



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

**FEBRUARY 16, 2021 (TUESDAY)
ZOOM MEETING**

- 4:30 p.m. Ordinance- accepting a grant to purchase pediatric educational equipment- Fire Chief John Tull
- 4:35 p.m. Discussion- Rooming House/Rental Life Safety Task Force presentation- Housing & Community Development Department (HCDD) Director Ron Strickler
- 5:00 p.m. Adjournment
- 5:00 p.m. **SPECIAL MEETING – Separate Agenda**

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

Join Zoom Meeting
<https://us02web.zoom.us/j/5362772908>
Meeting ID: 536 277 2908
Phone: 1.301.715.8592



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Julia Glanz, City Administrator
From: John W. Tull, Fire Chief
Subject: Budget Amendment – MIEMSS Pediatric Equipment Grant
Date: February 2, 2021

The Department has made application to the Maryland Institute for Emergency Medical Services System (MIEMSS) in regards to the 2021 Pediatric Educational Equipment funding opportunity. This one time funding opportunity is designed to provide additional training equipment for initial and continuing education during the pandemic and for future use by our Department. Based on our request, I am pleased to announce that our submitted project application has been selected for funding.

Attached you will find the award notification from MIEMSS and an Ordinance requesting the approval of a budget amendment to the FY2021 grant fund for the purpose of accepting these funds from MIEMSS in the amount of \$1,200.

If you should have any questions or comments, please do not hesitate to contact me.

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEM FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$1,200.00, AND APPROVING A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE FUNDS FOR THE PURCHASE OF PEDIATRIC EDUCATIONAL EQUIPMENT.

WHEREAS, the Maryland Institute for Emergency Medical Services System (MIEMSS) has a Maryland EMS for Children Pediatric Educational Equipment Fund; and

WHEREAS, this funding is designed to provide additional training equipment for initial and continuing education during the current pandemic and for future use; and

WHEREAS, the City of Salisbury Fire Department submitted a grant request to MIEMSS for funding to assist with the purchase of pediatric educational equipment; and

WHEREAS, MIEMSS has awarded the City funds in the amount of \$1,200.00; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the MIEMSS defining how these funds must be expended; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the City Council; and

WHEREAS, appropriations necessary to execute the purpose of this grant 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 ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Maryland Institute for Emergency Medical Services System to accept grant funds in the amount of \$1,200.00.

BE IT FURTHER ORDAINED that the City's Grant Fund Budget be and hereby is amended as follows:

- 1) Increase the Maryland Institute for Emergency Medical Services System (MIEMSS) Revenue account (10500-424401-XXXXX) by \$1,200.00
- 2) Increase SFD Medical Equipment Expense account (10500-546016-XXXXX) by \$1,200.00

BE IT FURTHER ORDAINED that 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 Council of the City of Salisbury held on this _____ day of _____, 2021, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the

50 Council on the _____ day of _____, 2021.

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52 **ATTEST:**

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56 _____
57 Kimberly R. Nichols
58 City Clerk

John R. Heath, President
Salisbury City Council

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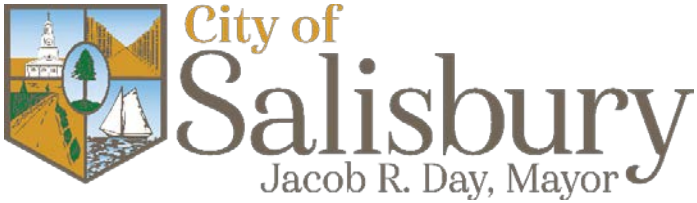
60 APPROVED BY ME THIS _____ day of _____, 2021.

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64 _____
65 Julia Glanz, City Administrator
66 for and at the direction of Jacob R. Day, Mayor



MEMORANDUM

To: Andy Kitzrow

From: Ronald L. Strickler, Jr, Director of HCDD

Date: 1/25/2021

Re: Rooming Housing Rental Life & Safety Internal Task Force
Presentation

The Rooming House Rental Life and Safety Internal Task Force is requesting the opportunity to present their findings to the City Council on February 16, 2021 during the scheduled work session. During the presentation the internal task force will address current and historical licensing practices as they relate to rental properties in the City of Salisbury. In addition, we present information on current and past inspection practices relating to rentals properties, statistics specific to Rooming Houses and our current rental property licensing process.

After the relevant information is presented to the City Council, the task force intends to present both legislative and non-legislative options for ensuring the City's Rooming House Rental properties meet the minimum standards of livability and remain safe for their tenants. These recommendations will be developed based on the research conducted by the Task Force. Thank you for your consideration.



City of Salisbury
Rooming House Rental
Life Safety Taskforce
Report

Historical Inspection Data

- ▶ Inspection process started under leadership of Director William Holland in 2004 after a lengthy discussion with City Council
 - ▶ *30 inspections per month for two years, total estimated inspections completed at 720 of approx. 6,500 rental properties*
- ▶ Rental inspection process continues in 2008 with random inspections, no exact data available
- ▶ 2010 to Current
 - ▶ *2,965 Random Inspections Attempted*
 - ▶ *1,575 Completed and Closed*
 - ▶ *1,390 Refused or no response given*
 - ▶ *2,295 New Unit Inspections Completed*
 - ▶ *Change of property ownership/management company requires inspection for license, regardless of prior inspections*

Rental Registration/Inspection Process

- ▶ Property owner submits application for owner license and rental unit/s
- ▶ Paperwork processed by HCDD Staff
 - ▶ *Lead Certificate required for properties constructed before 1978*
- ▶ Inspection scheduled and completed by Code Enforcement Officer
 - ▶ *Standards of Livability met*
 - ▶ *No code violations*
- ▶ Rental and unit licenses granted after successful inspection
- ▶ No inspection required at renewal
- ▶ Currently just over 9,500 registered rental units

Rooming House Rental Environment of Salisbury, MD

- ▶ Currently twenty-three (23) rooming houses in operation in Salisbury
- ▶ One Hundred Sixty-Nine (169) Total Rooms in the twenty-three (23) operational rooming Houses
- ▶ Management of rooming houses is divided amongst seven (7) owners/property management companies
 - ▶ 17 Properties – (1) owner
 - ▶ 2 Properties – (1) Owner
 - ▶ 1 Property – (1) Owner
 - ▶ 1 Property – (1) Owner
 - ▶ 1 Property – (1) Owner
 - ▶ 1 Property – (1) Owner

Historical Data on 119 First Street Rooming House

- ▶ Property was converted to rooming house prior to Zoning Changes
- ▶ Inspection & Code Violation History (2010-Present)
 - ▶ Complaint Inspection 11/22/10 (Single Unit)
 - ▶ Complaint Inspection 09/26/11 (Single Unit)
 - ▶ Complaint Inspection 06/08/12 (Single Unit)
 - ▶ 12 Exterior Code Violations
- ▶ Initial investigation by code offices determined that egress and square footage requirements were met

Inspection Process Barriers

- ▶ Current Code states that Housing and Community Development and Fire Safety Inspectors can perform “random mandatory inspections”
 - ▶ City legal team advises that we cannot force mandatory inspections if denied without administrative search warrants
- ▶ Random Inspections can be denied by:
 - ▶ Property Owner/Management Company
 - ▶ Tenant
- ▶ If denied, Code Enforcement is required to provide administrative search warrant
 - ▶ Warrants not easily attained without clear evidence of life safety violations of which are hard to produce without inspection

Short Term Solution

- ▶ Education campaign targeting current rooming house tenants
 - ▶ Minimum Standards of Livability
 - ▶ Life Safety/Code Violations
 - ▶ Request tenants of rooming houses allow life safety inspections by team of Code and Fire Inspection Officers
 - ▶ Property owner/management company approval not needed if tenant grants authority to enter premises
 - ▶ If multiple rooms are inspected and dwellings are found in violation, administrative search warrants for additional rooms are more easily attained with clear and concise evidence of life safety issues in other non-inspection units within dwelling

Long Term Solutions

- ▶ Explore legislation requiring rooming houses be sprinklered with in a 5 year period
 - ▶ *Consider cost sharing with property owner to complete*
- ▶ Explore additional legislation in regards to square footage required for living space
 - ▶ *Currently 70 Square Feet for single occupancy Room*
 - ▶ *Currently 120 Square Feet for double occupancy Room*
- ▶ Explore additional legislation based on non-related occupants residing at properties