



CITY OF SALISBURY

115 S. Division Street, Salisbury, MD, 21801

WORK SESSION

Government Office Building

125 N Division Street, Room 301, Salisbury, MD, 21801

Monday, October 7, 2024, 4:30 p.m.

D'SHAWN M. DOUGHTY
Council President

ANGELA M. BLAKE
Council Vice President

APRIL R. JACKSON
Councilwoman

MICHELE R. GREGORY
Councilwoman

SHARON DASHIELL
Councilwoman

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

S.W.I.F.T. Presentation – Presented by the Mobile Integrated Health Advisory Council

Hometown Hero's Banner Update – City Administrator Andy Kitzrow

Ordinance approving a budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget – Asst. Chief of EMS Chris Truitt

Ordinance to approve a budget amendment of the FY25 General Fund Budget to appropriate funds received from the Blue Heron Agility Association of Delaware in the amount of \$4,000 – Captain John Felts

Ordinance amending Subchapter 10.04.040, entitled "Enforcement Officers", of the Salisbury City Code to clarify which city personnel are authorized to act as enforcement officers – Captain John Felts

Ordinance to add new fees for FY2025 and thereafter unless and until subsequently revised or changed – Arts, Business & Culture Director Allen Swiger and Infrastructure & Development Director Nick Voitiuc

Ordinance approving a budget amendment of the FY2025 General Fund Budget and Parking Fund Budget and authorizing the Mayor to amend the authorized positions included in the FY25 General Fund Budget and Parking Fund Budget – City Administrator Andy Kitzrow

ADMINISTRATION UPDATES AND COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

Join Zoom Meeting

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

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

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.

Posted 10/02/24

Wicomico County Mobile Integrated Health Advisory Council

To: City Council President D'Shawn Doughty

From: Katherine Rodgers, Chairperson, Tidal Health
Rob Frampton, Chairperson, Salisbury Fire Department

Date: 8/29/2024

Re: Informational Presentation at Work Session

The Wicomico County Mobile Integrated Health Advisory Council is a group of healthcare & public safety leaders from Tidal Health, the Salisbury Fire Department, the Salisbury Police Department, and the Wicomico County Health Department that provide guidance and direction for Mobile Integrated Health Services in the local area. This partnership brings key players from Salisbury Wicomico Integrated Firstcare Team (SWIFT), the SFD, Tidal Health, SPD, and the Health Department together to collaborate on programs, funding, outreach, and various other projects that target vulnerable populations in our area. The Advisory Council is requesting 15 minutes at the October 7th City Council Work Session to share our mission and vision, along with some of the current and future programs and activities for the residents and visitors of the City of Salisbury and Wicomico County. We look forward to this informational briefing and any questions afterwards that Council may have for us.



City of Salisbury

Date: Aug 13, 2024

To: Andy Kitzrow, City Administrator

From: Chris Truitt, Assistant Chief of EMS

Re: Portable Radio Money

The Fire Department is asking for the money received from the recent sale of the portable radios (\$16,927.50) be allocated to the Fire Department into the Buildings Account. This will allow the Department to replace the fire pump at Fire Station 1 as the pump has recently failed. This failure causes a life safety issue for the personnel that work at Station 1, as well as for any guests or citizens that may use the training room.

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

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Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

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

Randolph J. Taylor, Mayor



City of Salisbury

MEMORANDUM

TO: Andy Kitzrow

FROM: Captain John Felts

SUBJECT: Ordinance- Additional donation of \$500 for new K9 vehicle equipment (Hot n Pop)

DATE: September 18, 2024

Attached is an Ordinance requesting that the City Council approve the donation of an additional \$500.00 for a HOT-N-POP system for the newly purchased K9 vehicle.

Ordinance No. 2879 was passed by City Council on July 22, 2024 and approved by Mayor on July 24, 2024, the City was to accept a donation in the amount of \$3,500 from the Blue Heron Agility Association of Delaware and that donation was to be used for the purchase of a police K-9 "HOT-N-POP" system.

Blue Heron Agility Association of Delaware donated \$4,000 to the City, which was \$500 more than expected.

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

Captain John Felts
Administrative Commander

1 **ORDINANCE NO. _____**

2
3 **AN ORDINANCE OF THE CITY OF SALISBURY TO APPROVE A BUDGET**
4 **AMENDMENT OF THE FY25 GENERAL FUND BUDGET TO**
5 **APPROPRIATE FUNDS RECEIVED FROM THE BLUE HERON AGILITY**
6 **ASSOCIATION OF DELAWARE IN THE AMOUNT OF \$4,000.**
7

8 **WHEREAS**, by Ordinance No. 2879, which was passed by City Council on July 22, 2024 and
9 approved by Mayor Randolph J. Taylor on July 24, 2024, the City was to accept a donation in the amount of
10 \$3,500 from the Blue Heron Agility Association of Delaware and that donation was to be used for the
11 purchase of a police K-9 “HOT-N-POP” system; and
12

13 **WHEREAS**, by Ordinance No. 2879, the City’s Fiscal Year “2024” General Fund Budget was to be
14 amended to increase the General Fund Revenue, Donations Other, Acct. No. 01000-456415, by \$3,500.00 and
15 Increase Police Department, Animal Supplies, Acct. No. 21021-546010, by \$3,500.00; and
16

17 **WHEREAS**, because Ordinance No. 2879 was passed and approved after July 1, 2024, the City’s
18 Fiscal Year “2025” General Fund Budget should have been amended; and
19

20 **WHEREAS**, since Ordinance No. 2879 was passed and approved, the City has received the donation
21 from Blue Heron Agility Association of Delaware; and
22

23 **WHEREAS**, Blue Heron Agility Association of Delaware donated \$4,000 to the City, which was
24 \$500 more than expected;
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26 **WHEREAS**, Mayor and Council now enter into this Ordinance to correct the amount of the donation
27 received from Blue Heron Agility Association of Delaware and the Fiscal Year of the General Fund Budget to
28 be amended; and
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30 **WHEREAS**, as provided in Ordinance No. 2879, § 7-29 of the Salisbury City Charter prohibits the
31 City from entering into an agreement that requires an expenditure not appropriated or authorized by the
32 Council of the City of Salisbury and the appropriations necessary to execute the purpose of the
33 aforementioned donation must be made upon the recommendation of the Mayor and the approval of four-
34 fifths of the Council of the City of Salisbury.

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36 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE**
37 **CITY OF SALISBURY, MARYLAND**, as follows:
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39 **Section 1.** The City of Salisbury’s Fiscal Year 2025 General Fund Budget be and hereby is amended
40 as follows:

41 (a) Increase General Fund Revenue, Donations Other, Acct. No. 01000-456415, by \$4,000.00;
42 and

43 (b) Increase Police Department, Animal Supplies, Acct. No. 21021-546010, by \$4,000.00.
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45 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
46 **SALISBURY, MARYLAND**, as follows:

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

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

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

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

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65 **ATTEST:**

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69 _____
Julie A. English, City Clerk

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

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

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Randolph J. Taylor, Mayor



City of Salisbury

MEMORANDUM

TO: Mayor and Council of The City of Salisbury

FROM: Captain John T. Felts

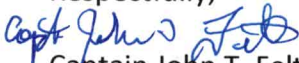
SUBJECT: Authorizing Additional City of Salisbury Employees to Enforce Parking Code

DATE: 09/04/2024

Dear Mayor and Council of The City of Salisbury,

The City of Salisbury currently maintains one full time parking enforcement officer who is assigned to Field Operations and generally maintains an area of responsibility for parking enforcement in the downtown area of the City. Over recent months there has been an increase in reported parking violations throughout the City and The Salisbury Police Department is requesting that specified employees in other departments of the City be given authorization by The Chief of Police to assist in enforcement of the parking code. All authorized personnel would be identified by their respective department head and receive training at no additional cost through The City of Salisbury's Police Department. Any questions may be forwarded to myself or Colonel Howard Drewer.

Respectfully,


Captain John T. Felts

Salisbury Police Department
699 West Salisbury Parkway
Salisbury, MD 21801
410-548-3165
www.salisbury.md

44 B. In the case of a parking violation, ~~each police officer, authorized parking enforcement~~
45 ~~personnel, of the city~~ **an Enforcement Officer** making such a report also shall attach to
46 such vehicle or deliver to the operator thereof, if present in the vehicle, a notice to the
47 owner or operator thereof that such vehicle has been illegally parked and instructing such
48 owner or operator where and when he may make payment of the penalty for such violation
49 and the amount of the penalty for such violation; in case of any other violation, each ~~police~~
50 ~~officer, authorized parking enforcement personnel, of the city~~ **Enforcement Officer**
51 making such a report also shall deliver to the operator or driver of such vehicle a notice
52 that such vehicle has been operated or driven in violation of this chapter and instructing
53 such operator or driver to appear at the district court for the county at the time and on the
54 date specified in such notice with regard to such violation.

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

57 **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each
58 provision of this Ordinance shall be deemed independent of all other provisions herein.

59 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that
60 if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged
61 invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law,
62 such adjudication shall apply only to the section, paragraph, subsection, clause or provision so
63 adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and
64 enforceable.

65 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the
66 Ordinance as if such recitals were specifically set forth at length in this Section 5.

67 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

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

72 **ATTEST:**

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75 Julie A. English, City Clerk D'Shawn M. Doughty, City Council President
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77 Approved by me, this _____ day of _____, 2024.

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79 Randolph J. Taylor, Mayor
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To: City Council

From: Allen Swiger, ABCD Director, & Nicholas Voitiuc, DID Director

Subject: Additions to the FY25 Fee Schedule

Date: 9/23/2024

Attached you will find an ordinance to add fees to the FY25 Fee Schedule as follows:

Misc. Fees (by Field Operations)		
Salisbury Zoo		
Holly Circle Stage	\$100	Per day during operating hours
Education Center	\$200	Per day during operating hours
Lawn/Stage/Pavilion	\$250	Per day during operating hours
Whole Zoo (Off-season)	\$800	Per day – closed to public
Whole Zoo (In-season)	\$1,500	Per day – closed to public
Before/After Hours	\$100	Per hour – outside of operating hours
Electrical Labor	\$50	Per hour
Electric – Single 110v outlet	\$25	Each
Electric – Single 20 amp or above	\$100	Each
Building Fees (by the Department of Infrastructure and Development)		
Fee for 2-year extension of approved development plan	Vary	10% of the original development plan fee

Thank you for your time and do not hesitate to contact me should you have any questions.

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

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54 **ATTEST:**

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57 _____
58 **Julie A. English, City Clerk**

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

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62 APPROVED BY ME THIS _____ day of _____, 2024.

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66 _____
Randolph J. Taylor, Mayor

FY 2025 Fee Schedule

Misc. Fees (by Field Operations)		
Salisbury Zoo		
Holly Circle Stage	\$100	Per day during operating hours
Education Center	\$200	Per day during operating hours
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Building Fees (by the Department of Infrastructure and Development)		
Fee for 2-year extension of approved development plan	Vary	10% of the original development plan fee



TO: City Council

FROM: Andy Kitzrow, City Administrator

DATE: 9/20/24

RE: Budget Ordinance – Authorized Position Counts and Grades

Attached you will find an ordinance requesting the approval to update and revise the FY25 authorized position allocations, titles and grades according to the following schedule.

Position Title	Division	Org	Grade		Position Count	
			FY25	FY25 Revised	FY25	FY25 Revised
Electrician I/II/III/SR	FO	35000	7/8/9	10/11/12/13	1	1
City Clerk	CLERK	11100	M6	M8	1	1
Assistant City Clerk I/II/III	CLERK	11100	7/8/9		1	0
Deputy City Clerk I/II/III	CLERK	11100		8/9/10	0	1
Media Specialist I/II/III/SR	EXO	12000		5/6/7/8	1	2
Marketing and Outreach Manager	ABC	40000	M3		1	0
Revenue Clerk I/II/III - Collections	FIN	15000	3/4/5		1	0
Accountant I/II/III	FIN	15000		10/11/12	0	1
Human Resource Specialist I/II/III/SR	HR	18500		8/9/10/11	2	3
Office Administrator I/II/III/SR	HR	18500	3/4/5/6		1	0
Program Manager - Transportation I/II/III/SR	I & D	31000	10/11/12/13		1	0
Field Operations Technician I/II/III/SR	FO	22000		2/3/4/5	2	3
Field Operations Crew Leader Streets	FO	22000	6		1	0
Traffic Manager	FO	22000		M4	0	1
Animal Care Supervisor	ABC	40000	M2		1	0
Curator	ABC	40000		M3	0	1
Office Administrator I/II/III/SR	FIRE	24035	3/4/5/6		1	0
Permits & Inspections Coordinator	FIRE	24035		5/6/7/8	0	1
Revenue Clerk I/II/III - Parking	PK/FIN	31154	3/4/5		1	0
Parking Technician	PK/FO	31154		3/4/5	0	1
Construction Inspector I/II/III/SR	I & D	31000	5/6/7/8		1	0
Construction Manager	I & D	31000		M7	0	1
Totals					16	16

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2025 GENERAL FUND BUDGET AND PARKING FUND BUDGET AND AUTHORIZING THE MAYOR TO AMEND THE AUTHORIZED POSITIONS INCLUDED IN THE FY25 GENERAL FUND BUDGET AND PARKING FUND BUDGET.

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

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

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

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

WHEREAS, to effectuate these aforementioned changes, the position appropriations set forth below must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

Section 1. The City of Salisbury’s FY25 Authorized Position Budget be and hereby is amended as follows:

Position Title	Division	Org	Grade		Position Count	
			FY25	FY25 Revised	FY25	FY25 Revised
Electrician I/II/III/SR	FO	35000	7/8/9	10/11/12/13	1	1
City Clerk	CLERK	11100	M6	M8	1	1
Assistant City Clerk I/II/III	CLERK	11100	7/8/9		1	0
Deputy City Clerk I/II/III	CLERK	11100		8/9/10	0	1
Media Specialist I/II/III/SR	EXO	12000		5/6/7/8	1	2
Marketing and Outreach Manager	ABC	40000	M3		1	0
Revenue Clerk I/II/III - Collections	FIN	15000	3/4/5		1	0
Accountant I/II/III	FIN	15000		10/11/12	0	1
Human Resource Specialist I/II/III/SR	HR	18500		8/9/10/11	2	3
Office Administrator I/II/III/SR	HR	18500	3/4/5/6		1	0
Program Manager - Transportation I/II/III/SR	I & D	31000	10/11/12/13		1	0
Field Operations Technician I/II/III/SR	FO	22000		2/3/4/5	2	3
Field Operations Crew Leader Streets	FO	22000	6		1	0
Traffic Manager	FO	22000		M4	0	1
Animal Care Supervisor	ABC	40000	M2		1	0
Curator	ABC	40000		M3	0	1
Office Administrator I/II/III/SR	FIRE	24035	3/4/5/6		1	0
Permits & Inspections Coordinator	FIRE	24035		5/6/7/8	0	1
Revenue Clerk I/II/III - Parking	PK/FIN	31154	3/4/5		1	0
Parking Technician	PK/FO	31154		3/4/5	0	1
Construction Inspector I/II/III/SR	I & D	31000	5/6/7/8		1	0
Construction Manager	I & D	31000		M7	0	1
Totals					16	16

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

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

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

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

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

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

ATTEST:

Julie A. English, City Clerk

D’Shawn M. Doughty, City Council President

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

Randolph J. Taylor, Mayor