water Quality Bond. The below table shows the change to Water Sewer debt service beginning in fiscal year 2025.

Year	2015		2008a	Total
	Original	Current		
2025	150,000	150,000	2,287,761	2,437,761
2026	150,000	150,000	2,287,761	2,437,761
2027	2,778,750	150,000	2,287,761	2,437,761
2028	2,778,750	150,000	1,999,645	2,149,645
2029	2,778,750	3,634,367		3,634,367
2030	2,778,750	3,634,367		3,634,367
2031	2,778,750	3,634,367		3,634,367
2032	2,778,750	3,634,367		3,634,367
2033	2,778,750	3,634,367		3,634,367
2034	2,778,750	3,634,367		3,634,367
2035	2,778,750	3,634,367		3,634,367
2036	2,778,750	3,634,367		3,634,367
2037	2,593,053	3,634,367		3,634,367
<b>Total</b>	<b>30,680,553</b>	<b>33,309,303</b>	<b>8,862,928</b>	<b>42,172,231</b>



# Takeaways...Strengths

- **Financial Position**

Presently the City enjoys a strong Financial Position. This status is based on the financial data as of the FY23 Audit.

- **Unassigned Fund Balance**

The General Fund's Unassigned Fund Balance is strong as of 6/30/23.

- **Water / Sewer Project Status**

Many Water and Sewer Projects have either been recently completed or funded. Few have been deferred, which if they were, would have resulted in infrastructure liabilities.





# Takeaways... Weaknesses

- **General Fund CIP**

The inability to fund many of the improvements mapped for in our recent Capital Improvement plans could be seen as small crack in our financial framework. It has been getting harder to fit CIP into the General Fund budgets. Should CIP pile up they are the equivalent of unfunded liabilities.

- **General Fund Revenues**

We can count on rising expenses. Medical cost are expected by many to rise 6-8% per year. The predictable pay plan represents a significant increase per year in the General Fund. Finding revenues to match these rising cost is expected to become increasingly difficult.

- **Fire Services**

The County's contributions for fire services do not represent their true share. A new framework, to recover the true cost of fire services, is essential.

- **Tax Differential**

The citizen's of Salisbury deserve Tax Differential as recommended by past studies.

- **Parking Fund**

The Parking Fund needs to increase the Unrestricted Net Position.



# Questions



CITY OF SALISBURY  
WORK SESSION  
MAY 6, 2024

Public Officials Present

Council President D’Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember April R. Jackson

Mayor Randolph J. Taylor  
Councilmember Michele Gregory  
Councilmember Sharon C. Dashiell

In Attendance

City Administrator Andy Kitzrow, Deputy City Administrator John Tull, Fire Chief Rob Frampton, EMS Assistant Chief Chris Truitt, Water Works Director Cori Cameron, Housing and Community Development Director Muir Boda, Field Operations Director Mike Dryden, City Planner Amanda Rodriguez, Sustainability Specialist Dylan Laconich, City Attorney Heather Konyar, City Clerk Kim Nichols and members of the public.

-----  
On May 6, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in Council Chambers of the Government Office Building. The following is a synopsis of the items discussed.

**Budget amendment for surplus radios- Assistant Chief Chris Truitt**

Director Rob Frampton and EMS Assistant Chief Chris Truitt joined Council. Assistant Chief Truitt reported the Fire Department recently surplussed two Motorola APX 6000 radios which auctioned for \$1,925. The request was for the funds to be placed in the Fire Department’s Vehicle Account.

Ms. Dashiell commended the Fire Department for selling and receiving the funds.

Council reached unanimous consensus to advance the ordinance to Legislative Session.

**Budget amendment to appropriate additional funds required for Field Operations**

City Administrator Andy Kitzrow reported that Field Operations was requesting an additional \$57,000 be added to the Parking Authority Budget. It was slightly under-budgeted for the full-time and part-time personnel positions. They anticipated having to bring a budget amendment before Council. There were ongoing street improvements and parking garage maintenance they needed to complete, and fortunately the Parking Fund was very healthy with revenues well above projected budget. The increase requested would be covered by the increased revenue projections.

Ms. Jackson asked if the salaries increased or if the number employees increased. Mr. Kitzrow said the two positions were not fully funded in the FY24 budget. The clerical error was discovered in the Fall but Administration wanted to ensure they knew what the

44 shortfall would be before allocating additional funding. Also, with the ongoing transition  
45 of the Parking Garage, the funding for part-time staff was decreased due to the  
46 anticipated automation. Since the automation did not occur fully, there was an increase  
47 in part-time staff.

48  
49 President Doughty asked for details on the parking updates and asked if the citizens  
50 would see the updates. Mr. Kitzrow answered that the lines would be cleaned up,  
51 additional on-street parking added, and signage would be improved.

52  
53 Ms. Jackson asked how much the parking attendants earned. Mr. Kitzrow answered the  
54 City employed full-time employees in the Parking Fund. The Revenue Clerk and Parking  
55 Supervisor salaries ranged from the high 30's into the mid 50's. General Park  
56 Maintenance techs worked Downtown out of ABCD. They did not employ many part-  
57 time staff anymore because they no longer had Parking Attendants. He explained the  
58 Downtown Ambassadors were paid on an hourly basis out of a different account and  
59 discussed the Parking Supervisor and Collections positions.

60  
61 Council reached unanimous consensus to advance the legislation to legislative agenda.

62  
63 **Accepting donation of real property located at 404 Hastings Street**

64  
65 Housing & Community Development Director (HCDD) Muir Boda reported on the  
66 donation of 404 Hastings Street from Perry Willey. The property had tax liens and Mr.  
67 Willey thought he had donated the property to the City seven years ago. The bank wrote  
68 off the loan because they also thought the property was donated. Between directors, new  
69 law firms and Covid, this fell through the cracks. The request was to accept the donation  
70 and the City would write off and waive the owed City taxes and cover the approximate  
71 \$1,000 in owed County taxes. The deed would then be cleared and the City would  
72 receive the property. He would ask the other property owners near this property what  
73 their plans were since this was a smaller lot and unbuildable under the current code.

74  
75 Council reached unanimous consensus to advance the legislation to legislative agenda.

76  
77 **PFAS Update**

78  
79 Water Works Director Cori Cameron reported the City's water exceeded all current  
80 water quality standards by MDE and the EPA. New national regulations increased  
81 attention to PFAS. She then explained what PFAS was and how it was presented into the  
82 ground water, and informed Council that the PFOA and PFOS chemicals, although no  
83 longer being manufactured, were in the environment and seeping into the groundwater.  
84 She said every five years the EPA required all water systems to sample for unregulated  
85 contaminants. The City has tested for it for the last ten years. The EPA set the regulation  
86 at 70 parts per trillion when it was not really a regulation but an action level while they  
87 were building the regulation. She added the City knew this regulation was coming and  
88 weren't worried at first because it was 70 and the City was so low on the scale until a  
89 year or so ago when they heard it was being lowered to zero. It was lowered to 4 parts



90 per trillion since that was as low as lab data could accurately sample. It would go into  
91 effect in 2029, and from now until 2027 water systems would increase monitoring for  
92 PFAS. She explained the strict requirements the City followed when taking samples.  
93 Compliance must be reached in the year 2029, which included finding funding, design,  
94 construct and implement treatment.

95  
96 Ms. Cameron shared the action the City was taking towards the 2029 compliance date  
97 and discussed the Paleo Plant treatment. She hoped to have the design work done by  
98 early 2025 and to apply for state funding. Because the Park Plant also contained low  
99 levels of PFAS, the City would conduct a study there and determine which direction to  
100 go. The options were to either install treatment or find another water source by 2029.  
101 Possibly deeper wells would be cheaper but there was no guarantee.

102  
103 Ms. Cameron discussed the lawsuits the City was involved in against 3M and Dupont.  
104 There were some companies around town telling the residents the water was unsafe. The  
105 City was spending a lot for filtration. The companies' filters were very expensive.

106  
107 President Doughty asked Ms. Cameron to provide a brief update in six or seven months.  
108 There were other systems that had been asked to come off due to the levels being higher.  
109 Ms. Jackson reported her daughter in New Jersey had PFAS in her water and she told her  
110 to buy bottled water. Ms. Cameron said bottled water had not received orders for testing.

111  
112 Mayor Taylor said that Phase 2 of the filters was a carbon discharge that captured  
113 everything including PFAS. Ms. Cameron said once they were operating, the filters  
114 would take care of all of the contaminants. It would be expensive, but would cover a lot.

115  
116 The update was for Council information only. No consensus was reached nor vote taken.

117  
118 **Downtown parking discussion**

119  
120 Mr. Kitzrow said there would be parking improvements including additional striping,  
121 cleaning up curbs and signage to better see where to or where not to park. The goal was  
122 to increase on-street parking by 80 to 100 spaces. Administration previously discussed  
123 downtown developments on a broader scale and the analysis of what those impacts were  
124 going to be on the current available parking on surface level parking. The City's current  
125 largest parking lots were Lots 1, 11 and 10 and they encompassed around 500 parking  
126 spaces. There were roughly 400 or more permits that the City would need to think about  
127 a different home for. The City was thinking about our parking alternatives if we had full  
128 development of the parking lots. The parking garage was filling. If there was no  
129 additional development, the Ross had full capacity, and we needed to service Court, it  
130 would be tight. Council provided the authority for an additional parking garage, and  
131 design was submitted for a 450-space garage, but there was still work to do on the  
132 adjacent development. Administration was going to pull together a group of downtown  
133 stakeholders, architects, and people who spend time downtown to get some additional  
134 feedback and procuring a small area plan for downtown including parking.

135

136 President Doughty requested a member of council be included in the group. Council did  
137 authorize the garage to move forward and lots would be offline once the development  
138 began. Mr. Doughty asked what the timeline would be when those displaced were  
139 transitioned to the garage. Mayor Taylor stated he thought they basically got a plan  
140 approved to get under that May first deadline. There was a new player with the Library  
141 being knocked down. There were a lot of moving parts. Mr. Kitzrow said we did not  
142 want to rush building the garage and realize later we built it too big or too small.  
143

144 Ms. Gregory commented that when the walking tour was downtown they saw how awful  
145 it was for a wheelchair user to get around. She asked if there would be more disabled  
146 parking available outside of the garage on the street. Mr. Kitzrow responded that they  
147 should meet on that to discuss what made sense. He announced that today was the first  
148 day for the City's new Economic Development Manager. As we discussed parking we  
149 also had to discuss how it impacted our downtown businesses and downtown transient  
150 groups of people. More would come on this conversation.  
151

152 Two members of the public provided the following comments:  
153

- 154 • Speaker displayed a photo taken a year ago showing the three lots sold (Lots 1, 11  
155 and 15). All parking would be eliminated by the new apartments, parking garage,  
156 and Unity Square, which eliminated the prime parking in downtown Salisbury.
- 157 • If the apartments were built with the proposed 220 units average with about two  
158 bedrooms per unit, that would be 440 bedrooms. If they were 85% to 90% filled,  
159 there would be space needed for 350 to 400 cars. The apartment occupants would  
160 mostly be gone during the day and downtown visitors would use their spaces. He  
161 asked what would happen on a holiday.
- 162 • Parking had to be designed for maximum conditions just as roads and highways.
- 163 • A lot of the spaces along the street were going to be down narrow width streets in  
164 many cases and were likely unsafe as many were where we had periodic flooding.
- 165 • Speaker agreed with first speaker's comments. While the City was putting lines  
166 on the streets, her building had no street parking nor would it if Lot 15 went into  
167 development. There were people living upstairs struggling with walking from the  
168 further lot. This would result in a devaluation of her investment.  
169

170 The update was for Council information only. No consensus was reached nor vote taken.  
171

### 172 **PILOT program discussion**

173

174 Ms. Jackson stated she had several developers ask how they would go about getting into  
175 the PILOT program. She said she hadn't heard about the program for so long, and the  
176 last was when former Mayor Day granted the Pemberton Apartments their PILOT, which  
177 did not finalize due to COVID. Funding for the program was exhausted since everything  
178 was at a halt. She asked what we were going to about initiating the program. People with  
179 fair and affordable housing really needed this to get back on their feet to make the living  
180 conditions for the residents safe. She asked how would we inform them about the  
181 program. President Doughty asked Administration to speak about the PILOT program.

182  
183 Mayor Taylor stated it was a dollar per unit credit with the two different versions  
184 including a new construction and a rehab version of \$400 per unit. In some instances it  
185 wiped out the City portion of the tax which was one of the things he wanted to modify.  
186 He agreed with the incentive but hoped they could limit it to half the original tax that  
187 would normally be paid. It really was a developer subsidy and not necessarily passed  
188 along to the tenant and contingent upon them making improvements to the property (for  
189 the rehab component), and they wanted to incentivize both versions. Since they would be  
190 using Fire and Police he wanted to limit the credit to 50% of the amount of the taxes.  
191

192 Mr. Kitzrow explained when former Mayor Day did the Here Is Home package several  
193 ordinances were passed. Ordinance No. 2693 created a template form PILOT program  
194 that was \$400 per unit for new or redevelopment. There were other requirements to  
195 qualify. Once the rehab was done the credit would be placed on the upcoming tax  
196 assessment. Homes for America was interested in four different projects. Homes at  
197 Gateway Village, Village at Mitchell Pond, James Leonard Apartments, and Homes at  
198 Foxfield all expressed interest. The City was working with Homes for America to move  
199 forward on the agreements. He said the question was if there was a reduction or cap on  
200 how much credit there would be allotted for an entire project.  
201

202 Ms. Blake asked if the Mitchell Landing project was still moving forward for subsidy  
203 housing because she thought they withdrew the PILOT application. Mr. Kitzrow said the  
204 Village at Mitchell Pond was the one he referenced and was not sure about Mitchell  
205 Landing. There was no agreement and the City currently had not settled on the property.  
206

207 President Doughty added that with PILOTS, which were a state-led initiative, we needed  
208 to align with what the State suggested. Mayor Taylor said the question became what  
209 percentage of the rehab had to be finished. The ordinance was developed in 2021 but the  
210 mechanism with which to earn it became unclear. It probably needed to be evaluated on  
211 a one-off basis. Pemberton was the only entity that ever applied for it, and it fell  
212 through. Mr. Kitzrow said they needed to submit an application and if there was any  
213 interest, they should contact him.  
214

215 One member of the public commented on the following:  
216

- 217 • Speaker worked with the County years ago and was involved in PILOTS. All  
218 TIF'S, PILOTS, HORIZON Program, and Here Is Home resulted in reduced City  
219 revenue. They hadn't even seen our budget or CIP for next year. On two pages of  
220 our current financial statement that we received for last year, there was a very  
221 good summary of our revenue, sources of revenue and expenditures. It still had  
222 draft on it, and was not posted on the website yet. In the last four years, up until  
223 last year, our property tax revenue only went up by \$4 million. Our local income  
224 tax revenue went up about \$800,000. The only reason we didn't get more was  
225 because 80% of our piggyback tax we paid went to the County; the City got 17%.
- 226 • We needed to look at everything before we started doing more giveaways. We're  
227 not getting that much more in and our expenditures were increasing.

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**Update on Carroll Street and Eastern Shore Drive**

Mr. Kitzrow reported that Carroll Street redevelopment was directly attached to the Safe Streets For All large federal grant that we received with local spend of about \$14 million. Allocating our local resources, leveraging state grants, and the federal dollars for Carroll Street safety improvements, mostly bike infrastructure and crosswalks, and sidewalk infill. Looking at that grant and funding, and with only so many dollars, we needed to be smart about our investment and what we wanted to do. We were taking a look over the next two weeks to ensure we knew what we wanted to do. Before we made any further changes to Carroll Street, we needed to ensure we knew what we were doing. Mr. Kitzrow added he hoped they could talk about the Safe Streets For All at the next Work Session in generalities to include Carroll Street’s movement.

Mayor Taylor said there was a lot of push back from the community on Carroll Street. We needed to think about how to move forward. There was no plan on Eastern Shore Drive. The next step was to modify Carroll Street to be friendlier to the citizens.

Ms. Dashiell offered to serve on the committee as there were quite a few streets that were changed that bordered her district.

Ms. Jackson agreed with revitalization and making Salisbury beautiful, but asked if we could clean up some things such as Fitzwater Street’s curb that everyone seems to hit. There was not enough room. Former City Council President Von Siggers had to park in a business parking lot and it was unsafe because there was a park and children in the area.

**West Road Annexation**

Deputy City Administrator John Tull and City Planner Amanda Rodriquez joined Council at the table. Ms. Rodriquez reported the annexation was for 900, 902 and 904 West Road. It was three parcels to be re-subdivided together for a total of .8 acres, rectangular in shape and adjoined existing City boundaries on West Road. She said the properties requesting the annexation were currently unimproved. The developer intended to construct a 12-apartment unit complex.

Ms. Dashiell asked if any of the apartments were considered affordable? Ms. Rodriquez only speculated that they may be affordable, given the number of units.

Council reached unanimous consensus to advance the annexation forward to legislative agenda.

**Budget amendment to accept CBT (Chesapeake Bay Trust) funds**

Mr. Tull was joined by Sustainability Specialist Dylan Laconich. Mr. Laconich reported on the budget amendment request to accept funds from the CBT in the amount of \$1,272.00 to restore the Edible Community Garden, which was along the Riverwalk behind Gillis Gilkerson’s



274 new building. In the past year there was vandalism at the property. A shed and tools were  
275 destroyed, plants ripped up, sign damaged, and other things, etc. The City did not have  
276 appropriate funds to replace and repair the property, and so the funds were sought from the CBT.

277  
278 President Doughty asked when the work would begin on the garden. Mr. Laconich replied the  
279 performance period was until June 1<sup>st</sup> and they had acquired most of what they needed.

280  
281 Council reached unanimous consensus to advance the legislation to legislative agenda.

282

### 283 **Budget amendment to accept MDOT funds**

284

285 Mr. Tull, joined by Transportation Manager Jon Wilson, reported on the request to approve  
286 accepting funds from the Governor Highway Safety Association Youth Active Transportation  
287 Safety Grant in the amount of \$25,000.

288

289 Mr. Wilson reported the City was partnering with Salisbury University which would supply the  
290 students to do outreach at the local schools to teach bike safety, how to provide maintenance to  
291 their bikes, and show children how to navigate around the bike system safely. President Doughty  
292 asked what a walking school bus was, and Mr. Wilson answered it would be chaperoned by one  
293 or two adults and show the students how to get from their bus stop to the school.

294

295 Ms. Dashiell asked if there was some plan put in place to make this an ongoing project that each  
296 of the schools could adopt. Mr. Wilson answered that was the ultimate goal with working with  
297 the SU students so that it could be self-sustained.

298

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

300

### 301 **Administration / Council Comments**

302

303 Mr. Kitrow said the City was in full event mode. April was busy and May was busier.  
304 They were excited to showcase Unity Square. The Mayor's Office had a Business After  
305 Hours this Thursday at the Headquarters Building. The budget has been posted online.

306

307 Mayor Taylor said the Eastern Shore Ballet's Wizard of Oz was phenomenal. He  
308 attended the Day of Remembrance at the Synagogue and it was wonderful. There were a  
309 lot of people there. Next week on the 15<sup>th</sup> we will hold the Meet the Mayor.

310

311 Ms. Dashiell gave kudos to Sgt. Hitty for the flag football. There were 128 children in  
312 attendance. Rachel Manning was starting the neighborhood walks. She said she was  
313 excited because of all the time she spent at Prince Street School. Chief Meienschein  
314 assigned an officer to work at the school and create a partnership in the neighborhood.  
315 She attended the Salisbury Prayer Breakfast. Delegate Sample-Hughes shared at a local  
316 town hall meeting that they passed over 800 bills of about 2,000 in the last session. We  
317 have to be very involved because the Eastern Shore was not a top priority once you cross  
318 the bridge. Broadband would be in place for 96% of the state in FY25-26. Discussion  
319 was also held with Sec. Woods and Dr. Cooley regarding the problems with Vets not

320 getting what they needed in a timely manner. There was money available for local parks  
321 and wastewater. The Trauma Fund was focusing on having money for trauma at Tidal  
322 Health and were suggesting \$23 added to car registrations to help fund it. The Suicide  
323 Hotline number was 988. The suicide rate was going up. Juvenile justice was big for  
324 Sheriff Lewis and Jamie Dykes. The town halls were very informative.

325  
326 Ms. Gregory announced that early voting was locally through Thursday and the Primary  
327 Election date (May 14<sup>th</sup>). It was important that we made our voices heard. As Ms.  
328 Dashiell mentioned, we needed to be taken more seriously both at the state and federal  
329 levels. There were two locations to vote early- Wicomico Civic Center and the First  
330 Baptist Church. The monthly poetry series would be held at Unity Square on May 9<sup>th</sup>.

331  
332 Ms. Jackson announced the Wicomico County NAACP was looking for four fourteen-  
333 year-old Waterside Park Keepers to work four hours a week at \$15 per hour. It was  
334 imperative for the community to come together to have our youth invest in our parks and  
335 playgrounds. When there was an investment, they take better care of it. Contact Mike  
336 Angelot at [envwcnacp@gmail.com](mailto:envwcnacp@gmail.com) or call 443-415-5642. She thanked everyone for  
337 coming to the meeting. She also reported she and Mayor Taylor attended an honorary  
338 street naming event for Freddie Mitchell, director of Shore Up! for over fifty years.

339  
340 Ms. Blake announced that Community Relations Manager Rachel Manning could email a  
341 monthly newsletter. She won an award through PACE for community relations and  
342 SWIFT Coordinator Dave Phippin was awarded the Wicomico County 2023 Outstanding  
343 Public Health Leader. The Truitt Community Center had open gym every Saturday from  
344 5:00 p.m. to 8:00 p.m. There was so much to do with the Zoo, tree planting and the  
345 ballet. Please donate blood, plasma and be an organ donor.

346  
347 President Doughty reported he visited the Truitt Community Center on Saturday with the  
348 Youth Environmental Action Summit to help with their tree planting event. He loved to  
349 see young people giving back to the community. After visiting the community center, he  
350 attended the Oceans Brunch, led by Micaiah Purnell where he was honored to present a  
351 proclamation to mark May 4<sup>th</sup> as Black Women’s Health Day.

352  
353 **Adjournment / Convene in Special Meeting**

354  
355 With no further business to discuss, the Work Session was adjourned at 5:57 p.m. and  
356 President Doughty immediately called the Special Meeting to order.

357  
358 \_\_\_\_\_  
359 City Clerk

360  
361 \_\_\_\_\_  
362 Council President

**CITY OF SALISBURY, MARYLAND**

**SPECIAL MEETING**

**MAY 6, 2024**

**PUBLIC OFFICIALS PRESENT**

*Council President D'Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember Michele Gregory*

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

**IN ATTENDANCE**

*City Administrator Andy Kitzrow, Deputy City Administrator John Tull, Human Resources Director Meg Caton, City Attorney Heather Konyar, 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 Government Office Building. At 5:57 p.m. Council convened in a Special Meeting immediately upon the adjournment of the Work Session.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Council President Doughty called for a motion to adopt the Special Meeting Agenda. Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve the Special Meeting agenda as presented.*

**ORDINANCES** – presented by City Attorney Heather Konyar

- **Ordinance No. 2865**- 2<sup>nd</sup> reading- authorizing the Mayor to appropriate funds for various capital projects

*Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2865 for second reading.*

- **Ordinance No. 2864**- 1<sup>st</sup> reading- to authorize the City to sell and issue General Obligation Bonds, Bond Anticipation Notes and Refunding Bonds

*Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve Ordinance No. 2864 for first reading.*

- **Ordinance No. 2866**- 1<sup>st</sup> reading- authorizing the Mayor to sign a grant agreement and accept grant funds in the total sum of \$25,000 from the Governor Highway Safety Association to continue the partnership of the City of Salisbury with Salisbury University to train and equip youth ambassadors in the Salisbury area

**ADJOURNMENT**

47  
48  
49  
50  
51  
52  
53  
54

*With no further business to discuss, the Special Meeting adjourned at 6:06 p.m.*

---

*City Clerk*

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*Council President*



1 **CITY OF SALISBURY, MARYLAND**

2  
3 **REGULAR MEETING**

**MAY 13, 2024**

4  
5 **PUBLIC OFFICIALS PRESENT**

6  
7 *Council President D'Shawn M. Doughty*                      *Vice President Angela M. Blake*  
8 *Councilmember April R. Jackson*                              *Councilmember Michele Gregory*  
9 *Councilmember Sharon C. Dashiell*

10  
11 **PUBLIC OFFICIALS ABSENT**

12  
13 *Mayor Randolph J. Taylor*

14  
15 **IN ATTENDANCE**

16  
17 *City Administrator Andy Kitzrow, Assistant Chief – EMS Chris Truitt, Housing and Community*  
18 *Development Director Muir Boda, Executive Administrative Assistant Jessie Turner, Media*  
19 *Specialist Jordan Ray, Crime Analyst Walker Skeeter, City Attorney Heather Konyar, City Clerk*  
20 *Kim Nichols, and members of the public*

21 *\*\*\*\*\**

22 **PLEDGE OF ALLEGIANCE – CITY INVOCATION**

23  
24 *The City Council met in Legislative Session at 6:00 p.m. in Council Chambers of the*  
25 *Government Office Building and via Zoom. Council President D'Shawn M. Doughty called the*  
26 *meeting to order and invited everyone to recite the pledge to the flag, followed by the City*  
27 *Invocation presented by Pastor Bill Reid of Parkway Church of God.*

28  
29 **PROCLAMATION-** *presented by President D'Shawn M. Doughty*

30  
31 **Huntington's Disease Awareness Month**

32 *President Doughty presented the proclamation to bring awareness to Huntington's Disease. It is*  
33 *a rare, fatal and inherited condition causing nerve cells in the body to break down and die*  
34 *leading to physical and mental deterioration over a 10 to 25-year period. Symptoms include*  
35 *uncontrollable muscle movements, loss of coordination and personality changes. These become*  
36 *more severe as the disease progresses, which has been described as having ALS, Parkinson's*  
37 *and Alzheimer's disease at the same time. Proper identification by a blood test can slow down*  
38 *the spread of the disease. Citizens were encouraged to visit the Huntington's Disease Society of*  
39 *America website (HDSA.org) to learn more about this fatal disease.*

40  
41 *Councilmember Sharon C. Dashiell received the proclamation on behalf of Assistant City Clerk*  
42 *Julie English. Ms. Dashiell read Ms. English's words, sharing that her son suffered from the*  
43 *disease. She wanted people to know about Huntington's and how it was passed on to others.*

44  
45 **ADOPTION OF LEGISLATIVE AGENDA**

46  
47 *President Doughty called for a motion to adopt the legislative agenda. Ms. Jackson moved, Ms.*

48 *Blake seconded, and the vote was unanimous to approve the legislative agenda.*

49

50 **CONSENT AGENDA-** presented by City Clerk Kim Nichols

51

52 *The Consent Agenda, consisting of the following items, was unanimously approved (5-0) on a*  
53 *motion and seconded by Ms. Jackson and Ms. Dashiell, respectively:*

54

- 55 • *April 1, 2024 Work Session Minutes*
- 56 • *April 1, 2024 Special Meeting Minutes*
- 57 • *April 8, 2024 Council Meeting Minutes*
- 58 • *April 8, 2024 Closed Session #1*
- 59 • *April 8, 2024 Closed Session #2*
- 60 • *April 15, 2024 Work Session Minutes*
- 61 • *April 15, 2024 Special Meeting Minutes*
- 62 • **Resolution No. 3341-** *approving the appointment of Leslie Payton to the Youth*  
63 *Development Advisory Committee for term ending May 2027*
- 64 • **Resolution No. 3342-** *approving the appointment of Devin La Femina to the Human*  
65 *Rights Advisory Committee for term ending May 2026*
- 66 • **Resolution No. 3343-** *approving the appointment of Julie Peters to the Human Rights*  
67 *Advisory Committee for term ending May 2026*
- 68 • **Resolution No. 3344-** *approving the appointment of Virginia Bender to the Disability*  
69 *Advisory Committee for term ending May 2027*

70

71 *President Doughty thanked Leslie Payton, Devin La Femina, Julie Peters, and Virginia Bender*  
72 *for volunteering to join their respective committees.*

73

74 **AWARD OF BIDS-** presented by Procurement Director Jennifer Miller via Zoom

75

76 *The following items were unanimously approved on a motion and seconded by Ms. Blake and*  
77 *Ms. Gregory, respectively:*

78

- |    |   |                               |
|----|---|-------------------------------|
| 79 | <i>1. ITB A-24-113 Water Meters and Supplies</i>                      | <i>\$900,000 (3 yr. est.)</i> |
| 80 | <i>2. ITB 24-115 Paleo Water Treatment Plant Well Flow Meters</i>     | <i>\$338,850</i>              |
| 81 | <i>3. RFP 24-102 Naylor Mill Water Main Extension Design Services</i> | <i>\$183,700</i>              |
| 82 | <i>4. RFP A-24-109 SCADA Systems Maintenance</i>                      | <i>\$150,000 (3 yr. est.)</i> |
| 83 | <i>5. RFP A-24-107 ESPP Billing and Consulting</i>                    | <i>TBD</i>                    |

84

85 **DECLARATION OF SURPLUS**

- |    |  |            |
|----|--|------------|
| 86 | <i>1. Salisbury Fire Department – 35 Motorola Radios</i>                 | <i>\$0</i> |
| 87 | <i>2. Salisbury Fire Department – Turnout gear and firefighter boots</i> | <i>\$0</i> |
| 88 | <i>3. Department of HCDD – Anne Street Village</i>                       | <i>\$0</i> |

89

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

91

- 92 • **Resolution No. 3345-** *to authorize the Mayor to accept the donation of real property*  
93 *located at 404 Hastings Street, Salisbury, Maryland 21804 from Perry Willey*

94 Ms. Jackson moved, Ms. Blake seconded, and the vote was 4-0 to approve Resolution No.  
95 3345. Ms. Jackson was not present in the room at the time the vote was taken.

- 96  
97 • **Resolution No. 3346-** proposing the annexation to the City of Salisbury of a certain area  
98 of land contiguous to and binding upon the Corporate Limits of the City of Salisbury to  
99 be known as “Diya Patel Properties, XII, LLC – West Road Annexation”

100  
101 Ms. Gregory moved and Ms. Dashiell seconded to approve Resolution No. 3346.

102  
103 Ms. Gregory moved to amend Resolution No. 3346 on Line 75 by striking “Salisbury  
104 Headquarters” and inserting “Government Office Building” and “115 S.” and inserting  
105 “125 N.”. Ms. Jackson seconded, and the amendment unanimously was passed.

106  
107 Resolution No. 3346, as amended, was approved by unanimous vote.

108  
109 Ms. Jackson asked if the twelve-unit apartment complex was going to be affordable  
110 housing. Mr. Kitzrow said he did not have the information, but would get it to Council.

- 111  
112 • **Resolution No. 3347-** approving the annexation plan of “Diya Patel Properties, XII, LLC  
113 – West Road Annexation”

114  
115 Ms. Blake moved and Ms. Gregory seconded to approve Resolution No. 3347.

116  
117 Ms. Gregory moved to amend Resolution No. 3347 on Line 55 by striking “Salisbury  
118 Headquarters” and inserting “Government Office Building” and “115 S.” and inserting  
119 “125 N.”. Ms. Blake seconded, and the amendment unanimously was passed.

120  
121 Resolution No. 3347, as amended, was passed on a 3-2 vote. Ms. Jackson and Dashiell  
122 voted “nay.”

123  
124 Ms. Dashiell said her vote would be “nay” until they found out if the development was  
125 going to be affordable housing. President Doughty said the question was asked last week  
126 and the implication was that it was.

127  
128 Ms. Jackson said she needed to know if the complex would be fair and affordable housing  
129 because that area needed it. We couldn’t tell developers what to build but we could tell  
130 them what we wanted in our communities. That’s what she said she was fighting for. She  
131 didn’t want new houses going up and landlords charging \$1,500 to \$1,700 for housing.  
132 People can’t afford it here. She said she needed information before she could vote “aye.”

133  
134 President Doughty asked Mr. Kitzrow if this vote was to just annex the property into the  
135 City, and wasn’t a vote in the development. Mr. Kitzrow said the intended use was for a  
136 12-unit apartment building. Affordable or not, conclusions could be based off of the  
137 drawings and recommendations from our City Planner. He added it would be out of turn  
138 for him to say exactly what the developer was going or intended to build without the  
139 developer presenting that information further.

141 *President Doughty said that Council's role was not to decide to annex based on a certain*  
142 *reason. While it was a reason, would it be a clause to accept or deny an annexation of a*  
143 *property into the City. Mr. Kitzrow answered that for the specific use of the property, the*  
144 *City did not distinguish within the Zoning Code what type of housing. Anything other*  
145 *than that would be for further conversation. Ms. Jackson said she needed to know what*  
146 *was being built there before she said yes.*

147  
148 *Ms. Dashiell stated this was separating the annexation out as a separate vote. What they*  
149 *did with the property became a different topic. When they decided what to do with it, she*  
150 *asked how Council would move forward to define whether or not it would be affordable*  
151 *housing, and asked if that was a separate vote from what was being asked this evening.*  
152 *Mr. Kitzrow said it would not come back before Council but was a decision point of what*  
153 *was to be developed that went before the Planning Commission. From a procedural*  
154 *standpoint, we were beginning to move into a work session conversation. The annexation*  
155 *plan was on the table, not what was being built there.*

156  
157 *Ms. Blake said the annexation petition had been in existence since July 29, 2022. It was*  
158 *now time to bring it to annexation or not. In our packet it was on page 86.*

159  
160 *President Doughty again called for the vote, which stayed the same as the earlier vote (3-*  
161 *2 vote). He announced that the public hearing for the "Diya Patel Properties, XII, LLC –*  
162 *West Road Annexation" would be held on June 10, 2024 at 6:00 p.m.*

163  
164 **FY25 BUDGET ORDINANCES**- presented by City Attorney Heather Konyar

- 165  
166 • **Ordinance No. 2870**- *1<sup>st</sup> reading- appropriating the necessary funds for the operation of*  
167 *the Government and Administration of the City of Salisbury, Maryland for the period July*  
168 *1, 2024 to June 30, 2025, establishing the levy for the General Fund for the same fiscal*  
169 *period and establishing the appropriation for the Water and Sewer, Parking Authority,*  
170 *City Marina and Storm Water Funds*

171  
172 *Ms. Gregory moved, Ms. Dashiell seconded, and the vote was unanimous to approve*  
173 *Ordinance No. 2870 for first reading.*

- 174  
175 • **Ordinance No. 2871**- *1<sup>st</sup> reading- to amend Water & Sewer rates to increase by 9% and*  
176 *making said changes effective for all bills dated October 1, 2024 and thereafter unless*  
177 *and until subsequently revised or changed*

178  
179 *Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve*  
180 *Ordinance No. 2871 for first reading.*

- 181  
182 • **Ordinance No. 2872**- *1<sup>st</sup> reading- to set fees for FY2025 and thereafter unless and until*  
183 *subsequently revised or changed*

184  
185 *Ms. Jackson moved, Ms. Dashiell seconded, and the vote was 0-5. All votes were "nay."*

186  
187 *Ms. Blake said this was the first Council was seeing the Fee Schedule. She asked for it*

188 *the second day of the budget sessions. There were some things she didn't recognize.*

189  
190 *President Doughty announced the Budget Public Hearings would be held on June 3,*  
191 *2024 at 4:30 p.m.*

192  
193 **ORDINANCES-** *presented by City Attorney Heather Konyar*

- 194  
195 • **Ordinance No. 2864-** *2<sup>nd</sup> reading- to authorize the City to sell and issue General*  
196 *Obligation Bonds, Bond Anticipation Notes and Refunding Bonds*

197  
198 *Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous to approve*  
199 *Ordinance No. 2864 for second reading.*

- 200  
201 • **Ordinance No. 2866-** *2<sup>nd</sup> reading- authorizing the Mayor to sign a grant agreement and*  
202 *accept grant funds in the total sum of \$25,000 from the Governor Highway Safety*  
203 *Association to continue the partnership of the City of Salisbury with Salisbury University*  
204 *to train and equip youth ambassadors in the Salisbury area*

205  
206 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve*  
207 *Ordinance No. 2866 for second reading.*

- 208  
209 • **Ordinance No. 2867-** *1<sup>st</sup> reading- approving a budget amendment of the FY2024 Parking*  
210 *Authority Fund Budget to appropriate funds for salaries*

211  
212 *Ms. Blake moved, Ms. Gregory seconded, and the vote was unanimous to approve*  
213 *Ordinance No.. 2867 for first reading.*

- 214  
215 • **Ordinance No. 2868-** *1<sup>st</sup> reading- approving a budget amendment of the FY2024 General*  
216 *Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget*

217  
218 *Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve*  
219 *Ordinance No. 2868 for first reading.*

- 220  
221 • **Ordinance No. 2869-** *1<sup>st</sup> reading- authorizing the Mayor to enter into a contract with the*  
222 *Chesapeake Bay Trust for the purpose of accepting grant funds in the amount of*  
223 *\$1,272.00 and to approve a budget amendment to the Grant Fund to appropriate these*  
224 *funds for the Salisbury Edible Community Garden*

225  
226 *Ms. Blake moved, Ms. Jackson seconded and the vote was unanimous to approve*  
227 *Ordinance No. 2869 for first reading.*

228  
229 **PUBLIC COMMENTS**

230  
231 *Ten members of the public provided the following comments:*

- 232  
233 • *Speaker said she discussed with Ms. Blake about a year ago about improvements needed on*  
234 *the streets in her community. Roads were being ignored. Shoemaker streets and guttering*



235 were caving. It was time to do something and she wanted her streets fixed. Council was  
236 ignoring the community. We did not need more housing, but people to live in the houses.  
237 • Johnson Retreat only had about ten people living there and it had over 100 homes. It was  
238 time to do something in our neighborhoods and stop focusing on downtown. John Palmer  
239 with the Board of Education was requesting four more million dollars for the schools. We  
240 couldn't retain teachers because we had 60 different languages coming into our schools.  
241 • Speaker said County Executive "pulled off" Safari At The Quarry a week ago and was clear  
242 with her intentions to move forward with more off-road events at the Connelly Mill quarry.  
243 She had objections from the City Council, County Council, City Attorney, and the public.  
244 They had 800 petition signatures to turn the quarry into a park. There was no law or legal  
245 precedent cited in the County Executive's attorney's response letter to the City's letter. The  
246 events violated the R8A Zoning. The City could do something about it and Mayor Taylor  
247 held the keys, and was not present this evening. Citations for the zoning code violation  
248 needed to be issued and the fines levied. The County Executive should terminate the MOU  
249 for convenience. If she refused, the City could file for a permanent injunction.  
250 • Speaker was president of the local Bird Club, a chapter of a 75-year-old state organization.  
251 Bird watching was a huge hobby. A friend wrote a letter to Bob Culver in 2016 fighting for  
252 Pirate's Wharf. Birding then was a \$50 billion industry, and Maryland was estimated to  
253 receive approximately \$1 billion. Wicomico County was one of the prime birding locations  
254 in Maryland. It was important to preserve the park to enjoy it in its natural state.  
255 • Speaker applauded Mses. Jackson and Dashiell for voting against the annexation due to not  
256 knowing if it would be fair and affordable. A 9% increase to Water & Sewer was quite high.  
257 • Speaker was concerned about the Safari At The Quarry. It proceeded despite a cease and  
258 desist letter from the City Attorney, a demand for termination letter from the County  
259 Council, letters of objection from respected environmental agencies in our community, and  
260 citizen opposition. The County Executive's decision to proceed was an act of bullying. The  
261 event advertised a 274-acre off-road park which far exceeded the 111.58 acres permitted in  
262 the MOU. This was a blatant disregard for the agreement and misuse of the property.  
263 Environmental organizations opposed the events due to the potential harm to the Paleo  
264 Channel, Wicomico River and the park's ecosystem. The City Attorney opined that the  
265 events were not a permitted use within the residential zoning district. The County  
266 Executive's attempts to deflect responsibility onto the Council and the supposed lack of  
267 public interest were disingenuous. Records showed consistent public support for the park's  
268 development. The signing of the 364-day MOU without public or Council input coupled with  
269 the disappearance of funds earmarked for the park's Master Plan raised ethical questions.  
270 The park was meant to benefit our entire community. We are grateful for the City's support.  
271 • Speaker asked that City Council and Mayor enforce the residential zoning code violations  
272 on the property and to inform the public of their intentions on this matter.  
273 • Speaker was passionate about outdoor recreation and the area could benefit from additional  
274 park space. The Connelly Mill location was a unique opportunity to create a park to serve  
275 as a gathering place for children and families and would promote physical activity and  
276 social interaction and a deep appreciation for the natural beauty of our region.  
277 • Speaker understood how off roaders felt but had to think about the rabbits, frogs and foxes.  
278 • The Mayor and Council needed to set a timeline for doing the right thing which was to shut  
279 down the Safari At The Quarry because it violated the Zoning Code. His letter was not a  
280 legal opinion but began by saying Ms. Giordano did not agree with the City's attorney. Ms.  
281 Giordano had limited time to rescind the MOU or they would file a permanent injunction.

- 282 • *Speaker asked why The Ross tenants received a special garage parking rate. Everyone*
- 283 *should pay the same. The public paid \$75 per permit and The Ross only paid \$35.*
- 284 • *When he showed the map last week, he did not know about the Performing Art Center.*
- 285 • *City residents received a survey asking about the pipes that went into their homes. It was*
- 286 *sent to all the occupants and some of hers were rental homes. Her rental clients were not*
- 287 *interested in finding out what their pipes were or were able to hire someone to figure it out.*
- 288 *She asked why they didn't use the water bill addresses. They were addressed to*
- 289 *"Occupant." As Council went through the budget, made bond issue requests, and looked at*
- 290 *Unity Square, remember that \$1.2 million was borrowed to fund Unity Square in the bond*
- 291 *issues. We had the money to build it. She said to be frugal and mindful of the dollars.*
- 292 • *Speaker on Zoom agreed with the comments regarding parking fees. Her office paid \$70 per*
- 293 *agent in addition to her tenants that were using Lot 1. They also had to pay that rate.*

294

295 **ADMINISTRATION AND COUNCIL COMMENTS**

296

297 *Mr. Kitzrow stated the Mayor was excited to host the next "Meet The Mayor" at the Salisbury*

298 *Headquarters this Wednesday at 5:00 p.m. The topic would be Vision Zero and some of the City's*

299 *public infrastructure including bikeways and sidewalks. On the 17<sup>th</sup> the Official Ribbon Cutting*

300 *would be done on Unity Square at 5:30 p.m. in conjunction with the Third Friday event.*

301

302 *Council Vice President Blake said she went to Schumaker Manor and reached out to the City*

303 *Administrator about the streets. There was a formula used to determine the condition of any road*

304 *for any repair, and were listed in the priority of the condition of the road being requested. She*

305 *visited another community and emailed Administration, and they were looking into it. It may take*

306 *a few weeks for someone to take a look. She asked those healthy enough to please donate blood.*

307 *Ms. Gregory reported she just attended the Disability Advisory Committee (DAC) meeting. A*

308 *citizen who attended discussed needing to use Shore Transit, which was telling City residents*

309 *that they did not actually live in the City limits and were ineligible for scheduling any day from*

310 *Monday through Friday, and only eligible to schedule pickups or rides on Mondays and*

311 *Thursdays. She urged the Mayor, when the DAC reached out about the issue, to have a dialogue*

312 *with Shore Transit so that our residents would get the services they needed. Public transit was*

313 *difficult as it was, and there was no need to make it more difficult for those who needed it the*

314 *most. She promoted the 70<sup>th</sup> Anniversary Gala at the Salisbury Zoo, the only free zoo left of its*

315 *size in the United States. The fundraiser helped support the Zoo. Please attend for a great*

316 *dinner. There was a social hour, auctions and other things to help support the Zoo on June 8<sup>th</sup>.*

317 *Ms. Jackson was concerned with annexations because the City was allowing people and*

318 *developers to come into our communities and build. We were allowing the annexation but don't*

319 *know what they are going to build, only that they were building apartments. She said she was*

320 *looking at several other developments that were built years ago that we approved and they were*

321 *now in shambles because we won't hold their feet to the fire since they were in a predominately*

322 *poverty-stricken community. She said she was tired of things coming into our community that*

323 *was not cohesive or affordable. Probably 75% of our City would be unable to pay the rent. They*

324 *were working two or three jobs, and nobody should have to do that to afford living in a dwelling.*

325 *When she was on Planning & Zoning Commission she watched people come in and decide to*

326 *build things or add on to developments. We needed fair and affordable housing. People were*

327 *living in the streets and homeless. We should be more worried about our citizens than our*  
328 *developers. Before the developers came in and built, we should know their plans.*

329 *Ms. Dashiell thanked everyone for coming out tonight. She added to Ms. Blake’s comments*  
330 *about potholes, saying we may not know where they were or where the issues were, but we*  
331 *needed your help to report them by going online and reporting them on the City website at*  
332 *Citizen’s Concern. Habitat For Humanity was having the blessing of two more homes. The*  
333 *Salvation Army had a nice community event on Saturday. She met with the Airport Commission.*  
334 *The training school was ready but government was holding them up, waiting for certification.*  
335 *The Chamber After Hours was a fun event to find out what people were thinking. We discussed*  
336 *the PILOT program last meeting, and as Mr. Kitzrow said, they were developing it. She would*  
337 *like to have a follow-up discussion and work session to discuss or evaluate what the following*  
338 *were doing or helping in our community: Horizon, TIF, Here Is Home, and PILOT. She thought*  
339 *that they should be publicly shared so that the community could know that things had taken place*  
340 *that could not be undone. Moving forward, she said she thought we needed to be more informed.*

341  
342 *Ms. Gregory shared that she and Mr. Doughty attended Mayor Todd Nock’s mother’s funeral. A*  
343 *few days after she passed his grandmother passed away. She said she wanted to lift Mayor Nock*  
344 *up and keep him in prayer. It was evident that things could easily change in a short time.*

345  
346 *President Doughty acknowledged Mayor Nock was on his mind, too. He wished Ms. Blake a*  
347 *belated happy birthday. There was a lot of change happening in our community especially with*  
348 *the library relocation and new Performing Arts Center. He advised the public to research and*  
349 *gather all the facts to help in the transitional period. The more he read, he knew it would be an*  
350 *incredible move that was good for our community. He urged the residents to be as informed as*  
351 *possible to see where they could help. As Mr. Taylor said, we had work to do as far as parking in*  
352 *our City. He shared some of the same sentiments regarding Safari At The Quarry. He had full*  
353 *faith that our Administration and Mayor would be the deciding factors as to how and when those*  
354 *finances would come into play. He looked forward to hearing how the conversation would be shaped*  
355 *in the near future. Council appreciated the public comments, questions and concerns and looked*  
356 *forward to the upcoming budget discussions. They spent a lot of time reviewing the budget and*  
357 *had a lot of concerns and were trying to make sure we spent the dollars and cents responsibly.*

358  
359 **ADJOURNMENT**

360  
361 *With no further business to discuss, the Legislative Session adjourned at 7:44 p.m.*  
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CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
MAY 6, 2024

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*TIME & PLACE:* 5:57 p.m., Council Chambers, Government Office 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. (To discuss the selection of the Director of Infrastructure and Development)  
*VOTE TO CLOSE:* Unanimous (5-0)  
*CITATION:* Annotated Code of Maryland §3-305(b)(1)  
*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, Human Resources Director Meg Caton, Deputy City Administrator John Tull, City Attorney Heather Konyar, Nicholas Voitiuc, and City Clerk Kim Nichols

\*\*\*\*\*  
The City Council convened in Work Session at 4:30 p.m. on May 6, 2024 in Council Chambers of the Government Office Building and via Zoom Video Conferencing. At 5:57 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 as authorized under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b)(1).

Ms. Jackson moved, Ms. Blake seconded, and the vote was 5-0 to convene in Closed Session. The reason for the Closed Session was to select the Director of Infrastructure and Development. The Closed Session convened at 6:12 p.m. following the public exiting from Council Chambers.

Human Resources Director Meg Caton reviewed the interview process for the position and shared the candidate's background and qualifications for the position of Director.

Deputy City Administrator John Tull, who was involved in the interviews, also discussed the candidate's qualifications and when he would report to duty should Council reach consensus.

Mr. Voitiuc was invited into Council Chambers at 6:19 p.m. and asked to share about himself. After answering Council questions regarding relocating to the area and his former projects, Council reached unanimous consensus to the appointment of Nicholas Voitiuc as Director of Infrastructure and Development.

417 *At 6:24 p.m. Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to adjourn*  
418 *the Closed Session. Council returned to Open Session and President Doughty reported that*  
419 *Council had just returned to Open Session after convening in Closed Session to approve the*  
420 *selection of Mr. Voitiuc as Director of Infrastructure and Development as authorized by the State*  
421 *Government Article, § 3-305(b)(1).*

422

423 *With no further business to discuss, the Open Session adjourned at 6:25 p.m.*

424

425

426 \_\_\_\_\_  
*City Clerk*

427

428

429 \_\_\_\_\_  
*Council President*

430

431

432



1 CITY OF SALISBURY  
2 WORK SESSION  
3 MAY 20, 2024  
4

5 Public Officials Present  
6

Council President D’Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember April R. Jackson

Mayor Randolph J. Taylor  
Councilmember Michele Gregory  
Councilmember Sharon C. Dashiell

7  
8 In Attendance  
9

10 City Administrator Andy Kitzrow, Fire Chief Rob Frampton, EMS Assistant Chief Chris Truitt,  
11 Deputy Chief Chris O’Barsky, Assistant Chief Chris Twilley, Housing and Community  
12 Development Director Muir Boda, City Attorney Laura Ryan, City Clerk Kim Nichols and  
13 members of the public.  
14

15 -----  
16 On May 20, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in  
17 Council Chambers of the Government Office Building. The following is a synopsis of  
18 the items discussed.

19 **PRESENTATION- EMS Week Proclamation- Mayor Randolph J. Taylor**  
20

21 Mayor Taylor presented the Emergency Medical Services (EMS) Week proclamation to  
22 proclaim May 19th - 24th EMS Week. Salisbury EMS provided medical services seven  
23 days a week and 24 hours a day. Access to quality emergency care intensely improves  
24 survival and recovery of those who become suddenly ill or injured. The EMS System  
25 consists of first responders, EMTs, paramedics, emergency medical dispatchers,  
26 firefighters, police officers, educators, administrators, prehospital nurses, emergency  
27 physicians, trained members of the public, and other non-hospital medical care  
28 providers.

29 Assistant Chief Chris Truitt thanked the Mayor and Council for the proclamation and  
30 said it was the 50<sup>th</sup> Anniversary of EMS Week.  
31

32 **Budget amendment for fuel at Fire Department**  
33

34 Deputy Chief Chris O’Barsky and Assistant Chief Chris Twilley joined Council at the  
35 table. Mr. Twilley presented the request for the budget amendment for \$20,000 to cover  
36 a shortfall in the gasoline account due to increased fuel costs and call volume for fire  
37 and EMS through the City and County.  
38

39 President Doughty asked if this would get the department through to the end of the fiscal  
40 year and if they looked at this projection for next years’ budgeted numbers. Mr.  
41 O’Barsky answered the projection was not done by them but was done through Finance.  
42

43 Council reached unanimous consensus to advance the legislation to legislative agenda.

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**Short-term rentals**

Housing & Community Development (HCDD) Director Muir Boda explained he was asked to look for a solution for short-term rentals. The key was life safety to ensure the safety of everyone. It required smoke detectors, carbon dioxide detectors, lead paint inspections, etc. HCDD monitored these things currently with standard rentals. This would allow for owner occupied and non-owner occupied resident owners to operate their property as short-term rentals. The state has said cities could implement programs to register and inspect short-term rentals which placed them on the same level as regular rentals to create a fairness between the two industries.

Mr. Boda said they clearly defined short-term rentals and standard rentals. The code was changed to “rental owner’s license.” They’ve allowed for electronic transmission of invoices and licenses. Everything was currently mailed. In the program, they would create and manage their own account. They would have the option to receive it by mail or electronically and set a maximum stay guideline for thirty days. Standard rentals would be thirty one days or more which were in line with the State of Maryland. Some cities did things differently. Later on they would discuss the landlord unit registration fees and the fee schedule. There were inspection requirements and liability insurance requirements for policies of at least \$1 million.

President Doughty asked what cities were looked at to shape the legislation. Mr. Boda answered Gaithersburg, Oxford, Annapolis, Frederick, and five or six others. They used Gaithersburg as a model because they had a good system in place with good legislation that mirrored what the City wanted to do.

Ms. Dashiell asked if the proposed legislation covered the Airbnb’s people rented in the City and he replied in the affirmative.

The following comments were heard from four members of the public:

- Speaker was property owner and short-term rental owner and asked for the definition of short-term rental. She felt as if the City had lumped short-term rentals in the same category as long-term rentals. Requiring the same legislation was a stretch. They were completely different from long-term rentals.
- Speaker understood the need for safety, inspections and registration for short-term rentals, but the extent of the inspections was something she wanted to hear more discussion on. If a short-term rental was defined as less than 30 days, then a lead based inspection was not necessary since the State of Maryland did not require the inspection if parties were staying less than 30 days.
- Airbnb’s collect 6% fees from owners, so the City should be getting funds from Airbnb and Vrbo. Both entities require and cover their hosts with a million dollar liability insurance. Speaker asked for clarification on this coverage and policy.

- 88 • Speaker asked for the opportunity to have additional discussions including short-  
89 term rental owners in the community. They were very different from long-term  
90 rentals. She asked for Council to table the discussion for further discussion.
- 91 • Speaker said Airbnb's were different in the way they provided everything for the  
92 guests. Most of the time they were making the property very nice because they  
93 wanted the people to come back. You want to have both Airbnb's and short-term  
94 rentals because it showed the City was alive and vibrant. As far as the cities that  
95 were compared, speaker wanted to be sure we were comparing apples to apples.  
96 People were not coming here for any major attractions. Most people came here for  
97 family. Salisbury University was also a big draw.
- 98 • Speaker asked what we did for people who came here three months for work.
- 99 • Airbnb's were important to have in a community. Money was spent on supplies,  
100 offering people work, cleaning opportunities, and handyman opportunities. One  
101 had to have a great property to attract the good visitors.
- 102 • Speaker was unsure if any other businesses were required to have liability  
103 insurance, and did not think the government could dictate how much liability he  
104 needed to have.
- 105 • Speaker said she knew how good some of the Airbnb's were. Her concern with  
106 the legislation was that it was in the same area as the other registrations were  
107 located for rentals. At what point would the rest of them be held to the same  
108 standards, proving who her insurance carrier was and how much coverage she  
109 had. That was a relationship speaker had with her insurance company to protect  
110 her own interest and own properties. The City did not have a right to know what  
111 company she used. That was her business and not the business of a government  
112 entity. At some point, once the door was opened, it would become a rental policy  
113 as opposed to just a short-term rental.
- 114 • As far as keeping a detailed record of who was living there for how long and how  
115 much they paid, that was their business and the IRS could check. She asked if that  
116 was the business of the City. Why was it a requirement that must be presented  
117 upon any investigation by a City inspector. It was between the property owner,  
118 landlord and renter. She saw some of these flowing over into the rental industry  
119 in general. The concern about the liability insurance was important. The lead  
120 paint inspection had to be done "upon turnout." This could get very labor  
121 intensive and expensive if it was not a leadfree property. Some of this was  
122 necessary and going after the 6% if we were not already getting it was necessary.  
123 Return this to Work Session with more conversation with the people involved.
- 124 • Speaker asked if this was "feel good legislation" or did it address an actual  
125 problem. Just because Gaithersburg did something was no reason why we should.  
126 If there was no problem here why couldn't the short-term rentals be treated just  
127 like other landlords get treated with licenses and abiding by the same rules. He  
128 asked why these other special rules were needed. He said it didn't stipulate what  
129 type of liability insurance was required. He said it was poorly drafted.
- 130 • Speaker asked if there was issue with short-term renters.
- 131

132 President Doughty asked Mr. Boda if he wanted to speak to the comments. Mr. Boda  
133 said he would defer to Legal about the liability insurance and what was provided through

134 the platform. If the platform was not providing it, that was something they could discuss.  
135 He added the 6% was the County Hotel tax. If they were collecting that, then the City  
136 would get 6.7 % for the Zoo. He stated they would look into the lead paint. He knew that  
137 at a minimum they had to have a smoke and carbon monoxide detector. It was state law  
138 and the state defined short-term rental as 31 days or less.  
139

140 Ms. Gregory said this was something that had been asked for specifically by the Airbnb  
141 owner in her district in Newtown. The previous owner asked the City to do something  
142 multiple times because she was being held to the standard of the hotel rules as a regular  
143 Airbnb and saw all these Airbnb's cropping up, operating and closing. She was being  
144 forced to go through the registration process and she did not see it as fair that there were  
145 other rentals that were part-time and not held to that same standard.  
146

147 Ms. Dashiell asked if the short-term rentals that we were aware of had to register and get  
148 a license and if that would alleviate the insurance, lead paint, etc. issues. Mr. Boda said  
149 that short-term rentals currently did not register and this would create that process. They  
150 were different and fell closer to using your home as a hotel or providing lodging such as  
151 what a hotel did. Sometimes a landlord could have a renter for twenty years. Some basic  
152 things still applied whether it was a short-term or standard rental. Ms. Dashiell asked if  
153 it couldn't be rolled all together and if the specific guidelines couldn't be applied to any  
154 rental. Having to have a license and registration might address that without having to go  
155 through all the hoops for defining each thing. Mr. Boda said they could circle back to  
156 legal on that. It was possible that the state would incur some more definitions over the  
157 next years. If one owned a hotel in the City and wanted the hotel license, the City had  
158 the right to ask for records and rent roll. A short-term rental was in that realm. With  
159 them, if there were issue with the property, the City could vacate it in 48 hours. With  
160 standard rentals, they City had a longer period of time in which to vacate the property.  
161 The other issue between standard and short-term was if the owner needed the renter to  
162 vacate it would be much easier if there was legislation that backed them up. The longer  
163 period went into the eviction process and was a longer process.  
164

165 Ms. Jackson asked if there were any other complaints other than Ms. Gregory's  
166 constituent. Mr. Boda reported they received complaints on short-term rentals on  
167 occasion. They had a complaint last month where someone had rented a short-term rental  
168 and it actually was a party for high school kids with alcohol. HCDD received the  
169 complaint the next day. Ms. Jackson asked how many Airbnb's and Bed and Breakfasts  
170 they City had. Mr. Boda said the estimate was that there were between 100 and 150  
171 short-term rentals, and one or two Bed and Breakfasts.  
172

173 Ms. Jackson thought the discussion should be tabled and asked how they distinguished a  
174 long-term rental. Mr. Boda said typically someone had a contract with a landlord for six  
175 months or a year for a long-term lease and the City had legislation and a process already  
176 in place for long-term rentals. Short-term rentals typically reserved through a website.  
177

178 Mr. Kitzrow said that part of the City's goal was to find alternate revenue sources, and  
179 this was between taxing the people who lived here or finding other sources. There was

180 an opportunity through tourism from those coming here to help offset some of our  
181 recurring costs. Airbnb's were an opportunity to increase our revenue stream. We  
182 budgeted a net revenue of \$75,000 for this process. If we consider not doing this, we  
183 would have to decide whether or not to leave the money on the table.

184  
185 Mayor Taylor thought that was correct about the lead paint requirement at the state level  
186 and it also applied to rooming houses because they were considered weekly even though  
187 they were longer term in general. As it related to insurance, if they applied for the  
188 license perhaps they sign an affidavit stating they were providing insurance whether it  
189 was through their provider of Airbnb or on their own. The affidavit would be used rather  
190 than tracking it as a separate document. Mr. Boda said it would be checking off that they  
191 had liability insurance and they would only have to collect the lead paint certificate.

192  
193 Mayor Taylor did not think that was required for short-term rentals. The reason behind  
194 this was to put some structure and safety into the short-term rentals, and agreed with Ms.  
195 Gregory's point that for people to compete with either a mainline hotel or a B & B with  
196 an unregulated space was unfair. The original concept was to collect a percentage of the  
197 total revenue, and that was the challenge. Hotels were not required to report an annual.  
198 Mr. Boda said there was a registration process on hotels which was another discussion.  
199 This summer HCDD would probably receive 50 to 100 complaints about some of the  
200 hotels. They were received regularly, but due to the tournaments, there would be more.

201  
202 President Doughty said it sounded like there was more work to do and he knew Mr. Boda  
203 had to confer with Legal.

204  
205 Ms. Dashiell thought it needed fine tuning before moving forward. Ms. Gregory agreed  
206 and said she wanted it to be right the first time. She asked how long would it take to get  
207 some of the points incorporated into the legislation. Mr. Kitzrow suggesting moving the  
208 discussion to June 17<sup>th</sup> and just ask for some additional information.

209  
210 Council reached unanimous consensus to revisit the discussion on June 17<sup>th</sup>.

### 211 **Budget amendment for Special Counsel**

212  
213  
214 Mr. Kitzrow said the budget amendment was for the Special Counsel for the City's labor  
215 relations. Negotiations were winding down and it had been an expensive process. The  
216 City was short in the budget for counsel. At \$475 per hour, it added up quickly.  
217 Administration knew they would exceed the initial cash injection of \$50,000. There was  
218 much back and forth negotiations, and being the first time and with three separate  
219 bargaining units, it got expensive. He said he thought this was a one and done for this  
220 cost, and did not anticipate spending this two years from now when we renegotiated.

221  
222 President Doughty said we had to pay the bill. Council had questions but did not know if  
223 it was prudent to go through it. He asked for Council to be notified next time if this  
224 happened. Mr. Kitzrow agreed and said it was the City's and his first time, and was also  
225 shocked when we received the invoice. When we decided on the labor code as it was it  
226 left a lot of room for negotiation on some smaller level items which ended up costing.



227 Our Special Counsel said this was not too expensive and we knew we were going to be  
228 into the six figures by the time we were done.

229  
230 Mr. Doughty asked if there would be more costs and asked to clarify that the amount  
231 included a projection for this month and next. Mr. Kitzrow said the March bill was about  
232 \$40,000. April was just as busy as was when they did final negotiations. May and June  
233 would probably be half that. Whatever was not spent would go back into the General  
234 Fund. There would be additional funding after July 1 and he thought they could absorb  
235 most of that in our current allocation of budgeted legal fees for FY25. There would be a  
236 little bit of negotiation next January and February as part of the agreement to talk about  
237 wages, but it would not be nearly as lucrative or time consuming.

238  
239 Comments from two members of the public included the following:

- 240
- 241 • Speaker said the budget for the Special Counsel was 250% over the estimate. Mr.  
242 Kitzrow just said we knew it would be in the six figures, so why was \$50,000  
243 budgeted? These agreements were not all that unusual. There may be three  
244 negotiating groups but they were all pretty much the same. In the future, with  
245 TIFs, PILOTS, etc., remember how much over budget this was on this matter.
  - 246 • Speaker asked how the firm was vetted and hired, and if it was through  
247 competitive bidding, did the City get information from other areas to compare.  
248 When the bill was received, did we question the amount and ask to negotiate it  
249 for the future? She said she was for everyone getting fair pay and benefits but we  
250 weren't the first organization to go through collective bargaining. A lot could  
251 have been cut, pasted and tweaked, and it should not have cost that much in  
252 overages. Someone should have told them ahead of time.
- 253

254 Mr. Kitzrow said when the Special Counsel was selected, this was the firm and person  
255 who did labor relations with Ocean City Fire Department. By spending the money now  
256 we protected ourselves significantly in the future. It was worth every penny. The rate  
257 was not the issue, but he was not prepared for as many hours of negotiations. He said  
258 was this was what we had to pay and the other sides had to pay this, too.

259  
260 City Attorney Ryan agreed with Mr. Kitzrow and added that it was difficult to predict  
261 legal fees because the back and forth caused more hours to be spent. No one knew what  
262 the back and forth would be until you saw what the other side was going to say.

263  
264 Mayor Taylor said that hopefully in the summer or late fall we could tweak the labor  
265 agreement and how it interfaced with the Union negotiations to make our situation a  
266 little simpler going forward. He hoped that would help.

267  
268 Council reached unanimous consensus to advance the legislation to legislative agenda.

269  
270 **Administration / Council Comments**

271  
272 Mayor Taylor said the Unity Square grand opening was Friday night, and was great. He  
273 was proud that his son, Max graduated from college summa cum laude.

274  
275 Mr. Kitzrow said the Haitian Flag Celebration looked like a lot of people were having a  
276 great time. There was a big vote tomorrow night at the County Council. If people wanted  
277 to see the library get a facelift in a new location and a downtown performing art center,  
278 go out and show your support of that vote at the Wicomico County Council meeting. The  
279 City supported having the performing arts theatre downtown in the heart of Salisbury.  
280

281 Ms. Gregory was thrilled for the opening of Unity Square. It was great seeing so many  
282 kids playing and it was an amazing turnout. Third Friday gets bigger and better every  
283 month. It was nice to get outside and relax, hang out and see all of the different vendors.  
284

285 Ms. Jackson said she recovering and thanked everyone who reached out to offer help.  
286

287 Ms. Dashiell met with the Salisbury Wicomico Metropolitan Planning Organization  
288 (SWMPO). They had a report from the State Department of Highway Administration  
289 which looked at lights, specifically one on Rt. 13 near the Mall which was a big issue.  
290 She was sure the Fire and Police Departments would be thrilled when they re- worked it  
291 so there were fewer accidents. They were working to connect Delmar to Seaford on the  
292 bike paths. The National Police Memorial Week and Awards Ceremony honored fallen  
293 heroes. She hoped more supported our Police Department and the more interaction the  
294 more understanding there was of how they made Salisbury safer. She and Ms. Gregory  
295 attended two Habitat blessings this week. PAC14 would celebrate their 25<sup>th</sup> Anniversary.  
296 Their coverage of events greatly increased over the past few years.  
297

298 Ms. Blake reported on a Cyclist Ghost Ride held last week. Bikes were painted white for  
299 people killed on our roadways while riding bikes. The ride was to bring awareness for  
300 bicyclist safety. The Salisbury Zoo Gala would be held on June 8<sup>th</sup> to celebrate their 70<sup>th</sup>  
301 Anniversary. If healthy enough, please donate blood or become an organ donor.  
302

303 President Doughty said it was a great weekend with lots of events. Friday's ribbon  
304 cutting was amazing. He couldn't wait for the weather to stay warm so we could have  
305 more safe events. The high schoolers were having prom and he hoped they had a safe  
306 summer. Watch out for people on bikes, motorcycles, etc. so we could have a safe  
307 summer. He noted that Council did see comments, emails and concerns and to keep them  
308 coming to Council to hold us accountable.  
309

310 **Adjournment / Convene in Special Meeting**

311  
312 With no further business to discuss, the Work Session was adjourned at 5:30 p.m. and  
313 President Doughty immediately called the Special Meeting to order.  
314

315 \_\_\_\_\_  
316 City Clerk

317 \_\_\_\_\_  
318  
319 Council President

**CITY OF SALISBURY, MARYLAND**

**SPECIAL MEETING**

**MAY 20, 2024**

**PUBLIC OFFICIALS PRESENT**

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

*Mayor Randolph J. Taylor  
Councilmember April R. Jackson (Zoom)  
Councilmember Sharon C. Dashiell*

**IN ATTENDANCE**

*City Administrator Andy Kitzrow, Fire Chief Rob Frampton, EMS Assistant Chief Chris Truitt, Deputy Chief Chris O’Barsky, Assistant Chief Chris Twilley, Housing and Community Development Director Muir Boda, City Attorney Laura Ryan, 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 Government Office Building. At 5:30 p.m. Council convened in a Special Meeting immediately upon the adjournment of the Work Session.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Council President Doughty called for a motion to adopt the Special Meeting Agenda. Ms. Gregory moved, Ms. Dashiell seconded, and the vote was unanimous to approve the Special Meeting agenda as presented.*

**ORDINANCES** – presented by City Attorney Laura Ryan

- **Ordinance No. 2867**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2024 Parking Authority Fund Budget to appropriate funds for salaries

*Ms. Gregory moved, Ms. Dashiell seconded, and the vote was unanimous to approve Ordinance No. 2867 for second reading.*

- **Ordinance No. 2868**- 2<sup>nd</sup> reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating Budget

*Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve Ordinance No. 2868 for second reading.*

- **Ordinance No. 2873**- 1<sup>st</sup> reading- approving a budget amendment of the FY2024 General Fund Budget to appropriate funds to the Salisbury Fire Department’s Operating Budget

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

47           *Ordinance No. 2873 for first reading.*

48

- 49   •        **Ordinance No. 2874**- *1<sup>st</sup> reading- approving a budget amendment of the FY2024 General*
- 50           *Fund Budget to appropriate additional funds required for legal services*

51

52           *Ms. Gregory moved, Ms. Blake seconded, and the vote was unanimous to approve*

53           *Ordinance No. 2874 for first reading.*

54

55   **ADJOURNMENT**

56

57   *With no further business to discuss, the Special Meeting adjourned at 5:35 p.m.*

58

59

60   \_\_\_\_\_  
*City Clerk*

61

62

63   \_\_\_\_\_  
*Council President*

1 CITY OF SALISBURY  
2 BUDGET WORK SESSION

3 May 20, 2024

4  
5 Public Officials Present

6  
7 Council President D’Shawn M. Doughty Mayor Randolph J. Taylor  
8 Council Vice-President Angela M. Blake Councilmember April R. Jackson  
9 Councilmember Michele Gregory Councilmember Sharon C. Dashiell

10  
11 In Attendance

12  
13 City Administrator Andy Kitzrow, Housing and Community Development Director Muir Boda, City  
14 Attorney Laura Ryan, City Clerk Kim Nichols, and interested staff and members of the public  
15 \*\*\*\*\*

16 The City Council convened in Work Session at 4:30 p.m. on May 20, 2024 in Council Chambers of  
17 the Government Office Building. At 5:30 p.m. upon adjournment of the Work Session, Council  
18 convened in a Special Meeting. At 5:35 p.m. upon adjournment of the Special Meeting, Council  
19 convened in the Budget Work Session to discuss the Fees Ordinance.

20  
21 City Administrator Andy Kitzrow said the purpose of the Budget Work Session was to further review the  
22 Fee Schedule. There was a new fee schedule for short-term rentals as previously discussed and  
23 additional adjustments within the parking permits not only to standardize our three different types of  
24 parking permits and fee structures but also to prepare us for any future parking infrastructure.

25  
26 Mr. Kitzrow reported they overhauled the fees within the Fire Marshal’s office and realized we were too  
27 low, so adjustments were made based off of the time spent on the implementation of a lot of those  
28 pieces and inspections. He pointed out adjustments in the development fees. After discussing with a  
29 local civil engineer and members of the business community, we were significantly under what was  
30 traditionally being charged. There was the addition of a third party review for outsourcing. A lot of other  
31 organizations similar in size to the City outsourced development plan reviews. If someone wanted to  
32 rush the process and have a review done very quickly, we could outsource it.

33  
34 Mr. Kitzrow said there were discussions surrounding vacant buildings- residential, commercial vacant  
35 properties, and some discussion about the legality or need to have escalator fees within the annual fees  
36 for registering those properties. That was the biggest substantial change. President Doughty asked him  
37 what brought about that look into the deeper dive, and what was he seeing as far as the legality.

38  
39 Mr. Kitzrow said about three years ago this was new added under Mayor Day’s tenure. We ramped up  
40 vacant property registrations- both residential and commercial and wanted to build an escalator built in  
41 that did not exist before FY22. Administration now thought we may want to go down a different path.

42  
43 Mayor Taylor stated one of the challenges with the fee was that it was not illegal to keep a property  
44 vacant. It was not ideal, but not technically illegal. Fees must be commensurable with an expense on the  
45 administrator side. He asked City Attorney Heather Konyar to give a legal opinion and understood what  
46 former Mayor Day was trying to do with the escalator, but you could have other tools to get people to  
47 make improvements. You could not just say because a property was vacant, it required the fee  
48 escalated.



49  
50 President Doughty asked if Mayor Taylor could share the legal opinion with Council, which he passed  
51 around. Mr. Kitzrow said there was a proposal to reduce residential vacant building registrations from  
52 \$200 to \$100. There would also be an annual vacant building fee of \$100. The escalator would be based  
53 off the number of years it was vacant. This would be for residential and building but the proposal would  
54 be to reduce the registration fee, to standardize the annual inspection fee to a singular rate. There was  
55 also a request to remove non-residential vacant lots as an annual fee.

56  
57 President Doughty asked what we considered a vacant building. Mr. Kitzrow said a vacant building that  
58 was non-residential could be a commercial space and residential would be a home or a dwelling  
59 residential unit. Mr. Doughty asked how it was considered to be vacant. Mr. Kitzrow answered it was on  
60 a timeline, and after a certain period of time it had to be registered as being vacant.

61  
62 Housing and Community Development Director Muir Boda joined Council and shared if a property was  
63 vacant, at six months they were required by code to register. The new year began in June every year and  
64 if it was still vacant, they would have to renew and get an annual inspection to review the property for  
65 any outside safety issues. They did not do internal inspections on them. Mr. Doughty asked if other cities  
66 did this and Mr. Boda replied that some did. Ms. Ryan said when this was initially enacted HCDD was  
67 supposed to look into the man hours that went into responding to calls for service etc. Mr. Doughty  
68 wanted to be sure we had a benchmark and foundation all of the fees were aligned by. He asked if the  
69 revenue that was generated from the budget that Council approved and adjusted was cohesive or not.  
70 Mayor Taylor said he did not think it was meaningful to the budget. Mr. Kitzrow answered, specifically  
71 for the residential vacant building registrations with this reduction, we did not show a reduction in our  
72 anticipated revenue for registration of buildings.

73  
74 Ms. Gregory asked Mr. Boda if data was put together for calls for service when we first passed this  
75 because we knew vacant homes and vacant properties often led to crime. Mr. Boda said a piece of it was  
76 when there was a vacant property or a foreclosed property, there were other things that affected the  
77 community. They tended to attract more calls for service, but he did not have data pertaining to that.  
78 When they updated the vacant building registration, it was shared with the police department. He could  
79 get some data points from GIS on calls for service to registered vacant properties.

80  
81 Ms. Gregory asked to clarify that these did not apply to vacant lots like the one she owned beside her  
82 house and that this was only on lots that were either commercial or unattached to a property that had  
83 an existing home that was with it. Mr. Kitzrow said he did not think the City charged for a vacant  
84 residential lot. They initially decided not to do that three years ago because it was more for commercial.  
85 Every year staff reviewed the fee schedule or there were citizen driven suggestions or complaints. The  
86 City had not received much feedback from the community about eliminating these.

87  
88 Ms. Blake said she could see the escalator fee. She asked about the term blight, and Mr. Kitzrow said he  
89 did not want to mix the two. There could be vacant property that was not in a blighted condition, but  
90 there could not be blighted properties that were vacant. She asked Mayor Taylor how many of the  
91 seventy vacant properties belonged to him, and he said he had three but one was almost finished being  
92 renovated. He said the City already many other tools independent of the registration process. She said  
93 there was not a fine for the term blight. There was vacancy and blight. Last year there was discussion  
94 regarding blighted properties because of drug trafficking and gun violence.

95  
96 Mr. Kitzrow stated municipal infractions and citations were defined with penalties in the code. Blight fell  
97 within municipal infractions from the code enforcement standpoint rather than registration and fees. It

98 was more punitive from an infraction standpoint. Blight was farther into the code enforcement side of it.  
99 We had other recourse with chronic nuisance or problematic properties in the municipal code.

100  
101 President Doughty asked if it was reasonable to lower the foreclosed property registration from \$1,000  
102 to \$100? City Attorney Laura Ryan replied it was complaint driven. She was contacted by an attorney  
103 and asked staff to re-evaluate to determine what fee was rationally related to our foreclosed property  
104 registration, and that was the suggested fee. Mr. Kitzrow said the \$100 was because we had the other  
105 one at \$100 for residential vacant property registration and we wanted them to be the same.

106  
107 Ms. Gregory asked Mr. Boda what an average amount was for a city of our size. She did not want to see  
108 us go through a lending crisis similar to 2008 that again, but if we did, we had to be prepared. She asked  
109 if the \$100 was on par with other cities. Mr. Boda answered that some towns did and some did not do  
110 anything. With the ones that had fees, some combined vacant building and the foreclosure fees. Some  
111 had a separate fee such as what we had which was between \$100 and \$400.

112  
113 President Doughty asked Council for questions on the other highlighted fees. Ms. Blake asked if we were  
114 renting the kitchen out in the Newton Community Center. She wanted to advocate for \$25 per hour fee.  
115 Mr. Boda said they used the community room with the kitchen, and which was included with the \$20  
116 per hour fee. Mr. Boda said staff was on site during all events and closed up afterwards.

117  
118 President Doughty asked if the Third Party Review Fee of \$160 per hour was on par with other cities and  
119 to increase the fee from \$1000 to \$3000 on the line above it (Development Plans Review). Mr. Kitzrow  
120 answered with speaking with Davis, Bowen and Friedel, Inc. and others in the business community, it  
121 was not unreasonable and we were charging less than the private sector rates. Mayor Taylor said people  
122 were returning for second and third reviews with no additional charges, and for that we would leave  
123 ourselves open to charge for them. President Doughty thought that was reasonable, but said three times  
124 the original was pricey and a big jump, and perhaps unbalanced. Mr. Kitzrow said with staff hours,  
125 planning, and meetings, he could get to \$3000 quickly. President Doughty asked if we were increasing to  
126 \$3000 if the review would come with a quicker turnaround and higher response times. Mr. Kitzrow said  
127 that one of the things the fee would allow us to do was to be more competitive with wages to hire staff,  
128 whether through a contract or internally and would allow us to better meet timelines.

129  
130 Ms. Gregory asked what the private sector charged for plan reviews. Mr. Kitzrow answered if they did  
131 the \$160 per hour, they were 15 to 20 for the same process. In the private sector the billables were \$160  
132 an hour and easily 40 hours into a review with additional costs. A lot of time was invested into reviews.  
133 We were probably paying a third of the market rate for the initial review. It was a steep jump and if we  
134 had additional push backs we might have reconsidered. Mr. Doughty asked who they conferred with,  
135 and Mr. Kitzrow said they had members of SWED, Greater Salisbury, Brock Parker Associates, and a rep  
136 from DBF, and all thought this was reasonable. We could start lower. President Doughty said everything  
137 should be on the same level playing field and was making sure we were not reaching too high but were  
138 not too low. Mr. Kitzrow offered to review development plan review fees in surrounding areas.  
139 President Doughty proposed if we separated preliminary and final reviews out, we could determine  
140 where our employees spent the most time, and raise that to create two different benchmarks. It could  
141 be adjusted from year to year. Mr. Kitzrow would send Council some ideas.

142  
143 Ms. Blake asked about maps and copies, because maps were stricken from the schedule. Mr. Kitzrow did  
144 not think they were passed out any longer.

145

146 Mr. Kitzrow said that there was already a first reading, and asked City Clerk Kim Nichols if we could talk  
147 about this on the 3<sup>rd</sup> as a separate piece, or if we needed an additional budget session before an actual  
148 reading of a second fee schedule. Ms. Nichols said it sounded like another budget session should be  
149 scheduled. He would send information to Council, follow up on the outstanding items, and Council could  
150 come to consensus for a second reading. We would also make sure that the fee schedule as modified  
151 was available to the public for additional feedback.

152  
153 The Budget Work Session adjourned at 6:08 p.m.

154  
155 \_\_\_\_\_  
156 City Clerk

157  
158 \_\_\_\_\_  
159 Council President

CITY OF SALISBURY  
WORK SESSION  
JUNE 3, 2024

Public Officials Present

Council President D’Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember April R. Jackson

Mayor Randolph J. Taylor  
Councilmember Michele Gregory  
Councilmember Sharon C. Dashiell

In Attendance

City Administrator Andy Kitzrow, Fire Chief Rob Frampton, EMS Assistant Chief Chris Truitt, Deputy Chief Chris O’Barsky, Assistant Chief Chris Twilley, Housing and Community Development (HCDD) Director Muir Boda, City Attorney Ashley Bosché, City Clerk Kim Nichols and members of the public.

-----  
On May 20, 2024 the Salisbury City Council convened at 4:30 p.m. in Work Session in Council Chambers of the Government Office Building. The following is a synopsis of the items discussed.

**Resolution to approve amendment to the CDBG PY 2023 Plan**

Grants Manager Jo Ellen Bynum and Housing & Community Development (HCDD) Director Muir Boda joined Council.

Ms. Bynum reported more funding was needed to complete two of the current projects- Truitt Street Community Center and the Waterside Park Restroom and Pavilion. Both were committed to in Program Year 2021 and 2022. The resolution would approve the substantial amendment. It was on public display with no comments received. HCDD determined the funds that were being moved from the 2022 Plan that were originally for Anne Street Village (ASV) were no longer needed and would be reallocated to Truitt Street. The original 2022 sidewalk money would be reallocated to Waterside Park.

President Doughty asked about the Homeless Service Intensive Case Manager. Mr. Boda said the position was funded through CTI grant program. The City program ended and nobody would apply for the funding right now. They had one position. When planning and building ASV they should have conducted an environmental assessment of the project. The director at that time did not, and purchased the ADA non-accessible bath house. It could not be made ADA accessible because the doors were not wide enough. The money allocated in the 2023 Plan was meant to enhance that by adding a ramp and other things to fund the other position. Since it was not ADA accessible they could not use Federal funds. President Doughty asked what the research was behind making ASV ADA compliant. Mr. Boda said the solution would be to purchase a new or separate ADA accessible bath house. They could research costs, but the CDBG funding was a “use it or lose it” which was why they felt it was more appropriate to go to a project that

44 was already under way. President Doughty asked if we did not realize this when we  
45 applied, and what was the timeline. Mr. Boda answered that at that time they likely had  
46 not started buying anything. The timing for submitting for CDBG funding wraps up by  
47 January or February because the process to put it together was massive. They thought the  
48 Waterside Park project would be \$200,000 but realized it would be much more.

49

50 City Administrator Andy Kitzrow discussed possibly transitioning away from managing  
51 ASV to a third party manager and possibly surplussing the property. For the City to  
52 invest capital dollars into a project that could be changing course and operations with  
53 was questionable, and it was better to utilize funding for a project that was moving  
54 forward in the same capacity since it was CDGB funded. The money allocated for ASV  
55 would not solve the problem and they needed to complete Truitt Street.

56

57 Ms. Dashiell was concerned that ASV had never been filled and asked what would  
58 happen to the residents in the interim. Mr. Boda said the money was never intended as a  
59 part of the budget and operating. It was for something else and they were operating ASV  
60 as best they could. The biggest challenge was for applicants to agree to the requirements.  
61 In the past month he said they interviewed about 20 people and only three agreed. They  
62 were creating a re-admission program for some who had been dismissed from the  
63 program for certain violations. President Doughty noted it seemed in poor taste that we  
64 would have applied for grant funding to improve the ADA accessibility and couldn't use  
65 it. Mr. Boda said the application completed over eighteen months ago before they even  
66 opened the project and assessed what was needed. President Doughty said we dropped  
67 the ball with ASV many times we were having the same conversation. Mr. Boda said  
68 they were still putting the process together for the partnership and had two people  
69 working very hard with the residents and outreaching to bring people into ASV.

70

71 Mr. Gregory said she spoke with the former director of HCDD about the bathrooms not  
72 being accessible and he said it was not a problem. She asked how many people had to be  
73 turned away because we did not have that accessibility because many unhoused people  
74 were disabled. The Disability Advisory Committee could have been asked for input.

75

76 Mayor Taylor stated the City never exceeded 13 or 14 residents out of the 24 units and  
77 were limited to 10 because of that second staff person. As we went to the RFP and  
78 moved into a partnership we would free ourselves up to fully occupy the place. The  
79 ADA accessibility was a challenge but if we were looking to provide for needs, then that  
80 was the direction we were headed.

81

82 The following comments were received from nine members of the public:

83

- 84 • Speaker disagreed with the Mayor about removing CDBG funding for a case  
85 worker. While he was soliciting for a non-profit to take over ASV, any agency  
86 that might be interested would need to ensure ADA accessibility to the bathroom  
87 and shower. The \$50,000 funding was earmarked for that. In the Proposed FY25  
88 Budget, the case workers were cut from three to one. This was a recipe for  
89 burnout and disaster. ASV was on the chopping block and defunding it by cutting

90 staff was not the answer. While we were in the middle of a housing crisis, this  
91 showed a lack of caring for our most vulnerable. In speaker's ten years at Habitat  
92 for Humanity they hired several people we realized later who were homeless. It  
93 took months for their housing situation to stabilize. She asked Council if they  
94 were 100% committed to all of the community residents. ASV deserved staff and  
95 resources to continue the success and momentum of the Housing First Program.  
96 She asked Council to restore the CDBG funding.

- 97 • Speaker was a retired psychologist who visited ASV and was surprised not many  
98 people lived there. The current implementation of the programs did not fit the  
99 original concepts. People needed food, shelter and clothing before they could start  
100 rehab programs. She thought there may be some strong "gatekeeping" going on.
- 101 • Speaker was proud of how our community supported the disadvantaged and the  
102 marginalized. Ten years ago she was homeless after a major health issue and lived  
103 in a car for two weeks. Circumstances most often caused homelessness. It took  
104 more than ten years to overcome and she was housing secure for the first time.  
105 She said to be the kindness people deserved and keep ASV from closing its doors.
- 106 • Speaker worked with the homeless for the last 17 years and founded the Camden  
107 Community Garden ten years ago. He agreed with the prior speakers and was very  
108 concerned about what we did to this population, such as putting them aside and  
109 pushing them down, marginalizing them and saying they did not matter and were  
110 not part of our community. He did not know why ASV had not been properly run  
111 but it was time to figure it out. Taking the funding away to make it accessible  
112 would not bring success to ASV and asked why the RFP was taking so long.
- 113 • Speaker thanked Mr. Doughty for his questions because the inquiry was needed.  
114 He experienced homelessness, most recently two years and nine months ago and  
115 was now property manager of an apartment complex. ASV represented our  
116 collective ability to extend grace to the least of these. He wanted to see effort put  
117 towards seeing this project be a success. Look to other states and countries where  
118 this type of program was a success. That was the City's job, not the public's job.
- 119 • Speaker on Zoom thought it was very rushed and she heard mixed messages in  
120 that it was first going to be a partnership. The City needed more transparency.  
121 This information was released very last minute and the importance of the matter  
122 warranted some time taken to look at all the options because we had a huge  
123 unhoused population. Asked what the City's plan was in relation to the unhoused  
124 and what kind of studies were being done or committees put together. How were  
125 we prioritizing the space because it was absolutely urgent that we did so.  
126 Thousands of the unhoused were children, and Wicomico County had 63% of  
127 children living below the poverty level, many in the City of Salisbury. Parks and  
128 community centers needed funding, but it should not be an either/or.

129  
130 Ms. Bynum said the public comment period ended on June 7. The idea to reallocate  
131 began last November before they discussed transferring it. She became aware that there  
132 was no way to make ASV ADA accessible and the project could not occur unless the  
133 whole trailer was replaced. The City did not meet its timeliness goals and there was no  
134 design going on but there were restrictions on CDBG funding. She said she took  
135 responsibility because to her it made sense to put it in projects that were already started.



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- Speaker said that prior to ASV she owned Baker Street Rentals. The properties fronted on what used to be Linens of the Week property which was deemed uninhabitable and unusable due to the chemicals used when the laundromat was there. The City took ownership of the property. Prior to the building of ASV they thought they could put ASV on that property without much thought process going into it and spent considerable resources only to find out that was money that should not have been spent. Think with the end in mind. It was not happening for ASV and now sadly the new Mayor, new housing people and Council were trying to figure out how to think with the end in mind when it was not first considered. There had to be a way to re-configure that trailer or a mobile system that could be added. There were carpenters and City staff that could build something.
- Speaker worked with the unhoused at the Wicomico Library. They came in every day, slept under bridges, and were seeking answers. Some applied for ASV with people who no longer worked for the City. When she calls the number, nobody answers. Many of them had mental illness and did not understand why they went through the process and fell through the cracks. Many shelters had stipulations that kept them from being in them. Where were they supposed to stay? Many could not hold down a job and needed support. Speaker said she was fielding that support every day on her own, and it felt as if the City had wiped its hands of this project. There was this big, beautiful place where they thought they could stay and they did not know why they could not. Their well-being had to be considered.
- Speaker worked six months to empower and keep an 18 year old from giving up. Last month he was notified that he was going to be an ASV resident. Now he was asking if he would be kicked out. She was tired of trying to console young people when they were not being listened to. Passion built ASV and passion would keep it here, with or without the City. Passion built Truitt Community Center and she saw Ms. Chestnutt work to get ASV in the community because she knew these individuals first hand. We would continue to work with this population, but could not do it alone. We were forgetting the people who mattered. Whatever decision was made, she said to inform the residents first and include them in the conversation. If an accessible trailer was the problem she could find one and it should have been done when the passion was first there. Ms. Gregory asked the question and they glassed over it. We knew we had homeless individuals in wheelchairs years ago, and had people dying over opioid overdose years ago. We knew people were dying out in the cold years ago. For them to say we could not do this because of a trailer- fix it, open the gates to the community.

Mayor Taylor stated the City was committed to ASV and the homeless and was looking to opening it up to the full 24 person capacity, but had new challenges to navigate. If a grant for the ADA accessibility factor was needed, it would not be part of this grant.

President Doughty said the reason the funds could not be used for ASV was due to the accessibility and there was no timeline to sign off on this to whatever entity. He asked for the documentation to prove that and could not accept by just the sheer word. He wanted the funds used in Salisbury. Ms. Bynum stated there was not room for a ramp.

182  
183 Mr. Kitzrow said that Truitt Street needed funding to be completed. The ASV project  
184 had a need but not a simple solution. Solving the problem now and spending whatever it  
185 took in the next rounds of CDBG funding to solve ASV was a viable solution.

186  
187 President Doughty said he asked in October why Truitt Street was not completed, and  
188 wanted it done but felt he was choosing between two great projects when Truitt Street  
189 should have been done. Mr. Boda said with ASV there were a couple of issues. The  
190 accessibility issue came down to a space issue. The ramp required space, and units may  
191 need to be moved to allow for it. There were things that DID had to review. The units,  
192 although collapsible and portable, had the fire compression system connected. That was  
193 likely where a big piece of the cost would be.

194  
195 President Doughty asked Administration and Mr. Boda to present a plan for ASV with  
196 the end in mind. It was not right planning without knowing our plan.

197  
198 Ms. Gregory asked why the bathrooms could not be ground level. Trailers could be built  
199 on foundations low to the ground. It took a foot of ramp for each inch up off the ground.

200  
201 Mr. Boda did not know the structure under the trailer. Mr. Kitzrow thought the easiest  
202 solution was to start over. If we sold the trailer we could build bathrooms and showers  
203 on the ground and include washing machines. It could all fit but may be triple the cost.  
204 That could be the next funding round. He thought they could solve the problem pretty  
205 quickly but not with the money that was currently on the table.

206  
207 Ms. Dashiell asked if the fence could be knocked out to allow for a longer ramp. Mr.  
208 Boda said we were close to the back property line and the doors were not wide enough.

209  
210 Mr. Kitzrow said they wanted to move the Waterside project forward. With the funding  
211 we could strike the other additional lines to keep the funding for ASV intact. They  
212 needed to solve the case manager because it was for one year only. The \$50,000 would  
213 be a placeholder, but we needed more funding whether it was CDBG later or City  
214 funding now, but had to solve the Truitt Street shortfall. We could keep ASV funding,  
215 figure out how much it was going to cost, figure out how to pay for the rest of it, and  
216 find money for Truitt. He wanted to ensure Waterside was not forgotten by just tabling it  
217 all. President Doughty said that since it was not time sensitive we would move it to the  
218 next Work Session and return with a plan, determine raising or lowering, or a ramp. The  
219 presentation would be held on the June 17<sup>th</sup> Work Session.

220  
221 **Resolution to approve CDBG 2024-2028 Con Plan, 2024 Annual Action Plan & 2024**  
222 **Analysis of Impediments to Fair Housing Choice to HUD**

223  
224 Ms. Bynum said this year the City was due to complete the five year Consolidated Plan  
225 and Analysis of Impediments to Fair Housing Choice in addition to the Annual Action  
226 Plan for Program Year 2024. The consultant group of Urban Design Ventures assisted  
227 and she introduced Mr. John Hagland who joined her and Mr. Boda at the table. Both

228 plans had been out for public comment and were generated after weeks of consultation  
229 with various stakeholder groups and input from citizen surveys and reviews of data.  
230 They were on display since March 1<sup>st</sup> and went through the required citizen participation  
231 plan. Incorporated within the Con Plan was the 2024 Annual Action Plan for allotment  
232 for this year. The allocation was \$346,673 and the project breakdown was \$69,333 to the  
233 City for General Administration with the remaining funds split, with \$138,670 to Habitat  
234 for Humanity for the Critical Home Repairs Program and \$138,670 to Salisbury  
235 Neighborhood Housing to support their Owner Occupied Rehab Program. Both would be  
236 subrecipients. She requested Council’s approval.

237  
238 Mr. Hagland said this was the third five-year interval that Urban Design Ventures did  
239 the consulting. Both plans were available online. They were on display prior and the  
240 request was for them to be approved to be submitted to HUD as a requirement to receive  
241 CDBG funding every year. It was summarized into the following needs: housing,  
242 homeless, special needs, community development, economic development, and planning.  
243 Within need goals were listed. By receiving CDBG funds the City committed to further  
244 fair housing. He explained the application process to HUD.

245  
246 The following comments were received from one member of the public:

- 247  
248 • The documents produced had a lot of ambiguous things about the zoning code.  
249 We were in the middle of doing our comprehensive plan, dealing with TIF  
250 proposals, HORIZON Program that had to be reviewed by the end of the month,  
251 and people wanted PILOT agreements. All this had to be condensed and done in  
252 one fell swoop and not piece-mealed. It was simple- do like Annapolis. If one  
253 wanted to do a subdivision development there you had to provide a certain  
254 amount of affordable housing. They could put affordable housing in the  
255 Salisbury Mall development. It was easy to do, and did not need 300 pages.

256  
257 Council reached unanimous consensus to advance the legislation to legislative agenda.

### 258 **Abandoned Shopping Cart Ordinance**

260  
261 Mr. Boda said the ordinance would create a program to handle abandoned shopping carts  
262 in the City. It became an issue where they became blight. The legislation required  
263 businesses to post cart removal warning signs stating they were not allowed off the  
264 premises and were required to identify their carts either by branding or name plates. A  
265 business or cart owner could provide a letter for a customer that used the cart off  
266 premises with a return of 72 hours. Code Compliance Officers would immediately abate  
267 abandoned carts. It was similar to what Fruitland and other municipalities around the  
268 state did and would encourage businesses to keep track of their carts better.

269  
270 Council reached unanimous consensus to advance the legislation to legislative agenda.

### 271 **Village at Tony Tank speed limit ordinance**

274 HCDD Community Relations Manager Rachel Manning and DID Transportation  
275 Manager Jon Wilson joined Council. Mr. Wilson said the issue pre-dated him and was  
276 given to Ms. Manning to solve. She explained residents in the neighborhood felt the 30  
277 miles per hour speed limit was too high. There was speeding on the streets, and other  
278 neighborhoods had 25 miles per hour speed limits. Mr. Wilson said all neighborhood  
279 speed limits should be 25 miles per hour. Ms. Manning added that it fell in line with  
280 DID’s Vision Zero to reduce speed, and increase reaction time.

281  
282 Council reached unanimous consensus to advance the ordinance to legislative agenda.  
283

284 **Budget amendment for the WTP Filter Replacement Project**

285  
286 WTP Superintendent Ron Clapper and WTP Assistant Superintendent Jeff Lambert  
287 joined Council. Mr. Clapper advised Council that a surplus of money was found in the  
288 Chemical Account because caustic soda was a lot less for the fiscal year. The request  
289 was to transfer the funds to the Filter Project for PFAS treatment.

290  
291 Council reached unanimous consensus to advance the legislation to legislative agenda.  
292

293 **Revisions to Human Rights Advisory Committee (HRAC) by-laws**

294  
295 Suzi Peterson, HRAC Vice Chair and Executive Administrative Assistant/Staff Liaison  
296 Jessie Turner joined Council. Ms. Peterson reported that at the February 7, 2024 meeting  
297 of the Human Rights Advisory Committee, they unanimously agreed to amend the  
298 committee’s bylaws. She reviewed the amendments that were recommended, as follows:  
299

- 300 • *Section 1.a. – Membership. Remove requirement for membership to include at least two*  
301 *representatives of racial or national minorities, at least two representatives from the*  
302 *LGBTQ+ community, at least one youth representative aged 16-24 years; and at least*  
303 *two members of local religious organizations.*
- 304 • *Section 1.e—Membership. Change the allowance of unexcused absences from three to*  
305 *two.*

306 Having a quorum has been a challenge in the past year. T Mayor Taylor asked how many  
307 members were in the committee, and Ms. Turner said there were seven members and  
308 thirteen spots were available. She shared how to apply to serve on the HRAC or any  
309 other committee.

310  
311 Council reached unanimous consensus to advance the legislation to legislative agenda.  
312

313 **Budget amendment to correct Ordinance No. 2865**

314  
315 Finance Director Keith Cordrey explained Ordinance No. 2875 corrected Ordinance No.  
316 2865 previously passed by Council. The purpose of Ordinance No. 2865 was to advance  
317 projects planned to be appropriated in the FY25 Budget but they were moved up to  
318 consolidate bond issues and save bond issuance expense. The consolidation avoided  
319 redundant issuance costs for FY23 and FY25 by having one issue in the three years. He  
320 said that incorrect projects for the water sewer fund were inadvertently included in

321 Ordinance No. 2865. Section two of the proposed ordinance reversed the appropriations  
322 incorrectly assigned by Ordinance No. 2865. Section three inserted the correct projects  
323 intended to be brought in by Ordinance No. 2865.

324  
325 Council reached unanimous consensus to advance the legislation to legislative agenda.

326  
327 **City policy on flying flags**

328  
329 City Attorney Ashley Bosché reported that the First Amendment restrained government  
330 from restricting other speech, but it did not apply to the government’s own speech.  
331 Government entities, such as Salisbury, could generally say what they wanted, could  
332 advocate for favored policies taking positions promoting some views but not the others.  
333 Cities, Counties and government entities may select and designate specific flags to fly  
334 on government owned flag poles rather than opening up to the public to raise their own  
335 flags. When the government spoke for itself, there were not First Amendment  
336 implications. If the government spoke or made decisions about someone else’s speech,  
337 then that raised First Amendment implications. There could be issue in terms of First  
338 Amendment analysis. A Supreme Court decision in 2022 illustrated that flags were  
339 sometimes government speech, and prohibiting citizens from raising their own flags  
340 could be viewpoint discrimination. She said the rule for the City to decide was whether  
341 we wanted to have a policy or not. When the government did not speak for itself and  
342 excluded speech based upon the viewpoint, that was potentially a First Amendment  
343 violation and discrimination. When the government spoke its own self, it could say  
344 whatever it liked to say or not to say. It could not restrict someone else’s speech.

345  
346 She shared that if the government wanted to only fly the American flag, County flag, and  
347 City flag and not open up to the public to fly other flags, that was alright. However, if  
348 the government had a policy and opened its flag poles to the public to raise other flags,  
349 and allowed it in some cases and not others, that could be First Amendment violation. If  
350 they allowed the public to fly flags, they could not choose which flags they would fly.

351  
352 President Doughty said the “if we did one, we would have to do them all” frightened him  
353 a little bit because he did not want the City to represent anything that was not forward  
354 thinking and inclusive, and that we spoke for everyone here. He asked how Council  
355 wanted to move forward to make sure we represented our people in the City.

356  
357 Ms. Gregory suggested creating a permit policy for flags, and not necessarily for flying  
358 on the poles at the Government Office Building (GOB) but at Unity Square. There was  
359 something going on every month that we supported and promoted. Perhaps a permitting  
360 policy for using a flag pole, either at the GOB, Unity Square, or other City location.

361  
362 Mr. Kitzrow said there were areas to hang banners on Downtown street poles. We were  
363 approached by different organizations who have asked to use City property or assets to  
364 help support or bring awareness to a cause. A permitting policy could help us understand  
365 what they would want and for how long. We would have to decide where and for how  
366 long so that we could understand what was going on. Ms. Gregory said we needed some

367 structure in place. If the County did not want to participate and since we shared the poles  
368 at the GOB with them, then Unity Square would be ideal. We needed a process so that  
369 situations like this did not come up again because this was disappointing and a sad  
370 decision for the City to make. Supporting marginalized communities was something we  
371 needed to do and it would have been the 5<sup>th</sup> year. This should not happen again.  
372

373 Mayor Taylor supported a policy and would prepare a draft. He said he reached out to  
374 the County Administration and Council and they did not want to continue. President  
375 Doughty asked if the permitting could pass through Council for approval as well. Ms.  
376 Bosché said that from a legal standpoint, the City could do whatever it wanted providing  
377 they were not making decisions based upon viewpoint.  
378

379 Ms. Blake said regarding First Amendment rights, Council had prayer prior to every  
380 Executive Session, and that was a stance that the City took. She saw that was not a  
381 neutral stance, and was not saying to take prayer away, but asked how that was neutral.  
382 We were supposed to be inclusive and embrace everybody. This was not the first time  
383 separation of church and state was discussed.  
384

385 Ms. Bosché said these were ethical and moral questions. Legally, the first amendment  
386 applied when the government infringed upon somebody else's speech. It did not apply to  
387 the government's own speech. The government could say whatever it wanted. In the case  
388 of the 2022 Supreme Court decision, a group wanted to fly a Christian flag. The City of  
389 Boston denied the application because they thought it violated the establishment clause,  
390 which was separation of church and state. The Supreme Court said that the city's flag  
391 raising program did not express government speech because they were opening up their  
392 flag poles to the public. It was a cursory type of process, and the government granted  
393 everyone's exception, except for this one on the basis of the Establishment Clause. The  
394 Supreme Court said that the city's refusal to allow them to fly the Christian flag  
395 amounted to impermissible discrimination based upon religious viewpoint, a violation of  
396 First Amendment rights. The government could do whatever it wanted. Ethically,  
397 morally, philosophically... those were decisions that the City needed to make. Her legal  
398 concern was when the Public's right of speech was infringed upon. That was where the  
399 policy would come in. If you allowed someone to speak or if the City was putting up the  
400 speech, there could potentially be no issues. If the City did not allow a permitting for a  
401 group, we would be discriminating against them. That would be where the policies came  
402 into place. The issue was when the public was speaking, not the government.  
403

404 Ms. Blake stated she did not know how the City government could say it was the  
405 position of not raising the Pride flag was taking a neutral position when we opened up  
406 for prayer every other week. She did not mind having prayer but she knew other people  
407 were not comfortable with it. Just because people were not comfortable with the Pride  
408 flag or prayer, did not mean we should take them away.  
409

410 Ms. Bosché said that the City was an entity and needed to decide what they wanted the  
411 City to say. Ms. Blake said the City Council sets the agenda. When we placed prayer on  
412 it, that came from the Council.



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The following comments were heard from 10 members of the public:

- The City had a rich history of hosting cultural events organized by groups such as Juneteenth, the Folk Festival, Haitian Flag Day and Salisbury Pride. They were a testament to our values and a source of inspiration. Pride month was about acceptance and equality, celebrating the work of LGBTQIA+ people and raising awareness of issues and disparities that persist. Pride events spread a message that all community members were valued and deserved to be celebrated and assures young people that they were respected. Pride events help reduce feelings of isolation, suicide thoughts, and make society more accepting of the LGBTQIA+ population. Put a structure put in place to fairly vet requests.
- Speaker could see both sides of the situation. In the portrayal of neutrality it was often familiar to him of the same situation they were dealing with Reverend Graham. In that decision they were re-evaluating and re-analyzing how protocols needed to be in place. Speaker did not want to feel like the Pride community was an afterthought or was discarded and placated to because of who they were.
- Speaker said cultural events played a crucial role in bringing people together to build a social connection with marginalized communities and promoted inclusivity and celebrated diversity. By flying the Pride flag we were sending a message of solidarity and inclusivity to the community. A formal system should be established to review and approve permit requests for these events.
- Speaker was the victim of hate crime when she flew the Pride flag at her home and looked forward to the City flying the flag to lift up her voice and other voices in the community, as she could no longer fly her flag.
- Speaker said the only way to fight hate was with love. Being neutral created more division, and leading with love never steered her wrong. What we did today impacted the generations of tomorrow. Lead by example and love.
- Speaker was happy to see the dialogue. The flag was flown without incident for years, and purposely refusing to fly it sent a message that our City bowed to intolerance and injustice. It was absurd we needed people to decide on equality with more City assets being used to figure it out. She asked how hard was it to choose equality, and when did neutrality end and did neutrality apply to the many cultural events held throughout the year. Refusing the flag was a simple choice made because it was an easy target and when faced with the repercussions, took a cowardly stance of neutrality as if no one knew exactly what you meant. Now was the time for the Council to step up and do something.
- Speaker opined that there should be nothing other than strict governmental speech shown on our flag poles, and flag poles should be separate from streets and parks because there was a difference. In the Supreme Court case Ms. Bosché mentioned involving Boston, they looked at it as if flag poles were quintessential governmental speech. The City of Boston had allowed almost anyone to fly the flag, including the Pride flag. Then they came with the “Christian” flag and it was not a standard Christian flag. It was the first time in 283 applications that they denied an application. The case epitomized what happened when the door was opened. The best thing to do was to not do anything with the possible

459 exception of flags honoring those who served the country. There were lots of  
460 opportunities to fly their flags on their own personal property. It did not need to  
461 be on City flag poles. Streets and parks were different from flag poles.

- 462 • LGBTQ+ youth and young allies were very civically engaged and motivated and  
463 were paying attention locally and nationally. The Pride flag portrayed on our  
464 banners and cross walk were very important to them. Our leaders had the  
465 opportunity to show them they were welcomed and loved in Salisbury.
- 466 • A big part of the story that the media missed and was downplayed by others was  
467 that this connected the City and the County. Salisbury has always had the big  
468 challenge of the very intrusive County government particularly with the position  
469 of the County Executive. Speaker said he understood the decision to not fly the  
470 flag was a joint decision. The County Executive had a very dangerous role over  
471 the City of Salisbury and continually produced problems about inequity on  
472 funding, on issues with resource allocation, and right now was creating a  
473 constitutional crisis. Tomorrow the County Council would discuss a referendum  
474 to abolish the County Executive. He encouraged Council to think about where  
475 they stood on the issue, and if they had thoughts about what the County  
476 Executive was doing in these types of cases, make your voices heard.
- 477 • Speaker on Zoom was a fairly new Salisbury resident and one of the reasons he  
478 moved to Maryland was because his home state was becoming less progressive.  
479 Many policies started small- no flags, a book here, a policy there, and then there  
480 were no DEI Offices and other things were removed in different states, beginning  
481 with small things like this. His wife was from Maryland and knew the area.  
482 When discussing moving she mentioned Salisbury because it still had that small,  
483 community feel like Baltimore or DC did not have. Speaker applied for his job in  
484 July and asked his employer if it was a safe community, and was told it was safe,  
485 that they actually just took down the Pride flag after being flown the month of  
486 June. Speaker was disheartened that it was being used as a political stance with  
487 our new Mayor. The flag was one reason they considered this a safe community.
- 488 • Speaker started the PFLAG Chapter and when the event began in Salisbury, the  
489 City wanted PFLAG to pay for the flag and organize the event. The problem  
490 could be solved by having the City decide to do it themselves. You did not need  
491 PFLAG to do it. The City could purchase the flag. The symbols that the City did  
492 and did not put up regarding Pride Month and other cultural and minority groups  
493 sent a strong message. She was a psychologist and they called that the structural  
494 determinants of health. The signifiers were significantly related to mental health  
495 outcomes. Council had full control over it and did not need PFLAG give a flag.  
496 She said she noticed there was no Pride Month proclamation and there have been  
497 proclamations for other groups. There were also no changes to the City's social  
498 media, which was a deviation. Council needed to come together over these larger  
499 issues and reach a consensus on their values.

500  
501 Ms. Gregory liked the idea of the City buying the flag and could do that for other  
502 months. President Doughty agreed, and in determining Council's role, he would support  
503 having a role in that because it was more than just one person determining the vision.  
504

505 **Administration and Council Comments**

506

507 Mayor Taylor said he had to make a decision about a flag on joint property with the  
508 County. He reached out to see if they were getting the resources needed to make a  
509 successful event. He approached the County several times about flying the flag and they  
510 did not agree to it. The prior Mayor raised the flag without the County’s permission. His  
511 decision was misconstrued as negative towards the event.

512

513 Ms. Dashiell said that Rachel Manning did a wonderful job with Newton Street  
514 Community Center. They just dedicated their third floor to STEM and had wonderful  
515 interactive projects for children. Neighborhood walks were coordinated by Rachel.  
516 Habitat had a wonderful home blessing. Ms. Hilligoss did a great job, also.

517

518 Ms. Jackson thanked everyone for coming out.

519

520 Ms. Gregory thanked everyone for attending. We appreciate, see, hear and support you.  
521 She thanked Ms. Jackson for coming and wished her the best in her pending surgery. She  
522 encouraged everyone to attend the 70<sup>th</sup> Anniversary of the Salisbury Zoo Gala.

523

524 Ms. Blake wanted to know which flag pole the City owned. There were two at the GOB.

525

526 President Doughty thanked everyone for attending. He said when they hurt, he hurt. He  
527 wanted Council to show support for the people who worked, lived and played here and  
528 shared the hurt was “us” in the African American community years ago, and it was you  
529 all right now. The Zoo Gala was this Saturday and he was excited to attend it.

530

531 Councilwoman Jackson said the Wicomico Library was hosting the Black History Living  
532 Museum on Saturday at 1:00 p.m. at the library. She would be there representing her  
533 father. It was an awesome program.

534

535 **Adjournment / Convene in Special Budget Session**

536

537 With no further business to discuss, the Work Session was adjourned at 6:47 p.m. and  
538 President Doughty immediately called the Special Budget Session to order.

539

540

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

542

543 \_\_\_\_\_  
544 Council President

**CITY OF SALISBURY, MARYLAND**

**SPECIAL MEETING**

**JUNE 3, 2024**

**PUBLIC OFFICIALS PRESENT**

*Council President D'Shawn M. Doughty  
Vice President Angela M. Blake  
Councilmember Michele Gregory*

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

**IN ATTENDANCE**

*City Administrator Andy Kitzrow, 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 Government Office Building. At 6:47 p.m. upon the adjournment of the Work Session, Council convened in a Special Budget Session. At 7:10 p.m. upon the adjournment of the Special Budget Session, Council immediately convened in the Special Meeting.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Council President Doughty called for a motion to adopt the Special Meeting Agenda. Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous to approve the Special Meeting agenda as presented.*

**RESOLUTION** – presented by City Administrator Andy Kitzrow

- **Resolution No. 3348**- authorizing City of Salisbury to issue and sell a series of its General Obligation Bonds to be designated "City of Salisbury Public Improvement Bonds of 2024"

*Ms. Gregory moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution No. 3348.*

**FY2025 PROPOSED BUDGET PUBLIC HEARING**- presented by City Attorney Ashley Bosché

- **Ordinance No. 2870**- appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2024 to June 30, 2025, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and Storm Water Funds

*City Attorney Ashley Bosché presented Ordinance No. 2870.*

47 *President Doughty opened the Public Hearing for Ordinance No. 2870 at 7:22 p.m. and*  
48 *as there were no requests to speak, immediately closed the Public Hearing.*

- 49  
50 • **Ordinance No. 2871-** *to amend Water & Sewer rates to increase by 9% and making*  
51 *said changes effective for all bills dated October 1, 2024 and thereafter unless and*  
52 *until subsequently revised or changed*

53  
54 *Ms. Bosché presented Ordinance No. 2871.*

55  
56 *President Doughty opened the Public Hearing for Ordinance No. 2871 at 7:23 p.m. and*  
57 *as there were no requests to speak, immediately closed the Public Hearing.*

- 58  
59 • **Ordinance No. 2872-** *to set fees for FY2025 and thereafter unless and until*  
60 *subsequently revised or changed*

61  
62 *Ms. Bosché presented Ordinance No. 2872. She explained that there were amendments to*  
63 *the ordinance made as recent as just prior to this session in the Special Budget Session.*  
64 *Mr. Kitzrow highlighted all of the amendments made to the ordinance.*

65  
66 *President Doughty opened the Public Hearing for Ordinance No. 2872 at 7:26 p.m. and*  
67 *as there were no requests to speak, immediately closed the Public Hearing.*

68  
69 **ORDINANCES-** *presented by City Attorney Ashley Bosché*

- 70  
71 • **Ordinance No. 2869-** *2<sup>nd</sup> reading- authorizing the Mayor to enter into a contract with the*  
72 *Chesapeake Bay Trust for the purpose of accepting grant funds in the amount of*  
73 *\$1,272.00 and to approve a budget amendment to the Grant Fund to appropriate these*  
74 *funds for the Salisbury Edible Community Garden*

75  
76 *Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve*  
77 *Ordinance No. 2869 for second reading.*

- 78  
79 • **Ordinance No. 2873-** *2<sup>nd</sup> reading- approving a budget amendment of the FY2024*  
80 *General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating*  
81 *Budget*

82  
83 *Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve*  
84 *Ordinance No. 2873 for second reading.*

- 85  
86 • **Ordinance No. 2874-** *2<sup>nd</sup> reading- approving a budget amendment of the FY2024*  
87 *General Fund Budget to appropriate additional funds required for legal services*

88  
89 *Ms. Jackson moved, Ms. Dashiell seconded, and the vote was unanimous to approve*  
90 *Ordinance No. 2874 for second reading.*

- 91  
92 • **Ordinance No. 2875-** *1<sup>st</sup> reading- to correct Ordinance No. 2865 and authorizing the*

93 Mayor to appropriate funds for various capital projects

94

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

96 Ordinance No. 2875 for first reading.

97

- 98 • **Ordinance No. 2876**- 1<sup>st</sup> reading- authorizing a budget amendment to appropriate funds
- 99 for the WTP Filter Project

100

101 Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve

102 Ordinance No. 2876 for first reading.

103

104 **ADJOURNMENT**

105

106 With no further business to discuss, the Special Meeting adjourned at 7:35 p.m.

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

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



1 CITY OF SALISBURY  
2 BUDGET WORK SESSION

3 June 3, 2024

4  
5 Public Officials Present

6  
7 Council President D’Shawn M. Doughty Mayor Randolph J. Taylor  
8 Council Vice-President Angela M. Blake Councilmember April R. Jackson  
9 Councilmember Michele Gregory Councilmember Sharon C. Dashiell

10  
11 In Attendance

12  
13 City Administrator Andy Kitzrow, City Attorney Ashley Bosché, City Clerk Kim Nichols, and interested  
14 staff and members of the public

15 \*\*\*\*\*  
16 The City Council convened in Work Session at 4:30 p.m. on June 3, 2024 in Council Chambers of  
17 the Government Office Building. At 6:47 p.m. upon adjournment of the Work Session, Council  
18 convened in a Special Budget Work Meeting to discuss the FY25 Fees Schedule.

19  
20 City Administrator Andy Kitzrow discussed the modified fee schedule introduced at the last Special  
21 Budget Work Session that had the proposed fee changes.

22  
23 President Doughty said last time Council had questions on a few of the items – Foreclosed Property  
24 Registration fee, Residential Vacant Building Registration fee, and Developer’s fees. Mr. Kitzrow  
25 reported the Foreclosed Property Registration Fee was \$1,000 and Administration’s recommendation  
26 was to lower that to \$100. He explained the fees schedule reduction plan. The reason for the escalator  
27 several years ago was to likely create a disincentive for vacant houses. Mayor Taylor said that it was not  
28 illegal to keeping a vacant house. Ms. Bosché added that all fees had to be reasonable and related to the  
29 administrative costs of staffing. Mr. Kitzrow said the number was a lot lower three years ago.

30  
31 President Doughty said it depended on our goals as a City and that determined the fee and he  
32 sometimes associated vacant with blight. We would not cite a vacant, well maintained home.

33  
34 Ms. Blake said they were going to get some feedback in regards to the cost for mowing the lawns, police  
35 showing up, and the various things the City attended to. She agreed with eliminating the escalator issue  
36 but wanted to consider going back to \$200 for the vacant building registration. Mayor Taylor shared  
37 there were 54 vacant buildings in the City. With the escalator issue, if there were problems beyond that,  
38 then that was the other part of the code’s issue. Being sensitive to getting properties up to code and  
39 livable to take away the fact that we had to mow their lawns, policing, etc. She wanted to see it at \$200  
40 with the understanding that the escalator fee was removed. Mr. Kitzrow clarified that with removing the  
41 escalator fee we would still have to identify a residential vacant building annual fee because there was  
42 the registration and there was the annual fee. They discussed the options and reached unanimous  
43 consensus to \$200 for both vacant building registrations and also foreclosure fee.

44  
45 The Nonresidential Vacant Building and Non-residential Vacant Lot Registrations would remain as was  
46 without the escalators.

47  
48 Mr. Kitzrow said the Non-Residential Vacant Lot Annual fee had no escalator and Council would strike it.

49  
50 Council discussed the \$3000 Development Plan Review Fee with the fact that there was not enough staff  
51 for a quick turnaround. Mr. Kitzrow said the \$3,000 would get them through a regular review process to  
52 the final. The extra \$1,000 was if there were more and more reviews due to repeated changes. President  
53 Doughty thought that was where it should have two line items. The initial would get them there, but for  
54 final, if they had that level of service they would be able to charge more. Unanimous consensus was  
55 reached to charge \$2000 for the Plan Review Fee and \$1000 for subsequent submittals.

56  
57 Ms. Bosché discussed how she would present the Fees Schedule for Council in the Special Meeting,  
58 which followed this Special Budget Work Session. She would read the ordinance as modified.

59  
60 The Budget Work Session adjourned at 7:10 p.m. and Council President Doughty immediately called the  
61 Special Meeting to order.

62  
63 \_\_\_\_\_

64 City Clerk

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66 \_\_\_\_\_

67 Council President



# City of Salisbury

## MEMO

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**To: Andy Kitzrow**

**From: Jo Ellen Bynum**

**Subject: Resolution Approving the City's Substantial Amendment to the PY 2023 Community Development Block (CDBG) Action Plan**

**Date: June 12, 2024**

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In response to the Council's concerns expressed at the June 3, 2024 work session, the attached resolution has been revised to reallocate CDBG funding from PY 2023 Sidewalk Improvements to the Waterside Park project; leaving the CDBG PY 2023 allocations in the amount of \$19,000 for a case manager and \$50,000 for Anne Street Village Rehabilitation in place.

The PY 2022 Waterside Park restroom and pavilion project was originally funded under the PY 2022 CDBG action plan in the amount of \$293,619. Updated DID projections revealed a need for additional funding to ensure project completion. This will be resolved with the transfer of \$222,086 originally allocated in the PY 2023 CDBG action plan for Sidewalk Repairs to Waterside Park.

As required by the City's CDBG Citizen Participation Plan, the proposed substantial amendment was on public display for 30 days from May 9, 2024 to June 7, 2024. A public hearing was held on May 22, 2024; no comments were received. Public comment was received at the June 3, 2024 Council meeting within the 30 - day comment period, at which several concerned citizens requested that the PY 2023 Case Manager and



# City of Salisbury

Anne Street rehabilitation monies not be reallocated to a different CDBG project.

At this time, I am requesting the Council's approval of the submitted revised resolution for the substantial amendment to the PY 2023 Action Plan.

1 **RESOLUTION NO. 3355**

2 **A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE**  
3 **THE CITY’S SUBSTANTIAL AMENDMENT FOR COMMUNITY**  
4 **DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR CDBG PROGRAM**  
5 **YEAR 2023.**

6 **WHEREAS**, the City of Salisbury is a recipient of grant funds under the Community Development  
7 Block Grant (“CDBG”) Program administered by the U.S. Department of Housing and Urban Development  
8 (“HUD”); and

9 **WHEREAS**, the City had previously approved a budget and Annual Action Plan for the PY 2023  
10 CDBG Program; and

11 **WHEREAS**, HUD permits grant recipients to revise and amend previous budgets and Annual  
12 Action Plans; and

13  
14 **WHEREAS**, in accordance with the Federal Regulations governing the CDBG Program, certain  
15 changes and revisions to the Annual Action Plans may be considered a substantial amendment as outlined  
16 in the City’s Citizen Participation Plan, “to carry out an activity that was not previously identified in the  
17 plan; and a change in purpose, scope, location, funding, or beneficiaries from one eligible activity to another  
18 by more than 50% of the total amount previously authorized”; and

19  
20 **WHEREAS**, it has been determined that the proposed changes and revisions to the PY 2023 CDBG  
21 Program are a substantial amendment and the City’s Citizen Participation Plan has been followed.

22  
23 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**  
24 **SALISBURY, MARYLAND**, as follows:

25 **Section 1.** That the substantial amendment for the PY 2023 Annual Action Plan is hereby approved;

26 **Section 2.** That the Mayor and Council of the City of Salisbury are cognizant of the conditions that  
27 are imposed in the undertaking and carrying out of community development activities with Federal financial  
28 assistance;

29 **Section 3.** That the Mayor and Council of the City of Salisbury are authorized to execute and file  
30 the substantial amendment for the following:

- 31 • Cancel Low-Mod Neighborhood Sidewalk Construction and Pedestrian Improvements for  
32 \$222,086 and create a new project Waterside Park Improvements with a total budget of  
33 \$222,086.

34 **Section 4.** That the Mayor is hereby authorized to provide assurances and/or certifications as  
35 required by HUD and also provide any additional documents that may be requested.

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

38 **Section 5.** It is the intention of the Mayor and Council of the City of Salisbury that each provision  
39 of this Resolution shall be deemed independent of all other provisions herein.

40 **Section 6.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
41 section, paragraph, subsection, clause or provision of this Resolution shall be adjudged invalid,

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

45 **Section 7.** The recitals set forth hereinabove are incorporated into this section of the Resolution as  
46 if such recitals were specifically set forth at length in this Section 7.

47 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the  
48 Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2024 and is to become effective  
49 immediately upon adoption.

50 **ATTEST:**

51

52

53 \_\_\_\_\_

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

\_\_\_\_\_ **D'Shawn M. Doughty, City Council President**

55

56 Approved by me, this \_\_\_\_\_ day of June, 2024.

57

58

59 \_\_\_\_\_

60 **Randolph J. Taylor, Mayor**

61



ORDINANCE NO. 2877

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO LOWER THE POSTED SPEED LIMIT IN THE VILLAGE AT TONY TANK CREEK NEIGHBORHOOD TO PREVENT TRAFFIC FATALITIES AND SERIOUS INJURIES IN KEEPING WITH THE CITY’S VISION ZERO GOAL OF ELIMINATING ALL TRAFFIC DEATHS AND SERIOUS INJURIES BY JANUARY 1, 2030.

WHEREAS, the Salisbury Charter (SC11-2) gives the City of Salisbury (City) charge of all public ways in the City; and

WHEREAS, the City has adopted Vision Zero as the City’s transportation safety policy; and

WHEREAS, both the City and Vision Zero recognize speed as the primary cause of death in traffic crashes; and

WHEREAS, reductions in speed are proven to increase the likelihood of a pedestrian or cyclist surviving a crash by as much as 60%; and

WHEREAS, on low-to-moderate volume one or two-way streets designed to be primary streets within a neighborhood for through traffic, the speed limit should not exceed 25 miles per hour; and

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

**Section 1.** That for the purposes and reasons hereinabove set forth, from this point forward, the speed limit in the Village at Tony Tank Creek neighborhood shall not exceed 25 miles per hour.

**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 10<sup>th</sup> day of June, 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 8<sup>th</sup> day of July, 2024.

ATTEST:

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

\_\_\_\_\_  
D’Shawn M. Doughty, City Council President

43 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

44

45

46 \_\_\_\_\_  
Randolph J. Taylor, Mayor



41 conditions that reduce property values and promote blight and  
42 neighborhood deteriorations within the City.

43 **B. The intent of this chapter is to ensure that cart owners take measures to**  
44 **prevent the removal of shopping carts from business premises, to make the**  
45 **removal of shopping carts a violation of this Code and to facilitate the**  
46 **retrieval and return of lost, stolen, or abandoned shopping carts in a**  
47 **manner that complements and supplements provisions of state law.**

48 **C. This chapter is not intended to duplicate state law or regulate any matters**  
49 **pertaining to shopping carts which are the subject of state law.**

50 **D. To the extent any provision of this chapter is determined to be preempted**  
51 **by state law, it shall be deemed severed from all other provisions of this**  
52 **chapter and such other provisions shall remain in full force and effect.**

### 53 **8.36.020 – Definitions**

54 **For purposes of this chapter, the following words have the following meanings:**

55 **“Abandoned cart” means any shopping cart that has been removed without**  
56 **written permission of the cart owner or on-duty manager from the premises of a**  
57 **business establishment, regardless of whether it has been left on either private or**  
58 **public property.**

59 **“Business establishment” means a location where a business is conducted, goods**  
60 **are made or stored or processed or where services are rendered.**

61 **“Business premises” means the entire area owned and utilized by a business**  
62 **establishment that provides shopping carts for use by customers, including any**  
63 **parking lot or other property provided by the cart owner for customer parking.**

64 **“Cart owner” means any person or entity, who:**

65 **(1) in connection with the conduct of a business establishment owns, leases,**  
66 **possesses, uses, or otherwise makes any shopping cart available to**  
67 **customers or the public; or**

68 **(2) is the on-site or designated agent of a person or entity described in (1) that**  
69 **provides the shopping carts for use by its customers.**

70 **“Director” means the Director of the Housing and Community Development**  
71 **Department.**

72 **“Enforcement official” means a Code Compliance Officer or other official as**  
73 **designated by the Director.**

74 **“Person” means an individual, corporation, partnership, limited liability**  
75 **company, or other legal entity.**

76 **“Public place” means every class of road, sidewalk, parking lot, and other areas**  
77 **publicly owned and operated, or privately owned and open to the public, or a**  
78 **segment thereof, excluding the interior or parking area of any establishment**  
79 **where shopping carts are made available.**

80 “Qualified cart retrieval service” means a City-approved commercial service  
81 operated by a third party and paid by a cart owner to retrieve and return  
82 shopping carts.

83 “Shopping cart” means a basket which is mounted on wheels or a similar device  
84 provided by a business establishment for use by a customer for the purpose of  
85 transporting goods of any kind, including, but not limited to, grocery store  
86 shopping carts.

87 8.36.030 – Enforcement Authority

88 The Director, and his or her designees, including designated code enforcement  
89 officers, shall have the authority and powers necessary to determine whether a  
90 violation of this chapter exists and to take appropriate action to gain compliance  
91 with the provisions of this chapter and applicable state codes. These powers  
92 include the authority to impound shopping carts, issue administrative citations,  
93 inspect public and private property, impose civil penalties for any violation of this  
94 chapter, or pursue criminal actions.

95 8.36.040 – Unauthorized Removal Unlawful

96 It shall be unlawful for any person, either temporarily or permanently, to remove  
97 a shopping cart from a business premises or be in possession of a lawfully marked  
98 shopping cart that has been removed from a business premises without written  
99 consent of the cart owner authorized by this chapter or for the purpose of repair,  
100 maintenance, or disposal.

101 8.36.050 – Abandonment Prohibited

102 It shall be unlawful for any person to cause or permit any shopping cart to be  
103 abandoned on or upon any private property sidewalk, street, or other public area,  
104 other than the business premises of the cart owner.

105 8.36.060 – Cart Identification Required

106 Each shopping cart made available for use by customers shall have identification  
107 signage permanently affixed to it that includes the name of the business  
108 establishment.

109 8.36.070 – Cart Removal Warning Signs

110 All cart owners shall display and maintain conspicuous signs on the business  
111 premises near all customer entrances and exits and throughout the premises,  
112 including the parking area, warning customers that removal of shopping carts  
113 from the premises is prohibited by City law.

114 8.36.080 – Written Permission Required for Off-premises Use of Cart

115 A cart owner may authorize a customer off-premises use of a shopping cart for  
116 transportation of purchased items so long as:

117 A. The authorization is in writing;

118 B. The writing includes the date and time the authorization was given; and

119 C. The shopping cart is returned to the cart owner’s premises within seventy-  
120 two (72) hours of the authorization.

121 **8.36.090 – Impoundment and Fines**

122 A. The City may retrieve and impound any abandoned cart, or any shopping  
123 cart observed in a location outside the cart owner’s premises.

124 B. The City may immediately impound:

125 1. Any lost, stolen, or abandoned cart on any public property within  
126 the City without prior notice to the cart owner; or

127 2. Any shopping cart within the City to which the required  
128 identification signage is not affixed.

129 C. For each lost, stolen, or abandoned shopping cart impounded by the City,  
130 the City shall issue a twenty-five dollar (\$25.00) fine to the cart owner.

131 **8.36.100 – Disposition of Carts**

132 A. Where the City has impounded and accumulated more than ten shopping  
133 carts belonging to a single cart owner, the City shall return the impounded  
134 shopping carts to the nearest location of the cart owner, at which time the  
135 cart owner will be fined for each shopping cart.

136 B. Any shopping cart that does not have the appropriate identification  
137 signage shall be held for thirty (30) days after which the City may dispose  
138 of the shopping cart.

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

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

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

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

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

152 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of  
153 the City of Salisbury held on the 10<sup>th</sup> day of June, 2024 and thereafter, a statement of the substance  
154 of the Ordinance having been published as required by law, in the meantime, was finally passed  
155 by the Council of the City of Salisbury on the 8<sup>th</sup> day of July, 2024

156 **ATTEST:**

158 \_\_\_\_\_  
159 Kimberly R. Nichols  
160 City Clerk

\_\_\_\_\_  
D'Shawn M. Doughty  
City Council President

161

162 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

163

164 \_\_\_\_\_  
165 Randolph J. Taylor  
166 Mayor



June 5<sup>th</sup> 2024

To: Andy Kitzrow  
City Administrator

From: Chief Dave Meienschein

Reference: Ordinance- Donate \$3,500 for new K9 vehicle equipment (Hot n Pop)

Attached is a Ordinance requesting that the City Council accept the donation of \$3,500 for a HOT-N-POP system for the newly purchased K9 vehicle.

The HOT-N-POP system is a vital piece of equipment for the K9 vehicles to monitor the vehicles interior temperature. It also monitors the vehicle battery system which will indicate of low voltage or engine malfunction. The HOT-N-POP will activate an alarm if any of the following condition are detected.

Currently, the Police Department has four other K9 vehicles which have the same system and is routinely inspected and checked for proper use. This donation would allow for the purchase of a new HOT-N-POP system and cover the majority of installation.

Any further questions can be directed to me and if no further questions arise, please forward the Ordinance to the City Council.



David Meienschein  
Chief of Police



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**ORDINANCE NO. 2879**

**AN ORDINANCE OF THE CITY OF SALISBURY TO APPROVE A BUDGET AMENDMENT OF THE FY24 GENERAL FUND BUDGET TO APPROPRIATE FUNDS RECEIVED FROM THE BLUE HERON AGILITY ASSOCIATION OF DELAWARE.**

**WHEREAS**, the Blue Heron Agility Association of Delaware wishes to donate \$3,500.00 to the Salisbury Police Department to be specifically used for the purchase of a police K-9 “HOT-N-POP” system; and

**WHEREAS**, this donation will provide a direct benefit to the Salisbury Police Department K-9 program and, accordingly, the Salisbury Police Department desires to accept this donation and apply it to the purchase of a police K-9 “HOT-N-POP” system; and

**WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into an agreement 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 donation 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 hereby is amended as follows:

(a) Increase General Fund Revenue, Donations Other, Acct. No. 01000-456415, by \$3,500.00; and

(b) Increase Police Department, Animal Supplies, Acct. No. 21021-546010, by \$3,500.00.

**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 8<sup>th</sup> day of July, 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

47 on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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50 **ATTEST:**

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

\_\_\_\_\_ **D'Shawn Doughty, City Council President**

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58 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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**Randolph J. Taylor, Mayor**



**To: City Council**

**CC: Mayor Randy Taylor, Andy Kitzrow, John Tull, Kim Nichols, Julie English**

**From: Muir Boda, Director of Housing & Community Development**

**Subject: GovOS Short-Term Rental Legislation**

**Date: June 10, 2024**

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Council,

As discussed in a previous work session, we have prepared legislation for Short-Term Rentals. Our focus is to protect the health and safety of visitors to the City of Salisbury by ensuring that these rentals adhere to the same regulations and requirements as Standard Rentals such as smoke detectors, carbon monoxide detectors, and other similar requirements.

This legislation allows for owner-occupied and non-owner-occupied residences to operate as a Short-Term Rental.

Legislative actions:

- Enable Short-Term Rental regulation.
  - Define Short-Term Rentals and Standard Rental.
  - Define a Rental Owner's License.
  - Allow for electronic transmission of invoices and licenses.
  - Set maximum stay guideline (less than 31 days).
  - Set inspection requirements.
- What we removed from the legislation:
  - Liability insurance requirement (most platforms include or require).
  - Lead Paint certification (MDE requires for leases over 90 days).

This legislation will be making changes to Chapter 15.26 of the Salisbury Municipal Code which covers the rental of a residential residence.

Muir Boda  
Director of Housing & Community Development



Housing & Community Development Department  
207 W. Main St, Suite 102 Salisbury, MD 21801



42 "Mailing address" means the mailing address of an owner of a rental dwelling unit as recorded in the  
43 records of the Maryland Department of Assessments and Taxation (MSDAT). The owner is responsible for  
44 maintaining the owner's current mailing address with MSDAT.

45 "New owner" means the owner of a rental dwelling unit that:

- 46 a. Has been annexed into the city;
- 47 b. Has received a use and occupancy permit;
- 48 c. Title to which has been transferred to a new owner; or
- 49 d. Has been converted to rental use.

50 "New rental dwelling unit" means a rental dwelling unit that:

- 51 a. Has been annexed into the city;
- 52 b. Has received a use and occupancy permit;
- 53 c. Title to which has been transferred to a new owner; or
- 54 d. Has been converted to rental use.

55 "Person" means any individual, partnership, firm, corporation, association or other legal entity of  
56 whatsoever kind and nature.

57 **"Rental Owner's License" means a license issued by the Director of HCDD to an individual or**  
58 **legal entity (e.g., individual, partnership, corporation, etc.) that owns a majority interest in one or**  
59 **more dwelling units, that authorizes the individual or legal entity to register dwelling units within the**  
60 **City to rent or lease as standard rental unit(s) and/or as short-term rental unit(s).**

61 **"Standard Rental"** ~~"Rental"~~ means leasing or allowing occupancy or usage of a dwelling unit, either  
62 directly or by an agent, in consideration of value, including personal services, paid or tendered to or for the  
63 use or benefit of the lessor **for periods of (31) thirty-one consecutive days or longer.** Rental does not  
64 include an owner allowing use of a dwelling unit by immediate family members for no monetary  
65 consideration paid directly to or for the use or benefit of the owner. Payments for government services,  
66 taxes, utilities, or property maintenance items made by the immediate family occupant(s) shall not be  
67 deemed to be monetary consideration paid to or for the use or benefit of the owner.

68 **"Short-term rental" means the offering of lodging accommodations in a residential dwelling**  
69 **unit or accessory building for periods of less than thirty-one (31) consecutive days to transient guests.**

70 "Tenant" means a person who rents a dwelling unit.

71 "Tenants' rights lease addendum" means the written addendum required by the city which provides  
72 information about legal rights of tenants and maximum occupancy by unrelated individuals.

73 ...

#### 74 **15.26.040 Standard Rental dwelling unit registration.**

75 A. 1. The owner of a **standard** rental dwelling unit(s) shall register each unit by filing a registration form  
76 with the housing and community development department (HCDD) on or before December 31, 2007.

77 2. Registration forms shall be provided by HCDD. A new **standard** rental dwelling shall be  
78 registered within sixty (60) days of becoming a new rental dwelling unit.

79 3. The fee for annual registration of a **standard** rental dwelling unit shall be set by ordinance.

80 B. 1. Annual registration of existing **standard** rental dwelling units shall occur on or before March 1 of  
81 each year with the department of finance (finance).

82 2. Invoices for registration fees shall be sent on or before January 15 of each year by mailing an  
83 invoice addressed to the owner's mailing address.

84 C. If the property was built before 1978, a lead paint certification with the Maryland Department  
85 of the Environment must be submitted during the registration process for properties that rent  
86 or lease to the same tenant(s) for more than 90 days.

87 D. An owner shall notify the city when a standard rental dwelling unit is converted to a nonrental use.

88 **15.26.041 Short-Term Rental (STR) dwelling unit registration.**

89 A. 1. The owner of a STR dwelling unit(s) shall register each unit by filing a registration  
90 form with the housing and community development department (HCDD) on or before  
91 March 1, 2025.

92 2. Registration forms shall be provided by HCDD. A new STR dwelling shall be  
93 registered within sixty (60) days of becoming a new rental dwelling unit.

94 3. The fee for annual registration of a STR dwelling unit shall be set by ordinance.

95 B. 1. Annual registration of existing STR dwelling units shall occur on or before March  
96 1 of each year with the department of finance.

97 2. Invoices for registration fees shall be sent on or before January 15 of each year by  
98 mailing an invoice addressed to the owner's mailing address or electronically  
99 transmitted through the software application process of the license and registration,  
100 which the owner has access through their registered account or the owner's  
101 registered e-mail address with the City.

102 C. An owner shall notify the City when a STR dwelling unit is converted to a nonrental use.

103 D. All owners of any occupied and/or advertised STR dwelling units shall have a valid,  
104 unrevoked Rental Owner's License issued by HCDD. Once a Rental Owner's License is  
105 received, an owner must register all STR dwelling units with HCDD and pass an annual  
106 external and internal inspection of the property by HCDD to register the rental dwelling unit.

107 E. As part of the registration, a short-term rental owner must:

108 1. Provide documentation and a signed declaration of compliance attesting to  
109 compliance with subsections (2) through (9) below.

110 2. Comply with all applicable city, state, and federal laws.

111 3. Provide a statement as to whether the proposed STR is the Property Owner's primary  
112 residence, a second home residence, or a secondary residence on the property.

113 4. Ensure that all dwelling units have approved working smoke alarms and carbon  
114 monoxide alarms in every bedroom and on every level of the home in accordance with  
115 state and local law.

116 5. Post the following information in a conspicuous place within each dwelling unit used  
117 as a short-term rental:

118 a. Emergency contact information.

119 b. Contact information for the short-term rental host or authorized agent.

120 c. Street address.

121 d. Floor plan indicating fire exits and escape routes.

- 122 e. Housing and Community Development Department contact information –  
123 address and email.
- 124 f. City and association rules regarding parking, noise, and trash.
- 125 6. Maintain and keep readily available for inspection, a guest registry that includes at a  
126 minimum:
- 127 a. The name of each guest.
- 128 b. Check in/out dates.
- 129 c. Rent paid.
- 130 7. Post a valid rental license number on all listings advertising the short-term rental  
131 dwelling unit.
- 132 8. Remit all applicable local taxes and required fees.
- 133 9. Submit written confirmation from any applicable homeowners' association or  
134 condominium association that the use of the property as a short-term rental is  
135 permitted and that all common ownership community fees are no more than thirty  
136 (30) days past due.

137 ...

138 **15.26.050 Annual Rental Owner's License ~~License for rental dwelling unit owners.~~**

139 A. 1. Each legal entity, e.g., individual, partnership, corporation, which owns a majority interest in a  
140 rental dwelling unit(s) shall obtain a Rental Owner's License ~~license~~ from HCDD. A new owner  
141 of a rental dwelling unit(s) shall obtain a Rental Owner's License ~~license~~ from HCDD within sixty  
142 (60) days of becoming a new owner.

143 2. A Rental Owner's License ~~license~~ form shall be provided by HCDD.

144 3. The annual license fee shall be set by ordinance.

145 B. 1. Annual renewal of existing licenses shall occur on or before March 1 of each year with Finance.

146 2. An invoice for a license fee shall be sent on or before January 15 of each year, ~~by mailing~~  
147 ~~an invoice addressed to the licensed owner at the owner's mailing address.~~

148 **3. The invoice shall be mailed to the address of the licensed owner or upon confirmation**  
149 **of the owner, electronically transmitted through the software application process the**  
150 **license and registration, which the owner has access through their registered account or**  
151 **the owner's registered e-mail address with the City.**

152 **15.26.060 Failure to register or renew a standard or short-term rental dwelling unit or obtain Rental**  
153 **Owner's License ~~owner license~~.**

154 A. 1. Failure of the owner of a standard or short-term rental dwelling unit(s) to renew a Rental Owner's  
155 License ~~rental dwelling unit owner license~~ or on or before March 1<sup>st</sup> of each calendar year, shall cause  
156 the owner to be **designated** ~~designation~~ as a noncompliant owner and to be assessed a noncompliant  
157 rental dwelling unit owner license fee, which shall be set by ordinance for each license renewed on or  
158 before July 1 of each calendar year.

159 2. a. i. If a Rental Owner's License ~~rental dwelling unit license~~ is not renewed on or before July  
160 1 of each calendar year, then the rental dwelling unit owner shall be designated a delinquent  
161 owner and the owner's rental dwelling unit owner license is revoked.



- 162           ii. If a new owner of a rental dwelling unit(s) fails to complete a license form provided by  
163           HCDD and pay a license fee within sixty (60) days of becoming a new owner, then the new  
164           owner shall be designated as a delinquent owner.
- 165           b. HCDD shall notify the owner of such designation by mailing a notice addressed to the owner  
166           at the owner's mailing address. If applicable, the notice shall inform the owner that the rental  
167           dwelling unit owner license is revoked and all rental dwelling units shall be vacated within  
168           sixty (60) days. Any security deposit shall be returned to the tenant pursuant to provisions of  
169           the Annotated Code of Maryland, Real Property Article, Title 8.
- 170           3. To remove delinquent owner status and to comply with the license requirements of this chapter,  
171           a delinquent owner shall pay a delinquent rental dwelling unit owner license fee, which shall be  
172           set by ordinance together with the required owner license fee for the current calendar year.
- 173   B. 1. Failure of the owner of a **standard or short-term** rental dwelling unit(s) to register rental dwelling  
174       unit(s) on or before March 1 of each calendar year, shall cause the rental dwelling unit to be designated  
175       as a noncompliant rental dwelling unit and shall cause the owner to be assessed a noncompliant rental  
176       dwelling unit fee for each rental dwelling unit registered on or before July 1 of each calendar year  
177       according to a fee schedule, which shall be set by ordinance:
- 178           a. If the rental dwelling unit is not registered on or before July 1 of each calendar year, then the  
179           rental dwelling unit shall be designated as a delinquent rental dwelling unit.
- 180           b. If a new rental dwelling unit is not registered within sixty (60) days of becoming a new rental  
181           unit, then the new rental dwelling unit shall be designated as a delinquent rental dwelling unit.
- 182           2. HCDD shall notify the owner of such designation by mailing a notice addressed to the owner at  
183           the owner's mailing address. The notice shall inform the owner that the rental dwelling unit is a  
184           delinquent rental dwelling unit, and the owner shall vacate any tenant occupying that rental  
185           dwelling unit within sixty (60) days. Any security deposit shall be returned to the tenant pursuant  
186           to provisions of Annotated Code of Maryland, Real Property Article, Title 8.
- 187           3. To remove delinquent rental dwelling unit status and to comply with the registration  
188           requirements of this chapter, the owner of a delinquent rental dwelling unit shall pay a delinquent  
189           rental dwelling unit registration fee, which shall be set by ordinance together with the required  
190           registration fees for the current year.
- 191   C. All licensing and registration fees set forth herein shall be effective during the calendar year 2011 and  
192       thereafter.
- 193   D. If an owner desires to register a delinquent **standard or short-term** rental dwelling unit, the rental  
194       dwelling unit shall be subject to an inside and outside inspection by HCDD. All violations must be  
195       corrected before the rental dwelling unit is registered. If the delinquent rental dwelling unit changes  
196       ownership to a legal entity which is not owned or controlled by the delinquent owner, and the new  
197       owner complies with all provisions of this chapter, the delinquent owner designation then terminates.  
198       If the new owner fails to timely register a rental dwelling unit, then the delinquent rental dwelling unit  
199       designation shall continue.
- 200   E. If the full amount of any fees due to the city is not paid by a delinquent owner within forty-five (45)  
201       days of July 1 of each calendar year after billing, finance shall cause to be recorded in the city records  
202       the amount of fees due and owing, and the full amount of any fees due to the city shall be collectible  
203       in the same manner as real estate taxes are collected.
- 204   (Ord. No. 2163, 7-25-2011; Ord. No. 2456, 10-9-2017 )
- 205   ...

206 **15.26.110 Denial, nonrenewal, revocation or suspension of license or registration.**

207 If after any period for compliance with this chapter has expired, the HCDD determines that a **standard**  
208 **or short-term** rental dwelling unit or a rental dwelling unit owner fails to comply with any of the licensing  
209 or registration standards set forth herein or with the occupancy provisions of this code, HCDD shall initiate  
210 an action to deny, revoke, suspend, or not renew a registration or license and mail the owner a notice of  
211 denial, nonrenewal, revocation, or suspension of the license or registration. The notice shall state:

- 212 A. That HCDD has determined that the rental dwelling unit fails to comply with the standards for  
213 rental dwelling units in this chapter, and/or the owner has failed to comply with the Maryland  
214 Department of Environment lead abatement reporting requirements;
- 215 B. The specific reasons why the rental dwelling unit fails to meet the required standards, including  
216 copies of applicable inspection reports, or notices sent to a licensee about the rental dwelling  
217 unit;
- 218 C. That the director will deny, refuse to renew, revoke, or suspend the license or registration unless  
219 the owner appeals the determination within twenty-one (21) days after receipt of the notice, in  
220 the manner provided in Section 15.26.120;
- 221 D. That after denial, nonrenewal, revocation or suspension, the rental dwelling unit shall be vacated  
222 within sixty (60) days, and shall not be reoccupied until all violations are corrected and a license  
223 and/or registration is granted by HCDD pursuant to provisions of Annotated Code of Maryland,  
224 Real Property Article, Title 8;
- 225 E. The notice shall describe how an appeal may be filed under Section 15.26.120;
- 226 F. The director shall cause a notice to tenants to be mailed or delivered to each registered rental  
227 dwelling unit and prominently posted on the building. The notice shall indicate that the rental  
228 dwelling unit registration or owner license for the rental dwelling unit has been denied, revoked,  
229 not renewed or suspended, whichever is applicable; that the action will become final on a specific  
230 date unless the rental dwelling unit owner appeals and requests a hearing; that tenants may be  
231 required to vacate the building when the action becomes final; that further information can be  
232 obtained from HCDD.

233 The application of this section with regard to occupancy is subject to the city's policy directive on this  
234 issue, as approved by resolution of the council.

235 **15.26.115 Tenants' rights lease addendum.**

236 Every new lease or renewed lease **of a standard rental dwelling unit**, whether written or verbal, shall  
237 incorporate a written copy of the Tenants' Rights Lease Addendum, as amended from time-to-time, signed  
238 by both the landlord or landlord's agent and all tenants of majority age. This addendum shall be made  
239 available for inspection upon request of the housing official.

240 ...

241 **15.26.130 Vacation of rental dwelling units.**

242 When an application for a rental **owner's** license has been denied, ~~or~~ a **standard** rental dwelling **unit**  
243 registration, **or short-term rental unit registration** has been revoked, suspended, or not renewed, the  
244 director shall order the rental dwelling unit vacated within sixty (60) days pursuant to provisions of  
245 Annotated Code of Maryland, Real Property Article, Title 8. **In the case of a short-term rental dwelling**  
246 **unit, the dwelling unit must be vacated within 48 hours.**

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

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

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

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

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

259 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City  
260 of Salisbury held on the 8<sup>th</sup> day of July, 2024 and thereafter, a statement of the substance of the Ordinance  
261 having been published as required by law, in the meantime, was finally passed by the Council of the City  
262 of Salisbury on the \_\_ day of \_\_, 2024.

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264 ATTEST:

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

\_\_\_\_\_ D'Shawn M. Doughty, City Council President

269 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Randolph J. Taylor, Mayor