

### SALISBURY CITY COUNCIL WORK SESSION AGENDA

### MAY 3, 2021 ZOOM MEETING

4:30 p.m. Proclamation- Children's Mental Health Matters Week- City Administrator Julia Glanz

- 4:35 p.m. Chesapeake Utilities Corporation- Somerset Natural Gas Project update- Department of Infrastructure & Development Director Amanda Pollack
- 4:45 p.m. Budget amendment to replace HVAC condensing unit at Fire Dept- Fire Chief John Tull
- 4:55 p.m. Ordinance to amend the Fire Prevention Code (Chapter 8.11)- Fire Chief John Tull
- 5:05 p.m. Budget Amendment to purchase EnerGov Software- Deputy City Administrator Andy Kitzrow
- 5:25 p.m. To amend Chapter 15.26 Rental OF Residential Premises of the Salisbury City Code by adding Subsection 15.26045 Fair Chance Housing- City Administrator Julia Glanz
- 5:40 p.m. Administration and Council Remarks
- 5:50 p.m. Adjournment

#### 5:50 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



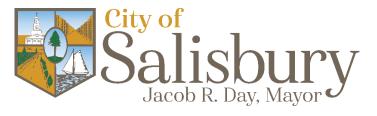
### April 19, 2021 Somerset Project Update

#### • Work completed in past month

- Pipe and material deliveries completed
- HDD under South Prong Wicomico River completed on 2/26/21
- Ongoing construction activities:
  - Grading
  - Stringing/welding/fabrication
  - HDD pipeline installation
  - Open trench pipeline installation

#### • Work to be completed in next month

- Ongoing construction activities at various locations:
  - Grading
  - Stringing/welding/fabrication
  - HDD pipeline installation
  - Open trench pipeline installation
- Work performed in Salisbury
  - Ongoing construction activities:
    - Grading
    - Stringing/welding/fabrication
    - HDD pipeline installation
    - Open trench pipeline installation
  - Approximately 64% of pipeline installed within town of Salisbury as of 4/17/21
- Anticipated project completion date (Salisbury specific)
  - o Construction completion estimates are weather dependent
  - HDD Complete: 2Q21
  - North Salisbury Tie-ins: Late 2Q21 or early 3Q21
  - Restoration to be completed as construction is completed in sections
- Coordination with Salisbury City Staff on Rails to Trails
  - A small Chesapeake Utilities team is working directly with Will White, of the City of Salisbury to see if there are any areas where the trail aligns with our right of way
  - We learned from RailPros that crossing the rail road discussion will need to be coordinated with the Norfolk Southern Public Projects group



# MEMORANDUM

To:	Julia Glanz, City Administrator
From:	John W. Tull, Fire Chief 🔗
Subject:	Budget Amendment Request
Date:	April 20, 2021

The Salisbury Fire Department respectfully requests approval of a budget amendment in the amount of \$31,945.00 to cover the unexpected costs for repairs to the HVAC system located at our Headquarters facility. The HVAC system has experienced a failure of the condensing unit and internal coil that has resulted in a loss of the air conditioning through the entire building. The Department has consulted with the Department of Procurement and received the attached proposal from Electrical Automation Services, Inc. (EASI) who was awarded the City-wide contract for HVAC service and repairs under ITB-A-20-108.

The scope of work will consist of the following items:

- Furnish and install one (1) new 25 ton JCI by YORK replacement outdoor condensing unit to replace the existing Trane unit.
- Furnish and install one (1) new refrigerant coil rated for R410A refrigerant and new R410A expansion valves for the indoor air handler.
- Flush the refrigerant lines of any old oil and contaminants.
- Reconnect to existing electric, controls, and piping.
- Start up and check operation.
- Dispose old unit and coil.

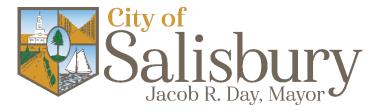
The unanticipated expenses for this repair was impossible to foresee. Without the transfer of these funds, the Department will be forced to defer this critical repair until July and require our administrative staff to work in an environment without air conditioning or the ability to open windows. The requested funds from this budget amendment can be placed in the Departments Building account 24035-534301.

Thank you in advance for your time and consideration on this request. Unless you or the Mayor have further questions, please forward a copy of this memo and ordinance to the City Council for their consideration.

1	ORDINANCE NO
2 3 4 5 6 7	AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2021 GENERAL FUND BUDGET TO APPROPRIATE FUNDS TO THE SALISBURY FIRE DEPARTMENT'S BUILDING ACCOUNT FOR HVAC REPAIRS.
/ 8 9	WHEREAS, the Salisbury Fire Department has experienced a failure of the HVAC condensing unit and internal coil; and
10 11	WHEREAS, the failure has resulted in a loss of the air conditioning throughout the entire Salisbury Fire Department building; and
12	WHEREAS, the cost to cover the necessary repairs is estimated to be \$31,945.00; and
13 14	WHEREAS, the Salisbury Fire Department has determined that there are insufficient funds available in other accounts to transfer to cover the amount required to cover the cost of the aforesaid repair.
15 16	NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:
17	Section 1. The City of Salisbury's Fiscal Year 2021 General Fund Budget be and is hereby amended as follows
18	(a) Increase the Current Year Surplus Account (01000-469810) by \$31,945.00.
19 20 21	(b) Increase the Salisbury Fire Department's Building Account (24035-534301) by \$31,945.00.
22 23	<b>BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY,</b> <b>MARYLAND</b> , as follows:
24 25	<u>Section 2</u> . 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.
26 27 28 29 30	<u>Section 3</u> . 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.
31 32	<u>Section 4</u> . 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.
33	Section 5. This Ordinance shall take effect from and after the date of its final passage.
34 35 36 37 38 39 40	THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the day of, 2021 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, 2021.
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ATTEST:	
Kimberly R. Nichols, City Clerk	John R. Heath, City Council Presiden
Approved by me, thisday of	, 2021.
Julia Clanz, City Administrator	_

62 Julia Glanz, City Administrator
63 for and at the direction of Jacob R. Day, Mayor



# MEMORANDUM

To:	Julia Glanz, City Administrator
From:	John W. Tull, Fire Chief
Subject:	Municipal Code Revision Chapter 8.11 – The Fire Prevention Code
Date:	April 20, 2021

Attached you will find an ordinance to amend the Salisbury Municipal Code Chapter 8.11 – The Fire Prevention Code. The ongoing application, administration and periodic review of this Code has identified areas where revisions are needed. Below are the requested changes:

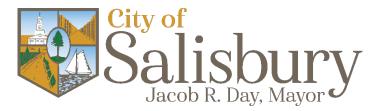
- Section 0.20 (B.6) Adding additional permit requirements from the Fire Marshal
  - $\circ$   $\,$  To perform any fire hydrant or fire pump water flow test; and
  - Sale of consumer fireworks.

If you should have any changes or concerns, please do not hesitate to contact me.

1			ORDINANCE NO.
2 3 4 5 6 7	T. F	HE SA OR TH	INANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 8.11 OF LISBURY CITY CODE, ENTITLED "THE FIRE PREVENTION CODE", E PURPOSE OF ADDING NEW PERMITS THAT ARE REQUIRED TO BE ED FROM THE FIRE MARSHAL.
8 9			he ongoing application, administration and enforcement of the Salisbury City Code demonstrates eview, evaluation and amendment; and
10	WHEI	REAS, t	he City of Salisbury has adopted the State Fire Prevention Code subject to local amendments; and
11 12			he City of Salisbury desires to amend Chapter 8.11.020 of the Salisbury City Code for the purpose nal, specific permits that are required to be obtained from the Fire Marshal's Office.
13 14 15	,		EFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF (LAND, as follows:
16 17			hapter 8.11 of the Salisbury City Code, entitled "The Fire Prevention Code", be and is hereby the crossed-out language and adding the bolded and underlined language as follows:
18 19 20	•		THE FIRE PREVENTION CODE
21 22	8.11.02	20 - Am	endments to the State Fire Prevention Code.
23 24 25	А.		National Fire Protection Association Life Safety Code 101 as referenced, amended, and lgated by the State Fire Prevention Commission is adopted by the City with the following local ment.
26		1.	Fire prevention fees shall be established by resolution of the City Council.
27 28	В.		ational Fire Protections Association Fire Code 1 as referenced, amended, and promulgated by the Fire Prevention Commission is adopted by the City with the following local amendments:
29		1.	The board of appeals shall be the building board of adjustments and appeals.
30 31 32 33		2.	Any person who fails to comply with the provisions of the Code or who fails to carry out an order made pursuant to this Code or violates any condition attached to a permit, approval, or certificate may be subject to a municipal infraction not to exceed five hundred dollars (\$500.00) each day the violation continues.
34 35 36 37		3.	Failure to comply with the time limits of an abatement notice or other corrective notice issued by the authority having jurisdiction (AHJ) may result in municipal infractions not to exceed five hundred dollars (\$500.00) for each day the violation continues and the AHJ shall have authority to evacuate, vacate and order such building or structure to be closed to the public.
38		4.	Include Annex E: Fire Fighter Safety Building Marking System, with local amendments.
39			a. Local amendments to Annex E are:
40 41			i. Add E. 1.3.6.1. The following letters shall be used to indicate special hazards assigned to the center of the Maltese cross:
42 43 44 45 46 47			<ul> <li>A) "F" — Floor hazard</li> <li>B) "R" — Roof hazard</li> <li>C) "W" — Wall hazard</li> <li>D) "H" — Holes in structure</li> <li>E) "S" — Stairs compromised</li> <li>F) "M" — Maze like, confusing layout</li> </ul>

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49		ii. Add E. 1.3.6.2. Where the AHJ determines the conditions to be severe enough to
50		limit all operational activity to a defensive mode only, a red "X" shall be placed
51		through the center section of the Maltese cross.
52	5. Repla	ce Subsection '10.10.1 Permits.' with 10.10.1 Open Burning Prohibited. Open burning,
53		than cooking and recreational fires compliant with the provisions of this Code, is
54	prohi	
	*	
55		its from the Fire Marshal are required for the following:
56	a.	Installation/Modification of fire alarm and detection systems;
57	b.	Installation/Modification of sprinkler or water spray systems;
58	с.	Installation/Modification of standpipe systems;
59	d.	Installation/Modification fire pumps;
60	e.	Installation/Modification of water storage tanks for fire protection;
61	f.	Installation/Modification of gaseous and chemical extinguishing systems;
62	g.	Installation/Modification of foam systems;
63	h.	Installation/Modification of smoke control systems;
64	1.	Installation/Modification of flammable and combustible liquid storage tanks;
65	J.	Installation/modification of emergency generators for fire protection systems;
66	k.	Installation, modification, or removal from service of any private fire hydrants;
67	1.	Fireworks displays; <del>and</del>
68	m.	To store, transport on site, dispense, use, or handle hazardous materials-:
69	<u>n.</u>	To perform any fire hydrant or fire pump water flow test; and
70	<u>0.</u>	Sale of consumer fireworks.
71		
72 73		NACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY,
13	MARYLAND, as follows:	
74	Section 2. It is the i	ntention of the Mayor and Council of the City of Salisbury that each provision of this
75	Ordinance shall be deemed ind	dependent of all other provisions herein.
76	Section 3. It is furth	er the intention of the Mayor and Council of the City of Salisbury that if any section,
77		or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise
78		le Maryland or federal law, such adjudication shall apply only to the section, paragraph,
79		n so adjudged and all other provisions of this Ordinance shall remain and shall be deemed
80	valid and enforceable.	i be adjudged and an other provisions of and oraniance shart remain and shart of accined
81		s set forth hereinabove are incorporated into this section of the Ordinance as if such recitals
82	were specifically set forth at le	ength in this Section 4.
83	Section 5. This Ordi	nance shall take effect from and after the date of its final passage.
84		
85	THIS ORDINANCE	was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury
86	held on the day of	, 2021 and thereafter, a statement of the substance of the Ordinance having been
87		in the meantime, was finally passed by the Council of the City of Salisbury on the
88	day of, 2021.	
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98 99	ATTEST:	
100 101 102 103	Kimberly R. Nichols, City Clerk	John R. Heath, City Council President
104 105 106 107 108	Approved by me, thisday of	, 2021.
109 110 111 112 113	Julia Glanz, City Administrator for and at the direction of Jacob R. Day, Mayor	



# MEMORANDUM

То:	Julia Glanz, City Administrator
From:	Andy Kitzrow, Deputy City Administrator
Subject:	EnerGov Software
Date:	April 28, 2021

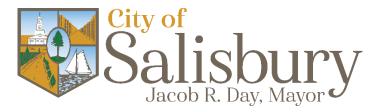
Several Departments have discussed the benefits for the EnerGov Software package. Here are the following are reasons to purchase this application for the City of Salisbury:

- Better run its operations and track activity on commercial and residential properties
- Improve the City's ability to issue code violations and citations, manage building and other City issued permits, and complete building and fire inspections.
- Significantly improve the City's ability to complete reporting and analysis for ongoing activity
- Enable several departments to effectively community via a central software platform

The to cost of the software application package is \$193,232 and the total cost to departments in the General Fund is \$174,000. Completing the budget amendment will allow us to properly expense the purchase to the appropriate departments based on intended usage of the software.

1	ORDINANCE NO.
2 3 4 5 6	AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2021 GENERAL FUND TO APPROPRIATE FUNDS FOR THE PURCHASE OF SOFTWARE.
7 8	WHEREAS, the City of Salisbury (the "City") has determined the City requires the EnerGov software application to better run its operations and track activity on commercial and residential property; and
9 10	WHEREAS, EnerGov will improve the City's ability to issue code violations and citations, manage building and other City issued permits, and complete building and fire inspections; and
11 12	WHEREAS, EnerGov will significantly improve the City's ability to complete reporting and analysis for ongoing activity and enables several departments to effectively communicate via a central software platform; and
13 14	<b>WHEREAS</b> , the City estimates the total cost of the EnerGov software application package to be \$193,232.00 and estimates the total cost to City departments in the General Fund to be \$174,000.00; and
15 16 17	WHEREAS, the appropriations necessary to execute the City's purchase of the EnerGov software as intended by this Ordinance, for the reasons set forth herein, must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.
18 19	NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:
20	Section 1. The City of Salisbury's Fiscal Year 2021 General Fund Budget be and is hereby amended as follows:
21 22	(a) Increase Housing and Community Development Department Account (25200-577036) by \$45,000.00.
23 24 25 26 27	<ul> <li>(b) Decrease Infrastructure &amp; Development Department Account (31000-577036) by \$45,000.00.</li> <li>BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MADVLAND, as follows:</li> </ul>
27 28 29	MARYLAND, as follows: <u>Section 2</u> . 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.
30 31 32 33 34	<u>Section 3</u> . 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.
35 36	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.
37 38	Section 5. This Ordinance shall take effect from and after the date of its final passage.
39 40 41 42 43 44	THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the day of, 2021 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, 2021.
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1	ATTEST:	
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5	Kimberly R. Nichols, City Clerk	John R. Heath, City Council President
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9	Approved by me, this day of	, 2021.
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14	Julia Glanz, City Administrator	
15	for and at the direction of Jacob R. Day, Mayor	
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To: City Council

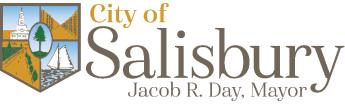
From: Johannah Cooper, Community Engagement Fellow for Vulnerable Populations Subject: Fair Chance Housing- Transparency Disclosure Legislation Date: April 28, 2021

The City of Salisbury seeks to reduce the barriers to accessing rental housing for individuals with criminal histories. Landlords and property management companies would be required to disclose their policies and practices related to criminal background checks on all promotional materials, including the application and website. Required information includes description of fees, period of 'lookbacks' on criminal histories that are evaluated and any other information related to background checks and exclusionary criteria for applicants.

After an initial presentation to Council during the January work session, members of the City's team have met with SAPOA and other stakeholders to discuss the challenge for residents in Salisbury and brainstorm potential solutions. We have gained consensus to move forward with a required transparency disclosure and host further conversation on additional options. I believe that providing information about exclusionary criteria, particularly as it relates to criminal background can reduce the time and money spent submitting multiple housing applications only to be denied without explanation. This level of transparency is important for applicants to understand the necessary qualifications for consideration in a particular property.

For previously incarcerated individuals, the common practice of completing of and denial of applicants based on criminal background checks presents an additional barrier to accessing housing. While the City is interested in creating additional measures to reduce housing barriers, creating an ordinance to require transparency has the potential to benefit residents and is a step in creating a more inclusive community by removing one barrier in the process. Doing so allows applicants to understand the criteria and make an informed decision to move forward for consideration. If an

Office of the Mayor 125 N. Division St., #304 Salisbury, MD 21801 410-548-3100 (fax) 410-548-3102 www.salisbury.md



ordinance of this nature is passed, Salisbury would become one of the first small municipalities to enact a policy of this nature.

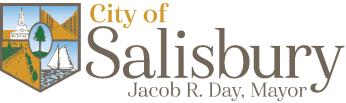
In the United States, 1 in 3 adults have a criminal record of some kind, and thus this type of policy in the rental application process presents a large housing challenge. The Department of Housing and Urban Development (HUD) has recognized the discriminatory nature that criminal background checks have on homelessness and communities across the U.S. In 2016, HUD set forth the following guidelines<sup>1</sup>:

- Landlords and rental companies may not have 'blanket bans' on criminal history and they cannot conduct background checks inconsistently
- Policies that prohibit individuals with a criminal history from renting must be stated in writing
- Landlords must consider criminal activity on an individual basis to evaluate the threat to the rental owner's property
- For federally-funded housing, the exclusions to this prohibition include those registered on the national lifetime sex offender registry and those who are convicted of manufacturing methamphetamine on federal property
- Landlords who deny based on criminal history must provide explanation and evidence of substantial threat related to the conviction

In Maryland, there are currently 117,000 individuals behind bars or under criminal justice supervision, according to the Prison Policy Initiative<sup>2</sup>. In addition, there are increasing numbers of individuals being released from Eastern Correctional Institute and other facilities in the State. The impact of discluding those with criminal histories is far reaching but is an even larger concern for minorities. Among those currently involved with the criminal justice system in MD, 72% are Black or Latinx, despite only being 37% of the State's population (Prison Policy Initiative). This

<sup>&</sup>lt;sup>1</sup> https://www.thehousingcenter.org/brochures/criminal-history/

<sup>&</sup>lt;sup>2</sup> https://www.prisonpolicy.org/profiles/MD.html



disproportionate representation indicates a larger disparity for people of color in the criminal justice system, thus housing discrimination further placing people of color in a disparate position to their white counterparts. While it is against Federal and State law to deny housing based on race and ethnicity, landlords are still able to engage in discriminatory practices by using criminal histories as exclusionary criteria.

Shelter is among the five basic needs for survival, however accessing stable housing is often difficult for re-entering individuals and their families. Most landlords and property management companies require a criminal background check as part of the application process for rental housing. This information is then used to deny housing to otherwise qualified applicants, typically resulting from fears related to liability. This common practice creates an additional barrier for previously incarcerated individuals and their families. For those with limited income and time constraints, the lack of transparency creates concerns for individuals and families during the application process, who may submit multiple applications, pay the required fees and are denied with little to no explanation.

The Fair Chance Housing project will continue to be a priority for the City. Additional steps to increase housing access, such as incentive programs, landlord insurance for renting to individuals with criminal history and other measures to promote equitable practices will be researched. Further conversations with SAPOA and stakeholders will be held to determine a solution that benefits the community while including the perspective of landlords and property managers. However, beginning with a step towards increased transparency places individuals with criminal histories at a more equitable position to access housing by having the necessary information before beginning the application process. Doing so creates one layer of protection from the variety of social challenges.

Please let me know if you have any questions.

Office of the Mayor 125 N. Division St., #304 Salisbury, MD 21801 410-548-3100 (fax) 410-548-3102 www.salisbury.md

1	ORDINANCE NO.
2 3 4 5 6 7	AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 15.26 OF THE SALISBURY CITY CODE, ENTITLED "RENTAL OF RESIDENTIAL PREMISES", BY ADDING A NEW SECTION 15.26.045 ENTITLED "FAIR CHANCE HOUSING".
8	RECITALS
9 10	WHEREAS, the Mayor and Council of the City of Salisbury desire to update the Salisbury Municipal Code to adopt a fair chance housing policy to reduce the barriers to housing for individuals with a criminal history; and
11 12	WHEREAS, mass incarceration is a national and local crisis and restoring the rights of people affected by mass incarceration is a national priority; and
13 14	WHEREAS, the U.S. Department of Justice has estimated one in every three adults in the United States has either an arrest or conviction record; and
15 16 17 18	<b>WHEREAS</b> , homelessness is a critical issue in this City and formerly incarcerated people are disproportionately affected by homelessness, which can prevent a formerly incarcerated person from getting a job, from visiting with their children, and from fulfilling other needs that are fundamental to reintegrating with the community after incarceration; and
19 20 21	WHEREAS, many landlords and landlord's agents require a criminal background check as part of the application process for rental housing and information obtained from that criminal background check may be used to deny housing to otherwise qualified applicants; and
22 23 24	<b>WHEREAS</b> , the Department of Housing and Urban Development (HUD) has recognized the discriminatory nature that criminal background checks have on homelessness and minority communities across the U.S. and have imposed guidelines related to the use of criminal background checks during the applicant screening process; and
25 26	WHEREAS, notwithstanding those guidelines, reliance on criminal background checks by landlords creates additional barriers for previously incarcerated individuals and their families to access affordable housing; and
27 28	WHEREAS, for those persons with limited income and time constraints, the lack of transparency during the applicant screening process creates further difficulties and costs that could be avoided; and
29 30 31	<b>WHEREAS</b> , the Council of the City of Salisbury has concluded that it is in the best interest of the City to increase transparency by landlords and landlords' agents to allow applicants to better understand the necessary qualifications for consideration to lease or rent a residential dwelling unit and to amend the City Code to require a transparency disclosure.
32 33	NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:
34 35	Section 1. Chapter 15.26 of the Salisbury City Code, entitled "Rental of Residential Premises", be and is hereby amended by adding the bolded and underlined language as follows:
36	<u>Chapter 15.26.045 – Fair Chance Housing Policy.</u>
37	A. Definitions.
38 39	In addition to those "Definitions" set forth in Chapter 15.26.030, the following words have the following meanings:
40 41	<u>"Agent" means a person authorized to make, contract, or authorize a Lease or to charge Rent for a Dwelling Unit on behalf of a Landlord.</u>
42 43	"Applicant" means a person who seeks information about, visits, or applies to Rent or Lease a Dwelling Unit or who seeks to be added as a household member to an existing Lease for a Dwelling Unit.
44	

45	"Arrest" means a record from any jurisdiction that does not result in a Conviction and includes
46	information indicating that a person has been questioned, apprehended, taken into custody or detained,
47	or held for investigation by a law enforcement, police, or prosecutorial agency and/or charged with,
48	indicted, or tried and acquitted for any felony, misdemeanor, or other criminal offense.
49	<u>"Background Check Report" means any report regarding an Applicant's Criminal History, including but</u>
50	not limited to those produced by the Federal Bureau of Investigation, Maryland State Police, other law
51	enforcement agencies, courts, or any consumer reporting or tenant screening agency.
52	"Conviction" means a record from any jurisdiction that includes information indicating that a person has
53	been convicted of a felony or misdemeanor or other criminal offense and for which the person was placed
54	on probation, fined, imprisoned and/or paroled.
55	"Criminal History" means information transmitted orally or in writing or by any other means, and
56	obtained from any source, including but not limited to the person to whom the information pertains, a
57	government agency, or a Background Check Report, regarding one or more Convictions or Arrests; a
58	Conviction that has been sealed, dismissed, vacated, expunged, voided, invalidated, or otherwise rendered
59	inoperative by judicial action or by statute; a determination or adjudication in the juvenile justice system;
60	a matter considered in or processed through the juvenile justice system; or participation in or completion
61	of a diversion or a deferral of judgment program.
62	"Landlord" means the owner of a Dwelling Unit.
63	<u>"Lease" means any agreement, written or verbal, that establishes or modifies the terms, conditions,</u>
64	rules, regulations or any other provisions concerning the use and occupancy of a Dwelling Unit.
65	<u>"Owner" means:</u>
66	(1) Any person having a legal or equitable interest in the Dwelling Unit, including, but not
67	limited to a mortgagee and an assignee of rents;
68 69	(2) Any person who, alone or jointly or severally with others, shall have the charge, care, or control of any structure as executor, administrator, trustee or guardian of the estate of the owner; or
70 71 72	(3) Any person whose name appears on the property tax bill. "Rent" means the amount charged for the right to possession and use of a Dwelling Unit.
73	B. <u>Requirements for a Landlord and a Landlord's Agent</u>
74 75 76 77 78	1. <u>A Landlord and a Landlord's Agent shall disclose to an Applicant (a) the charge or cost of the application for Lease or Rent; (b) if a Background Check Report will be conducted and, if so, how fair back the Background Check Report can extend, referred to as the "lookback period;" (c) and any exclusionary criteria used to screen an Applicant before the Landlord or the Landlord's Agent may charge an Applicant a fee to apply to Lease or Rent.</u>
79	2. A Landlord and a Landlord's Agent shall also disclose on all promotional materials and
80	advertisements related to Renting or Leasing a Dwelling Unit their policies and practices related to a
81	Background Check Report and shall provide notice of the requirements set forth in B(1) above in
82	their application materials, on their websites, and at any Rental or Leasing offices.
83 84 85	<b><u>3.</u></b> If a Landlord and a Landlord's Agent orders a Background Check Report for an Applicant, they shall provide a copy of that report to the Applicant.
86	C. No Conflict with State or Federal Law
87 88 89 90	This Chapter is not intended to conflict with state or federal law. If there is a conflict between the provisions of federal or state law and this Chapter, federal or state law shall control.

<u>D.</u>	Effective Date
Ordi	provisions of this Chapter shall take effect upon thirty (30) days after final adoption of this nance. The City shall cause notice of this Ordinance to be mailed to all Landlords subject to Chapter within ninety (90) days of final adoption of this Ordinance.
15.20	within milety (90) days of mila adoption of this Ordinance.
<u>E.</u>	Enforcement
	re of a Landlord or Landlord Agent to comply with Chapter 15.26.045B shall result in the issuance nunicipal infraction and shall be subject to a fine not to exceed Five Hundred Dollars (\$500.00) per tion.
BE IT FU MARYLANI	URTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, D, as follows:
	It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance and independent of all other provisions herein.
subsection, cl under applica	It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, ause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable ble Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and
	The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals ally set forth at length in this Section 4.
<u>Section 5</u> .	This Ordinance shall take effect from and after the date of its final passage.
on the published as 1	<b>DINANCE</b> was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held, 2021 and thereafter, a statement of the substance of the Ordinance having been required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the, 2021.
ATTEST:	
Kimberly R.	Nichols, City Clerk     John R. Heath, City Council President
Approved by	me, thisday of, 2021.
,	City Administrator e direction of Jacob R. Day, Mayor