



CITY OF SALISBURY CITY COUNCIL AGENDA

MAY 10, 2021

6:00 p.m.

ZOOM MEETING

Times shown for agenda items are estimates only.

- 6:00 p.m. CALL TO ORDER
- 6:01 p.m. WELCOME/ANNOUNCEMENTS
- 6:02 p.m. SILENT MEDITATION
- 6:03 p.m. PROCLAMATIONS –City Administrator Julia Glanz
- Huntington’s Disease Awareness Month
 - Asian American and Pacific Islander Heritage Month
 - National Police Week
 - Emergency Medical Services Week
- 6:30 p.m. ADOPTION OF LEGISLATIVE AGENDA
- 6:31 p.m. CONSENT AGENDA – City Clerk Kimberly Nichols
- April 5, 2021 Closed Session Minutes (emailed separately)
 - April 12, 2021 Legislative Session Minutes
 - April 12, 2021 Closed Session Minutes (emailed separately)
 - **Resolution No. 3104**- to approve the appointment of Hannah Cechini to the Human Rights Advisory Committee for the term ending May 2023
- 6:34 p.m. **PUBLIC HEARINGS – Mayor’s Proposed FY22 Budget, Water & Sewer Rates, Fees, and Constant Yield Tax Rate**- City Attorney Michael Sullivan
- **Ordinance No.2660**- appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2021 to June 30, 2022, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
 - **Ordinance No. 2661**- to amend water and sewer rates to increase rates by 6% and making said changes effective for all bills dated October 1, 2021 and thereafter unless and until subsequently revised or changed
 - **Ordinance No. 2662**- to set fees for FY 2022 and thereafter unless and until subsequently revised or changed
 - **Constant Yield Tax Rate**
- 6:54 p.m. ORDINANCES – City Attorney Michael Sullivan

- **Ordinance No. 2663**- 2nd reading- to amend Chapter 15.26 Rental Of Residential Premises of the Salisbury City Code by deleting Subsection 15.26.035 Rent Increases Barred During States Of Emergency
- **Ordinance No. 2664**- 1st reading- approving a budget amendment of the FY2021 General Fund to appropriate funds for the purchase of software
- **Ordinance No. 2665**- 2nd reading- approving a Budget Amendment of the FY2021 General Fund Budget to appropriate funds to the Salisbury Fire Department's Building Account for HVAC repairs
- **Ordinance No. 2666**- 1st reading- to amend Chapter 8.11 of the Salisbury City Code, entitled "The Fire Prevention Code", for the purpose of adding new permits that are required to be obtained from the Fire Marshal
- **Ordinance No. 2667**- 1st reading- 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"

7:25 p.m. PUBLIC COMMENTS

7:30 p.m. ADMINISTRATION and COUNCIL COMMENTS

7:40 p.m. ADJOURNMENT

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

NEXT COUNCIL MEETING – MAY 24, 2021

- **Resolution No.** - to re-appoint Joseph Anderson to the Parks & Recreation Committee
- **Ordinance No. 2660**- 2nd reading- appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2021 to June 30, 2022, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
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- **Ordinance No. 2662**- 2nd reading- to set fees for FY 2022 and thereafter unless and until subsequently revised or changed
- **Ordinance No. 2664**- 2nd reading- approving a budget amendment of the FY2021 General Fund to appropriate funds for the purchase of software
- **Ordinance No. 2666**- 2nd reading- to amend Chapter 8.11 of the Salisbury City Code, entitled "The Fire Prevention Code", for the purpose of adding new permits that are required to be obtained from the Fire Marshal
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Join Zoom Meeting

<https://us02web.zoom.us/j/5362772908>

Meeting ID: 536 277 2908

Phone: 1.301.715.8592

CITY OF SALISBURY, MARYLAND

REGULAR MEETING (VIA ZOOM MEETING)

APRIL 12, 2021

PUBLIC OFFICIALS PRESENT

*President John “Jack” R. Heath
Councilwoman Angela M. Blake
Councilwoman April Jackson*

*Council Vice-President Muir Boda
Councilwoman Michele Gregory*

PUBLIC OFFICIALS ABSENT

Mayor Jacob R. Day

IN ATTENDANCE

Deputy City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, Department of Infrastructure & Development Director Amanda Pollack, Water Works Director Cori Cameron, Sustainability Coordinator Alyssa Hastings, Police Chief Barbara Duncan, City Attorney Michael Sullivan, City Clerk Kimberly Nichols, members of the press and Public

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. via a Zoom Meeting. Council President John R. Heath called the meeting to order and called for a moment of silent meditation.

PROCLAMATION

• **Child Abuse Prevention Month**

Deputy City Administrator Andy Kitzrow presented the proclamation to declare April as Child Abuse Prevention Month. Today’s children represent tomorrow’s leaders and the City of Salisbury was committed to the safety and security of its children, families, and communities. The Wicomico Child Advocacy Center supports more than 600 of the youngest and most vulnerable Citizens each year for abuse through its Child Advocacy Center. The community must increase awareness about child abuse and its prevention, which remains the best defense. National Child Abuse Prevention Month. observed throughout the Nation each April, raises awareness about child abuse and neglect, and encourages individuals and communities to support children and families.

PRESENTATION

• **Bird City Maryland**

Sustainability Coordinator Alyssa Hastings introduced Chris Eberly, Director of the Maryland Bird Conservation Partnership. Mr. Eberly reported that The City of Salisbury satisfied all the requirements of becoming a Maryland Bird City, and was the first on the

48 *Eastern Shore. The goal of the Bird City program was to make Maryland communities*
49 *healthier for birds and for people. Bird Cities bring people together, build community*
50 *pride and make communities a more desirable place to live for people and birds. Mr.*
51 *Eberly stated that Salisbury's Bird City application was a testament to its efforts to make*
52 *Salisbury the most desirable community on the Eastern Shore, as it was now a Bee City,*
53 *Tree City and a Bird City.*

54
55 *Mr. Eberly recognized Amanda Pollack and Alyssa Hastings for leading the application*
56 *process, and the Tri-County Bird Club, Ward Museum of Wildfowl Art, and City of*
57 *Salisbury Green Team for their assistance throughout the process. He presented a plaque*
58 *to the City designating Salisbury as an official Bird City Community.*

59
60 **ADOPTION OF LEGISLATIVE AGENDA**

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62 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve the legislative*
63 *agenda as presented.*

64
65 **CONSENT AGENDA** – *presented by City Clerk Kimberly Nichols*

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67 *The Consent Agenda consisting of the following items was unanimously approved on a motion*
68 *and seconded by Ms. Jackson and Ms. Gregory, respectively:*

- 69
- *March 1, 2021 Closed Session Minutes (e-mailed separately)*
 - *March 8, 2021 Legislative Session Minutes*
 - *March 15, 2021 Closed Session Minutes (e-mailed separately)*
 - *March 15, 2021 Work Session Minutes*
 - **Resolution No. 3098**- *approving the appointment of Cynthia Lombardo to the Human Rights Advisory Committee for term ending April 2023*
 - **Resolution No. 3099**- *approving the appointment of Logan Prushansky to the Human Rights Advisory Committee for term ending April 2023*
 - **Resolution No. 3100**- *approving the reappointment of Scott Saxman to the Historic District Commission for term ending December 2023*
 - **Resolution No. 3101**- *declaring that SBY Development Group LLC is eligible to receive Enterprise Zone benefits for property located at 229 W. Main Street, Salisbury, MD*
 - *Approving the Manufacturing Exemption request for Smith's Interconnect Microwave Components, Inc.*
 - *Approving the Manufacturing Exemption request for Perdue Foods, LLC*

70
71 **AWARD OF BIDS**- *presented by Procurement Director Jennifer Miller*

72
73 *The Award of Bids, consisting of the following, was unanimously approved on a motion and*
74 *seconded by Ms. Jackson and Mr. Boda, respectively, and approved by unanimous vote in favor:*

- 75
- 76 • Award of Contract(s)
 - 77 ○ *ITB A-21-111 SCADA Maintenance* *\$100,000.00+ (3 yr. est)*
 - 78
 - 79 • Declaration of Surplus

- Salisbury Police Department- Vehicles 13, 16, 300, 1479 \$ 0.00

ORDINANCES – presented by City Attorney Michael Sullivan

- **Ordinance No. 2657**- 2nd reading- to accept federal grant funding from the Governor's Office of Crime Control and Prevention (GOCCP) in the amount of \$15,000.00 for Grant BJAG-2019-0001, National Incident Based Reporting System (NIBRA) training, and amending the Grant Fund budget to appropriate these grant funds for NIBRS training

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2657 for second reading.

- **Ordinance No. 2658**- 2nd reading- accepting grant funds from the Maryland State Office of Crime Prevention, Youth, and Victim Services in the amount of \$24,000.00 under the FY21 Police Recruitment and Retention Program (PRAR) and amending the Grant Fund budget to appropriate these grant funds for payment of retention bonuses to eligible Salisbury Police Officers

Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve Ordinance No. 2658 for second reading.

- **Ordinance No. 2659** – 2nd reading- to abandon an area of land being the alley connecting Washington Street and Eastern Shore Drive

Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2659 for second reading.

PUBLIC COMMENTS

There were no requests for public comments.

ADMINISTRATION AND COUNCIL COMMENTS

Mr. Kitzrow discussed the mass vaccination site for first come, first served COVID vaccinations for anyone over the age of sixteen. He encouraged everyone to get vaccinated. Several weeks ago, the City recommended legislation to go to the State. It made it through the State and was awaiting the Governor's signature for the Horizon Program.

Mr. Boda was happy to see the Horizon Program making it through the General Assembly. It was a great program and would make a positive impact on Downtown. He was also happy to see the City designated as a Bird City.

Ms. Jackson said she was an avid bird lover. She asked everyone to get their vaccinations and continue to be safe, wear masks, social distance, and sanitize. We are not through yet.

Ms. Blake reported the past weekend the local businesses and restaurants were packed with 45-minute waiting periods for most of the restaurants downtown. Please donate blood if healthy enough.

127
128 *Ms. Gregory reiterated what everyone said. Please get your vaccination and support the local*
129 *businesses.*

130
131 *President Heath acknowledged the new counsel. Michael Sullivan and Ashley Bosche were on the*
132 *Zoom Conference with Council. He was looking forward to a long relationship with their firm.*

133
134 **MOTION TO CONVENE IN CLOSED SESSION**

135
136 *At 6:42 p.m. President Heath called for a motion to convene in Closed Session to consult with*
137 *counsel to obtain legal advice on a legal in accordance with the Annotated Code of Maryland §3-*
138 *305(b)(7). Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (5-0) to convene in*
139 *Closed Session.*

140
141 **MOTION TO ADJOURN CLOSED SESSION / REPORT TO PUBLIC / CONVENE IN OPEN**
142 **SESSION**

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144 *At 7:24 p.m., Mr. Boda moved, Ms. Gregory seconded, and the vote was unanimous to adjourn the*
145 *Closed Session.*

146
147 *President Heath reported to the Public that while in Closed Session Council consulted with legal*
148 *counsel regarding a contract.*

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150 **ADJOURNMENT**

151 *With no further business to discuss, the Open Session was adjourned at 7:26 p.m.*
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CITY OF SALISBURY, MARYLAND
CLOSED SESSION
APRIL 5, 2021

TIME & PLACE: 4:30 p.m., Zoom Meeting of City Council
PURPOSE: to consult with counsel to obtain legal advice on a legal matter
VOTE TO CLOSE: Unanimous (5-0)
CITATION: Annotated Code of Maryland §3-305(b)(7)
PRESENT: Council President John “Jack” R. Heath, Council Vice President Muir Boda,
Councilwoman April Jackson, Councilwoman Angela M. Blake,
Councilwoman Michele Gregory, City Administrator Julia Glanz, Deputy
City Administrator Andy Kitzrow, City Attorney Michael Sullivan, Attorney
Kevin Karpinski, Attorney Mark Tilghman, City Clerk Kimberly Nichols
ABSENT: Mayor Jacob R. Day

The City Council convened in Open Session via a Zoom Meeting at 4:30 p.m. President Heath immediately called for a motion to convene in Closed Session as permitted under the Annotated Code of Maryland §3-305(b)(7). Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (5-0) to convene in Closed Session.

City Council was provided information surrounding possible litigation, and determined a strategy path in which to proceed.

At 4:59 p.m., Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (5-0) to adjourn the Closed Session.

Council convened in Open Session via Zoom at 5:02 p.m. and President Heath reported that Council received advice on a legal matter on pending litigation while in Closed Session.

Council then convened in the regularly scheduled Work Session.

City Clerk

Council President



MEMORANDUM

To: Julia Glanz, City Administrator
From: Julie English, Administrative Assistant
Subject: Appointment to the Human Rights Advisory Committee
Date: May 6, 2021

The following person has applied for appointment to the Human Rights Advisory Committee for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Hannah Cechini	May 2023

Attached you will find information from Ms. Cechini and the resolution necessary for her appointment. If you approve of this appointment, I will forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

Hannah Cechini
202 West Main Street
Salisbury, MD 21801
hannahcechini@gmail.com

March 31st, 2021

Julia Glanz
Acting Mayor, City of Salisbury
125 N. Division Street, Room 304
Salisbury, MD 21801

Dear Acting Mayor Glanz,

My name is Hannah Cechini. I am a weekend anchor and reporter with 47ABC in Salisbury, MD. I am also an out and open member and advocate of and for the LGBTQ+ community. In this letter, I am expressing my intent to apply for a seat on the City of Salisbury's Human Rights Advisory Committee.

The City of Salisbury's Human Rights Advisory Committee currently has spots open, and has publicized the fact that they are actively searching for members of the community who can contribute to the valuable conversations they have about human rights in our city.

As a member of the committee, I believe I could provide valuable insights about the role that media plays in human rights issues, as far as raising awareness among the public, and working with citizens to get answers and find solutions. I am aware that there is already representation for the LGBTQ+ community on the committee. However, being that I am a member and advocate for the community myself, I believe I could provide valuable insights in that area as well.

With this being said, I feel it is important to mention that if I am accepted to the committee, I would no longer be able to cover stories that have to do with the committee, as it would be a conflict of interest. However, I have gotten permission from station management to feed story ideas from committee meetings and activities to other reporters.

I hope I am selected, and look forward to being able to work with the committee towards strengthening Salisbury's diverse and vibrant community. I believe that celebrating and highlighting the different cultures and communities within our city is a crucial step toward achieving that goal.

Sincerely,
Hannah Cechini

Hannah Cechini

(908) 752-0828
hannahcechini@gmail.com

Self-motivated journalist with strong written and verbal communication skills. Experience with pitching, writing, and editing news scripts. Strong understanding of broadcast and social media.

EXPERIENCE

WMDT-47ABC, Salisbury, MD — *Weekend Anchor and Reporter*

March 2020 - Present

- Enterprise story ideas
- Research, write, and interview relevant parties to produce comprehensive reports on local and regional news
- Shooting and editing packages
- Instruct editors and photographers during the editing and shooting process, ranging from VOs to packages
- Supervise, edit, and anchor weekend newscasts

WHDH-TV, Boston, MA — *News Writer and Field Reporter Shadow*

March 2018 - April 2020

- Write live breaking, general assignment news, and packages for anchors in timely and efficient manner that air in multiple newscasts and on the web
- Communicate and coordinate between producers and on-air talent, meeting multiple daily deadlines in a top ten market
- Shadow reporters, conduct interviews alongside photographers out in the field
- Shooting and editing packages
- Instruct editors during the editing process, ranging from VOs to packages
- Contribute to web and social media

EDUCATION

Suffolk University, Boston, MA — *B.A. in Broadcast Journalism, English Minor | Cum Laude*

September 2015 - December 2018

Dean's List Spring and Fall 2016, Fall 2017, Fall 2018

Intro to Communication, Presentation Skills, Introduction to Media, Media Law, Production I, Journalism I & II, Broadcast Journalism I & II, Online Journalism, Television News Producing, Issues in Journalism

SKILLS

Engaging and compelling storyteller

Proficient in Avid and Pinnacle

Working with news software (Proficient in Grass Valley iNews, Grass Valley Stratus, and Avidshare)

Communicating and working collaboratively and cooperatively with others

LEADERSHIP ACTIVITIES

National Society of Leadership and Success Inducted Fall 2017

Recipient of Academic Scholarship
Suffolk University: Fall and Spring 2015, Fall and Spring 2016, Fall and Spring 2017, Fall 2018

Online News Editor Hunterdon Central Regional High School: *The Lamp*, Fall 2012 - Spring 2015

1 **RESOLUTION NO. 3104**

2
3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Human Rights Advisory Committee for the term ending as
5 indicated.

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7

<u>Name</u>	<u>Term Ending</u>
Hannah Cechini	May 2023

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11
12 THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the
13 Council of the City of Salisbury, Maryland held on May _____, 2021.

14
15 ATTEST:

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19 _____
20 Kimberly R. Nichols
21 CITY CLERK

John R. Heath
PRESIDENT, City Council

22
23 APPROVED BY ME THIS

24
25 _____ day of _____, 2021

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29 _____
30 Julia Glanz, City Administrator, for and at the
direction of Jacob R. Day, Mayor

AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2021 TO JUNE 30, 2022, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA, AND STORM WATER FUNDS.

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022 to fund operations of the City of Salisbury, Maryland.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital Projects.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule C – Anticipated Grant Expenditures are hereby appropriated for the grants listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$.9832 per \$100 of assessed valuation of all real property, at \$3.51 per \$100 of assessed valuation for all personal property categorized as utilities, and at \$2.40 per \$100 of assessed valuation for all other personal property subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2021 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at 6:00 PM on May 10, 2021 ~~in Room 304 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.~~ via Zoom Video Conference.

AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance shall take effect upon final passage.

50 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of
51 the City of Salisbury held on the 26th day of April, 2021 and thereafter, a statement of the
52 substance of the Ordinance having been published as required by law, in the meantime, was
53 finally passed by the Council of the City of Salisbury on the _____ day of _____,
54 2021.

55
56
57 **ATTEST:**
58
59
60

61 _____
62 **Kimberly R. Nichols, City Clerk**
63

_____ **John R. Heath, City Council President**

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65
66 Approved by me, this _____ day of _____, 2021.
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69

70 _____
71 **Julia Glanz, City Administrator**
72 **for and at the direction of Jacob R. Day, Mayor**
73

74 **Schedule A - Operating Budget Appropriations**

75

76	1)	General Fund – for the general municipal purposes of the City of Salisbury:	
		City Council / City Clerk	261,232
		Mayor's Office/ Development Services	1,916,217
		Finance	826,559
		Procurement / Municipal Buildings	584,185
		City Attorney	360,000
		Information Technology	695,709
		Police	14,820,816
		Fire	9,326,694
		Housing and Community Development	1,433,835
		Infrastructure and Development	1,743,889
		Field Operations	8,026,943
		Debt Service & Other Uses	5,962,067
		Total	45,958,146
77	2)	Parking Authority Fund – for the special assessment district known as the Parking Authority	
		Total	839,803
78	3)	Water Sewer Fund - for operations of the water and sewer departments	
		Total	18,606,219
79			
80	4)	Marina Fund – for the operations of the enterprise known as the City Marina	
		Total	86,851
81	5)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund	
		Total	1,488,107
82			
		Grand Total	\$ 66,979,126

83

Schedule B – Capital Project Appropriations (1 of 2) General Capital Projects

Project Description	Funding Source					
	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	Reallocation	FY 22 Bond
GOB Air Handler Replacement	178,750					178,750
GOB Security Enhancements	10,000	10,000				
Apparatus Replacement - Aerial Ladder	1,400,000					1,400,000
GOB Air Handler Replacement	178,750					178,750
GOB Security Enhancements	10,000	10,000				
Apparatus Replacement - Aerial Ladder	1,400,000					1,400,000
Exterior: Siding Repair and Painting Phase I	50,000	50,000				
Special Events Pavilions	120,000			120,000		
Field Operations Facility Plan - Phase 3 Garage	1,890,000					1,890,000
Street Light Additions and Replacement	25,000	25,000				
Bridge Maintenance - South Division Street Bridge	100,000	100,000				
Vision Zero- Crosswalk Program	12,500	12,500				
Vision Zero- Pedestrian Signal Program	25,000	25,000				
Skatepark Phase 2b	134,000			134,000		
Street Reconstuction (Milling and Paving)	45,000			45,000		
City Park Master Plan Improvements	400,000				400,000	
Bicycle Master Plan Improvements	475,000				475,000	
Urban Greenway Improvements	450,000				450,000	
Rail Trail Master Plan Implementation	300,000				300,000	
Downtown Street Scaping	600,000				218,674	381,326
Market Street Shoreline Improvements	330,000					330,000
MainStreet Master Plan	(1,843,674)				(1,843,674)	
Vision Zero - ADA Upgrades	50,000	50,000				
Vision Zero- Speed Awareness and Safety Program	12,500	12,500				
Vision Zero- Slow Zone Program	12,500	12,500				
Johnson Pond Dam Improvements	90,000		90,000			
Impervious Surface Reduction	100,000		100,000			
Stream Restoration along Beaverdam Creek	100,000		100,000			
Northwood and Brewington Branch Culvert	600,000		150,000		160,000	290,000
E MainStreet Drain at BU	(160,000)				(160,000)	
General Fund & Capital Projects	5,506,576	297,500	440,000	299,000	-	4,470,076

Schedule B – Capital Project Appropriations (2 of2)

Project	Approved Amount	Capital Projects - Funding Source					
		PayGO	Fed Recovery Grant	FY23 Bond DOOI	Impact Funds	Revolving Funds	Bond
<u>Water Sewer Capital Project Fund:</u>							
Fiber Backbone Expansion	225,000		225,000				
EnerGov Software & Implementation	-		-				
Restore Park Well Field	175,000		175,000				
Paleo Ground Storage Tank Painting	70,000		70,000				
Dump Truck	185,000		185,000				
Structural Study	150,000		150,000				
Replace Distribution Piping & Valves	100,000		50,797			49,203	
Sewer Infiltration and Inflow Remediation	500,000					500,000	
Filter Replacement Project	3,150,800			3,150,800			
Mini Excavator w/Trailer	60,000		60,000				
Pipe Line Inspection Camera	65,000		65,000				
FO WS Share III Service Center - Garage 25%	630,000		630,000				
FO WS Share II Service Center - Admin 25%	500,000		500,000				
Transfer to Revolving Fund	740,000				740,000		
Water Sewer Capital Project Fund Total >>	6,550,800	0	2,110,797	3,150,800	740,000	549,203	0

Notes:

(1) The above schedule authorizes transfer of \$740,000 from the Sewer Impact Fund to the Revolving Fund in order to fund maintenance projects.

Schedule C City Fiscal Year 2022 Appropriations for Grant-Funded Expenditures

Schedule C: City Fiscal Year 2022 Appropriations for Grant-Funded Expenditures										
Grant Name	Appropriation					Grant Dates		Funding		
	Funding by Grant		FY 2022	Funding by Grant Match		Start Date	End Date	Source	CFDA #	Dept/Agency
	Total	Prior Yrs		Amount	Account					
Comcast - Public, Educational & Governmental (PEG) Fees										
FY22 - PEG Fees from Comcast	68,000		68,000	N/A	N/A	7/1/2021	6/30/2022	Private	N/A	Comcast
Housing & Community Development Department										
FY22 - Homeless Solutions Program - Federal Funds (ESG)	20,000		20,000	N/A	N/A	7/1/2021	6/30/2022	Federal	14.231	DHCD
FY22 - Homeless Solutions Program - State Funds	25,000		25,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	DHCD
FY22 - Projects for Assistance in Transition from Homelessness (PATH)	30,000		30,000	N/A	N/A	7/1/2021	6/30/2022	Federal	93.150	SAMHSA
FY22 - State Revitalization Programs (SRP) - Community Legacy / Strategic Demolition	350,000		350,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	DHCD
FY21 - Community Development Block Grant (CDBG)	388,000		388,000	N/A	N/A	7/1/2021	N/A	Federal	14.218	HUD
FY19 - POS - Zoo Special Events Pavilion, Phase 1 / Bathroom Renovations (DNR - Wic. Co.)	90,000		90,000	10,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - POS - Resurfacing of Existing Tennis Courts (DNR - Wic. Co.)	99,000		99,000	11,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - POS - New Tennis Complex (DNR - Wic. Co.)	540,000		540,000	60,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - CP&P - Salisbury Skatepark, Phase 2-B (Final)	170,200		170,200	6,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - CP&P - Zoo Special Events Pavilion, Phase 2	172,357		172,357	N/A	N/A	7/1/2021	6/30/2022	State	N/A	DNR
				87,000						
Infrastructure & Development Department										
FY21 - MEA Maryland Smart Energy Communities (MSEC)	55,000		55,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MEA /MSEC
FY22 - MD Dept. of Transportation - State Aid Funds	44,000		44,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MD Critical Area Commission - Grant-In-Aid Funds	4,000		4,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MCAC
FY22 - Chesapeake Bay Trust Green Streets, Green Jobs, Green Towns - Carroll Street	100,000		100,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	CBT
FY22 - MDOT Bikeways - Northwest Bikeways Phase 2	100,000		100,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MDOT Bikeways - Eastern Shore Drive	322,000		322,000	64,400	31000-534318	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MDOT Bikeways - Carroll Street	460,000		460,000	92,000	98119-513026-48048	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MDOT Transportation Alternatives Program (TAP) - Rail Trail Phase 7B	722,523		722,523	180,631	98119-513026-48046	7/1/2021	6/30/2022	Federal	N/A	MDOT
Water Works Department										
FY21 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	255,000		255,000	N/A	N/A	7/1/2020	6/30/2022	State	N/A	MDE / BRF
Salisbury Fire Department										
FY20 - Staffing -Adequate Fire & Emergency Response (SAFER)	2,800,000		2,800,000	N/A	N/A	8/24/2021	8/24/2024	Federal	97.083	DHS / FEMA
Salisbury Police Department										
FY17, 18 & 19 - COPS Grant	250,000	250,000		N/A	N/A					
FY22 - Bulletproof Vest Partnership	25,000		25,000	N/A	N/A	10/1/2021	9/30/2023	Federal	16.607	Dept. of Justice
FY22 - MD Criminal Intelligence Network (MCIN)	300,000		300,000	30,000	91001-599121	7/1/2021	6/30/2022	State	N/A	GOCCP
FFY21 - Edward Byrne Memorial JAG	26,000		26,000	N/A	N/A	10/1/2021	9/30/2024	Federal	16.738	Dept. of Justice
FY22 - Gun Violence Reduction Initiative	30,000		30,000	3,500	91001-599121	7/1/2021	6/30/2022	State	N/A	GOCCP
FFY22 - MD Highway Safety Office - Impaired Driver (DUI)	6,000		6,000	5,084	91001-599121	10/1/2021	9/30/2022	Federal	20.616	US DOT / MHSO
FFY22 - MD Highway Safety Office - Aggressive Driver	4,000		4,000	3,398	91001-599121	10/1/2021	9/30/2022	Federal	20.600	US DOT / MHSO
FFY22 - MD Highway Safety Office - Distracted Driver	3,000		3,000	2,555	91001-599121	10/1/2021	9/30/2022	Federal	20.600	US DOT / MHSO
FY22 - Wicomico County Circuit Court - Drug Court	8,000		8,000	6,000	91001-599121	7/1/2021	6/30/2022	County	N/A	Circuit Court
FY22 - Exploring Predictive Policing w/ Machine Learning (BIAG / GOCCP)	100,000		100,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	GOCCP
FY22 - Police Recruitment & Retention Grant (PRAR / GOCCP)	24,000		24,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	GOCCP
FY18 - Wicomico County Adult Drug Treatment Court	443,469	443,469		N/A	N/A	1/1/2020	12/31/2022	Federal	16.585	Dept. of Justice
FFY22 - U.S. Marshals Program	20,000		20,000	16,430	91001-599121	10/1/2021	9/30/2022	Federal	16.111	US Marshals
Total	\$ 8,054,549	\$ 693,469	\$ 7,361,080	\$ 577,998						
Some of the Community Development grants will require an FY22 match totaling \$87,000, which will be transferred from account number 91001-599120										
The City's Housing First / Homeless Program will require a transfer from the General Fund in the amount of \$108,697, which will be transferred from account number 91001-599200										
Some of the Police Dept. grants will require an FY22 match, totaling \$66,967, which will be transferred from account number 91001-599121.										
The Infrastructure & Development Dept. has applied for a FY21 - MEA Maryland Smart Energy Communities (MSEC) grant. The match for this grant of \$11,000 will be covered by Traffic (Org 22000) in kind labor.										
One of the Infrastructure & Development Dept. grants will require an FY22 match, totaling \$64,400, which will be transferred from account number 31000-534318.										
One of the Infrastructure & Development Dept. grants will require an FY22 match, totaling \$92,000, which will be transferred from account number 98119-513026-48048.										
One of the Infrastructure & Development Dept. grants will require a match, totaling \$180,631, which is currently available in account number 98119-513026-48046.										
This schedule serves to appropriate funds up to the amount listed and authorize the Mayor to expend grant funds for these programs up to the appropriation amount. Accounts will only be budgeted up to the amount included in the award letter. Awards that exceed the appropriation amount will require further council action. This also serves to authorize the Mayor to enter into any necessary agreements, contracts, or memoranda.										

1 AS AMENDED ON APRIL 26, 2021 and MAY 10, 2021
2 ORDINANCE NO. 2661
3

4 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO AMEND
5 WATER AND SEWER RATES TO INCREASE RATES BY 6% AND MAKING
6 SAID CHANGES EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2021
7 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR
8 CHANGED.
9

10 RECITALS

11 WHEREAS, the water and sewer rates must be revised in accordance with the proposed Fiscal
12 Year 2022 Budget of the City of Salisbury and the appropriations thereby made and established for
13 purposes of the Water and Sewer Departments.
14

15 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE
16 CITY OF SALISBURY THAT, the water and sewer rate schedule set forth herein shall be adopted as
17 follows:
18

19 Section 1.

20 A. Water and Sewer Rate Schedules:

21
22 Schedule I Metered Water Charges – In City Rates
23

24 Residential and Small Commercial

25 Minimum Charge \$22.45 **\$23.80**/ quarter
26 Commodity Charge ~~\$3.35~~ **\$3.55**/ thousand gallons
27

28 Commercial

29 Customer Charge ~~\$420.08~~ **\$445.29**/ quarter
30 Commodity Charge ~~\$1.95~~ **\$2.06**/ thousand gallons
31

32 Large Commercial/Industrial

33 Customer Charge ~~\$649.22~~ **\$688.17**/ quarter
34 Commodity Charge ~~\$1.55~~ **\$1.65**/ thousand gallons
35

36 Schedule II Metered Water Charges – Outside City Rates
37

38 Residential and Small Commercial

39 Minimum Charge ~~\$44.90~~ **\$47.60**/ quarter
40 Commodity Charge ~~\$6.70~~ **\$7.10**/ thousand gallons
41

42 Commercial

43 Customer Charge ~~\$840.17~~ **\$890.58**/ quarter
44 Commodity Charge ~~\$3.90~~ **\$4.14**/ thousand gallons
45

46 Large Commercial/Industrial

47 Customer Charge ~~\$1,298.45~~ **\$1,376.36**/ quarter

48		Commodity Charge	\$3.14 \$3.33 /thousand gallons
49	Schedule III	Metered Water Charges – Wor-Wic Community College and Urban Service District	
50	Rates		
51			
52		Residential and Small Commercial	
53		Minimum Charge	\$33.66 \$35.68 / quarter
54		Commodity Charge	\$5.03 \$5.33 / thousand gallons
55			
56		Commercial	
57		Customer Charge	\$630.13 \$667.94 / quarter
58		Commodity Charge	\$2.92 \$3.10 / thousand gallons
59			
60		Large Commercial/Industrial	
61		Customer Charge	\$973.84 \$1,032.27 / quarter
62		Commodity Charge	\$2.35 \$2.49 / thousand gallons
63			
64	Schedule IV	Sewer Charges – In City Rates	
65			
66		Residential and Small Commercial	
67		Minimum Charge	\$55.45 \$58.77 / quarter
68		Commodity Charge	\$8.31 \$8.81 / thousand gallons
69			
70		Commercial	
71		Customer Charge	\$1,047.42 \$1,110.26 / quarter
72		Commodity Charge	\$4.84 \$5.13 / thousand gallons
73			
74		Large Commercial/Industrial	
75		Customer Charge	\$1,615.69 \$1,712.63 / quarter
76		Commodity Charge	\$3.87 \$4.10 / thousand gallons
77			
78	Schedule V	Sewer Charges – Outside City Rates	
79			
80		Residential and Small Commercial	
81		Minimum Charge	\$110.91 \$117.56 / quarter
82		Commodity Charge	\$16.64 \$17.63 thousand gallons
83			
84		Commercial	
85		Customer Charge	\$2,094.82 \$2,220.51 / quarter
86		Commodity Charge	\$9.65 \$10.23 / thousand gallons
87			
88		Large Commercial/Industrial	
89		Customer Charge	\$3,231.39 \$3,425.27 / quarter
90		Commodity Charge	\$7.76 \$8.23 / thousand gallons
91			
92			
93			
94			
95			

Schedule VI Sewer Charges – Wor-Wic Community College and Urban Service District Rates

Residential and Small Commercial

Minimum Charge	\$83.18 \$88.17/ quarter
Commodity Charge	\$12.48 \$13.23/ thousand gallons

Commercial

Customer Charge	\$1,571.12 \$1,665.39/ quarter
Commodity Charge	\$7.23 \$7.66/ thousand gallons

Large Commercial/Industrial

Customer Charge	\$2,423.53 \$2,568.94/ quarter
Commodity Charge	\$5.83 \$6.18/ thousand gallons

Schedule VII Sewer Charges – Sewer Only Customers

Rate	Number of fixtures	Quarterly In City Rate	Quarterly Outside City Rate	Quarterly Urban Service District Rate
	1 One to two fixtures	\$70.92 \$75.17	\$141.84 \$150.35	\$106.38 \$112.77
	2 Three to five fixtures	\$106.38 \$112.77	\$212.77 \$225.54	\$159.57 \$169.15
	3 Six to twenty fixtures	\$152.90 \$162.07	\$305.79 \$324.14	\$229.34 \$243.10
	For every five fixtures over twenty	\$63.05 \$66.84	\$126.09 \$133.66	\$94.57 \$100.24

Schedule VIII Commercial and Industrial Activities

	Annual In City Rate	Annual Outside City Rate
1) For each fire service	\$373	\$746
2) For each standby operational service	\$373	\$746

B. Definitions:

Residential and Small Commercial Customers – These customers have average water utilization of less than 300,000 gallons in a quarter.

Commercial Customers – These customers have average water utilization of 300,000 gallons to 600,000 gallons per quarter.

Large Commercial/Industrial – These customers have average water utilization over 600,000 gallons per quarter.

Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4 to get average quarterly water utilization.

C. Calculation of Bills:

For Residential and Small Commercial Customers – The minimum charge for both water and sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the commodity charge will be applied for each 1,000 gallons used and the minimum charge will not be applied.

For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive a customer charge for both water and sewer. Then for each thousand gallons used the appropriate commodity charge will be applied.

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

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

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

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

Section 5. This Ordinance shall become effective with the bills dated October 1, 2021 and after.

Section 6. A public hearing on the proposed ordinance will be held at 6:00 PM on May 10, 2021 via Zoom Video Conference.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 26th day of April, 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.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

190 Approved by me, this _____ day of _____, 2021.

191

192

193 **Julia Glanz, City Administrator**

194 **for and at the direction of Jacob R. Day, Mayor**

1 AS AMENDED ON APRIL 26, 2021 and MAY 10, 2021
2 ORDINANCE NO. 2662
3

4 AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET FEES
5 FOR FISCAL YEAR 2022 AND THEREAFTER UNLESS AND UNTIL
6 SUBSEQUENTLY REVISED OR CHANGED.
7

8 RECITALS

9 WHEREAS, the fees charged by the City of Salisbury are reviewed and then revised in accordance
10 with the adoption of the Fiscal Year 2022 Budget of the City of Salisbury; and
11

12 WHEREAS, the fee amounts set forth in the "FY 2022 Fee Schedule" attached hereto and
13 incorporated herein as Exhibit 1, identify and list all fee amounts to be charged and otherwise assessed by
14 the City of Salisbury for the period of the Fiscal Year 2022, in accordance with the adoption of the Fiscal
15 Year 2022 Budget of the City of Salisbury; and
16

17 WHEREAS, some fee amounts to be charged and otherwise assessed by the City of Salisbury in
18 Fiscal Year 2022 may have been inadvertently omitted from the FY 2022 Fee Schedule attached hereto and
19 incorporated herein as Exhibit 1, and any fee amount not listed in the said FY 2022 Fee Schedule shall be
20 and remain the fee amount set forth in the City of Salisbury Municipal Code.
21

22 NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE
23 CITY OF SALISBURY as follows:
24

25 Section 1. The fee amounts set forth in the FY 2022 Fee Schedule (the "FY22 Fee Schedule")
26 attached hereto as Exhibit 1 and incorporated herein, as if fully set forth in this Section 1, are hereby adopted
27 by the Council of the City of Salisbury; and, furthermore, the fee amounts set forth in FY22 Fee Schedule
28 shall supersede the corresponding fee amounts set forth in the City of Salisbury Municipal Code until one
29 or more of such fee amounts are subsequently amended.
30

31 BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF
32 SALISBURY, as follows:
33

34 Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision
35 of this Ordinance shall be deemed independent of all other provisions herein.
36

37 Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any
38 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
39 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
40 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
41 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.
42

43 Section 4. The recitals set forth hereinabove are incorporated into this section of the Ordinance as
44 if such recitals were specifically set forth at length in this Section 4.
45

46 Section 5. This Ordinance shall become effective as of July 1, 2021.
47

48 Section 6. A public hearing on the proposed ordinance will be held at 6:00 PM on May 10, 2021
49 via Zoom Video Conference.

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THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 26th day of April, 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.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2021.

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

EXHIBIT 1

“FY 2022 Fee Schedule”

Licenses			
Alarm Company	80	Per year, Per Code 8.040.30	Police Dept
Amusement		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
Billboard License	0.55	Per Year, per square foot	Finance
Transient Merchants and Mobile Vendors		Per Code 5.32.070	Bus Dev
New application	100		
Renewal	50	Per year	
Hotel License	50	Per Code 5.68.060	Bus Dev
Door to Door Solicitors	50	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
Pool Table		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
Restaurant	80	Per year, Per Code 5.52.060	Finance
Theatre	75	Per year, Per Code 5.60.040	Police Dept
Towing Company			Police Dept
Application Fee	80		
License	80	Per Code 5.64.030	

Misc. Fees (by Business Development)			
Food Truck Pad Rental	50	Per month	
Trolley Rental Fee			
Hourly rate	150	Per hour, private event or for-profit business	
Hourly rate	125	Per hour, non-profit or government entity	

Misc. Fees (by Finance)			
Return Check Fee	40		

Misc. Fees (by City Clerk)			
Sale of Code Book		Each, Set by Resolution, Per Code 1.04.080	
Financial Disclosure Statement Late Fee	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060	
Circus or Horsemanship Event Fee	75	Per day, Per Code 5.44.010	
Other Exhibitions	5	Per day, Per Code 5.44.010	
Commercial Sound Truck Operation Fee	1	Per Code 8.20.080	
Filing Fee (Mayoral Candidates)	25	SC-8	

EXHIBIT 1**“FY 2022 Fee Schedule”**

Filing Fee (City Council Candidates)	15	SC-8
Bankrupt, Fire and Close-out sales	5	Per month, Renewal – \$50/month, Per code 5.16.010

Landlord Licenses and Other Misc. fees (by the HCDD Department)		
Landlord License Fee 1st Year		Per Code 15.26.050
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
Landlord License Unit Registration 1st Year		Per Code 15.26.040
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
Landlord License Fee Renewal		Per Code 15.26.060
if paid by March 1st	75 60	
if paid 3/2 - 7/1	140 125	
if paid > 7/1	270 255	
Landlord License Unit Registration Renewal		Per Code 15.026.060
if paid by March 1st	75 60	per unit
if paid 3/2 - 7/1	140 125	For first unit plus \$88 for each additional unit
if paid > 7/1	270 255	For first unit plus \$96 for each additional unit
Administrative Fee for Fines	100	
Fore Closed Property Registration	25	One time fee, Per Code 15.21.040
Re-inspection Fee	100	On each citation, Per Code 15.27.030
Vacant Building Registration	200	Per year, Per Code 15.22.040
Vacant Building Registration 1st Year, prorated		
If registered/paid:		
7/1-9/30	200	
10/1-12/31	150	
1/1-3/31	100	
4/1-6/30	50	
Community Center Rental Fee		
Truitt Community Center – Gymnasium	35	Per hour
Truitt Community Center – Multi-purpose Field	10	Per hour
Newton Community Center – Community Room	20	Per hour
Newton Community Center – Kitchen	20	Per hour
Newton Community Center – Resource Office	15	Per hour
Community Center – Supplies, per Item	Vary	Each
Community Center – Equipment, per Item	Vary	Each

Misc. Fees (by Field Operations)		
Outdoor Rental Space – Small Family Functions, up to 20 people		
Park Pavilion	25	Per day

EXHIBIT 1

“FY 2022 Fee Schedule”

Outdoor Rental Space – Large Private Function or Public Events		
Park Pavilion (with restrooms)	75	Per Day W/O RR
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR
Amphitheater	160	Per day
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street, Newton-Camden Tot Lot, Waterside	50	Per day
Streets /Parking Lots	100 1 st St and 50 each add	Per day
5K Race	150	Per day
City park, designated park area or amenity not listed	50	Per day
Ball field/ Basketball Court / Tennis Court	10 and 40 w/lights	Per hour
Personnel		
Site Supervisor Suggest \$25.00/ Site Coordinator	15	Per hour
Maintenance Labor	15	Per hour
Security/Police/EMS/FIRE (per person)	55	Per hour. 3 hours minimum or \$165
Supplies & Equipment		
Maintenance Supplies (as required)	Vary	
Sports Equipment	Vary	
Additional Trash Cans - Events with over 200 people require additional trashcans, recycle or compost bin and a recycling plan.	5	Per Container
Barrier Fence (Snow Fence)	1	Per Linear Foot
Traffic Control Devices		
Hard Stop Dump truck/other	50	Per day
Digital Msg. Board	50	Per day
Street Barricades	10	Each per day
Cones	1	Each per day
Traffic Control Sign	10	Each per day
Jersey Barrier	600	Minimum 4, delivery, set-up and remove

Waste Disposal Fees (by Field Operations)

Trash Service	59 63	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	25	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	74	Per can (plus \$4.44 tax), Per Code 8.16.060

Water/Sewer Misc. Fees (by Water Works)

Water & Sewer Admin Fee (Late Charge)	50	Per occurrence, Per Code 13.08.040
Water Turn On Fee	80	For after hours, Per Code 13.08.040
Water Meter Reading Fee	25	Per request, Per Code 13.08.030
Water Turn On Fee	20	Per request, Per Code 13.08.040
Fire Service	746	Annually per property, Per Code 13.08.050
Meter Test		
In City Limits	40	Per request, Per Code 13.08.030

EXHIBIT 1**“FY 2022 Fee Schedule”**

Out of City Limits	50	Per request, Per Code 13.08.030
Water and Sewer Services		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090

WWTP Pretreatment Program Fees (by Water Works)		
Significant Industrial Users: (Per Code 13.12.110)		
IA discharges flow \geq 5% of WWTP flow	8,700	30 units
IB discharges flow \geq 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow \geq 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
Minor Industrial Users: (Per Code 13.12.110)		
IIA-1 discharges flow \geq 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow \geq 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow \geq 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow \geq 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit
<i>Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.</i>		

Towing Fees		
Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)		
Accident Vehicle Tow	200	
Disabled Vehicle Tow	80	
Emergency Relocation Tow	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	65	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120
Administrative Fee – Accidents and Impounds Only	30	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	30	
Release Fee (After hours only, at tower’s discretion) – Normal business hours defined as M-F, 9am-6pm	55	

Building Fees (by the Department of Infrastructure and Development)		
Building Plan Review Fees (Per Code 15.04.030)		
<i>Fees based on cost of construction:</i>		Residential, Commercial, Accessory
Up to \$ 3,000	50	
\$3,001 to \$100,000	90	
\$100,001 to \$500,000	210	
\$500,001 to \$1,000,000	260	
\$1,000,001 and Up	310	
Building Permit Fees (Per Code 15.04.030)		
<i>Fees based on cost of construction:</i>		Residential, Commercial, Accessory, Fence
Up to \$ 3000	50	

EXHIBIT 1

“FY 2022 Fee Schedule”

\$3001 and Up	60	Plus (.0165 * Cost of Construction)
\$100,001 to \$500,000	1,200	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,500	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,100	Plus (\$6 for each \$1,000 over \$1,000,000)
Fence Permit Fees: (Per Code 15.04.030)		
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	-40	
\$3,001 to \$100,000	-50	Plus (-.015 * Cost of Construction)
Outdoor Advertising Structure Fee (Per Code 17.216.240)		
	.50	Per SF foot of sign surface per year
Other Building Fees:		
Historic District Commission Application	25-50	
Board of Zoning Appeals	50	County Fee \$100, Per Code 17.12.110
Demo - Residential	125	Per Code 15.04.030
Demo - Commercial	175	Per Code 15.04.030
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b
Grading	100	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	50	Per Code 15.04.030
Occupancy Inspection	50	Per Code 15.04.030
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b
Sidewalk Sign		Set by resolution, Per Code 12.40.020
Sidewalk Café Fee		Set by ordinance, Per Code 12.36.020
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238
Temp Sign	25	Per month, Per Code 17.216.238
Temp Trailer	25	Per month, Per Code 15.36.030b
Tent	40	Per Code 15.04.030
Well	50	Per Code 13.20.020
Zoning Authorization Letter	50	Per Code 17.12.040
Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020
Outdoor Advertising Structure Fee	.50	Per sq ft of sign surface area, Per Code 17.216.240
Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040
Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100
Administrative Fee – renew temporary certificate of occupancy	100	
Annexation Fees:		
Up to five (5) acres	2,000	
Five (5) acres or more but less than ten (10) acres	10,000	
Ten (10) acres or more but less than twenty five (25) acres	25,000	
Twenty five (25) acres or more but less than fifty (50) acres	35,000	
Fifty (50) acres or more	50,000	
Critical Area Program		
		Ordinance No. 2578

EXHIBIT 1**“FY 2022 Fee Schedule”**

Certificate of Compliance (Per Code 12.20.110)		
Building Permits	75	
Major Subdivision: Preliminary	100	
Major Subdivision: Final	100	Plus (\$25 per lot)
Minor Subdivisions	50	
Plan approval/special projects	50	
Site Plans	50	
Sketch Plat	50	
Resubdivision	50	
Buffer Management Plan	50	
Fee-In-Lieu (Per Code 12.20.540)	1.50	\$1.50 per square foot of mitigation area
License to Encumber Program		
Application – Installation of Service Line	75	\$25 per additional service line in project area, defined as ¼ mile radius from primary address
Application – Large Boring Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Large Open/Cut	250	Includes up to 500 linear feet. \$100 for additional 250 linear feet above the initial
Application – Micro-Trenching Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Installation of New Utility Pole (excluding Small Cell facilities)	500	
Application – Underground utility project replacing overhead utilities and removing utility poles	Waived	
License to Encumber Program - Small Wireless Facilities		Ordinance No. 2580
Application	500	For up to five (5) small wireless facilities
Application – additional facilities	100	For each additional small wireless facility addressed in the application beyond five
Access to the Right of Way fee	1,000	Per each new small wireless facility pole
Annual fee for access to the Right of Way	270	Per year per small wireless facility after year 1
Storm Water Utility (2306)		
Fee to maintain City storm water facilities	20 25	Per year per Equivalent Residential Unit
Stormwater Utility Credit Application (2306)		
Fee to apply for credit to Stormwater Utility	150.00	Per application
Street Break Permit (Per Code 12.12.020)		
Permit for breaking City public streets and way	25 50	Per break location
Install new or replace existing sidewalk, residential	50	
Install new or replace existing sidewalk, commercial	100	
Install new driveway, residential	150	
Install new driveway, commercial	300	
Excavate street or sidewalk to conduct maintenance of underground facilities	150	\$50 per additional “break” in project area
Excavate street or sidewalk to replace existing utility pole	250	\$100 per additional pole replaced in project area
Excavate street or sidewalk to replace or remove utility pole permanently	Waived	

EXHIBIT 1

“FY 2022 Fee Schedule”

Obstruction Permit (Per Code 12.12.020)		
Permit for obstructing City public streets and ways.	50	Per location
Dumpster – residential, obstruction permit	50	Renewal fee of \$25 after 30 days
Dumpster – commercial, obstruction permit	100	Renewal fee of \$50 after 30 days
Sidewalk closure	50	\$5 per day over 30 days
Lane closure (including bike lane)	100	\$10 per day over 30 days
Street closure	250	\$25 per day over 30 days
Street closure for Block Party or Community Event	Waived	Fee under Outdoor Rental Space Public Events - Streets
Water and Sewer Capacity Connection Fee (Per Code 13.02.070)		
Comprehensive Connection Charge of Capacity Connection fee for the Developer's share in the equity of the existing utility system cost of growth related infrastructure improvements.	3,710.00 3,533.00	Per Equivalent Dwelling Unit (water \$1,513 \$1,925, sewer \$2,020 \$1,785)
Water and Sewer Infrastructure Reimbursement Facility Fee (Per Code 13.02.070)		
Comprehensive Connection Charge for Infrastructure Reimbursement Facility Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Facility Infrastructure Reimbursement Fee is the prorated share of the cost of the water and sewer mains based on this project's percentage of the capacity of the proposed infrastructure project.
Infrastructure Reimbursement Administrative Fee (Per Code 13.02.090)		
Administrative fee assessed on Infrastructure Reimbursement Facility Fee for processing	*	0.1 percent of the Infrastructure Reimbursement Facility Fee
Water and Sewer Line Fee (Per Code 13.020.070)		
Comprehensive Connection Charge of Line fee is based on the actual costs of the public water and sewer.	*	* Fee amount is project dependent
Central System Line Fee (Per Code 13.02.070)		
Comprehensive Connection Charge of Central System Line Fee for water and sewer services connecting directly to the City's Central System.	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
Development Plan Review Fee (1536)		
Fee for review of development plans and traffic control plans	\$1,000-450	Plus \$50 per disturbed acre, \$500 minimum. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
Stormwater Management Waiver Reviews	400	
Water and Sewer Inspection Fee (R 1341)		
Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements
Public Works Agreement recording fee (Per County Court)		
Recording fee for Public Works Agreements		

EXHIBIT 1

“FY 2022 Fee Schedule”

For 9 pages or less	60.00	Per request
For 10 pages or more	115.00	Per request
Stormwater Management As-Built recording fee (Per County Court)		
Recording fee for Stormwater Management As-Built.	10.00	Per sheet
Subdivision review fee (1536)		
Fee for Subdivision review	200.00 25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
Subdivision recording fee (Per County Court)		
Recording fee for Subdivision plans	10.00	Per page
Resubdivision review fee (1536)		
Fee for Resubdivision reviews	200.00 25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
Resubdivision recording fee (Per County Court)		
Recording fee for Resubdivision plans	10.00	Per page
Administrative Fee for Connection Capacity Fee payment Plans (R 2029)		
Administrative Fee for Connection Capacity Fee payment Plans	25.00	
Maps and Copying Fees		
City Street Map	5.00	Ea
Street Map Index	1.00	Ea
Property Maps	3.00	Ea
Sanitary Sewer Utility Maps (400 Scale)	3.00	Ea
Storm Water Utility Maps (400 Scale)	3.00	Ea
Water Main Utility Maps (400 Scale)	3.00	Ea
Sanitary Sewer Contract Drawings	1.00	Ea
Storm Water Contract Drawings	1.00	Ea
Water Main Contract Drawings	1	Ea
Black and White Photocopying (Small Format)	.25	Sq. ft
Black and White Photocopying (Large Format)	.50	Sq. ft
Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

Port of Salisbury Marina Fees (by Field Operations)

Transient		
<i>Slip Fees based on size of vessel</i>	1.00	Per foot per day
Electric 30-amp service	5.00	Per day
Electric 50-amp service	10.00	Per day
Slip Rental – Monthly		
<i>Fees based on size of vessel</i>		
October through April	3.85	Per foot + electric
May through September	5.50	Per foot + electric

EXHIBIT 1

“FY 2022 Fee Schedule”

Slip Rental – Annual*		*Annual rates are to be paid in full up front, electric can be billed monthly
Boats up to and including 30 feet long	1,150	+ electric
Boats 31 feet and longer	49	Per foot + electric
Fuel	.40	Per gallon more than the cost per gallon purchase price by the City
Electric Service	.40	Per gallon more than the cost per gallon purchase price by the City
<i>Fees per meter</i>		
Electric 30-amp service	30.00	Per month
Electric 50-amp service	50.00	Per month

EMS Services			
	Resident	Non-Resident	
BLS Base Rate	800.00 600.00	900.00 690.00	
ALS1 Emergency Rate	950.00 700.00	1,000.00 900.00	
	1,100.00	1,200.00	
ALS2 Emergency Rate	800.00	1,050.00	
Mileage (per mile)	18.00 14.00	18.00 16.20	
Oxygen	Bundle 65.00	Bundle 65.00	
Spinal immobilization	Bundle 124.00	Bundle 124.00	
BLS On-scene Care	250.00 200.00	300.00 200.00	
ALS On –scene Care	450.00	550.00	

Water Works		
Temporary connection to fire hydrant (Per Code 13.08.120)		
Providing temporary meter on a fire hydrant for use of City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
In City	40.00	Plus charge for water used per current In City rate, \$10 minimum
Out of City	50.00	Plus charge for water used per current Out of City rate, \$10 minimum
Hydrant flow test (Per Code 13.08.030)		
To perform hydrant flow tests		
In City	125.00	Per request
Out of City	160.00	Per request
Fire flush and Fire pump test (Per Code 13.08.030)		
To perform hydrant flow tests To perform meter tests on ¾” and 1” meters.		
In City	125.00	Per request
Out of City	160.00	Per request
Meter tests (Per Code 13.08.030)		
To perform meter tests on ¾” and 1” meters.		
In City	40.00	Per request
Out of City	50.00	Per request

EXHIBIT 1

“FY 2022 Fee Schedule”

Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)		
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
Water Tapping Fees - In City:		
3/4 Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
Water Tapping Fees - Out of City		
3/4 Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 ½" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
Sanitary Sewer Tapping Fees - In City:		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
Sanitary Sewer Tapping Fees – Out of City		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
Water Meter Setting Fee (Per Code 13.02.070)		
Water meter setting fee for installation of water meter when tap is done by a contractor.		
Meter Setting Fees - In City:		
3/4 Water Meter	400	Per Connection
1" Water Meter	525	Per Connection
1 ½" Water Meter T-10 Meter	785	Per Connection
2" Water Meter - T-10 Meter	905	Per Connection
2" Water Meter - Tru Flo	2,030	Per Connection
Meter Setting Fees - Out of City		
3/4 Water Meter	495	Per Connection
1" Water Meter	655	Per Connection
1 ½" Water Meter T-10 Meter	980	Per Connection
2" Water Meter - T-10 Meter	1,130	Per Connection
2" Water Meter - Tru Flo	2,535	Per Connection

Parking Violations, False Alarms, Infractions, Scofflaw, MPIA Fees (by the Police & Fire Departments)			
Animal Control	50-100		Police Department
MPIA Request Fees			Police Department
First two hours processing request	Waived		
Work exceeding two hours, SPD will charge attorney hourly fee and hourly fee for Records Tech	75 30	Attorney hourly fee Records Tech hourly fee	

EXHIBIT 1

“FY 2022 Fee Schedule”

Black and white copy of paper document and photographs	0.25	Per copy	
DVD production	15.00	Per DVD produced	
False Police Alarms (Per Code 8.040.050)			Police Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 rd incident	50		
4 th incident	90		
Greater than 4 each incident	130		
False Fire Alarms (Per Code 8.040.050)			Fire Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 rd incident	45		
4 th incident	90		
Greater than 4 each incident	135		
Scofflaw			Police Department
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		

Parking Permits and Fees

	UOM	1-Jul-21 Rate	1-Jul-21 Non Profit Rate
Parking Permits (Per Code 10.04.010)			
Lot #1 - lower lot by library	Monthly	45.00 40.00	35.00 30.00
Top Lot #1 - upper lot by library	Monthly	40.00	30.00
Lot #4 - behind City Center	Monthly	45.00 40.00	35.00 30.00
Lot #5 - Market St. & Rt. 13	Monthly	40.00 35.00	31.25 26.25
Lot #7 & 13 - off Garrettson Pl.	Monthly	15.00 10.00	12.50 7.50
Lot #9 - behind GOB	Monthly	45.00 40.00	35.00 30.00
Lot #10 - near State bldg/SAO	Monthly	45.00 40.00	35.00 30.00
Lot #11 - behind library	Monthly	40.00 35.00	31.25 26.25
Lot #12 - beside Market St. Inn	Monthly	40.00 35.00	31.25 26.25
Lot #14 - by Holiday Inn	Monthly	25.00	18.75
Lot #15 - across from Feldman's	Monthly	45.00 40.00	35.00 30.00
Lot #16 - by Avery Hall	Monthly	45.00 40.00	35.00 30.00
Lot #20 - Daily Times	Monthly	45.00 40.00	35.00 30.00
Lot #30 - by drawbridge	Monthly	20.00 15.00	16.25 11.25
Lot #33 - east of Brew River	Monthly	20.00 15.00	16.25 11.25
Lot #35 - west of Brew River	Monthly	20.00 15.00	16.25 11.25
Lot SPS - St. Peters St.	Monthly	45.00 40.00	35.00 30.00
E. Church St.	Monthly	45.00 40.00	35.00 30.00

EXHIBIT 1

“FY 2022 Fee Schedule”

W. Church St.	Monthly	45.00 40.00	35.00 30.00
Parking Garage	Monthly	50.00 40.00	40.00 30.00
Transient Parking Options			
Parking Lot #1 (first 2-hrs of parking are FREE)	Hourly	1.00	
Parking Garage	Hourly	1.00	
Parking Meters	Hourly	2.00 1.00	
Pay Stations			
For hours 1-2	Hourly	1.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
Miscellaneous Charges (Per Code 10.04.010)			
Replacement Parking Permit Hang Tags	Per Hang Tag	5.00	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5.00	
New Parking Garage Access Card	Per Card	10.00	
Replacement Parking Garage Access Card	Per Card	10.00	

Fire Prevention Fees (by the Fire Department)		
Plan review and Use & Occupancy Inspection		
<u>Basic Fee</u> – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.		60% of the building permit fee; \$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)
<u>Expedited Fees</u> – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days		20% of the basic fee; \$500 minimum (This is in addition to the basic fee)
<u>After</u> – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum
Fire Permit Fees		
<u>Fire Alarm & Detection Systems</u> – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.		
• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device
• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.
<u>Sprinkler, Water Spray and Combined Sprinkler & Standpipe Systems</u> – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.		
• NFPA 13 & 13R	\$1.50	Per sprinkler head; \$125 150 minimum
• NFPA 13D	\$75 100	Per Dwelling
• Sprinkler Counter Permit	\$75	For additions and alterations to existing systems involving less than 20 heads.

EXHIBIT 1

“FY 2022 Fee Schedule”

<u>Standpipe Systems</u> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<u>Fire Pumps & Water Storage Tanks</u> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.		
<ul style="list-style-type: none"> Fire Pumps 	\$.50	Per gpm or rated pump capacity; \$125 minimum
<ul style="list-style-type: none"> Fire Protection Water Tank 	\$75	Per tank
<u>Gaseous and Chemical Extinguishing Systems</u> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.	\$1.00	Per pound of extinguishing agent; \$100 125 minimum; or \$150 per wet chemical extinguishing system
<ul style="list-style-type: none"> Gaseous and Chemical Extinguishing System Counter Permit 	\$75	To relocate system discharge heads
<u>Foam Systems</u> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<u>Smoke Control Systems</u> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum
<u>Flammable and Combustible Liquid Storage Tanks</u> – This includes review and one inspection of the tank	\$.005 -.01	Per gallon of the maximum tank capacity; \$75 100 minimum

EXHIBIT 1

“FY 2022 Fee Schedule”

and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.		
Emergency Generators – Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100	
Marinas and Piers	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
Reinspection and Retest Fees		
• 1 st Reinspection and Retest Fees	\$100	
• 2 nd Reinspection and Retest Fees	\$250	
• 3 rd and Subsequent Reinspection and Retest Fees	\$500	
Consultation Fees – Fees for consultation technical assistance.	\$75	Per hour
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
Assembly Occupancies (including outdoor festivals):		
• Class A (>1000 persons)	\$300	
• Class B (301 – 1000 persons)	\$200	
• Class C (51 – 300 persons)	\$100	
• Fairgrounds (<= 9 buildings)	\$200	
• Fairgrounds (>= 10 buildings)	\$400	
• Recalculation of Occupant Load	\$75	
• Replacement or duplicate Certificate	\$25	
Education Occupancies:		
• Elementary School (includes kindergarten and Pre-K)	\$100	
• Middle, Junior, and Senior High Schools	\$150	
• Family and Group Day-Care Homes	\$75	
• Nursery or Day-Care Centers	\$100	
Health Care Occupancies:		
• Ambulatory Health Care Centers	\$150	Per 3,000 sq.ft. or portion thereof
• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes	\$100	Per building; plus \$2.00/patient bed
• Detention and Correctional Occupancies	\$100	Per building; plus \$2.00/bed
Residential:		
• Hotels and Motels	\$75	Per building; plus \$2.00/guest room
• Dormitories	\$2	Per bed; \$75 minimum
• Apartments	\$2	Per apartment; \$75 minimum
• Lodging or Rooming House	\$75	Plus \$2.00/bed
• Board and Care Home	\$100	Per building; plus \$2.00/bed
Mercantile Occupancies:		
• Class A (> 30,000 sq.ft.)	\$200	
• Class B (3,000 sq.ft. – 30,000 sq.ft.)	\$100	
• Class C (< 3,000 sq.ft.)	\$75	
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof
Industrial or Storage Occupancies:		
• Low or Ordinary Hazard	\$75	Per 5,000 square feet or portion thereof
• High-Hazard	\$100	Per 5,000 square feet or portion thereof
Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)	\$45	Per 10,000 sq.ft. or portion thereof

EXHIBIT 1**“FY 2022 Fee Schedule”**

Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	\$100	Per acre or portion thereof
Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof
Marinas and Piers	\$100	Per facility; plus \$1.00/slip
Mobile Vendor	\$35	Plus \$.56/mile for inspections outside of the City of Salisbury
Sidewalk Café	\$35	If not part of an occupancy inspection
Unclassified Inspection	\$75	Per hour or portion thereof
Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 nd Reinspection	\$100	
• 3 rd Reinspection	\$250	
• 4 th and Subsequent	\$500	
Fire Protection Water Supply Fees		
Witnessing Fire Main Flush	\$75	
Witness Underground Water Main Hydrostatic Tests	\$75	
Fire Protection Flow Test (in-City)	\$125	
Fire Protection Flow Test (out-of-City)	\$160	
Firework Permit		
Firework Display - Includes plan review and associated inspections for any firework display.	\$250	
Sale of Consumer Fireworks		
Stand alone tent, stand or other commercial space predominately utilized for the sale of consumer fireworks	\$250	
Other commercial space predominately utilized for the sale of goods other than consumer fireworks	\$125	
Fire Report Fees		
1 st Page	\$20	To provide hard or electronic copies of fire reports
• Each Additional Page	\$5	

50
51 C. ~~In General. A Landlord may not increase a tenant's rental fee if:~~

- 52 1. ~~The increase would take effect during an Emergency; or~~
53 2. ~~Notice of the increase is not in compliance with subsection (D) of this section.~~

54 D. ~~Notice of Rent Adjustment.~~

- 55 1. ~~During an Emergency and within ninety (90) days after the expiration of an~~
56 ~~Emergency, a landlord may not increase or notify a tenant of an increase in rent or~~
57 ~~a rental fee. Rental fees shall include any fee for service, a product or commodity~~
58 ~~provided by the landlord or by a third party to a tenant prior to the declaration of~~
59 ~~an Emergency.~~
60 2. ~~Pre Emergency rent increase notices. A landlord must inform a tenant in writing~~
61 ~~to disregard any notice of a rental fee increase if:~~
62 a. ~~The landlord provided the notice to the tenant prior to an Emergency; and~~
63 b. ~~The effective date of the increase would occur on or after the date the~~
64 ~~Emergency began.~~

65 E. ~~Late fees prohibited.~~

66 1. ~~"Late Fee" defined.~~

67 a. ~~In this subsection, "Late Fee" means any additional charge or fee imposed~~
68 ~~because a rental fee is not made when the rental fee is due under the terms~~
69 ~~of a lease.~~

70 b. ~~"Late Fee" includes a fee imposed:~~

71 ~~i. As a flat rate;~~

72 ~~ii. As a percentage of the rental fee due; or~~

73 ~~iii. In any other terms.~~

74 2. ~~In general. A landlord may not charge, assess, or otherwise seek to collect a late~~
75 ~~fee from a tenant for nonpayment or the late payment of a rental fee that comes~~
76 ~~due during an Emergency.~~

77 F. ~~Payment Plans.~~

- 78 1. ~~Landlords shall offer payment plans to tenants for the payment of rent and rental~~
79 ~~fees to be in effect for no less than one year after the expiration of the Emergency.~~
80 2. ~~Upon request of the tenant, landlords shall work with tenants, on an individual~~
81 ~~basis, to arrange payment plans for the payment of rent and rental fees in~~
82 ~~installments which will continue for no less than one year after the expiration of~~
83 ~~the Emergency.~~
84 3. ~~All payment plans shall be in writing and signed by the landlord and tenant.~~

85 G. ~~Notice to and Protection of Tenants.~~

- 86 1. ~~The Housing and Community Development Department must post on its website~~
87 ~~information regarding the requirements of this section, including the date that an~~
88 ~~Emergency expires and the date that is ninety (90) days after the expiration of the~~
89 ~~Emergency.~~
90 2. ~~During an Emergency, the Mayor is hereby authorized to issue any and all~~
91 ~~executive orders necessary to protect tenants from being victimized or misled by~~
92 ~~the actions of unscrupulous landlords. Violations of such executive orders will~~
93 ~~constitute violations under this chapter and be subject to arrest and misdemeanor~~
94 ~~charge under 9.08.220 of the Municipal Code of Salisbury.~~

H. ~~Landlord's right of review. The provisions of this subsection do not limit a landlord's right, under the applicable provisions of the Salisbury Municipal Code, to an administrative review of a violation notice.~~

I. ~~Enforcement by tenant. In addition to enforcement action by city officials, tenants may seek relief from an appropriate court to restrain or enjoin any violation of 15.26.035 of this subsection in accordance with State Law.~~

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

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

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

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

Section 5. This Ordinance shall take effect upon final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 26th day of April, 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.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this ____ day of _____, 2021.

Julia Glanz, City Administrator

for and at the direction of Jacob R. Day, Mayor



MEMORANDUM

To: Julia Glanz, City Administrator
From: Andy Kitzrow, Deputy City Administrator
Subject: EnerGov Software
Date: May 6, 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.

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2021 GENERAL FUND TO APPROPRIATE FUNDS FOR THE PURCHASE OF THE ENERGOV SOFTWARE APPLICATION.

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ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2021.

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

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ORDINANCE NO. 2665

**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.**

WHEREAS, the Salisbury Fire Department has experienced a failure of the HVAC condensing unit and internal coil; and

WHEREAS, the failure has resulted in a loss of the air conditioning throughout the entire Salisbury Fire Department building; and

WHEREAS, the cost to cover the necessary repairs is estimated to be \$31,945.00; and

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.

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

Section 1. The City of Salisbury's Fiscal Year 2021 General Fund Budget be and is hereby amended as follows:

(a) Increase the Current Year Surplus Account (01000-469810) by \$31,945.00.

(b) Increase the Salisbury Fire Department's Building Account (24035-534301) by \$31,945.00.

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

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

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

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

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

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 3rd day of May, 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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49 ATTEST:

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

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57 Approved by me, this _____ day of _____, 2021.

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63 **Julia Glanz, City Administrator**

for and at the direction of Jacob R. Day, Mayor



City of
Salisbury
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
 - 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.

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ORDINANCE NO. 2666

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND CHAPTER 8.11 OF THE SALISBURY CITY CODE, ENTITLED "THE FIRE PREVENTION CODE", FOR THE PURPOSE OF ADDING NEW PERMITS THAT ARE REQUIRED TO BE OBTAINED FROM THE CITY OF SALISBURY FIRE MARSHAL'S OFFICE.

RECITALS

WHEREAS, the ongoing application, administration and enforcement of the Salisbury City Code demonstrates the need for periodic review, evaluation and amendment; and

WHEREAS, the City of Salisbury has adopted the State Fire Prevention Code subject to local amendments; and

WHEREAS, the City of Salisbury desires to amend Chapter 8.11.020 of the Salisbury City Code for the purpose of establishing additional, specific permits that are required to be obtained from the City Fire Marshal's Office.

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

Section 1. Chapter 8.11 of the Salisbury City Code, entitled "The Fire Prevention Code", be and is hereby amended by repealing the crossed-out language and adding the bolded and underlined language as follows:

Chapter 8.11 - THE FIRE PREVENTION CODE

8.11.020 - Amendments to the State Fire Prevention Code.

A. The National Fire Protection Association Life Safety Code 101 as referenced, amended, and promulgated by the State Fire Prevention Commission is adopted by the City with the following local amendment.

1. Fire prevention fees shall be established by resolution of the City Council.

B. The National Fire Protections Association Fire Code 1 as referenced, amended, and promulgated by the State Fire Prevention Commission is adopted by the City with the following local amendments:

1. The board of appeals shall be the building board of adjustments and appeals.

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.

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.

4. Include Annex E: Fire Fighter Safety Building Marking System, with local amendments.

a. Local amendments to Annex E are:

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:

A) "F" — Floor hazard

B) "R" — Roof hazard

C) "W" — Wall hazard

D) "H" — Holes in structure

- E) "S" — Stairs compromised
F) "M" — Maze like, confusing layout

- ii. Add E. 1.3.6.2. Where the AHJ determines the conditions to be severe enough to limit all operational activity to a defensive mode only, a red "X" shall be placed through the center section of the Maltese cross.

5. Replace Subsection '10.10.1 Permits.' with 10.10.1 Open Burning Prohibited. Open burning, other than cooking and recreational fires compliant with the provisions of this Code, is prohibited.
6. Permits from the Fire Marshal are required for the following:
- a. Installation/Modification of fire alarm and detection systems;
 - b. Installation/Modification of sprinkler or water spray systems;
 - c. Installation/Modification of standpipe systems;
 - d. Installation/Modification fire pumps;
 - e. Installation/Modification of water storage tanks for fire protection;
 - f. Installation/Modification of gaseous and chemical extinguishing systems;
 - g. Installation/Modification of foam systems;
 - h. Installation/Modification of smoke control systems;
 - i. Installation/Modification of flammable and combustible liquid storage tanks;
 - j. Installation/modification of emergency generators for fire protection systems;
 - k. Installation, modification, or removal from service of any private fire hydrants;
 - l. Fireworks displays; ~~and~~
 - m. To store, transport on site, dispense, use, or handle hazardous materials-;
 - n. To perform any fire hydrant or fire pump water flow test; and
 - o. To sell consumer fireworks.

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

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

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

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

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

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the _____ day of _____, 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 President

Approved by me, this _____ day of _____, 2021.

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



City of Salisbury

Jacob R. Day, Mayor

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



City of Salisbury

Jacob R. Day, Mayor

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 guidelines¹:

- 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 Initiative². 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

¹ <https://www.thehousingcenter.org/brochures/criminal-history/>

² <https://www.prisonpolicy.org/profiles/MD.html>



City of Salisbury

Jacob R. Day, Mayor

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.

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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”.

RECITALS

WHEREAS, the Mayor and Council of the City of Salisbury desire to update the Salisbury City Code to adopt a fair chance housing policy to reduce the barriers to housing for individuals with a criminal history; and

WHEREAS, mass incarceration is a national and local crisis and restoring the rights of people affected by mass incarceration is a national priority; and

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

WHEREAS, homelessness is a critical issue in the City of Salisbury 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

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

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has recognized the discriminatory impact that criminal background checks can have on homelessness and minority communities across the United States and have imposed guidelines addressing the use of criminal background checks during the applicant screening process; and

WHEREAS, notwithstanding the aforesaid HUD guidelines, reliance on criminal background checks by landlords creates additional barriers for previously incarcerated individuals and their families to access affordable housing; and

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

WHEREAS, the Council of the City of Salisbury has concluded that it is in the best interest of the City **(i)** to increase transparency by landlords and landlords' agents to allow applicants to better understand the necessary qualifications considered to lease or rent a residential dwelling unit, and, **(ii)** accordingly, to amend the Salisbury City Code to require landlords and landlord's agents provide a transparency disclosure for rental applicants.

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

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:

Chapter 15.26.045 – Fair Chance Housing Policy.

A. Definitions.

In addition to those “Definitions” set forth in Chapter 15.26.030, the following words have the following meanings:

“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.

"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.

“Arrest” means a record from any jurisdiction that does not result in a Conviction and includes information indicating that a person has been questioned, apprehended, taken into custody or detained, or held for investigation by a law enforcement, police, or prosecutorial agency and/or charged with, indicted, or tried and acquitted for any felony, misdemeanor, or other criminal offense.

“Background Check Report” means any report regarding an Applicant’s Criminal History, including but not limited to those produced by the Federal Bureau of Investigation, Maryland State Police, other law enforcement agencies, courts, or any consumer reporting or tenant screening agency.

“Conviction” means a record from any jurisdiction that includes information indicating that a person has been convicted of a felony or misdemeanor or other criminal offense and for which the person was placed on probation, fined, imprisoned and/or paroled.

“Criminal History” means information transmitted orally or in writing or by any other means, and obtained from any source, including but not limited to the person to whom the information pertains, a government agency, or a Background Check Report, regarding one or more Convictions or Arrests; a Conviction that has been sealed, dismissed, vacated, expunged, voided, invalidated, or otherwise rendered inoperative by judicial action or by statute; a determination or adjudication in the juvenile justice system; a matter considered in or processed through the juvenile justice system; or participation in or completion of a diversion or a deferral of judgment program.

“Landlord” means the owner of a Dwelling Unit.

“Lease” means any agreement, written or verbal, that establishes or modifies the terms, conditions, rules, regulations or any other provisions concerning the use and occupancy of a Dwelling Unit.

“Owner” means:

(1) Any person having a legal or equitable interest in the Dwelling Unit, including, but not limited to a mortgagee and an assignee of rents;

(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

(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.

B. Requirements for a Landlord and a Landlord’s Agent

1. 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.

2. A Landlord and a Landlord’s Agent shall also disclose on all promotional materials and advertisements related to Renting or Leasing a Dwelling Unit their policies and practices related to a Background Check Report and shall provide notice of the requirements set forth in B(1) above in their application materials, on their websites, and at any Rental or Leasing offices.

3. 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.

C. No Conflict with State or Federal Law

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.

D. Effective Date

The provisions of this Chapter shall take effect upon thirty (30) days after final adoption of this Ordinance. The City shall cause notice of this Ordinance to be mailed to all Landlords subject to Chapter 15.26 within ninety (90) days of final adoption of this Ordinance.

E. Enforcement

Failure of a Landlord or Landlord Agent to comply with Chapter 15.26.045B shall result in the issuance of a municipal infraction and shall be subject to a fine not to exceed Five Hundred Dollars (\$500.00) per violation.

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

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

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

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

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

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the _____ day of _____, 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.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2021.

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