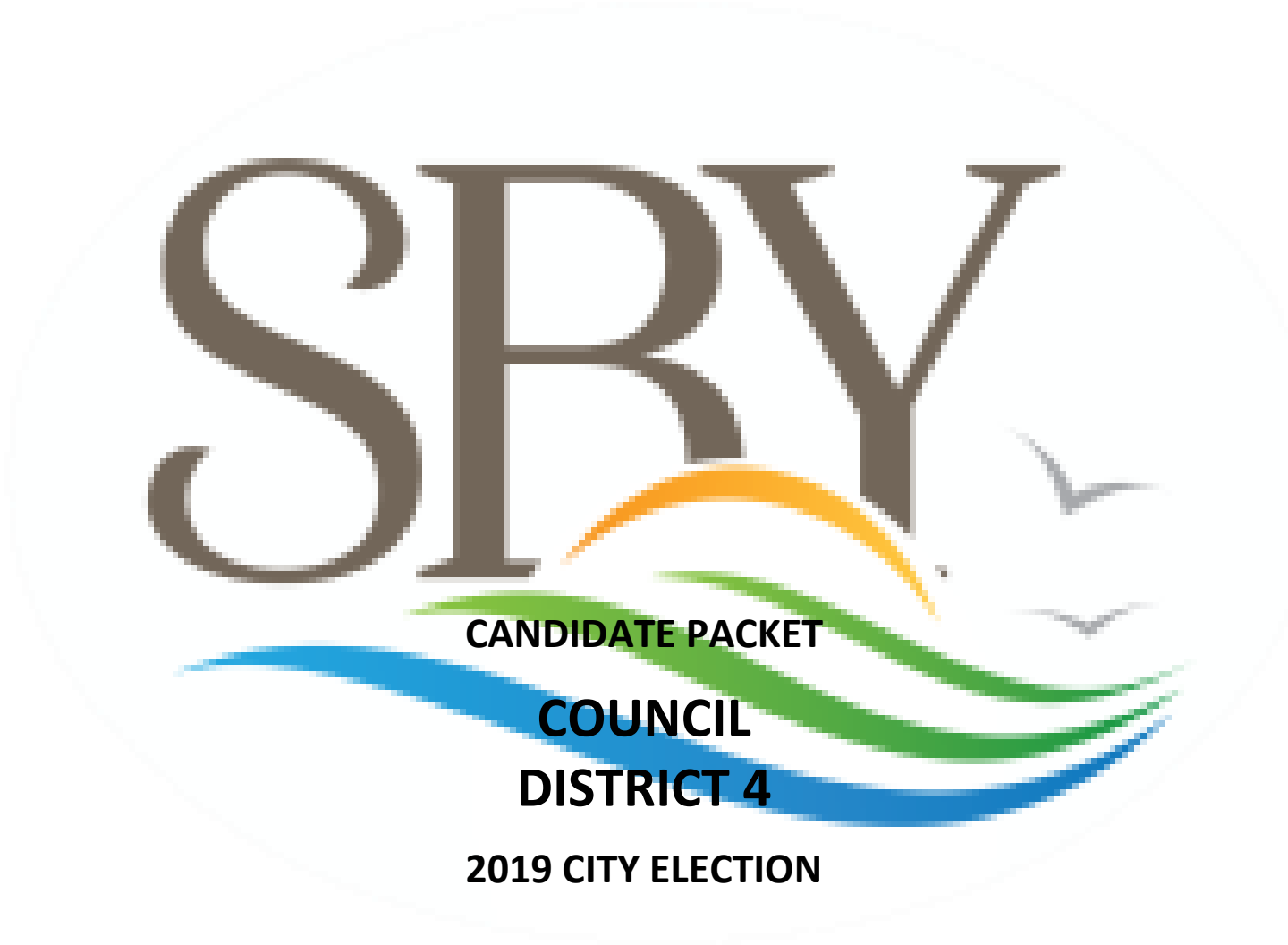

CANDIDATE PACKET

COUNCIL DISTRICT 4

2019 CITY ELECTION

ELECTION - 2019
CANDIDATE PACKET INFORMATION
District 4 - Council member

Enclosure 1	Filing for 2019 City Election
Enclosure 2	Certificate of Nomination
Enclosure 3	Affidavit of Use of Alternate Name
Enclosure 4	Financial Disclosure Statement
Enclosure 5	Campaign Financial Disclosure Requirements Acknowledgment
Enclosure 6	Chapter 1.12 from the *Salisbury Municipal Code* - City Campaign Advertising and Finance
Enclosure 7	Account Books Campaign Financial Disclosure Statement
Enclosure 8	General Information – City of Salisbury Election 2019
Enclosure 9	Notice to Candidates – Display of Political Signs at Polling Locations
Enclosure 10	City of Salisbury Voter Turnout Percentages
Enclosure 11	Article II The Council – Salisbury Charter
Enclosure 12	Elected Officials Required Participation in the State Retirement and Pension System of Maryland

FILING FOR 2019 CITY ELECTION

General Election: Tuesday, November 5, 2019

TO: Candidates for Elected Office and Interested Parties

A City election will be held to elect (1) City Council member in District 4. City of Salisbury elections are non-partisan. Candidacy is open to any person who meets the following qualifications for office:

> Resided in the City of Salisbury for at least one year immediately preceding the date of election; reside in the boundaries of their respective District on the date of filing for election and will continue to reside therein during the term to which elected; at least 21 years of age; and shall be qualified registered voters of the City of Salisbury. (Salisbury Charter §SC2-2).

To be considered a candidate for council member, a Certificate of Nomination must be filed with the City Clerk on or before 4:30 p.m. on the eleventh Tuesday prior to the date for the General Election (Salisbury Charter §SC6-6). The filing deadline for the 2019 City Election is 4:30 p.m., Tuesday, August 20, 2019. The filing fee is $15.00.

If you have any questions, please call the Salisbury City Clerk:

Kimberly R. Nichols, MMC
City Clerk
125 N. Division Street, Room 305
Salisbury, Maryland 21801-4940
Phone: 410-548-3140
Fax: 410-548-3781
E-mail: knichols@salisbury.md

Enclosure 1

CERTIFICATE OF NOMINATION
to
THE CITY OF SALISBURY

I hereby request you to place my name on the General Election City Ballot, to be voted on Tuesday, November 5, 2019, for the office of **COUNCIL MEMBER - DISTRICT 4** of the City of Salisbury, Maryland.

Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____ Fax #: _____

E-mail address: _____

I hereby certify that I will have resided in the City of Salisbury for at least one year immediately preceding the date of election; I reside in the boundaries of my respective District on the date of filing for election and will continue to reside therein during the term to which I am elected; I am at least 21 years of age; and I am a qualified registered voter of the City of Salisbury. I am qualified to be a candidate for the office I am seeking.

Candidate's signature: _____ Date: _____

****

The above certificate, together with a filing fee of $15.00, was received by me on the _____

day of _____, _____.

_____ _____
Name Title

___ $15.00 Cash
___ $15.00 Check #_____
___ $15.00 Credit Card

Enclosure 2

CITY OF SALISBURY

2019 City Election

Affidavit of Use of Alternate Name

I, _____, hereby affirm, under the penalties of
(Full Legal Name)
perjury that the following statement by me is true:

Check one only:

☐ Press accounts concerning or relating to me refer to me by use of my alternate name, _____, OR

☐ There are no relevant press accounts concerning or relating to me, however, in everyday encounters with members of my community, I am generally known by my alternate name, _____.

_____ _____
Date Signature

Enclosure 3

FINANCIAL DISCLOSURE STATEMENT
PURSUANT TO CHAPTER 2.04, ETHICS, OF THE SALISBURY MUNICIPAL CODE

Instructions:

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

I wish to be notified of the names and addresses of any persons who have examined or copied my statement. Please check: Yes____ No____

Regular Reporting Period: January 1 through December 31, **2018**

or

*Termination Report: January 1 through _____, **2018***

PLEASE PRINT OR TYPE

FIRST NAME	INITIAL	LAST NAME
AGENCY AFFILIATION *(INCLUDE DEPARTMENT AND UNIT WHERE APPLICABLE)*		
CURRENT AGENCY ADDRESS *(WHERE YOU CAN BE SENT CORRESPONDENCE)*		
CURRENT POSITION OR OFFICE HELD WITH STATE, IF ANY *(OR OFFICE FOR CANDIDACY)*		
E-MAIL ADDRESS **Please list your email address on the last page of this packet (Page 16, Number 1) under Personal Information.**		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by State Government Article, Title 15, Subtitle 8 of the Maryland Public Ethics Law and Chapter 2.04 of the Salisbury City Code with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through I.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing:_____

(SEAL)

Date:_____

Sworn to before me this _____ day of _____

Signature of Notary Public:_____

Printed/Typed Name of Notary Public:_____

My Commission Expires:_____

Enclosure 4

Instructions:

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question be sure to complete the corresponding Schedule.

Caution: Please read all instructions on accompanying instruction sheet including all definitions, before completing this form.

			YES	NO
A.	I held interests during reporting period in real property located in or outside Maryland. (If "Yes," complete Schedule A.)	**A.**		
B.	I held interests during reporting period in corporations, partnerships and similar entities. (If "Yes," complete Schedule B.)	**B.**		
C.	I held interests in a business entity which did business with the City. (If "Yes", complete Schedule C.)	**C.**		
D.	I received gifts during reporting period from or on behalf of, directly or indirectly, any one person or legal entity who does business with or is regulated by the City. (If "Yes," complete Schedule D.)	**D.**		
E.	I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the City. (If "Yes," complete Schedule E.)	**E.**		
F.	I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to entities doing business with or regulated by the specific governmental unit of the City with which I work. (If "Yes," complete Schedule F.)	**F.**		
G.	A member of my immediate family was employed by the City of Salisbury during reporting period. (If "Yes," complete Schedule G.)	**G.**		
H.	I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. (If "Yes," complete Schedule H.)	**H.**		
I.	Is additional information set forth on Schedule I? (If "Yes," complete Schedule I.)	**I.**		

Schedule A – Real Property Interests

Do you have any interest (**as an owner or a tenant**, including interests in time shares) in real property in Maryland or in any other state or country?

___ Yes
___ No (Go to Schedule B)

<u>If Yes</u>; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? **Please list the street address on the last page of this packet (Page 16, Number 2) under Personal Information.** If the property is your primary residence, you may enter the lot and block legal description instead, if you wish.

2. What kind of property is it?

Improved (indicate whether property is residential or commercial property): _____

Unimproved (vacant lot): _____

3. Is the interest held directly by you or is it attributable to you? (See Paragraph E of Instructions for definition of "Attributable.")

Direct_____ Attributable_____

4. Are you the owner or tenant?

Owner_____ Tenant_____

5. Do you hold the interest solely or is it jointly held with another?

Solely_____ Jointly_____ Tenants by the Entirety____

If held jointly, or by tenants by the entirety, the name(s) of the other joint owner(s):_____

_____

6. Are there any legal conditions or encumbrances on the property? (Example: mortgages, liens, contracts, options, etc.)

___ Yes
___ No

If yes, what is/are the name(s) of the lender(s), creditor(s), lien holder(s), etc?_____

7. What date was the property acquired? _____

8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

_____

9. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

_____

10. What consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) _____

11. Have you transferred any interest in this property during the reporting period?

___ Yes
___ No

If Yes;

11.A. What percentage of interest did you transfer:_____%

11.B. What consideration did you receive for the interest: _____

11.C. To whom did you transfer the interest: _____

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule B – Interests in Corporations and Partnerships

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period whether or not the entity did business with the City?

___ Yes
___ No (Go to Schedule C)

If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name of the entity? Include the complete name of the entity, do not identify solely by trading symbol:_____

2. Does the stock of the corporation trade on a stock exchange?

___ Yes
___ No

If "no," the legal address of the entity's principal office.
_____

3. Is the interest held directly by you or is it attributable to you? (See Paragraph E of Instructions for definition of "Attributable.")

Directly:_____ Attributable:_____

4. Do you hold the interest in your name alone, or is it held jointly?

In your name alone: _____ Jointly:_____

If jointly, the percentage of your interest: _____%

5. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: _____
Dollar Value of Shares: _____ or Number of Shares: _____

percentage of ownership:_____%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

___ No

___ Yes; **If yes**, name of entity holding the encumbrance: _____

7. Did you acquire an interest in the entity during the reporting period?

___ Yes
___ No

If Yes;

7A. In what month was the interest acquired? _____

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.):_____

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage):_____

7D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property):_____

8. Have you transferred any interest in this entity during the reporting period?

___ Yes
___ No

If Yes;

8A. What portion of the interest was transferred? _____

8B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):_____

8C. To whom did you transfer your interest in the entity?_____

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule C – Interests in Business Entities Doing Business with the City

Do you have an interest in any business entity that did business with the City during the reporting period?

___ Yes
___ No (Go to Schedule D)

<u>If Yes;</u> (Answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?
Name: _____
Address: _____
City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you? (See Paragraph E of Instructions for definition of "Attributable.")

Direct: _____ Attributable: _____

3. Do you hold the interest solely or is it jointly held with another?

Solely: _____ Jointly:_____

3.A. If jointly, the percentage of your joint interest: _____%

3.B. Dollar value of your interest in the entity: $_____; or

percentage of your interest in the entity: _____%

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

___ Yes, If yes give name of creditor: _____
___ No

5. Was any interest <u>acquired</u> during the reporting year?

___ Yes
___ No

<u>If Yes;</u>

5A. What month was the interest acquired? _____

5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.) _____

5C. From whom did you acquire the interest? _____

5D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) _____

6. Did you transfer any of your interest during the reporting period?

___ Yes
___ No

If yes;

6A. What percentage of interest, if less than all, was transferred?_____%

6B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): _____

6C. To whom did you transfer your interest in the entity?_____

If you have additional interests in business entities that did business with the City during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule D – Gifts

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of $20 or a series of gifts from the same donor with a cumulative value of $100 or more from a person or entity who: 1) did business with the City; or 2) engaged in an activity that was regulated or controlled by the City; Gifts received from a member of the official's or employee's immediate family, another child, or a parent of the individual, do not need to be disclosed.

___ Yes
___ No (Go to Schedule E)

<u>If Yes</u>; (Answer each question below. A separate Schedule D will be required for each gift.)

1. Who gave you the gift?

_____

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.)

_____

3. What was the value of the gift?

_____

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

_____

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the City?

___ Yes
___ No (Go to Schedule F)

<u>If Yes</u>; (Answer each question below. A separate Schedule E will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)

Self: _____ Spouse: _____ Dependent child:_____

2A. Name of spouse or dependent child: _____

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.)
_____

4. What year did the position begin? _____

5. With what City Department(s) did the business entity do business?_____

_____

6. What was the nature of the business? (Example: regulated by your agency, registered under the lobbying law, or involved with sales and contracts with the State)

_____

If necessary, please use additional sheet(s) for any additional entries.

Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the City or is regulated by the City? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the City as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

___ Yes
___ No (Go to Schedule G)

<u>If Yes</u>; (Answer each question below. A separate Schedule F will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

_____

2. When was the debt incurred? _____

3. What are the interest rate and terms of payment of the debt?

Interest Rate_____

Terms (monthly, bimonthly, annually, etc): _____

4. What was the amount of the debt as of the end of the reporting period. If debt existed during the reporting period but was paid in full at the end of the period, put $0. $_____

5. Did the principal of the debt increase _____or decrease _____ during the reporting period, and by how much? $_____

6. Was any security given for the debt?

___ Yes
___ No

If Yes; Please state what type of security was given (home, car, boat, etc):
_____

7. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction. _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule G – Family Members Employed by the City

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the City in any capacity?

___ Yes
___ No (Go to Schedule H)

<u>If Yes</u>; (Answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the City.)

1. What is the relation and name of the immediate family member employed by the City? _____

2. What is the name of the agency or department that employed the member of your immediate family? _____

3. What was the title of your immediate family member's position in the City during the reporting period? _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule H – Employment/Business Ownership

During the reporting period, did you or any member of your immediate family, receive any earned income from an entity other than the City of Salisbury? Please note that your dependent child's employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of your department or has contracts in excess of $10,000 with your department.

___ Yes
___ No (Go to Schedule I)

<u>If Yes</u>; (Answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name: _____

Relationship: _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

3. If, during the reporting period, your spouse was a regulated lobbyist, list your spouse's name and the entity that engaged your spouse.

Name: _____

Name of Entity: _____

Address: _____

City/State/Zip: _____

If necessary, please use additional sheet(s) for any additional entries.

Schedule I – Other

Is there any additional information or interest you would like to disclose?

STANDARDS OF CONDUCT

The Maryland Public Ethics Law and City of Salisbury Ethics Code includes standards of conduct applicable to financial disclosure filers and other City employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the City, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the offices of the State Ethics Commission.

PRIVACY NOTICE

The Public Ethics Law (State Government Article, Title 15), Annotated Code of Maryland) requires the collection of this information, which will be used primarily for public disclosure and to determine compliance with the Law. The information may be disclosed to any requesting person, including officials of State, local or federal government, who records their name and address, and this record will be provided to the filer upon request. The subject has the right to review, correct and amend the record as set forth in the Public Ethics Law, Md. Code Ann., State Gov't § 10-625 (Supp. 2004). Failure to file or to report information required by Public Ethics Law and Chapter 2.04 of the Salisbury City Code can subject you to civil and administrative penalties including termination or other disciplinary action, suspension of pay, a late filing fee up to $250, and a civil fine of up to $500 per day, and a criminal penalty with a fine of up to $500 or imprisonment of up to one year. Willful and false filing is subject to criminal penalty for perjury pursuant to Criminal Law Article §9-101, Annotated Code of Maryland.

Personal Information

This page shall be removed should we receive a request to examine or copy your Statement.

1. Your e-mail address _____

2. What is the address or legal description of the property? (Schedule A, Number 1)

   Street Address _____

   City/State/Zip _____

CAMPAIGN FINANCIAL DISCLOSURE REQUIREMENTS

ACKNOWLEDGMENT

I, _____, a candidate who has filed for the 2019 General Election for the Office of **Council Member in District 4** do hereby acknowledge that I have received a copy of Chapter 1.12 of the *Salisbury Municipal Code* relating to campaign contributions and financial disclosure statements.

Candidate's signature: _____ Date: _____

Campaign financial disclosure statements are due to the City Clerk:

Tuesday, October 29, 2019 (7 days prior to the General Election)

Friday, December 20, 2019 (45 days after the General Election)

Enclosure 5

Chapter 1.12
CITY CAMPAIGN ADVERTISING AND FINANCE

Sections:

1.12.010	**Advertising**
1.12.020	**Books, records and receipts**
1.12.030	**Campaign contributions**
1.12.040	**Financial disclosure statements to be filed by the candidate or treasurer**
1.12.050	**Enforcement**
1.12.060	**Late filing of financial disclosure statements**
1.12.070	**Perjury**
1.12.080	**Penalty**

1.12.010 - Advertising.

A. A person, candidate, campaign manager, treasurer, partisan organization or political committee, including political clubs, or party committee may not expend any money for printing, publication or broadcasting of any political matter whatsoever, unless the matter purports on its face to be paid political advertisement and printed, published or broadcast by authority of the person, campaign manager or treasurer for the named candidate, partisan organization, party committee or political committee, including political clubs.

B. Requirements of Subsection A of this section shall not apply to any individual publishing or distributing campaign literature promoting passage or defeat of any principle or a proposition submitted to a vote at any city election, provided that such campaign literature is published and distributed independent of, and not in coordination with, any campaign, committee or other entity.

(Ord. 1749 (part), 2000)

1.12.020 - Books, records and receipts.

A. Every candidate for the office of mayor or city council for the city shall appoint a treasurer who shall have the responsibility of maintaining detailed, full and accurate accounts in a proper book or books to be called "account books." The account books shall contain a detailed record of contributions, monies, loans (including personal contributions, loans and monies) or valuable things received, including the date each contribution was received and the name and address of each contributor. The account books shall also contain a detailed record of all disbursements made by the candidate or his or her representative acting on his or her behalf.

B. Account books shall be maintained by the candidate or his or her representative for at least one year following the date of the general election.

(Ord. 1749 (part), 2000)

1.12.030 - Campaign contributions.

A. No candidate for mayor or for member of the city council shall receive campaign contributions in excess of two hundred fifty dollars ($250.00) per individual or entity per campaign in cash and/or for in-kind services of a commercial nature.

B. The contributions or loans of a candidate or the candidate's spouse to the candidate's own campaign are not subject to the limitations of Subsections A and C, but muss pass through the hands of the candidate's treasurer and be reported as required in other provisions of this chapter. Personal expenses of the candidate for filing fees, telegrams, telephoning, travel and board, shall not be considered contributions if paid for by the candidate or the candidate's spouse.

C. No loan may be made to the campaign of a candidate or accepted on behalf of the campaign, without express written consent of the candidate. Written consent constitutes the personal guaranty of the candidate for repayment of the loan, only if it expressly so provides. The aggregate amount of all outstanding loans to the campaign of a candidate shall not exceed five hundred dollars ($500.00) per campaign. A loan shall not be forgiven in an amount in excess of two hundred fifty dollars ($250.00). Subsection B is an exclusion to the requirements of this subsection.

D. Contributions of in-kind services of a commercial nature shall be valued at a rate commensurate with the cost of purchasing similar materials or services.

E. All campaign contributions shall be received by the date of the general election. Any campaign contributions received after the date of the general election shall be returned to the contributor.

(Ord. 1749 (part), 2000) (Ord. No. 2318, 4-13-2015)

1.12.040 - Financial disclosure statements to be filed by the candidate or treasurer.

A. The candidate and/or treasurer shall file a complete and accurate financial disclosure statement detailing the contents of the account books no later than seven days prior to the general election. The financial disclosure statement shall include, but not be limited to, the name, address, amount of contribution and the date all contributions were received. Contributions of in-kind materials or services shall be valued as stated in Section 1.12.020(B). Each financial disclosure statement filed shall also contain a full and complete record of expenses and list any expenses incurred by not yet paid.

B. A final disclosure statement shall be filed no later than forty-five (45) days after the date of the general election. After payment of all campaign expenditures, any surplus funds shall be paid by the treasurer to either:

1. The city of Salisbury to help defray the expenses of the election;
2. A charitable organization as defined in the Annotated Code of Maryland, Business Regulation Article, Title 6 as amended from time-to-time; or
3. A political club, committee, or party of the candidate's choice.

C. No financial disclosure statements shall be required if the contributions received total less than six hundred dollars ($600.00) for the election; however, a statement under oath shall be filed by the candidate and treasurer that no financial disclosure statement is required pursuant to this section. Such statement, if applicable, shall be filed seven days prior to the general election.

D. Each financial disclosure statement shall include a representation certifying under oath that the contents of the statement are true and correct and shall be signed by the candidate and treasurer.

E. The foregoing provisions shall also apply to unsuccessful candidates.

(Ord. 1749 (part), 2000) (Ord. No. 2318, 4-13-2015)

1.12.050 - Enforcement.

It shall be the duty of the city election board to enforce this chapter and to ensure that it is complied with by all candidates for city office.

(Ord. 1749 (part), 2000)

1.12.060 - Late filing of financial disclosure statements.

A. There shall be a late filing fee for each financial disclosure statement which is not filed within the time prescribed. The fine shall be twenty dollars ($20.00) per day for the first five days and ten dollars ($10.00) per day thereafter for each date that the report is overdue. The maximum fine to apply to any one report shall be two hundred fifty dollars ($250.00). Weekends and holidays shall be excluded in the above time computations.

B. Any fines assessed pursuant to this chapter shall be the personal responsibility of the candidate and treasurer and may not be paid for by using campaign funds.

(Ord. 1749 (part), 2000)

1.12.070 - Perjury.

Any willfully false, fraudulent or misleading statement or entry made by any candidate or treasurer in any statement or account under oath required by this chapter shall constitute the crime of perjury and shall be punishable by such according to the laws of this state.

(Ord. 1749 (part), 2000)

1.12.080 - Penalty.

The penalty for violation of this chapter, except for late filing as provided for above, shall be a fine of up to four hundred dollars ($400.00) as determined by the city election board.

(Ord. 1749 (part), 2000)

As defined by the *Annotated Code of Maryland, Business Regulation Article, Title 6*

(1) Charitable organization means:

(I) a person that:

1. is or holds itself out to be benevolent, educational, eleemosynary, humane, patriotic, philanthropic, or religious organization; and
2. solicits or receives charitable contributions from the public; or (ii) an ambulance, fire fighting, fraternal, rescue, or police or other law enforcement organization when it solicits charitable contributions from the public.

(2) Charitable organization includes an area, branch, chapter, office or similar affiliate that solicits charitable contributions from the public within the State for a charitable organization that is organized or has its principal place of business outside the State.

(3) Charitable organization does not include: (i) an agency of the State government or of a political subdivision; or (ii) a political club, committee, or party.

ACCOUNT BOOKS
CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

NAME OF CANDIDATE: _____

The report contained herein, as required by Chapter 1.12, City Campaign Advertising and Finance, of the *Salisbury Municipal Code* is filed for the following:

_____ INITIAL REPORT– seven (7) days prior to the General Election (due Tuesday, October 20, 2019)

_____ FINAL REPORT – 45 days after the General Election (due Friday, December 20, 2019)

All reports must be filed with the City Clerk by 4:30 p.m. on the day they are due.

Enclosure 7

ACCOUNT BOOKS
CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

Candidate for **City Council District 4**: _____

Treasurer: _____ Statement as of: _____

CONTRIBUTIONS:

Date Rec'd	Contributor	Street Address	City/State/Zip	Amount
			TOTAL	

ACCOUNT BOOKS
CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

Candidate for **City Council District 4**: _____

Treasurer: _____ Statement as of: _____

IN-KIND SERVICES RECEIVED:

Date Rec'd	Contributor	Street Address City/State/Zip	Value of In-Kind Service	Remarks
		TOTAL		

LOANS:

Date Rec'd	Contributor	Street Address	City/State/Zip	Amount
			TOTAL	

ACCOUNT BOOKS
CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

Candidate for **City Council District 4**: _____

Treasurer: _____ Statement as of: _____

DISBURSEMENTS:

Expenses Paid:

Check No.	Vendor Name	Street Address City/State/Zip	Purpose	Amount
			TOTAL	

OUTSTANDING EXPENSES:

Check No.	Vendor Name	Street Address City/State/Zip	Purpose	Amount
			TOTAL	

ACCOUNT BOOKS
CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

Candidate for **City Council District 4**: _____

Treasurer: _____ Statement as of: _____

We hereby certify that this Financial Disclosure Statement is true and correct to the best of our knowledge and belief.

_____

Candidate Date

_____

Treasurer Date

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GENERAL INFORMATION
CITY OF SALISBURY ELECTION
2019

General Election: Tuesday, November 5, 2019

The City of Salisbury's registered voters in all five (5) districts will cast their ballots to elect the Mayor and (5) Council members. The term of office for all current Council members (John "Jack" R. Heath, Muir Boda, James Ireton, Jr., April Jackson, and Angela M. Blake) will expire in November 2019. The term of the council members elected in November 2019 will expire in November 2023. City Elections are non-partisan.

For information on voter registration, absentee ballots or obtaining a certified list of voters, please contact the Wicomico County Board of Elections Office at 410-548-4830.

Polling Locations

Polls are open from 7:00 a.m. to 7:00 p.m. on Election Day. Call the Wicomico County Board of Elections Office (410-548-4830) if you are unsure of your polling location.

Political Campaign Signs

City of Salisbury Zoning Code, Section 17.216.200B.11.
One or more political campaign signs which, in aggregate, do not exceed a total of thirty-two (32) square feet in area, set back at least fifteen (15) feet from the curbline, on any privately owned lot, except where a building is located less than fifteen (15) feet from the curbline and, in that event, the setback is the lesser of fifteen (15) feet or the distance between the building and the curbline.

City of Salisbury
Board of Elections Supervisors

Susan E. Carey
Virginia Bender
Dr. Harry Basehart

Staff contact/support
Kimberly R. Nichols, MMC
City Clerk
410-548-3140
knichols@salisbury.md

Enclosure 8

NOTICE TO CANDIDATES

DISPLAY OF POLITICAL SIGNS
AT POLLING LOCATIONS
ON
GENERAL ELECTION DAY

Maryland law prohibits electioneering within 100 feet of the entrance or exit to a polling place on Election Day. No electioneering means that no canvassing, electioneering, campaigning or posting of any campaign political material is permitted within the 100-foot zone. Posting of any campaign material is broadly interpreted to mean the wearing of any article of clothing, hat, sticker or button that indicates support of or opposition to any candidate, question or political party.

Three local churches have offered their facility for use as a polling location for the City's General Elections – Asbury United Methodist Church, Oak Ridge Baptist Church, and Wicomico Presbyterian Church. They are asking for your cooperation that political signs not be displayed on their properties during Election Day. Therefore, we request that you adhere to the following guidelines at all polling locations:

- No campaign signs are to be staked/placed on the polling location's property; and
- No vehicles of any type, including trailers, are to be parked on the polling location's property that contain campaign signs or material.

Candidates and/or campaign workers are welcome to distribute literature within the polling location's boundaries as long as they adhere to the 100-foot zone.

We thank you for your cooperation.

CITY OF SALISBURY BOARD OF ELECTIONS SUPERVISORS

Enclosure 9

CITY OF SALISBURY - VOTER TURNOUT PERCENTAGES
1986 thru 2015

Election Year	Registered Voters	Number Voted	Percentages	Remarks
2015 - General (all Districts)	13,455	1621	12.05%	All (5) Districts, Mayor & Council
2013 - General (both District	14,174	2,775	19.58%	District 1 and District 2
2013 - Primary (both District	14,199	1567	11.04%	District 1 and District 2
2011 - General / District Two	11,663	1,622	13.91%	District 2 Seats Only
2011 - Primary / District Two	11,522	1,226	10.64%	District 2 Seats Only
2009 - General / District One	1,783	275	15.4%	21.1%
2009 - General / District Two	10,893	2,400	22.0%	Overall
2009 - Primary / District One	1,772	183	10.3%	12.7%
2009 - Primary / District Two	10,785	1,410	13.1%	Overall
2007 - General / District Two	10,119	2,102	20.8%	District 2 Seats Only
2007 - Primary / District Two	9,974	1,363	13.7%	District 2 Seats Only
2005 - General / District One	1,618	203	12.5%	17.9%
2005 - General / District Two	9,285	1,757	18.9%	Overall
2005 - Primary / District One	1,735	49	2.8%	Mayor's Race Only on Ballot
2005 - Primary / District Two	9,589	750	7.8%	7.1% Overall Turnout
2003 - General / District Two	8,445	2,409	28.5%	District 2 Seats Only
2003 - Primary / District Two	8,625	2,075	24.1%	District 2 Seats Only
2002 - General / District One	1,591	396	24.9%	36.5%
2002 - General / District Two	7,928	3,079	38.8%	Overall
2002 - Primary / District Two	8,116	1,477	18.2%	None
2000 - General / District One	1,506	165	10.9%	Voted Question Only - District One
2000 - General / District Two	7,538	2,228	29.5%	26.4% Overall
2000 - Primary / District Two	7,538	1,503	19.9%	District 2 Seats Only
1998 - General / District One	1,969	317	16.1%	26.4%
1998 - General / District Two	9,206	2,633	28.6%	Overall
1998 - Primary / District One	1,969	255	12.9%	21.4%
1998 - Primary / District Two	9,206	2,130	23.1%	Overall
1996 - General / District Two	8,135	1,740	21.4%	First Non-Partisan Election
1996 - Primary / District Two	8,135	1,561	19.2%	District 2 Seats Only
1994 - General / District One	1,345	191	14.2%	28.6%
1994 - General / District Two	7,469	2,328	31.2%	Overall
1994 - Primary / District One	1,264	290	22.9%	26.7%
1994 - Primary / District Two	6,789	1,856	27.3%	Overall
1992 was the last year Non-Resident Property Owners were permitted to vote under 09000C identifier				
1992 - General / District Two	7,059	1,940	27.5%	District 2 Seats Only
1992 - Primary / District Two	7,068	1,045	14.8%	District 2 Seats Only
1990 - General / District One	1,040	109	10.5%	17.4%
1990 - General / District Two	7,393	1,354	18.3%	Overall
District One and District Two, Councilmanic Voting began in 1990				
1988 - General	7,657	1,974	25.8%	
1986 - General	7,474	1,879	25.1%	
1986 - Democratic Primary	4,814	838	17.4%	

Enclosure 10

ARTICLE II - The Council

§ SC2-1. - Number; selection; term.

All legislative powers of the city shall be vested in a Council of five (5) members who shall be elected as hereinafter provided and who shall hold office for a term of four (4) years or until their successors are duly elected and qualified, except that the one (1) Councilmember from District 1 and the one (1) Councilmember from District 2 elected on the first Tuesday of April 2013 shall serve terms which expire on the second Monday after the election of their successors on the first Tuesday of November 2015. The regular term of Councilmembers shall expire on the second Monday after the election of their successors. [1959 Code, sec. 286. 1951, ch. 534, sec. 6][Amended 6-11-12 by Res. No. 2170]

§ SC2-2. - Qualifications.

Councilmembers shall have resided in Salisbury for at least one (1) year immediately preceding their election and the Councilmembers from each District shall reside in the boundaries of the District from which they are to be elected on the date of filing for election and must continue to reside therein during the term to which they are elected, must be at least twenty-one (21) years of age and shall be qualified registered voters of the City. The Board of Supervisors of Elections shall be the judge of the qualifications of candidates for City Council. [1959 Code, sec. 287. 1951, ch. 534, sec. 8] [Amended 7-12-65 by Res. No. 59*; 11-12-73 by Res. No. 172**; 12-14-81 by Res. No. 232; 11-8-93 by Res. No. 441; 6-11-12 by Res. No. 2170; 9-8-2014 by Res. No. 2443]

* Editor's Note: The preamble to Res. No. 59, adopted 7-12-65, was as follows:

"Whereas, the present salary rates of councilmen and the mayor as compensation for their services were established in Sections 8 and 22 respectively of the Charter of the City of Salisbury over thirteen years ago; and

"Whereas, during such period of time the volume and complexity of the City's business and affairs has increased greatly, and such increase is continuing, with the result that the City's demands on the councilmen and the mayor for their services and time have increased substantially and are likely to continue to increase; and

"Whereas, the rates of compensation for personal services of all kinds in the community have increased greatly during the same period; and

"Whereas, in the judgment of the Council it is both proper and equitable that the salaries aforementioned be increased to reflect the trend of the times and especially in view of the ever-increasing demand on their time in attending to matters of public business."

Enclosure 11

** Editor's Note: The preamble to Res. No. 172, adopted 11-12-73, was as follows:

''WHEREAS, the present salary rates of Councilmen and the Mayor as compensation for their services were established in Sections 8 and 22 respectively of the Charter of the City of Salisbury over five years ago; and

"WHEREAS, during such period of time the volume and complexity of the City's affairs has increased greatly, and such increase is continuing, with the result that the City's demands on the Councilmen and the Mayor for their services and time have increased substantially and are likely to continue to increase; and

"WHEREAS, the rates of compensation for personal services of all kinds in the community have increased greatly during the same period; and

"WHEREAS, in the judgment of the Council it is both proper and equitable that the salaries aforementioned be increased to reflect the trend of the times and especially in view of the ever-increasing demand on their time in attending to matters of public business."

§ SC2-3. - Salary.

Each Councilmember shall receive a salary. A Salary Review Committee comprised of five (5) members to be appointed by the Mayor is hereby created to review salaries of Councilmembers. The Committee shall make a written recommendation to the City Council six months prior to the next election for Councilmembers, with salaries to be effective in the fiscal year after all five Councilmembers' current terms have expired. Salary recommendations shall be considered by the City Council and salary shall be set forth and adopted in an Ordinance passed by the City Council. Thereafter, a Salary Review Committee shall be appointed by the Mayor every four (4) years to perform the task set forth herein with salaries to be established by the City Council by Ordinance. Councilmembers may also be eligible to participate in benefit programs by paying the full cost of participation in the employee benefit programs. Nothing herein shall permit salaries or benefits to be changed to be effective during the term for which a Councilmember is then serving. The Committee established herein shall be the same Committee established for a similar review of the salary of the Mayor. [1959 Code, sec. 288. 1951, ch. 534, sec. 8] [Amended 7-12-65 by Res. No. 59*; 11-12-73 by Res. No. 172**; 12-14-81 by Res. No. 232; 11-8-93 by Res. No. 439; 2-22-10 by Res. No. 1890; 2-25-11 by Res. No. 2036]

* Editor's Note: See Section SC2-2 Editor's Note. ** Editor's Note: See Section SC2-2 Editor's Note.

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NOTE:
Salaries of the Mayor and Council were changed by Ordinance No. 1931 on April 11, 2005.

- **The Mayor received $15,000 per year effective July 1, 2005, followed by $20,000 per year effective July 1, 2006, and $25,000 per year effective July 1, 2007.**
- **The Council President received $12,000 per year effective July 1, 2007**
- **The other Council members received $10,000 per year effective July 1, 2007.**

Salaries of the Mayor and Council were changed by Ordinance No. 2473 on January 22, 2018. Effective July 1, 2020, the Mayor shall receive $50,000 per year, the Council President shall receive $15,000 per year and the other Council members $12,000 per year.

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- **§ SC2-4. - Meetings.**

The newly elected Council shall meet on the second Monday evening following its election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than twice a month, except the Council may meet once during the months of June, July, August and December. Special meetings may be called in writing by the Mayor or by a majority of the members of the Council as often as necessary for the transaction of business. [1959 Code, sec. 289. 1951, ch. 534, sec. 9] [Amended 12-13-99 by Res. No. 684; 1-24-05 by Res. 1186]

§ SC2-5. - Quorum.

A majority of the Council shall constitute a quorum for the transaction of business, and a majority of those present shall decide any question unless otherwise provided in this Charter. [1959 Code, sec. 290. 1951, ch. 534, sec. 10]

§ SC2-6. - Procedure.

The Council shall organize by electing a permanent President and Vice-President of the Council. If the President is absent, the Vice-President shall preside at such meeting. The Council shall determine its own rules and order of business. It shall keep a journal of its proceedings, and the journal shall be open to public inspection. [Repealed and reenacted 12-28-98 by Res. No. 622]

§ SC2-7. - Vacancies.

Vacancies in the Council shall be filled as provided in § SC6-12 of this Charter. [1959 Code, sec. 292. 1951, ch. 534, sec. 12] [Amended 5-23-05 by Res. No. 1247]

§ SC2-8. - Departments.

The Council by ordinance may create, change and abolish offices, departments or agencies, other than the offices, departments and agencies established by this Charter. The Council by ordinance may assign additional functions or duties to offices, departments or agencies established by this Charter, but may not discontinue or assign to any other office, department or agency any function or duty assigned by this Charter to a particular office, department or agency. [1959 Code, sec. 293. 1951, ch. 534, sec. 13]

§ SC2-9. - Salaries of officers and employees.

The Council shall fix the salaries of all employees and appointees of the City of Salisbury, including the salaries of all heads of offices, departments or agencies, but not including the salary of the Mayor or Councilmen or other elected officials. [1959 Code, sec. 294. 1951, ch. 534, sec. 14]

§ SC2-10. - Procedure for discharge of certain department heads.

All department heads shall serve during good behavior and shall be dischargeable only for cause. "Cause" is hereby defined to mean either incompetency, inefficiency; neglect of duty; malfeasance, misfeasance; insubordination; habits or traits of character which render retention in employment to be against the public interests; material violation of the City's drug and/or alcohol use policies as established from time to time; a continuing mental or physical disability of such a nature as to prevent adequate performance of duties (subject to applicable federal or state laws prohibiting discrimination against disabled individuals); or any conduct tending to prejudice good government or tending to bring the City, or any agency thereof, into public disrepute.

If the Mayor decides that a department head should be terminated, then the Mayor shall serve a written notice upon the department head at least thirty (30) days in advance of the intended termination date. The written notice shall set forth a brief summary of the cause or causes upon which such termination is based. Within five (5) days after receipt of such notice, the department head may elect to have a hearing on such termination by serving a written notice of such election upon the City Administrator, in which event the department head's termination shall be deferred until a decision is rendered in connection with the hearing. A hearing before the Mayor and City Council will then be scheduled within twenty (20) days from the date of service of notice of the election by the department head. The hearing shall be closed to the public and be conducted in accordance with such rules and procedures as may be proposed by the Mayor and adopted by the Council, from time to time. Sworn testimony may be provided at that time.

After the conclusion of the hearing, the Mayor and Council may privately deliberate before rendering a decision; provided however, that a written decision must be rendered within five (5) days from the conclusion of the hearing. In order to uphold the termination of the department head, the vote of the Mayor and at least three (3) votes of the Council must be in favor of termination.

The Mayor shall have the power to suspend without pay any department head upon whom a notice of termination has been served pending the outcome of the termination hearing before the Mayor and Council. If the termination is not upheld, nothing herein shall prevent the Mayor from taking other disciplinary action with respect to the department head. [1959 Code, sec. 295] [Added 9-9-57 by Ord. No. 765A as sec. 14A; amended 5-23-05 by Res. No. 1247]

§ SC2-11. - Ordinances.

When any ordinance is introduced for passage by the Council, it shall be read but not passed at the meeting at which it is introduced. As soon thereafter as conveniently may be, a statement of the substance of the ordinance shall be published by posting the same at some public place in the city of Salisbury (or by printing the same in some newspaper of general circulation printed in the city of Salisbury). At any regular or special meeting of the Council held not more than sixty (60) nor less than six days after the meeting at which the ordinance was introduced and first read, the ordinance shall be read for a second time and passed, or amended and passed, or rejected, or its consideration deferred to some specified future date by the Council, provided that no ordinance shall be passed until it has been published as required by this section for at least five days. [1959 Code, sec. 296. 1951, ch. 534, sec. 15]

§ SC2-12. - Veto.

All ordinances and bylaws passed by the Council shall be delivered by the city clerk at once, or as soon as conveniently may be, to the Mayor for his approval. The Mayor shall return the same to the city clerk within six days after delivery to him (inclusive of the day of delivery and of return) with his approval or disapproval. Any ordinance or bylaw returned by the Mayor without his approval shall not become a law unless subsequently passed at a meeting by four-fifths of the whole Council within twenty (20) days from the time of the return of the ordinance. If the Mayor fails to return the ordinance or bylaw within six days of its delivery as aforesaid, then the ordinance or bylaw shall become a law without his approval. [1959 Code, sec. 297. 1951, ch. 534, sec. 16] [Amended 3-11-02 by Res. No. 823; 6-27-02 by Res. No. 853]

§ SC2-13. - File of ordinances.

Ordinances, when passed and approved by the Mayor or when passed over his veto, shall be permanently filed by the city clerk in a book or books kept for that purpose. [1959 Code, sec. 298. 1951, ch. 534, sec. 17]

§ SC2-14. - Ordinances to be delivered to People's Court.

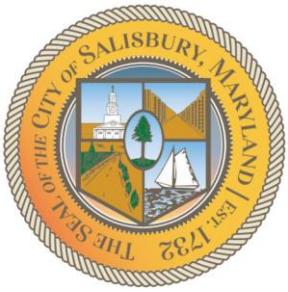
The city clerk shall deliver to the Judge of the People's Court of Wicomico County a certified copy of all ordinances for the violation of which the Judge may impose a fine or imprisonment, or both, or other punishment. The Judge shall take judicial notice of all ordinances so certified to him and of the due passage thereof. [1959 Code, sec. 299. 1951, ch. 534, sec. 18]

§ SC2-15. - General powers.

The Council shall have the power to pass all such bylaws and ordinances not contrary to the Constitution, the laws of Maryland or this Charter, as it may deem necessary for the good government of the city; for the protection and preservation of the city's property, rights and privileges; for the preservation of peace and good order and for securing persons and property from violence, danger or destruction; and for the protection of the health, comfort and convenience of the residents of Salisbury and visitors thereto and sojourners therein. [1959 Code, sec. 300. 1951, ch. 534, sec. 19] [Amended 4-30-01 by Res. No. 824; 6-27-02 by Res. No. 854]

§ SC2-16. - Referendum.

If, before the expiration of twenty (20) calendar days following the approval of any ordinance or resolution by the Mayor or passage of any ordinance or resolution over the Mayor's veto, a petition is filed with the city clerk containing not less than twenty percent (20%) of the qualified registered voters of the city of Salisbury requesting that the ordinance or resolution, or any part thereof, be submitted to a vote of the qualified voters of the city of Salisbury for their approval or disapproval, the Council shall have the ordinance or resolution, or part thereof requested for referendum, placed on the ballot of the next regularly scheduled election, or at a special election for the sole purpose of the referendum if the Council deems such a special election warranted. Moreover, the Council, if it so chooses, may pass legislation subject to a referendum which will necessitate a vote to approve or disapprove the legislation prior to its enactment as valid law. Additionally, no ordinance or resolution shall become effective following the receipt of a petition set forth herein until and unless approved at the election by a majority (more than fifty percent (50%)) of the electorate participating in the voting on the question. However, the Council, as a stated purpose, may designate an ordinance or resolution to be emergency legislation which shall become effective at approval by the Mayor or upon passage by the Council over Mayor's veto for a period of sixty (60) days following the receipt of a petition as set forth above. If such emergency legislation has not been submitted to the qualified voters within sixty (60) days following the receipt of the petition, the operation of the ordinance or resolution, or part thereof requested for referendum, shall be suspended until approved by a majority (more than fifty percent (50%)) of the electorate participating in the election on the question. Nothing herein shall permit the electorate to petition for referendum regarding any of the following: (1) the budget ordinance; (2) the assessment of taxes; (3) the issuance of bonds; (4) the levying of taxes to retire public indebtedness; and (5) the levying of special assessments. However, the Council may, at its discretion, submit any of the referenced issues to the public by express grant at the time of the passage of the Ordinance. [Added 11-8-93 by Res. No. 437]



ELECTED OFFICIALS
PARTICIPATION IN THE
STATE RETIREMENT AND PENSION SYSTEM OF MARYLAND

The City of Salisbury participates in the State Retirement and Pension System of Maryland.

Elected Officials may enroll or waive to opt out of the Maryland State Retirement Plan. Once the decision is made it is irrevocable. If Elected Officials chose to enroll in the State Retirement and Pension System of Maryland they will be enrolled in the Alternate Contributory Pension Selection Plan and will be required to contribute 7% of their annual compensation. The contributions are automatically deducted from your paycheck.

Enclosure 12