



## CITY OF SALISBURY CITY COUNCIL AGENDA

SEPTEMBER 26, 2022

6:00 p.m.

Government Office Building, Room 301, Salisbury, Maryland and Zoom Video Conferencing

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS/PLEDGE

6:02 p.m. CITY INVOCATION- J. Anthony Dickerson, Greater Mt. Olive FGBC

6:04 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:05 p.m. AWARD OF BID- Contract Specialist Michael Lowe

**Award of Bid**

- ITB 23-101 SPD Ford Police Interceptor Utility Vehicles \$439,740.00

**Declaration of Surplus**

- Salisbury Police Department – Lawn Equipment and Bicycles

6:10 p.m. RESOLUTION- City Administrator Julia Glanz

- **Resolution No. 3189**- to execute a Quit Claim Deed with respect to Victoria Park Drive

6:13 p.m. **PUBLIC HEARINGS**- City Attorney Ashley Bosche

- **Ordinance No. 2734**- 2<sup>nd</sup> reading- to permit townhouse developments in General Commercial districts
- **Ordinance No. 2737**- 2<sup>nd</sup> reading- to amend Section 17.212.030 of the Salisbury City Code to add Animal Hospitals to the category of uses permitted in Shopping Centers

6:23 p.m. ORDINANCES- City Attorney Ashley Bosche

- **Ordinance No. 2738** - 2<sup>nd</sup> reading- approving an amendment of the City's General Capital Project Fund Budget to provide funds for the Waterside Parking Lot Project
- **Ordinance No. 2739** - 2<sup>nd</sup> reading- to accept a donation in the amount of \$9,500 from the Salisbury Skatepark Committee, Inc. and to simultaneously approve a budget amendment to the Grant Fund Budget to appropriate these funds for eligible expenses associated with the construction of Phase 2b of the Salisbury Skatepark
- **Ordinance No. 2740** - 2<sup>nd</sup> reading- budget amendment to appropriate additional funds for the construction of the Street Scaping Division Circle project

- **Ordinance No. 2741**- 2<sup>nd</sup> reading- amending Chapter 2.04 of the Salisbury City Code entitled “Ethics” for the purpose of incorporating amendments enacted by the Maryland General Assembly
- **Ordinance No. 2742**- 1<sup>st</sup> reading- budget amendment to appropriate additional funds for fuel and emergency repairs at the Marina
- **Ordinance No. 2743**- 1<sup>st</sup> reading- to accept grant funds for the Homeless Services Case Specialist Position

6:30 p.m. PUBLIC COMMENTS

6:35 p.m. ADMINISTRATION and COUNCIL COMMENTS

6:40 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](http://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 – October 10, 2022**

- Invocation- Greg Morris, Parkway Church of God
- Ordinance No.\_- 2<sup>nd</sup> reading- budget amendment for fuel at Marina
- Ordinance No.\_- 2<sup>nd</sup> reading- to accept grant funds for the Homeless Services Case Specialist Position

Join Zoom Meeting  
<https://us02web.zoom.us/j/88186172560>  
 Meeting ID: 881 8617 2560  
 Phone: 1.301.715.8592



City of  
**Salisbury**  
Jacob R. Day, Mayor

## **COUNCIL AGENDA – Department of Procurement**

**September 26, 2022**

### **Award of Bid(s)**

- |  |           |
|--|-----------|
| 1. ITB 23-101 SPD Ford Police Interceptor Utility AWD Vehicles | \$439,740 |
|--|-----------|

### **Declaration of Surplus**

1. Salisbury Police Department
  - a. Lawn Equipment
  - b. Bicycles



City of  
**Salisbury**  
Jacob R. Day, Mayor

**To:** Mayor and City Council  
**From:** Jennifer Miller  
Director of Procurement  
**Date:** September 26, 2022  
**Subject:** Award of Bid

**The Department of Procurement seeks approval from City Council to award the following procurement(s):**

ITB 23-101 Ford Police Interceptor Utility AWD Vehicles

- Department: Salisbury Police Department
- Specification(s): Ten (10) Ford Police Interceptor Utility AWD vehicles
- Contract information:
  - State of Maryland BPO 001B2600312
  - Bid posting: 12/28/21
  - Award expiration: 02/22/23
- Purchasing authority per Salisbury Charter § SC16-3.A.(9) “General Policy of Competitive Bidding; Exceptions”, which states that competitive bidding is not necessary or appropriate in the following circumstance:
  - Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract.
- Vendor: Hertrich Fleet Services, Inc. (Milford, DE)
- Cost: \$43,974 each
- GL Account(s): 21021-577025

The Department of Procurement requests Council’s approval to award Contract ITB 23-101 to Hertrich Fleet Services, Inc., in the amount of \$439,740.

**The Department of Procurement seeks approval from City Council to declare the following items as surplus and to dispose of the items as indicated:**

Salisbury Police Department

- Item(s) and method of disposal
  - Bicycles – local donation to charitable entities
  - Various lawn and garden equipment – sale via public auction

Additional details regarding these items can be found in the departmental memos.



## MEMORANDUM

**To:** Jennifer Miller, Director of Procurement  
**From:** Stevenson Saby Logistics Manager  
**Subject:** Request/ Purchase 10 ford police vehicles  
**Date:** September 12, 2022

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The Salisbury Police Department (SPD) requests the purchase of ten (10) fleet vehicles at \$43,974.00 each from Hertrich Fleet Services. The Sworn Police Officers will utilize the vehicles in their day-to-day operations, patrol, and emergency responses. The (10) requested fleet vehicles we recommend be purchased on an existing Maryland state contract.

Salisbury Police Department (SPD) would like to expedite the requirement of these Ten (10) – fleet vehicles, from Hertrich Fleet Services due to Ford's recent cancellation of the City's pending/proposed 2022 model year order and an unexpected and shortened ordering window for 2023 models. Funds are available in SPD Vehicles account 21021-577025, for a total cost of \$439,740.00.

# HERTRICH FLEET SERVICES, INC.

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

September 1, 2022

City of Salisbury

125 North Division St Room 104

Salisbury, MD 21801

\$ 43,979

We are pleased to provide a New 2023 Ford Police Interceptor Utility, priced per State of MD BPO#001B2600312 , and equipped as follows:

✓	Code	Description	Amount
	Vehicle	2023 Ford Police Interceptor Utility AWD ; 3.3L V6 DI Engine	\$41,279
	YZ/96	Oxford White Exterior with Cloth Front, Rear Vinyl Seats and Vinyl Floors	N/C
	500A	All Standard Equipment per PEP 500A	N/C
	BLT	Bluetooth	INCL
	153	Front License Plate Bracket	N/C
	65L	18" Wheel Covers	\$60
	18D	Global Unlock	NC
	16D	Badge Delete: Deletes Police Interceptor	NC
	549	Mirrors Heated Side view	\$60
	52P	Hidden Door Lock Plunger-all rear door controls inoperable	\$25
	85S	Rear Center Seat Delete	NC
	66A	Front Headlamp Lighting Solution • Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included (in headlamps only; grille lights not included). Controller "not" included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)	\$895
	68B	Tail Lamp Lighting Solution • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H, 86T Note: Recommend using Ultimate Wiring Package (67U)	\$685
	<87R>	Rear View Camera – Display in Rear View Mirror	N/C
	43D	Dark Car Feature – Courtesy Lamp Disabled when any door is opened	\$25
	17A	Auxiliary Air Conditioning	\$610
	55F	Remote Keyless Entry – 4 FOBs & 4 Keys	\$340
		<b>MSRP \$48,655</b>	

"A Member of the HERTRICH Family of Automobile Dealerships"

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

		<b>Total per Vehicle</b>	<b>\$43,979</b>
		<b>Total for 5 Vehicles</b>	<b>\$219,870</b>

**Call John Worrall**

**[jworrall@hertrichfleet.com](mailto:jworrall@hertrichfleet.com) - 800-698-9825**

"A Member of the HERTRICH Family of Automobile Dealerships"





City of  
**Salisbury**  
Salisbury Police Department

August 25, 2022

TO: Jennifer Miller  
FROM: Chief Barbara Duncan  
Subject: Recommendation of Surplus for Sale on [propertyroom.com](http://propertyroom.com).

I am requesting that the attached list of property be deemed surplus and sold on [propertyroom.com](http://propertyroom.com). There are no listed owners for this property and no one has reported these items stolen. The waiting period required to hold these items has passed.

Respectfully,

  
Barbara Duncan  
Chief of Police



699 W. Salisbury Parkway  
Salisbury, MD 21801  
410-548-3165  
[www.salisburypd.com](http://www.salisburypd.com)







# City of Salisbury

Salisbury Police Department

August 25, 2022

To: Chief Duncan

From: Lt. C. Devoe

REF: Surplus for Sale on Property Room

The Salisbury Police Department has identified 17 items of property in their possession that has no owner listed for these items. No one has attempted to claim these items and none have been reported stolen. The waiting period required to hold these items is listed in the Salisbury Police Departments written directive 402-7(H) has past. I respectfully request that these items are taken in front of the Salisbury City Council to get approval for sale on [propertyroom.com](http://propertyroom.com).

- 201900026869 1 orange Black & Decker Grasshog electric weed whacker
- 201900026869 2 home lite Super XL chainsaw
- 201900026869 3 Ryobi 700 R - 31 CC - 17 inch - weed whacker
- 201900026869 4 Troy-built 21" deck self-propelled push mower
- 201900026869 5 Craftsman GCV160 Model 917.370 push mower
- 201900026869 6 Murray 21-inch deck 450 E series push mower
- 201700037423 4 one (1) black & decker pressure washer
- 201700035208 3 Green "Weed Eater" Lawn Mower
- 201700035208 7 Orange Husqvarna Chain Saw
- 201700035208 9 Red home lite String Trimmer
- 201700035208 6 Red Lawn Mower
- 201700035208 2 Red Craftsman Lawn Mower
- 201700035208 5 Grey Honda Lawn Mower
- 201700035208 8 Yellow Poulin Chain Saw



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410-548-3165  
[www.salisburypd.com](http://www.salisburypd.com)





# City of Salisbury

Salisbury Police Department

- 201700035208 4 Red Troy Built Lawn Mower
- 201700035208 10 Red Home lite String Trimmer
- 201700035208 11 Green "Weed Eater" String Trimmer

Respectfully Submitted,

*Jt C. Devoe 1171*

Lt. C. Devoe 1171

*DTM/BS*  
*8-25-22*



699 W. Salisbury Parkway  
Salisbury, MD 21801  
410-548-3165  
[www.salisburypd.com](http://www.salisburypd.com)



August 25, 2022

TO: Jennifer Miller  
FROM: Chief Barbara Duncan  
Subject: Recommendation of Surplus of Bicycles

I am requesting that the attached list of bicycles be deemed surplus. These items will be donated to local organizations.

Respectfully,



Barbara Duncan  
Chief of Police



August 25, 2022

To: Chief Duncan

From: Lt. C. Devoe

REF: Donation of bicycles

The Salisbury Police Department has identified 51 bicycles in their possession that has no owner listed for these items. No one has attempted to claim these bicycles and none have been reported stolen. The waiting period required to hold these bicycles as listed in the Salisbury Police Departments written directive 402-7(H) has past. I respectfully request that these items are taken in front of the Salisbury City Council to get approval for donation.

The bicycles and information associated with them are as follows:

Case Number    Item #    Description

- 201500026355            1            Green Trek Mountain Bike
- 201700032542            1            SCHWINN BLUE AND GREY IN COLOR
- 201700032542            2            MONGOOSE (BLACK)
- 201700032483            2            Black Hyper Havoc
- 201700036986            2            1 silver in color Citizen brand bicycle
- 201700047740            1            multicolored Columbia Cross Train bicycle
- 201800016933            4            Giant Sedona Bicycle
- 201800016933            2            Red Kent Del Rio Bicycle
- 201800016933            1            Trailhead Bicycle
- 201800016933            5            Dark Green Electra Bicycle
- 201800016933            3            Road Master Granite Peak
- 201800022735            2            Huffy Cruiser White with Black and Green
- 201800022735            1            Trek Cruiser Black
- 201800030472            2            (1) Hyper Havoc bicycle gray in color
- 201800030972            1            a green, black, and silver mountain bike
- 201800031151            1            (1) Ross brand mountain bike
- 201800034830            1            One silver Kent brand Terra model bicycle.
- 201800035695            2            (1) black, blue and orange Mongoose Mt. Bike





# City of Salisbury

Salisbury Police Department

- 201800035695 3 (1) green Haro Vector Mt. bike
- 201800035695 1 (1) black and green Schwinn Frontier Mt. Bike
- 201800036681 1 Black Spray-painted Trek Bicycle
- 201800038352 2 red bicycle
- 201800039735 1 RED IN COLOR BIKE
- 201800046824 1 Nishiki mountain bicycle
- 201800051976 1 Specialized Expedition bicycle
- 201900000537 1 Huffy Trail Runner Mountain Bicycle
- 201900005349 1 Men's hyper Spinnfit road bicycle
- 201900012785 1 Green in color Electra beach Cruiser bike
- 201900012007 1 Yellow Sears Bicycle
- 201900021342 2 (1) blue in color Kent flexor MT
- 201900029209 4 (1) One Black and White Terrain Bicycle
- 201900029209 1 (1) One Yellow spray-painted mountain bike
- 201900029209 3 (1) One Blue Fila Bike
- 201900030685 1 1 - cruiser style cream/green bicycle
- 201900031460 1 blk/silver "Rhino" mountain bicycle
- 201900032138 1 (1) red bicycle
- 201900032987 1 (1) black Mt Bike
- 201800043103 1 (1) Giant mountain bike
- 201900036793 1 (1) one white Nishiki mumoso mountain bike
- 201900032928 1 1 blue in color Schwinn bicycle
- 201900038143 1 (1) One Blue Siesta Key "Next" Beach cruiser bike
- 201900043760 1 White Roadmaster mountain bicycle
- 202000030327 1 Next Ultra Terrain Mountain Bike
- 202000030905 1 Giant bicycle
- 202000040706 3 One (1) Pink Schwinn Delmar (cruiser style)
- 202000040706 1 Red/black Huffy Cranbrook (cruiser style)
- 202000040706 2 Blue/silver Magna Great Divide 18-speed
- 201600018437 1 PINK IN COLOR ROADMASTER MTN BIKE



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City of  
**Salisbury**  
Salisbury Police Department

- 201600028046 1 blue and silver bike Schwinn Jaguar
- 201500034098 1 WHITE BICYCLE
- 202000029045 1 Pacific Quasar men's Bicycle

Respectfully Submitted,

*Jt C. Devoe 1171*

Lt. C. Devoe 1171

*1171*  
*8-25-22*




699 W. Salisbury Parkway  
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City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator  
From: Richard Baldwin, Director of Infrastructure & Development   
Date: September 15, 2022  
Re: Victoria Park Drive Quit Claim Deed and Resolution to Approve

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The Department of Infrastructure and Development (“DID”) has received a request from the developer Sassafras Meadows (JM Holdings, LLC) \ to convey a portion of Victoria Park Drive currently configured as a Cul-de-sac to allow for the creation of a through street as shown on the Final Subdivision Plat of Sassafras Meadows. Once construction is complete, the reconfigured Victoria Park Drive will be conveyed back to the City.

Attached are a copy of the Quit Claim Deed and the Resolution for approval. These agreements have been reviewed by the Department of Infrastructure & Development and are ready for your review and signature.

Unless you or the Mayor have any questions, please forward a copy of this memo, the Resolution, and the Quit Claim Deed to the City Council.



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**RESOLUTION NO. 3189**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY TO  
AUTHORIZE THE MAYOR TO EXECUTE, ON BEHALF OF THE CITY OF  
SALISBURY, A QUIT CLAIM DEED WITH RESPECT TO VICTORIA PARK  
DRIVE.**

**WHEREAS**, a certain road named Victoria Park Drive is located in The City of Salisbury and shown as a cul-de-sac on a plat entitled “CORRECTED PLAT OF the Resubdivision Plat of Parcel A the Lands of Land Holding, LLC & Lot 1, Block “Q”, “Westside Manor” Subdivision the Land of Balmar Properties, LLC”, made by Parker & Associates, Inc. dated 10/11/17 and recorded among the Plat Records of Wicomico County, Maryland in Plat Cabinet J.B.M. No. 17, Folio 187; (“Original Plat”); and

**WHEREAS**, Victoria Park Drive was never conveyed to the City of Salisbury (“City”);

**WHEREAS**, a reconfigured Victoria Park Drive (“Reconfigured Victoria Park Drive”) is shown on a Plat entitled “Final Subdivision Plat of Sassafras Meadows, Phase Three” made by Parker & Associates, Inc. dated 12/08/2021, intended to be recorded among the Plat Records of Wicomico County contemporaneously with the deed referred to in this Resolution (“Final Sassafras Plat”), JM Holding, LLC (“Developer”) being the owner of the lands on both sides of “Victoria Park Drive” as a result of a Special Warranty Deed dated December 20, 2019 and recorded among the aforesaid Land Records in Liber J.B.M. No. 4573, Folio 85, et seq.; and

**WHEREAS**, as part of the development as contemplated by the Final Sassafras Plat, Developer intends to convey the Reconfigured Victoria Park Drive as shown on the Final Sassafras Plat to the City; and

**WHEREAS**, the purpose of the Quit Claim Deed is to convey any of the City’s right title and interest in and to that portion of Victoria Park Drive Cul-de-sac as shown on the Final Sassafras Plat to Developer such that Developer can develop the Reconfigured Victoria Park Drive as a thru street and, upon completion, title to the property described in the Quit Claim Deed will clearly lie with Developer, its successors and assigns; and

**WHEREAS**, in accordance with the foregoing, the City determined it to be in the best interest of the citizens of the City to Quit Claim that portion of the Victoria Park Drive Cul-de Sac as described in the Quit Claim Deed to Developer to reconfigure the cul-de sac as a thru street; and

**WHEREAS**, by this Resolution, the Council (i) hereby approves the Quit Claim Deed (attached hereto and incorporated herein as **Exhibit A**) and (ii) hereby authorizes the Mayor’s execution thereof on behalf of the City; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** The Mayor is hereby authorized to execute, on behalf of the City of Salisbury, that certain Quit Claim Deed, by and between the City of Salisbury and JM Land Holding, LLC attached hereto and incorporated herein as **Exhibit A** (“Quit Claim Deed”).

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

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

53        **Section 4.** The recitals set forth hereinabove and **Exhibit A** attached hereto, are incorporated into  
54 this section of the Ordinance as if such recitals and **Exhibit A** were specifically set forth at length in this  
55 Section 4.

56        **THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the  
57 Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2022 and is to become effective  
58 immediately upon adoption.

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60 **ATTEST:**

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63 \_\_\_\_\_  
64 **Kimberly R. Nichols, City Clerk**

\_\_\_\_\_ **John R. Heath, City Council President**

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68 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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72 \_\_\_\_\_  
73 **Jacob R. Day, Mayor**  
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## EXHIBIT A

THIS QUIT CLAIM DEED, made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by **THE CITY OF SALISBURY**, a body politic and corporate of the State of Maryland, hereinafter called "Grantor", witnesseth:

WHEREAS, a certain road named Victoria Park Dr. ("Road") is located in The City of Salisbury and shown on a plat entitled "CORRECTED PLAT OF the Resubdivision Plat of Parcel A the Lands of Land Holding, LLC & Lot 1, Block "Q", "Westside Manor" Subdivision the Land of Balmar Properties, LLC", made by Parker & Associates, Inc. dated 10/11/17 and recorded among the Plat Records of Wicomico County, Maryland in Plat Cabinet J.B.M. No. 17, Folio 187; ("Corrected Plat"); and

WHEREAS, The City of Salisbury has agreed to abandon and convey any interest it may have in a portion of the Road to Grantee; and

WHEREAS, a reconfigured Victoria Park Drive is shown on a Plat entitled "Final Subdivision Plat of Sassafras Meadows, Phase Three" made by Parker & Associates, Inc. dated 12/08/2021, and recorded or intended to be recorded among the Plat Records of Wicomico County contemporaneously with this deed ("Final Sassafras Plat"); the within Grantee being the owner of the lands on both sides of "Victoria Park Drive", as a result of a Special Warranty Deed from Land Holding, LLC to JM Land Holding, LLC dated December 20, 2019 and recorded among the aforesaid Land Records in Liber J.B.M. No. 4573, Folio 85, et seq.; and

WHEREAS, the effect of the Final Sassafras Plat identified is to reconfigure Victoria Park Drive, making it a through street and remove the cul de sac as more particularly shown on the Final Sassafras Plat.

THAT FOR AND IN CONSIDERATION of the sum of Zero Dollars (\$0.00) and other good, valuable and sufficient consideration in hand paid, receipt of which is hereby acknowledged, the said Grantor does hereby grant, convey and Quit Claim unto **JM Land Holding, LLC**, a Maryland limited liability company (hereinafter referred to as "Grantee"), its successors and assigns, the following described property:

**ITEM ONE:** ALL that piece or parcel of land situate, lying and being in The City of Salisbury, Election District, Wicomico County, State of Maryland, being more described and shown as the "118.55 square feet of Deeded Road Right of Way to Revert Back to the Adjoining Owner Per Quit Claim Deed" on a plat entitled "Final Subdivision Plat of Sassafras Meadows" made by Parker & Associates, Inc. dated 12/08/2021, and recorded or intended to be recorded among the Plat Records of Wicomico County contemporaneously with this deed.

**ITEM TWO:** ALL that piece or parcel of land situate, lying and being in The City of Salisbury, Election District, Wicomico County, State of Maryland, being more described and shown as the "3,144.30 square feet of Deeded Road Right of Way to Revert Back to the Adjoining Owner Per Quit Claim Deed" and "To Be Eliminated Per This Plat" on a plat entitled "Final

Subdivision Plat of Sassafras Meadows” made by Parker & Associates, Inc. dated 12/08/2021, and recorded or intended to be recorded among the Plat Records of Wicomico County contemporaneously with this deed.

REFERENCE to said deeds, plats and instruments, and to preceding deeds to the property and the references contained therein, is hereby made for a better description of the property hereby conveyed.

TOGETHER with the improvements thereon and all the rights, ways, roads, privileges, appurtenances and advantages thereto belonging or in any wise appertaining.

TO HAVE AND TO HOLD the above granted property unto the said Grantee, its successors and assigns, forever in fee simple.

WITNESS the due execution hereof, the day and year first above written.

WITNESS:

THE CITY OF SALISBURY

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Jacob R. Day, Mayor

STATE OF MARYLAND, COUNTY OF WICOMICO:

I HEREBY CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2022, before me, the undersigned officer, personally appeared **Jacob R. Day**, Mayor of the City of Salisbury, Maryland, known to me or satisfactorily proven to be the person which name is subscribed to the within instrument, and he acknowledged that he, being duly authorized to do so, executed the same, in said capacity, for the purposes therein contained.

AS WITNESS my hand and seal, the day and year first above written.

My Commission Expires:

\_\_\_\_\_  
Notary Public

CERTIFICATION

I HEREBY CERTIFY that the within and foregoing instrument has been prepared by or under the supervision of the undersigned attorney authorized to practice in the State of Maryland.

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Ashley A. Bosché, Esquire

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**ORDINANCE NO. 2734**

**AN ORDINANCE OF THE CITY OF SALISBURY AMENDING SECTIONS 17.36.020 AND 17.224.040 OF THE SALISBURY CITY CODE TO PERMIT TOWNHOUSE DEVELOPMENTS IN GENERAL COMMERCIAL DISTRICTS**

**WHEREAS**, the ongoing application, administration and enforcement of Title 17 (Zoning) of the City Code of the City of Salisbury (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation and amendment, in order to keep the provisions of Title 17 current, comply with present community standards and values, and promote the public safety, health and welfare of the citizens of the City of Salisbury (the “**City**”);

**WHEREAS**, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City;

**WHEREAS**, the Mayor and Council may amend Title 17 (Zoning) of the Salisbury City Code pursuant to the authority granted by MD Code, Land Use, § 4-102, subject to the provisions set forth in § 17.228.020 of the Salisbury City Code;

**WHEREAS**, the General Commercial district currently permits apartments to provide housing options close to employment, retail, and service centers. The inclusion of townhouse developments would provide an additional housing option near these centers. Townhouse developments with higher density would serve as a transitional land use adjacent to residential districts;

**WHEREAS**, the Mayor and Council find that the health, safety and general welfare of the citizens of the City will be furthered by amending sections 17.36.020 and 17.224.040 of the Salisbury City Code to permit townhouse developments in General Commercial districts;

**WHEREAS**, pursuant to § 17.228.020 of the Salisbury City Code, any amendment to the Salisbury Zoning Code requires the recommendation of the Salisbury Planning and Zoning Commission (the “**Planning Commission**”) prior to the passage of an ordinance amending Chapter 17.04;

**WHEREAS**, a public hearing on the proposed amendment was held by the Planning Commission in accordance with the provisions of § 17.228.020 of the Salisbury City Code on May 19, 2022;

**WHEREAS**, at the conclusion of its May 19, 2022 meeting, the Planning Commission recommended, by a vote of 6-0, that the amendments to Section 17.36.020 and 17.224.040 of the Salisbury City Code set forth herein be approved by the Mayor and Council; and

**WHEREAS**, the Mayor and Council have determined that the amendments to Section 17.36.020 and 17.224.040 of the Salisbury City Code set forth shall be adopted as set forth herein.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, that Title 17 of the Salisbury City Code is hereby amended by adding the bolded and underlined language as follows:

**Section 1.** By amending Section 17.36.020 of the Salisbury City Code, entitled “Method of Regulation” as follows:

17.36.020 Permitted uses.

A. Permitted uses shall be as follows:

1. Apartment units, in accordance with chapter 17.168;
2. Bank;
3. Bakery;
4. Boardinghouse/rooming house;

5. Business center in accordance with the requirements of chapter 17.172, provided that each individual lot shall have a minimum of six thousand (6,000) square feet of land area;
6. Carpenter, sheet metal, sign, blacksmith and welding shop, provided that all activities are confined within a building;
7. Church and other place of worship;
8. Club, lodge and fraternal organization;
9. Cultivation of land;
10. Cultural uses, such as museum, library or art gallery;
11. Dry-cleaning plant;
12. Eating and drinking establishments, including tavern, dance hall, nightclub and restaurants, all types;
13. Firehouse;
14. Equipment sales, rental, service, repair or maintenance facility for industrial, automotive, marine, office, construction, household, business or farm equipment;
15. Greenhouse, florist and nursery;
16. Hotel, motel or motor hotel;
17. Laboratory and establishment for production, sale, fitting or repair of eyeglasses, hearing aids and prosthetic appliances;
18. Light industrial uses, as listed in the light industrial district, completely confined within a building with no outside storage of raw materials or finished products;
19. Lumber and building supplies;
20. Marina;
21. Medical-care facility;
22. Medical and dental office and clinic;
23. Police station or substation;
24. Parking garage, public or private;
25. Mixed use building as defined in section 17.04.120 in this chapter in accordance with a comprehensive site plan, as approved by the planning commission, with a mandatory five-foot-wide landscaping area abutting all property lines and parking lots. Signage shall be the same as required for a shopping center;
26. Neighborhood shopping center not exceeding thirty thousand (30,000) gross square feet of building area in accordance with the requirements of chapter 17.212;
27. Office or office building for more than one office;
28. Radio or television broadcasting station or studio;
29. Retail sales;
30. School of special instruction;
31. Service, rental or repair establishment, such as laundry or laundromat, automobile rental, gasoline and service station, car wash, appliance repair, equipment or instrument repair or rental, dry-cleaning pickup station, hairdresser shop, pet-grooming shop, excluding outdoor runs, upholstery shop, funeral home, tailor and other uses of similar nature;



- 86 32. Taxi and limousine service;
- 87 33. Theater, excluding drive-in theater;
- 88 34. Wholesale business, warehouse, moving, storage and distribution establishment, including
- 89 wholesale sales;
- 90 35. Group domiciliary care facility;

91 **36. Townhouse development, in accordance with chapter 17.224.**

92 **Section 2.** By adding Section 17.224.040 of the Salisbury City Code, entitled “Requirements in General

93 Commercial Districts” as follows:

94 **17.224.040 Requirements in General Commercial District.**

95 **Townhouse developments in the General Commercial District shall comply with all the**

96 **requirements of this chapter and the following;**

97 **A. Contiguity.**

- 98 1. **The parcel on which townhouses are to be built shall have a continuous boundary line**
- 99 **in common, of at least 200’, with a parcel(s) in the R-8A or R-10A zoning districts;**
- 100 2. **A road dividing zoning districts cannot be used to establish contiguity.**

101 **B. Density.**

- 102 1. **Townhouse developments shall be at the density requirements for R-5A of this**
- 103 **chapter.**

104 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**

105 **SALISBURY, MARYLAND, as follows:**

106 **Section 3.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this

107 Ordinance shall be deemed independent of all other provisions herein.

108 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section,

109 paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise

110 unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph,

111 subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be

112 deemed valid and enforceable.

113 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such

114 recitals were specifically set forth at length in this Section 5.

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

116

117 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury

118 held on the 22 day of August, 2022 and thereafter, a statement of the substance of the Ordinance having

119 been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the

120 12 day of September, 2022.

121 **ATTEST:**

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

126

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

126

127 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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129 \_\_\_\_\_

130 **Jacob R. Day, Mayor**



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator  
From: Richard D. Baldwin, Director of Infrastructure and Development   
Date: August 2, 2022  
Re: Zoning Code Text Amendment Amending Section 17.36.020 and Adding Section 17.224.040

---

The text amendment to section 17.36.020 and chapter 17.224 was prepared by the City Attorney and following a public hearing Planning Commission received favorable recommendation on May 19, 2022.

1. Ordinance for a text amendment to Zoning Code in Title 17 Zoning.
  - a. Amending Section 17.36.020 of the Salisbury City Code, entitled "Permitted uses," to add Townhouse development as a permitted use.
  - b. Amending Chapter 17.224 of the Salisbury City Code, entitled "Townhouse Development," to include section 17.224.040 entitled "Requirements in General Commercial District.
  - c. This text amendment will allow for additional housing development options in the General Commercial zoning district adjacent to Residential districts providing a transitional pattern of development.

Unless you or the Mayor has further questions, please forward a copy of this memo and the ordinance to the City Council.

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**AN ORDINANCE OF THE CITY OF SALISBURY AMENDING SECTION 17.212.030 OF THE SALISBURY CITY CODE TO ADD ANIMAL HOSPITALS TO THE CATEGORY OF USES PERMITTED IN SHOPPING CENTERS**

**WHEREAS**, the ongoing application, administration and enforcement of Title 17 (Zoning) of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation and amendment, in order to keep the provisions of Title 17 current, comply with present community standards and values, and promote the public safety, health and welfare of the citizens of the City of Salisbury (the “**City**”);

**WHEREAS**, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City;

**WHEREAS**, the Mayor and Council may amend Title 17 (Zoning) of the Salisbury City Code pursuant to the authority granted by MD Code, Land Use, § 4-102, subject to the provisions set forth in Section 17.228.020;

**WHEREAS**, the uses permitted in Shopping Centers currently includes a myriad of categories, including service establishments and medical offices. The inclusion of animal hospitals, as defined in Section 17.04.120, would provide an additional, but still substantially similar, use option in shopping centers;

**WHEREAS**, the Mayor and Council find that the health, safety and general welfare of the citizens of the City will be furthered by amending Section 17.212.030 of the Salisbury City Code to permit animal hospitals in shopping centers;

**WHEREAS**, pursuant to Section 17.228.020 of the Salisbury City Code, any amendment to the Salisbury Zoning Code requires the recommendation of the Salisbury Planning and Zoning Commission (the “Planning Commission”) prior to the passage of an ordinance amending Chapter 17.212;

**WHEREAS**, a public hearing on the proposed amendment was held by the Planning Commission in accordance with the provisions of Section 17.228.020 of the Salisbury City Code on July 21, 2022;

**WHEREAS**, at the conclusion of its July 21, 2022 meeting, the Planning Commission recommended, by a vote of 7-0, that the amendments to Section 17.212.030 of the Salisbury City Code set forth herein be approved by the Mayor and Council; and

**WHEREAS**, the Mayor and Council have determined that the amendments to Section 17.212.030 of the Salisbury City Code shall be adopted as set forth herein.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND,** that Title 17 of the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the strikethrough language as follows:

**Section 1.** Section 17.212.030 of the Salisbury City Code, entitled “Permitted Uses” shall be amended as follows:

## Chapter 17.212 SHOPPING CENTERS

**17.212.030 Permitted uses.**

Land and buildings shall be designed, arranged and used solely for the following enumerated uses:

A. Department stores;

- B. Retail establishments, including but not limited to the sale of appliances, wearing apparel, general merchandise and foodstuffs;
- C. Commercial service establishments, including but not limited to barbershops, beauty shops, tailor, repair of consumer products, professional services and automobile services;
- D. Recreational establishment, indoor;
- E. Theater and community meeting rooms;
- F. Offices and financial institutions;
- G. Eating and drinking establishments;
- H. Motels and hotels;
- I. Day-care services for employees and patrons of the shopping center;
- J. School of general instruction;
- K. School of special instruction;
- L. Warehouses or storage facilities;
- M. Medical office/clinic.
- N. Animal hospital, except that the following shall be prohibited: 24-hour and/or overnight care, boarding of animals, and/or outside pens or runs.**

**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 \_\_\_\_\_, 2022 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 \_\_\_\_\_, 2022.

**ATTEST:**


\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_  
**John R. Heath, City Council President**

82  
83 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
84  
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86 \_\_\_\_\_  
87 **Jacob R. Day, Mayor**  
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City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator  
From: Richard D. Baldwin, Director of Infrastructure and Development   
Date: August 8, 2022  
Re: Zoning Code Text Amendment Amending Section 17.212.030

---

Banfield Pet Hospital applied for a text amendment to permit an Animal Hospital in Shopping Centers.

Following staff review the text amendment to section 17.212.030 was prepared by the City Attorney. The Planning Commission held a public hearing and forwarded a favorable recommendation to the City Council on July 21, 2022.

1. Ordinance for a text amendment to Zoning Code in Title 17 Zoning.
  - a. Amending Section 17.212.030 of the Salisbury City Code, entitled "Permitted uses," to add Animal Hospital as a permitted use in Shopping Centers.

Unless you or the Mayor has further questions, please forward a copy of this memo and the ordinance to the City Council.

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**ORDINANCE NO. 2738**

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN  
AMENDMENT OF THE CITY'S GENERAL CAPITAL PROJECT FUND  
BUDGET TO PROVIDE FUNDS FOR THE WATERSIDE PARKING LOT  
PROJECT.**

**WHEREAS**, the City of Salisbury received a Community Parks and Playground Grant to construct a parking lot at Waterside Park and Playground;

**WHEREAS**, due to increases in material and labor costs, the project costs now exceed the grant award;

**WHEREAS**, the City has determined the Energy Performance Consulting services are no longer needed by the City at this time, and the funds can be reallocated to a higher priority project;

**WHEREAS**, the reallocation of FY18 Pay GO necessary to execute the Waterside Parking Lot project is \$34,400, as provided herein, and must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

**Section 1.** Mayor Jacob R. Day is hereby authorized award an appropriation to the Waterside Parking Lot project in the amount of \$34,400.00.

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

**Section 2.** The City of Salisbury's General Capital Project Fund Budget be and hereby is amended as follows:

<b>Increase Decrease</b>	<b>Account Type</b>	<b>Project Description</b>	<b>Account Description</b>	<b>Account</b>	<b>Amount</b>
Decrease	Revenue	Energy Performance Consulting	PayGO	98018-469313-48037	\$34,400
Increase	Revenue	Waterside Parking Lot	PayGO	98018-469313-48040	\$34,400
Decrease	Expenditure	Energy Performance Consulting	Consulting	98118-513400-48037	\$34,400
Increase	Expenditure	Waterside Parking Lot	Construction	98118-513026-48040	\$34,400

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

**Section 3.** 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 4.** 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,



42 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
43 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
44 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.  
45

46 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
47 if such recitals were specifically set forth at length in this Section 5.  
48

49 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
50

51 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
52 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and thereafter, a statement of the substance  
53 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
54 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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56 **ATTEST:**  
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61 \_\_\_\_\_  
62 **Kimberly R. Nichols, City Clerk**  
63

\_\_\_\_\_ **John R. Heath, City Council President**

64 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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68 \_\_\_\_\_  
69 **Jacob R. Day, Mayor**  
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## MEMORANDUM

**To:** Julia Glanz, City Administrator  
**From:** Andy Kitzrow, Deputy City Administrator  
**Subject:** Budget Amendment – Waterside Park – Parking Lot  
**Date:** August 30, 2022

---

Attached is the budget amendment ordinance to increase funding for Waterside Park Improvements including the construction of a parking lot.

The City of Salisbury received a FY2019 Community Parks and Playground Grant for these improvements. Attached is a copy of the award letter.

Due to significant increases to labor and material costs, the grant award does not cover the total costs of the project. We are requesting the reallocation of FY18 Pay Go funds (Energy Performance Consulting) no longer needed to cover the shortfall.



*Larry Hogan, Governor*  
*Boyd Rutherford, Lt. Governor*  
*Mark Belton, Secretary*  
*Joanne Throwe, Deputy Secretary*

May 3, 2018

Deborah Stam  
Asst. Director, HCDD  
207 West Main Street, Suite 102  
Salisbury, MD 21801

Dear Ms. Stam:

Thank you for submitting an application for the Community Parks and Playgrounds Program. Funding for the project below has been included in the FY 2019 Maryland Capital Budget. This project is funded to GO Bonds; therefore it must be approved by the Board of Public Works.

Project Title	Funds Pending BPW*
Waterside Park Improvements	\$120,500

\* These funds must be approved by the Maryland Board of Public Works

This Letter of Acknowledgement establishes the project start date but does not bind the State to reimburse the applicant for expenditures incurred on the project.

The Department of Natural Resources will forward your project to the Maryland Department of Planning for State Clearinghouse review. Once reviewed, the project will be placed on the Board of Public Works Agenda at the earliest possible date. The Department of Natural Resources will notify you as to the Board of Public Works' decision. If approved, you may submit periodic requests for reimbursement up to the total amount of funds approved by the Board of Public Works for the respective project.

It is a pleasure for the Department of Natural Resources to assist you with your Community Parks and Playgrounds project(s). I hope that our combined efforts will result in safe and convenient recreation opportunities for all to share and enjoy. For additional information about the Community Parks and Playground Program, please go to <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx> or contact your Program Administrator listed on the back page.

Sincerely,

Hilary Bell, Deputy Director  
Land Acquisition and Planning

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4 **ORDINANCE NO. 2739**  
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6 AN ORDINANCE THE CITY OF SALISBURY, MARYLAND TO ACCEPT A DONATION IN  
7 THE AMOUNT OF \$9,500 FROM THE SALISBURY SKATEPARK COMMITTEE, INC. AND TO  
8 SIMULTANEOUSLY APPROVE A BUDGET AMENDMENT TO THE GRANT FUND BUDGET TO  
9 APPROPRIATE THESE FUNDS FOR ELIGIBLE EXPENSES ASSOCIATED WITH THE  
10 CONSTRUCTION OF PHASE 2B OF THE SALISBURY SKATEPARK.  
11

12 **WHEREAS**, the City of Salisbury has a large number of youth (and many adults) that love to  
13 skateboard; and  
14

15 **WHEREAS**, the City wishes to provide an improved and expanded public skatepark for its citizens  
16 that is free of charge, so that they may continue to enjoy what is becoming an increasingly popular sport; and  
17

18 **WHEREAS**, the expansion, known as Salisbury Skatepark, Phase 2B, will further build upon the  
19 commitment that our community has made to our local youth and citizenry at large, by providing yet another  
20 amenity to serve health, social and recreational needs; and  
21

22 **WHEREAS**, in October 2021 the City received a Community Parks & Playgrounds (CP&P) grant  
23 from the Maryland Department of Natural Resources for the Salisbury Skatepark, Phase 2B in the amount of  
24 \$162,801; and  
25

26 **WHEREAS**, the City allocated the grant to the cost of the Salisbury Skatepark, Phase 2B, but a  
27 change order has exceeded the allowable budget for the project; and  
28

29 **WHEREAS**, the Salisbury Skatepark Committee, Inc. has offered to donate an additional \$9,500 to  
30 expand the budget for Phase 2B of the Skatepark, thereby enabling change order #9 under contract RFP 03-  
31 14 to be executed and  
32

33 **WHEREAS**, appropriations necessary to execute the purpose of this donation must be made upon  
34 the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.  
35

36 **NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE**  
37 **CITY OF SALISBURY, MARYLAND, as follows:**  
38

39 **Section 1.** Mayor Jacob R. Day, on behalf of the City of Salisbury, is hereby authorized to accept a  
40 donation in the amount of \$9,500 from the Salisbury Skatepark Committee, Inc., which donation will be  
41 appropriated for expenditures related to the Salisbury Skatepark, Phase 2B.  
42

43 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
44 **SALISBURY, MARYLAND, as follows:**  
45

46 **Section 2.** The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:  
47

48 (a) Increase Skatepark Donations Revenue Account No. 12800-456415-73039 by \$9,500.  
49

50 (b) Increase Skatepark Construction Expense Account No. 12800-513026-73039 by \$9,500.  
51

52 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
53 **SALISBURY, MARYLAND, as follows:**  
54

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

58 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
59 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,

60 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
61 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
62 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.  
63

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

67 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
68

69 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
70 Salisbury held on the \_\_\_\_ day of \_\_\_\_, 2022 and thereafter, a statement of the substance of the Ordinance  
71 having been published as required by law, in the meantime, was finally passed by the Council of the City of  
72 Salisbury on the \_\_\_\_ day of \_\_\_\_, 2022.  
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77 **ATTEST:**  
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82 \_\_\_\_\_  
83 **Kimberly R. Nichols, City Clerk**  
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\_\_\_\_\_ **John R. Heath, City Council President**

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87 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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91 \_\_\_\_\_  
92 **Jacob R. Day, Mayor**



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator  
From: Richard D. Baldwin, Director of Infrastructure and Development *RD*  
Date: August 25, 2022  
Re: Ordinance to Accept Skatepark Donation

---

The City of Salisbury received a Community Parks & Playgrounds (CP&P) grant for the Maryland Department of Natural Resources in the amount of \$162,801 to complete Phase 2B which was allocated of the Salisbury Skatepark. A change order was received that exceeded the allowable budget by \$9,500.00. The Salisbury Skatepark Committee, Inc. has offered to donate the additional funds. Attached is an ordinance to accept this donation and approve a budget amendment to appropriate these funds for construction of Phase 2B of the Salisbury Skatepark

Unless you or the Mayor has further questions, please forward a copy of this memo and the ordinance to the City Council.

ORDINANCE NO. 2740

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE GENERAL CAPITAL PROJECTS FUND BUDGET TO APPROPRIATE ADDITIONAL FUNDS REQUIRED FOR CONSTRUCTION OF THE STREET SCAPING DIVISION CIRCLE PROJECT.

WHEREAS, the City identified Downtown Street Scaping as a key Capital and Infrastructure improvement; and

WHEREAS, Town Square is envisioned as an open outdoor Community Space that invites people to walk; and

WHEREAS, construction costs have continued to increase; and

WHEREAS, Main Street Master Plan improvements were completed with funds available; and

WHEREAS, Urban Greenway objectives include encouraging walking and inviting people to enjoy neighboring destinations; and

WHEREAS, the budget amendment as provided herein must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

**Section 1.** The City of Salisbury's Capital Projects Fund Budget be and is hereby amended as follows:

Increase Decrease	Account Type	Account Description	Project Description	Account	Amount
Decrease	Revenue	Debt Proceeds	MainStreet Masterplan	98019-469313-48022	135,000.00
Decrease	Expense	Construction	MainStreet Masterplan	98119-513026-48022	135,000.00
Decrease	Revenue	Debt Proceeds	Urban Greenway Phase 2	98019-469313-48048	398,859.64
Decrease	Expense	Construction	Urban Greenway Phase 2	98119-513026-48048	398,859.64
Increase	Revenue	Debt Proceeds	Street Scaping-Division Circle	98019-469313-48043	533,859.64
Increase	Expense	Construction	Street Scaping-Division Circle	98119-513026-48043	533,859.64

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

**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



43 recitals were specifically set forth at length in this Section 4.

44

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

46

47 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury  
48 held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and thereafter, a statement of the substance of the Ordinance  
49 having been published as required by law, in the meantime, was finally passed by the Council of the City of  
50 Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

51

52 **ATTEST:**

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57 \_\_\_\_\_  
58 **Kimberly R. Nichols, City Clerk**

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60 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

61

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65 \_\_\_\_\_  
66 **Jacob R. Day, Mayor**

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\_\_\_\_\_  
**John R. Heath, City Council President**



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator  
From: Richard Baldwin, Director of Infrastructure & Development *RB*  
Date: September 15, 2022  
Re: Budget Amendment for Funding Street Scaping-Division Circle Project

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The Department of Infrastructure and Development (DID) is requesting the approval of a budget amendment in the amount of \$533,859.64 to providing funding equal to the estimated cost of construction for the Downtown Street Scaping- Division Circle project (Town Square).

Downtown Street Scaping has been identified as a key Capital and Infrastructure improvement. The Main Street Master Plan improvements have already been completed, leaving surplus funding available for reallocation. The Urban Greenway objectives encourage walking and inviting people to enjoy neighboring destinations. The Division Circle project is to create a landscaped and pedestrian-friendly green space in the Downtown area.

Increase Decrease	Account Type	Account Description	Project Description	Account	Amount
Decrease	Revenue	Debt Proceeds	MainStreet Masterplan	98019-469313-48022	135,000.00
Decrease	Expense	Construction	MainStreet Masterplan	98119-513026-48022	135,000.00
Decrease	Revenue	Debt Proceeds	Urban Greenway Phase 2	98019-469313-48048	398,859.64
Decrease	Expense	Construction	Urban Greenway Phase 2	98119-513026-48048	398,859.64
Increase	Revenue	Debt Proceeds	Street Scaping-Division Circle	98019-469313-48043	533,859.64
Increase	Expense	Construction	Street Scaping-Division Circle	98119-513026-48043	533,859.64

Rising construction and material costs require adjustments to be made to the total project cost of construction. Sufficient funds to cover the estimated cost of construction are necessary to put this project out for bid.

Thank you for your consideration on this request.

ORDINANCE NO. 2741

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 2.04 OF THE SALISBURY CITY CODE, ENTITLED "ETHICS," FOR THE PURPOSE OF INCORPORATING AMENDMENTS ENACTED BY THE MARYLAND GENERAL ASSEMBLY.

WHEREAS, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code (the "Salisbury City Code") demonstrates a need for its periodic review, evaluation and amendment, in order to comply with present community standards and values, and promote the public safety, health and welfare of the citizens of the City of Salisbury (the "City");

WHEREAS, the Mayor and Council of the City of Salisbury (the "Mayor and Council") are authorized by MD Code, Local Government, § 5-202, as amended, to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort and convenience of the citizens of the City;

WHEREAS, the Mayor and Council may amend Title 2 of the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter;

WHEREAS, MD Code, General Provisions, § 5-807 requires each municipal corporation to enact provisions, equivalent to the provisions applicable to State officials, to govern the public ethics of local officials relating to conflicts of interest, financial disclosure, and lobbying;

WHEREAS, the Mayor and Council find that amendments to Chapter 2.04 of the Salisbury City Code are desirable to update and clarify ethics provisions governing officials and employees of the City and to bring them in accord with the Maryland Public Ethics Law (see MD Code, General Provisions, § 5-801, *et seq.*), as amended;

WHEREAS, pursuant to § 2.04.030(e) of the Salisbury City Code, the Mayor and Council may amend Chapter 2.04 subject to review and recommendation of the City Ethics Commission with respect to any such amendment;

WHEREAS, on September 13, 2022, the City Ethics Commission, in accordance with the provisions of § 2.04.030(e) of the Salisbury City Code, convened in public session to review the amendments to Chapter 2.04 set forth herein and to hear public comment, if any, with respect to such amendments;

WHEREAS, at the conclusion of the September 13, 2022 meeting of the City Ethics Commission, the Ethics Commission, by unanimous vote, recommended the Mayor and Council approve for passage amendments to Chapter 2.04 set forth in this Ordinance;

WHEREAS, prior to the September 13, 2022 meeting of the City Ethics Commission, the City, through its City Solicitor, provided a copy of the amendments to Chapter 2.04 set forth in this Ordinance to the Maryland State Ethics Commission for review to ensure compliance with the requirements of the Maryland Public Ethics law, as amended; and

WHEREAS, the Mayor and Council have determined that the amendments to Chapter 2.04 of the Salisbury City Code set forth below shall be adopted as set forth herein.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that Chapter 2.04 of the Salisbury City Code is hereby amended by adding the bolded and underlined language and deleting the strikethrough language as follows:

Section 1. Chapter 2.04 of the Salisbury City Code, entitled "ETHICS," is amended by repealing Chapter 2.04 and reenacting Chapter 2.04 as follows:

**Chapter 2.04 ETHICS**

**2.04.010 Short Title**

~~This chapter may be cited as the "City of Salisbury Public Ethics Ordinance."~~

(Ord. No. 2211, 7-23-2012)

**~~2.04.020 Applicability.~~**

~~The provisions of this chapter apply to all city elected officials, employees, and appointees, boards and commissions of the city.~~

(Ord. No. 2211, 7-23-2012)

**~~2.04.030 Ethics commission.~~**

~~(a) There is a city ethics commission that consists of five members appointed by the mayor with the advice and consent of the city council.~~

~~(b) The commission shall:~~

~~(1) Devise, receive and maintain all forms required by this chapter;~~

~~(2) Develop procedures and policies for advisory opinion requests and provide published advisory opinions to persons subject to this chapter regarding the applicability of the provisions of this chapter to them;~~

~~(3) Develop procedures and policies for processing of complaints to make appropriate determinations regarding complaints filed by any person alleging violations of this chapter; and~~

~~(4) Conduct a public information program regarding the purposes and application of this chapter.~~

~~(e) The city attorney shall advise the commission.~~

~~(d) The commission shall certify to the state ethics commission on or before October 1 of each year that the City is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland for elected local officials.~~

~~(e) The commission shall determine if changes to this chapter are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the city council for enactment.~~

~~(f) The commission may adopt other policies and procedures to assist in the implementation of the commission programs established in this chapter.~~

(Ord. No. 2211, 7-23-2012)

**~~2.04.040 Conflicts of Interest.~~**

~~(a) In this section, "qualified relative" means a spouse, parent, child or sibling.~~

~~(b) All city elected officials, officials appointed to city boards and commissions subject to this chapter and employees are subject to this section.~~

~~(c) Participation Prohibitions. Except as permitted by commission regulation or opinion, an official or employee may not participate in:~~

~~(1) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, or a qualified relative of the official or employee has an interest.~~

~~(2) Except in the exercise of an administrative or ministerial duty that does not affect the disposition or decision with respect to the matter, any matter, in which any of the following is a party:~~

- (i) ~~A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;~~
- (ii) ~~A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner or employee;~~
- (iii) ~~A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;~~
- (iv) ~~If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;~~
- (v) ~~An entity, doing business with the City, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interest; or~~
- (vi) ~~A business entity that:~~
- (A) ~~The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and~~
- (B) ~~As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.~~
- (3) ~~A case, contract or other specific matter for one calendar year after terminating their registration if they previously assisted or represented another party as a lobbyist in the matter. This provision does not apply to uncompensated or minimally compensated board or commission members.~~
- (4) ~~A person who is disqualified from participating under paragraphs 1, 2, or 3 of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:~~
- (i) ~~The disqualification leaves a body with less than a quorum capable of acting;~~
- (ii) ~~The disqualified official or employee is required by law to act; or~~
- (iii) ~~The disqualified official or employee is the only person authorized to act.~~
- (5) ~~The prohibitions of paragraph 1, 2, or 3 of this subsection do not apply if participation is allowed by regulation or opinion of the commission.~~
- (d) ~~Employment and Financial Interest Restrictions.~~
- (1) ~~Except as permitted by regulation of the commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:~~
- (i) ~~Be employed by or have a financial interest in any entity:~~
- (A) ~~Subject to the authority of the official or employee of the city, agency, board, commission with which the official or employee is affiliated; or~~

- ~~(B) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or~~
- ~~(ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.~~
- ~~(2) This prohibition does not apply to:~~
- ~~(i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;~~
- ~~(ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publically disclosed to the appointing authority and the commission;~~
- ~~(iii) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the commission; or~~
- ~~(iv) Employment or financial interests allowed by regulation of the commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.~~
- ~~(e) Post Employment Limitations and Restrictions:~~
- ~~(1) A former official or employee may not assist or represent any party other than the city for compensation in a case, contract, or other specific matter involving the city if that matter is one in which the former official or employee significantly participated as an official or employee.~~
- ~~(2) Until the conclusion of one year after the elected official leaves office, a former member of the city council or a former mayor may not assist or represent another party for compensation in a matter involving the city that is subject to legislative action before the mayor and city council.~~
- ~~(f) Contingent Compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the city.~~
- ~~(g) Use of Prestige of Office.~~
- ~~(1) An official or employee may not intentionally use the prestige of the office or public position for the private gain of that official or employee or the private gain of another. The prohibitions of this section include, but are not limited to:~~
- ~~(i) The use of influence in the award of a City contract to a specific person or entity;~~
- ~~(ii) Initiating a solicitation for a person to retain the compensated services of a particular lobbyist or firm;~~
- ~~(iii) Using public resources or title to solicit a political contribution regulated in accordance with the Election Law Article of the Annotated Code of Maryland.~~
- ~~(2) This subsection does not prohibit performance of usual and customary constituent services by an elected local official without additional compensation.~~
- ~~(h) Solicitation and Acceptance of Gifts.~~

- ~~(1) An official or employee may not solicit any gift.~~
- ~~(2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.~~
- ~~(3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has the reason to know:~~
- ~~(i) Is doing business with or seeking to do business with the city office, agency, board, or commission with which the official or employee is affiliated;~~
  - ~~(ii) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;~~
  - ~~(iii) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit; or~~
  - ~~(iv) Is a lobbyist with respect to matters within the jurisdiction of the official or employee.~~
- ~~(4) Notwithstanding paragraph 3. of this subsection, an official or employee may accept the following:~~
- ~~(i) Meals and beverages consumed in the presence of the donor or sponsoring entity;~~
  - ~~(ii) Ceremonial gifts or awards that have insignificant monetary value;~~
  - ~~(iii) Unsolicited gifts of nominal value that do not exceed twenty dollars (\$20.00) in cost or trivial items of informational value;~~
  - ~~(iv) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;~~
  - ~~(v) Gifts of tickets or free admission extended to an elected local official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;~~
  - ~~(vi) A specific gift or class of gifts that the commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the city and that the gift is purely personal and private in nature;~~
  - ~~(vii) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or~~
  - ~~(viii) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is not related in any way to the official's or employee's official position.~~
- ~~(5) The exceptions set forth in paragraph (4) shall not apply to a gift:~~
- ~~(i) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;~~
  - ~~(ii) Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or~~

- (iii) ~~Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.~~
- (i) ~~Disclosure of Confidential Information. Other than in the discharge of official duties, an official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the official's or employee's public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.~~
- (j) ~~Participation in Procurement.~~
- (1) ~~An individual, or a person that employs an individual who assists a city agency in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid for proposal for the procurement.~~
- (2) ~~The commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.~~

(Ord. No. 2211, 7-23-2012; Ord. No. 2504, 9-10-2018)

#### **~~2.04.050 Financial disclosure—Local elected officials and candidates to be local elected officials~~**

~~(a) [Application of Section.]~~

- (1) ~~This section applies to all local elected officials and candidates to be local elected officials.~~
- (2) ~~Except as provided in subsection (b) of this section, a local elected official or a candidate to be a local elected official shall file the financial disclosure statement required under this section:~~
- (i) ~~On a form provided by the commission;~~
- (ii) ~~Under oath or affirmation; and~~
- (iii) ~~With the commission.~~
- (3) ~~Deadlines for filing statements:~~
- (i) ~~An incumbent local elected official shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.~~
- (ii) ~~An individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement, shall file a statement for the preceding calendar year within thirty (30) days after appointment.~~
- (iii) ~~[Statement required.]~~
- (A) ~~An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within sixty (60) days after leaving the office.~~
- (B) ~~The statement shall cover:~~



- 253 1. ~~The calendar year immediately preceding the year in which the~~  
254 ~~individual left office, unless a statement covering that year has~~  
255 ~~already been filed by the individual; and~~
- 256 2. ~~The portion of the current calendar year during which the individual~~  
257 ~~held the office.~~
- 258 (b) ~~Candidates to be Local Elected Officials.~~
- 259 (1) ~~Except for an official who has filed a financial disclosure statement under another~~  
260 ~~provision of this section for the reporting period, a candidate to be an elected local~~  
261 ~~official shall file a financial disclosure statement each year beginning with the year in~~  
262 ~~which the certificate of candidacy is filed through the year of the election.~~
- 263 (2) ~~A candidate to be an elected local official shall file a statement required under this~~  
264 ~~section:~~
- 265 (A) ~~In the year the certificate is filed, no later than the filing of the certificate of~~  
266 ~~candidacy;~~
- 267 (B) ~~In the year of the election, on or before the earlier of April 30 or the last day for the~~  
268 ~~withdrawal of candidacy; and~~
- 269 (C) ~~In all other years for which a statement is required, on or before April 30.~~
- 270 (3) ~~A candidate to be an elected official:~~
- 271 (A) ~~May file the statement required under Section 2.04.050(b)(2)(A) of this chapter with~~  
272 ~~the city clerk or board of election supervisors with the certificate of candidacy or~~  
273 ~~with the commission prior to filing the certificate of candidacy; and~~
- 274 (B) ~~Shall file the statements required under Section 2.04.050(b)(2)(B) and (C) with the~~  
275 ~~commission.~~
- 276 (4) ~~If a candidate fails to file a statement required by this section after written notice is~~  
277 ~~provided by the city clerk or board of election supervisors at least twenty (20) days before~~  
278 ~~the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn~~  
279 ~~the candidacy.~~
- 280 (5) ~~The city clerk or board of election supervisors may not accept any certificate of~~  
281 ~~candidacy unless a statement has been filed in proper form.~~
- 282 (6) ~~Within thirty (30) days of the receipt of a statement required under this section, the city~~  
283 ~~clerk or board of election supervisors shall forward the statement to the commission or~~  
284 ~~the office designated by the commission.~~
- 285 [(c) ~~Reserved.~~]
- 286 [(d) ~~Reserved.~~]
- 287 (e) ~~Public Record.~~
- 288 (1) ~~The city clerk shall maintain all financial disclosure statements filed under this section.~~
- 289 (2) ~~Financial disclosure statements shall be made available during normal office hours for~~  
290 ~~examination and copying by the public subject to reasonable fees and administrative~~  
291 ~~procedures established by the commission.~~
- 292 (3) ~~If an individual examines or copies a financial disclosure statement, the city clerk shall~~  
293 ~~record:~~

- (i) ~~The name and home address of the individual reviewing or copying the statement; and~~
- (ii) ~~The name of the person whose financial disclosure statement was examined or copied.~~
- (4) ~~Upon request by the official or employee whose financial disclosure statement was examined or copied, the commission or the office designated by the city clerk shall provide the official with a copy of the name and address of the person who reviewed the official's financial disclosure statement.~~
- (f) ~~Retention Requirements. The commission or the office designated by the city clerk shall retain financial disclosure statements for four years from the date of receipt.~~
- (g) ~~Contents of Statement.~~
- (1) ~~Interests in Real Property.~~
- (i) ~~A statement filed under this section shall include a schedule of all interests in real property wherever located.~~
- (ii) ~~For each interest in real property, the schedule shall include:~~
- (A) ~~The nature of the property and the location by street address, mailing address, or legal description of the property;~~
- (B) ~~The nature and extent of the interest held, including any conditions and encumbrances on interest;~~
- (C) ~~The date when, the manner in which, and the identity of the person from whom the interest was acquired;~~
- (D) ~~The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;~~
- (E) ~~If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and~~
- (F) ~~The identity of any other person with an interest in the property.~~
- (2) ~~Interests in Corporations and Partnerships.~~
- (i) ~~A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the city.~~
- (ii) ~~For each interest reported under this paragraph, the schedule shall include:~~
- (A) ~~The name and address of the principal office of the corporation, partnership, limited liability partnership or limited liability corporation.~~
- (B) ~~The nature and amount of the interest held, including any conditions and encumbrances on the interest;~~
- (C) ~~With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and~~

- amount of the consideration received for the interest and, if known, the identity of the person to whom the interest was transferred; and
- (D) With respect to any interest acquired during the reporting period:
1. The date when, the manner in which, and the identity of the person or legal entity from whom the interest was acquired; and
  2. The nature and the amount of the consideration given in exchange for the interest or, if acquired, other than by purchase, the fair market value of the interest at the time acquired.
- (iii) An individual may satisfy the requirement to report the amount of the interest held under item (B)(ii) [sic] of this paragraph by reporting, instead of a dollar amount:
- (A) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or
- (B) For an equity interest in a partnership, the percentage of equity interest held.
- (3) Interests in Business Entities Doing Business with City.
- (i) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the city, other than interests reported under paragraph (2) of this subsection.
- (ii) For each interest reported under this paragraph, the schedule shall include:
- (A) The name and address of the principal office of the business entity;
- (B) The nature and amount of the interest held, including any conditions to and encumbrances in the interest;
- (C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest and, if known, the identity of the person to whom the interest was transferred; and
- (D) With respect to any interest acquired during the reporting period:
1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
  2. The nature and the amount of the consideration given in exchange for the interest or, if acquired, other than by purchase, the fair market value of the interest at the time acquired.
- (4) Gifts.
- (i) A statement filed under this section shall include a schedule of each gift in excess of twenty dollars (\$20.00) in value or a series of gifts totaling one hundred dollars (\$100.00) or more received during the reporting period from or on behalf of, directly or indirectly, any one person or legal entity who does business with or is regulated by the city.
- (ii) For each gift reported, the schedule shall include:
- (A) A description of the nature and value of the gift; and

- (B) ~~The identity of the person or legal entity from whom, or on behalf of whom, directly or indirectly, the gift was received.~~
- (5) ~~Employment With or Interests in Entities Doing Business With City.~~
- (i) ~~A statement filed under this section shall include a schedule of all offices, directorships, and compensated employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the city. All statements filed under this section shall disclose whether the individual or the individual's spouse is a lobbyist required to register, and, if so, they shall identify the entities that engage the lobbyist.~~
- (ii) ~~For each position reported under this paragraph, the schedule shall include:~~
- (A) ~~The name and address of the principal office of the business entity;~~
- (B) ~~The title and nature of the office, directorship, or compensated employment held and the date it commenced; and~~
- (C) ~~The name of each city agency with which the entity is involved.~~
- (6) ~~Indebtedness to Entities Doing Business With City.~~
- (i) ~~A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons or legal entities doing business with the city owed at any time during the reporting period;~~
- (A) ~~By the individual; or~~
- (B) ~~By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.~~
- (ii) ~~For each liability reported under this paragraph, the schedule shall include:~~
- (A) ~~The identity of the person or legal entity to whom the liability was owed and the date the liability was incurred;~~
- (B) ~~The amount of the liability owed as of the end of the reporting period;~~
- (C) ~~The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and~~
- (D) ~~The security given, if any, for the liability.~~
- (7) ~~A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the City in any capacity at any time during the reporting period.~~
- (8) ~~Sources of Earned Income.~~
- (i) ~~A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.~~
- (ii) ~~A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.~~

- ~~(9) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.~~
- ~~(h) For the purposes of Section 2.04.050(g)(1), (2) and (3) of this chapter, the following interests are considered to be the interests of the individual making the statement:~~
- ~~(1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.~~
- ~~(2) An interest held by a business entity in which the individual held a thirty (30) percent or greater interest at any time during the reporting period.~~
- ~~(3) An interest held by a trust or an estate in which, at any time during the reporting period:~~
- ~~(i) The individual held a reversionary interest or was a beneficiary, or~~
- ~~(ii) If a revocable trust, the individual was a settler.~~
- ~~(i) [Compliance with Provisions.]~~
- ~~(1) The commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.~~
- ~~(2) The city ethics commission may take appropriate enforcement action to ensure compliance with this section.~~
- ~~(Ord. No. 2211, 7-23-2012; Ord. No. 2504, 9-10-2018)~~

#### **2.04.060 Financial disclosure—Employees and appointed officials.**

- ~~A. This section only applies to the following appointed officials and employees:~~
- ~~City Administrator—Deputy City Administrators~~
- ~~City Clerk—Assistant City Clerk~~
- ~~City Solicitor—Assistant City Solicitor~~
- ~~Department Directors—Assistant Department Directors~~
- ~~Members of Quasi-Judicial Boards and Commissions including, but not limited to:~~
- ~~Members of Board of Zoning Appeals~~
- ~~Members of Housing Board of Adjustment and Appeals~~
- ~~Members of Building Board of Adjustment and Appeals~~
- ~~Members of the Planning and Zoning Commission appointed by the City~~
- ~~Members of the Ethics Commission~~
- ~~Members of the Historic District Commission~~
- ~~B. A statement filed under this section shall be filed with the commission under oath or affirmation.~~
- ~~C. On or before April 30 of each year during which an official or employee holds office, an official or employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts or is regulated by the city including the name of the donor of the gift and the approximate retail value at the time of receipt.~~

452 ~~D.—An official or employee shall disclose employment and interests that raise conflicts of interest~~  
453 ~~or potential conflicts of interest in connection with a specific proposed action by the employee~~  
454 ~~or official sufficiently in advance of the action to provide adequate disclosure to the public.~~  
455 ~~Officials and employees shall disclose, in all statements filed hereunder, whether they or their~~  
456 ~~spouse is a lobbyist required to register and, if so, they shall identify the entities that engage~~  
457 ~~the lobbyist.~~

458 ~~E.—The commission shall maintain all disclosure statements filed under this section as public~~  
459 ~~records available for public inspection and copying as provided in Section 2.04.050(e) and (f)~~  
460 ~~of this chapter.~~

461 ~~(Ord. No. 2211, 7-23-2012; Ord. No. 2440, 10-9-2017; Ord. No. 2504, 9-10-2018)~~

462 **2.04.070 Lobbying.**

463 ~~(a)—A person shall file a lobbying registration statement with the commission if the person:~~

464 ~~(1)—Personally appears before the city official or employee with the intent to influence that~~  
465 ~~person in performance of the official duties of the official or employee; and~~

466 ~~(2)—In connection with the intent to influence expends or reasonably expects to expend in a~~  
467 ~~given calendar year excess of one hundred dollars (\$100.00) on food, entertainment or~~  
468 ~~other gifts for officials or employees of city.~~

469 ~~(b)—A person shall file registration statement required under this section on or before the latter of~~  
470 ~~January 15 of the calendar year or within five days after first performing an act that requires~~  
471 ~~registration in the calendar year.~~

472 ~~(c)—[Registration statement.]~~

473 ~~(1)—The registration statement shall identify:~~

474 ~~(i)—The registrant;~~

475 ~~(ii)—Any other person on whose behalf the registrant acts; and~~

476 ~~(iii)—The subject matter on which the registrant purposes to make appearances specified~~  
477 ~~in subsection (a) of this section.~~

478 ~~(2)—The registration statement shall cover a defined registration period not to exceed one~~  
479 ~~calendar year.~~

480 ~~(d)—Within thirty (30) days after the end of any calendar year during which a person was registered~~  
481 ~~under this section, the person shall file a report with the commission disclosing:~~

482 ~~(1)—The value, date, and nature of any food, entertainment or other gift provided to a city~~  
483 ~~official or employee; and~~

484 ~~(2)—If a gift or series of gifts to a single official or employee exceeds one hundred dollars~~  
485 ~~(\$100.00) in value, the identity of the official or employee.~~

486 ~~(e)—The commission shall maintain the registrations and reports filed under this section as public~~  
487 ~~records available for public inspection and copying for four years after receipt by the~~  
488 ~~commission.~~

489 ~~(Ord. No. 2211, 7-23-2012)~~

**2.04.080 Exemptions and modifications.**

The commission may grant exemptions and modifications to the provisions of Sections 2.04.040 and 2.04.060 of this chapter to employees and to appointed members of the city boards and commissions, when the commission finds that an exemption or modification would not be contrary to the purposes of this chapter, and the application of this chapter would:

- (a) ~~Constitute an unreasonable invasion of privacy; and~~
  - (b) ~~Significantly reduce the availability of qualified persons for public service.~~
- (Ord. No. 2211, 7-23-2012)

**2.04.090 Enforcement.**

(a) ~~The Commission may:~~

- (1) ~~Assess a late fee of twenty dollars (\$20.00) per day for five days and ten dollars (\$10.00) for each subsequent day up to a maximum of two hundred fifty dollars (\$250.00) for failure to timely file a financial disclosure statement required under Sections 2.04.060 and 2.04.070 of this chapter;~~
- (2) ~~Assess a late fee of twenty dollars (\$20.00) per day for five days and ten dollars (\$10.00) for each subsequent day up to a maximum of two hundred fifty dollars (\$250.00) for failure to file a timely lobbyist registration or lobbyist report required under Section 2.04.080 of this chapter; and~~
- (3) ~~Issue a cease and desist order against any person found to be in violation of this chapter.~~

(b) ~~[Violation of provisions.]~~

(1) ~~Upon a finding of a violation of any provision of this chapter, the commission may:~~

- (i) ~~Issue an order of compliance directing the respondent to cease and desist from the violation;~~
- (ii) ~~Issue a reprimand; or~~
- (iii) ~~Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.~~

(2) ~~If the commission finds that a respondent has violated Section 2.04.070 of this chapter, the commission may:~~

- (i) ~~Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under Section 2.04.070 of this chapter.~~
- (ii) ~~Impose a fine not exceeding five hundred dollars (\$500.00) for each violation; and~~
- (iii) ~~Suspend the registration of an individual registered lobbyist if the commission finds that the lobbyist knowingly and willfully violated Section 2.04.070 of this chapter or has been convicted of a criminal offense arising from lobbying activities.~~

(c) ~~[Requiring compliance.]~~

(1) ~~Upon request of the commission, the city attorney may file a petition for injunctive or other relief in the Circuit Court for Wicomico County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this chapter.~~

(2) (i) ~~The court may:~~

- (A) ~~Issue an order to cease and desist from the violation;~~
- (B) ~~Except as provided in subparagraph (ii) of this paragraph, void an official action taken by an official or employee with a conflict of interest prohibited by this chapter when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within ninety (90) days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or~~
- (C) ~~Impose a fine of up to five hundred dollars (\$500.00) for any violation of the provisions of this chapter, with each day upon which the violation occurs constituting a separate offense;~~
- (ii) ~~A court may not void any official action appropriating public funds, levying taxes, or providing for issuance of bonds, notes, or other evidences of public obligations.~~
- (d) ~~In addition to any other enforcement provisions in this chapter, a person who the commission or a court finds has violated this chapter:~~
- (1) ~~Is subject to termination or other disciplinary action; and~~
- (2) ~~May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the commission or a court.~~
- (e) ~~A city official or employee found to have violated this chapter is subject to disciplinary or other appropriate personnel action, including removal from office, disciplinary action, suspension of salary, or sanction.~~
- (f) ~~Violations of Section 2.04.070 of this chapter shall be a misdemeanor subject to a fine of up to five hundred dollars (\$500.00) or imprisonment of up to one year.~~
- (g) ~~A finding of a violation of this chapter by the commission is public information.~~
- (Ord. No. 2211, 7-23-2012)

#### **2.04.010 - Short title.**

**This chapter may be cited as the "City of Salisbury Public Ethics Ordinance."**

#### **2.04.020 - Statement of purpose and policy.**

**(a) The City, recognizing that our system of representative government is dependent in part upon the people maintaining the highest trust in their public officials and employees, finds and declares that the people have a right to be assured that the impartiality and independent judgment of public officials and employees will be maintained.**

**(b) It is evident that this confidence and trust is eroded when the conduct of the City's business is subject to improper influence and even the appearance of improper influence.**

**(c) For the purpose of guarding against improper influence, the City Council enacts this Public Ethics Ordinance to require City elected officials, officials, and certain employees and individuals appointed to boards and commissions to disclose their financial affairs and to set minimum standards for the conduct of local government business.**

**(d) It is the intention of the City Council that this chapter, except its provisions for criminal sanctions, be liberally construed to accomplish this purpose.**



573  
574 **2.04.030 - Definitions.**

575 **In this chapter, the following terms have the meanings indicated.**

- 576  
577 (a) **(1) "Business entity" means a corporation, general or limited partnership, sole**  
578 **proprietorship, joint venture, unincorporated association or firm, institution, trust,**  
579 **foundation, or other organization, whether or not operated for profit.**  
580 **(2) Business entity does not include a governmental entity.**

581  
582 (b) **"Commission" means the City Ethics Commission established under §4(a) of this**  
583 **chapter.**

- 584  
585 (c) **(1) "Compensation" means any money or thing of value, regardless of form, received**  
586 **or to be received by any individual covered by this chapter from an employer for**  
587 **service rendered.**  
588 **(2) For the purposes of §8 of this chapter, if lobbying is only a portion of a person's**  
589 **employment, "compensation" means a prorated amount based on the time devoted**  
590 **to lobbying compared to the time devoted to other employment duties.**

591  
592 (d) **"Designated second home" means:**

- 593 **(1) If an individual owns one second home, the individual's second home; or**  
594 **(2) If an individual owns more than one second home, any one second home the**  
595 **individual identifies to the Commission as the individual's designated second home.**

596  
597 (e) **"Doing business with" means:**

- 598 **(1) Having or negotiating a contract that involves the commitment, either in a single**  
599 **or combination of transactions, of \$5,000 or more of the City's controlled funds in one**  
600 **calendar year;**  
601 **(2) Being regulated by or otherwise subject to the authority of the City; or**  
602 **(3) Being registered as a lobbyist under §8 of this chapter.**

603  
604 (f) **(1) "Elected official" means any individual who holds an elective office of the City.**  
605 **(2) "Elected official" does not include the Sheriff, State's Attorney, Register of Wills,**  
606 **or Clerk of the Court.**

607  
608 (g) **(1) "Employee" means an individual who is employed by the City.**

609 **(2) "Employee" does not include an elected local official.**

610 **(3) "Employee" does not include an employee of:**

- 611 **(i) The offices of the Sheriff, State's Attorney, Register of Wills, or Clerk of**  
612 **the Court;**  
613 **(ii) The County Health Department; or**  
614 **(iii) The County Department of Social Services.**

615  
616 (h) **"Financial interest" means:**

(1) Ownership of any interest as the result of which the owner has received, within the past 3 years, or is presently receiving, or in the future is entitled to receive, more than \$1,000 per year; or

(2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3 percent of a business entity by a City official or employee, or the spouse of an official or employee.

(i) (1) "Gift" means the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration.

(2) "Gift" does not include a contribution as defined in Election Law Article, Annotated Code of Maryland.

(j) "Home address" means the address of an individual's:

(1) Principal home; and

(2) Designated second home, if any.

(k) "Immediate family" means a spouse and dependent children.

(l) (1) "Interest" means a legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned

or held, in whole or in part, jointly or severally, directly or indirectly.

(2) For purposes of §6 of this chapter, "interest" includes any interest held at any time during the reporting period.

(3) "Interest" does not include:

(i) An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;

(ii) An interest in a time or demand deposit in a financial institution;

(iii) An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;

(iv) A common trust fund or a trust which forms part of a pension or profit-sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;

(v) A college savings plan under the Internal Revenue Code; or

(vi) A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.

(m) "Lobbyist" means a person required to register and report expenses related to lobbying under §8 of this chapter.

(n) "Lobbying" means:

(1) Communicating in the presence of a City official or employee with the intent to influence any official action of that official or employee; or

(2) Engaging in activities with the express purpose of soliciting others to communicate with a City official or employee with the intent to influence that official or employee.

(o) "Official" means an elected official, an employee of the City, or a person appointed to or employed by the City or any City agency, board, commission, or similar entity:

(1) Whether or not paid in whole or in part with City funds; and

(2) Whether or not compensated.

(p) "Person" includes an individual or business entity.

(q) "Principal home" means the sole residential property that an individual occupies as the individual's primary residence, whether owned or rented by the individual.

(r) "Qualified relative" means a spouse, parent, child, brother, or sister.

(s) "Quasi-governmental entity" means an entity that is created by State statute, that performs a public function, and that is supported in whole or in part by the State but is managed privately.

(t) "Quasi-judicial board" means any board or commission that conducts proceedings or who can adjudicate the rights of persons through adjudication or rulemaking.

(u) "Respondent" means any of the following who is the subject of a complaint before the Commission, including an official, employee, candidate, or any other person subject to the provisions of this ordinance.

(v) "Second home" means a residential property that:

(1) An individual occupies for some portion of the filing year; and

(2) Is not a rental property or a time share.

#### 2.04.040 - Administration.

(a) (1) There is a Commission that consists of 5 members, appointed by the Mayor with the advice and consent of the City Council.

(2) The Commission members shall serve 4 year overlapping terms.

(3) A Commission member may serve until a successor is appointed and qualifies.

(b) (1) The Commission shall elect a chairman from among its members.

(2) The term of the chairman is one year.

(3) The chairman may be reelected.

(c) (1) The City Attorney shall assist the Commission in carrying out the Commission's duties.

(2) If a conflict of interest under §5 of this chapter or other conflict prohibits the City Attorney from assisting the Commission in a matter, the City shall provide sufficient funds for the Commission to hire independent counsel for the duration of the conflict.

710 (d) The Commission is the advisory body responsible for interpreting this chapter and  
711 advising persons subject to this chapter regarding its application.

712  
713 (e) The Commission shall hear and decide, with the advice of the City Attorney or other legal  
714 counsel if appropriate, all complaints filed regarding alleged violations of this chapter by any  
715 person.

716  
717 (f) The Commission or an office designated by the Commission shall retain as a public record  
718 all forms submitted by any person under this chapter for at least four years after receipt by  
719 the Commission.

720  
721 (g) The Commission shall conduct a public information and education program regarding  
722 the purpose and implementation of this chapter.

723  
724 (h) The Commission shall certify to the State Ethics Commission on or before October 1 of  
725 each year that the City, is in compliance with the requirements of General Provisions Article,  
726 Title 5, Subtitle 8, Annotated Code of Maryland, for elected local officials.

727  
728 (i) The Commission shall:

729 (1) Determine if changes to this chapter are required to be in compliance with the  
730 requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of  
731 Maryland; and

732 (2) Shall forward any recommended changes and amendments to the City Council for  
733 enactment.

734  
735 (j) (1) Any person subject to this chapter may request an advisory opinion from the  
736 Commission concerning the application of this chapter.

737 (2) The Commission shall respond promptly to a request for an advisory opinion and  
738 shall provide interpretations of this chapter based on the facts provided or reasonably  
739 available to the Commission within 60 days of the request.

740 (3) In accordance with all applicable State and City laws regarding public records,  
741 the Commission shall publish or otherwise make available to the public copies of the  
742 advisory opinions, with the identities of the subjects deleted.

743 (4) The Commission may adopt additional policies and procedures related to the  
744 advisory opinion request process.

745  
746 (k) (1) Any person may file a complaint with the Commission alleging a violation of any  
747 of the provisions of this chapter.

748 (2) A complaint shall be in writing and under oath.

749 (3) The Commission may refer a complaint to the City Attorney, or other legal counsel  
750 if appropriate, for investigation and review.

751 (4) The Commission may dismiss a complaint if, after receiving an investigative  
752 report, the Commission determines that there are insufficient facts upon which to  
753 base a determination of a violation.

754 (5) If there is a reasonable basis for believing a violation has occurred, the subject of  
755 the complaint shall be given an opportunity for a hearing conducted in accordance  
756 with the applicable City rules of procedure.

757 (6) A final determination of a violation resulting from the hearing shall include  
758 findings of fact and conclusions of law.

759 (7) Upon finding of a violation, the Commission may take any enforcement action  
760 provided for in §9 of this chapter.

761 (8) (i) After a complaint is filed and until a final finding of a violation by the  
762 Commission, all actions regarding a complaint are confidential.

763 (ii) A finding of a violation is public information.

764 (9) The Commission may adopt additional policies and procedures related to  
765 complaints, complaint hearings, the use of independent investigators and staff, the  
766 use of witness and document subpoenas, and cure and settlement agreements.

767  
768 (l) The Commission may grant exemptions to or modifications of the conflict of interest and  
769 financial disclosure provisions of this chapter to officials or employees serving as members of  
770 City boards and commissions, when the Commission finds that the exemption or modification  
771 would not be contrary to the purposes of this chapter, and the application of this chapter  
772 would:

773 (1) Constitute an unreasonable invasion of privacy; and

774 (2) Significantly reduce the availability of qualified persons for public service.

775  
776 (m) The Commission may:

777 (1) Assess a late fee of \$5 per day up to a maximum of \$500 for a failure to timely file  
778 a financial disclosure statement required under §6 or 7 of this chapter; and

779 (2) Assess a late fee of \$10 per day up to a maximum of \$1,000 for a failure to file a  
780 timely lobbyist registration or lobbyist report required under §8 of this chapter.

781  
782 **2.04.050 - Prohibited conduct and interests.**

783 **(a) Participation prohibitions.**

784 (1) Except as permitted by Commission regulation or opinion, an official or employee  
785 may not participate in:

786 (i) any matter in which, to the knowledge of the official or employee, the  
787 official or employee or a qualified relative of the official or employee has an  
788 interest, unless it involves the exercise of an administrative or ministerial duty  
789 that does not affect the disposition or decision of the matter.

790 (ii) any matter in which any of the following is a party, unless it involves the  
791 exercise of an administrative or ministerial duty that does not affect the  
792 disposition or decision with respect to the matter:

793 (A) A business entity in which the official or employee has a direct  
794 financial interest of which the official or employee may reasonably be  
795 expected to know;

796 (B) A business entity for which the official, employee, or a qualified  
797 relative of the official or employee is an officer, director, trustee,  
798 partner, or employee;

799 (C) A business entity with which the official or employee or, to the  
800 knowledge of the official or employee, a qualified relative is  
801 negotiating employment or has any arrangement concerning  
802 prospective employment;

(D) If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;

(E) An entity, doing business with the City, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or

(F) A business entity that:

1. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and

2. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.

(2) A person who is disqualified from participating under paragraph (1) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:

(i) The disqualification leaves a body with less than a quorum capable of acting;

(ii) The disqualified official or employee is required by law to act; or

(iii) The disqualified official or employee is the only person authorized to act.

(3) The prohibitions of paragraph 1 of this subsection do not apply if participation is allowed by regulation or opinion of the Commission.

(4) A former regulated lobbyist who is or becomes subject to this chapter as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.

**(b) Employment and financial interest restrictions.**

(1) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:

(i) Be employed by or have a financial interest in any entity:

(A) Subject to the authority of the official or employee or the City agency, board, or commission with which the official or employee is affiliated; or

(B) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated;  
or

(ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.

(2) The prohibitions of paragraph (1) of this subsection do not apply to:

(i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;  
(ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;  
(iii) An official or employee whose duties are ministerial, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the Commission; or  
(iv) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.

(c) Post-employment limitations and restrictions.

(1) A former official or employee may not assist or represent any party other than the City for compensation in a case, contract, or other specific matter involving the City if that matter is one in which the former official or employee significantly participated as an official or employee.

(2) A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one calendar year after the elected official leaves office.

(d) Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the City.

(e) Use of prestige of office.

(1) (i) An official or employee may not intentionally use the prestige of office or public position:

(a) For the private gain of that official or employee or the private gain of another; or

(b) To influence, except as part of the official duties of the official or employee or as a usual and customary constituent service without additional compensation, the award of a state or local contract to a specific person.

(ii) An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.

(2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.

(3) (i) An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.

(ii) An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.

899 (f) Solicitation and acceptance of gifts.

900 (1) An official or employee may not solicit any gift.

901 (2) An official or employee may not directly solicit or facilitate the solicitation of a  
902 gift, on behalf of another person, from an individual regulated lobbyist.

903 (3) Except as provided in paragraph (4) of this subsection, an official or employee  
904 may not knowingly accept a gift, directly or indirectly, from a person that the official  
905 or employee knows or has reason to know:

906 (i) Is doing business with or seeking to do business with the City office, agency,  
907 board, or commission with which the official or employee is affiliated;

908 (ii) Has financial interests that may be substantially and materially affected,  
909 in a manner distinguishable from the public generally, by the performance or  
910 nonperformance of the official duties of the official or employee;

911 (iii) Is engaged in an activity regulated or controlled by the official's or  
912 employee's governmental unit;

913 (iv) Is a lobbyist with respect to matters within the jurisdiction of the official  
914 or employee; or

915 (v) Is an association, or any entity acting on behalf of an association that is  
916 engaged only in representing counties or municipal corporations.

917 (4) Notwithstanding paragraph (3) of this subsection, an official or employee may  
918 accept a gift if it:

919 (i) would not intend to impair the impartiality and the independence of  
920 judgment of the official or employee receiving the gift; and

921 (ii) was not of such significant value that it would give the appearance of  
922 impairing the impartiality and independence of judgment of the official or  
923 employee; or

924 (iii) was not of such significant value that the recipient official or employee  
925 believes or has reason to believe is designed to impair the impartiality and  
926 independence of judgment of the official or employee.

927 (5) Notwithstanding paragraph (3) of this subsection, an official or employee may  
928 accept the following:

929 (i) Meals and beverages consumed in the presence of the donor or sponsoring  
930 entity;

931 (ii) Ceremonial gifts or awards that have insignificant monetary value;

932 (iii) Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial  
933 items of informational value;

934 (iv) Reasonable expenses for food, travel, lodging, and scheduled  
935 entertainment of the official or the employee at a meeting which is given in  
936 return for the participation of the official or employee in a panel or speaking  
937 engagement at the meeting;

938 (v) Gifts of tickets or free admission extended to an elected official to attend  
939 a charitable, cultural, or political event, if the purpose of this gift or admission  
940 is a courtesy or ceremony extended to the elected official's office;

941 (vi) A specific gift or class of gifts that the Commission exempts from the  
942 operation of this subsection upon a finding, in writing, that acceptance of the  
943 gift or class of gifts would not be detrimental to the impartial conduct of the  
944 business of the City and that the gift is purely personal and private in nature;



(vii) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or

(viii) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the official's or employee's official position.

(g) Disclosure of confidential information. Other than in the discharge of official duties, an official or employee or former official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the individual's public position or former public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.

(h) An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics law or ordinance.

#### 2.04.060 - Financial disclosure — elected officials, officials, and employees.

(a) This section applies to all elected officials, all candidates to be elected officials, and City employees at or above the rank of Deputy Director or their equivalents.

(b) Except as provided in subsection (d) of this section, an elected official, employee, or candidate to be an elected official shall file the financial disclosure statement required under this subsection:

(1) On a form provided by the Commission;

(2) Under oath or affirmation; and

(3) With the Commission.

(c) Deadlines for filing statements.

(1) An incumbent official or employee shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.

(2) An official or employee who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.

(3) (i) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.

(ii) The statement shall cover:

(A) The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and

(B) The portion of the current calendar year during which the individual held the office.

(d) Candidates to be elected officials.

991 (1) Except for an official or employee who has filed a financial disclosure statement  
992 under another provision of this section for the reporting period, a candidate to be an  
993 elected official shall file a financial disclosure statement each year beginning with the  
994 year in which the certificate of candidacy is filed through the year of the election.

995 (2) A candidate to be an elected official shall file a statement required under this  
996 section:

997 (i) In the year the certificate of candidacy is filed, no later than the filing of  
998 the certificate of candidacy;

999 (ii) In the year of the election, on or before the earlier of April 30 or the last  
1000 day for the withdrawal of candidacy; and

1001 (iii) In all other years for which a statement is required, on or before April 30.

1002 (3) A candidate to be an elected official:

1003 (i) May file the statement required under §6(d)(2)(i) of this chapter with the  
1004 City Clerk with the certificate of candidacy or with the Commission prior to  
1005 filing the certificate of candidacy; and

1006 (ii) Shall file the statements required under §6(d)(2)(ii) and (iii) of this chapter  
1007 with the Commission.

1008 (4) If a statement required by a candidate is overdue and not filed within 8 days after  
1009 written notice of the failure to file is provided by the City Clerk, the candidate is  
1010 deemed to have withdrawn the candidacy.

1011 (5) The City Clerk or City Election Board may not accept any certificate of candidacy  
1012 unless a statement required under this section has been filed in proper form.

1013 (6) Within 30 days of the receipt of a statement required under this section, the City  
1014 Clerk shall forward the statement to the Commission, or an office designated by the  
1015 Commission.

1016  
1017 (e) Public record.

1018 (1) The Commission or office designated by the Commission shall maintain all  
1019 financial disclosure statements filed under this section.

1020 (2) The Commission or office designated by the Commission shall make financial  
1021 disclosure statements available during normal office hours for examination and  
1022 copying by the public, subject to reasonable fees and administrative procedures  
1023 established by the Commission.

1024 (3) If an individual examines or copies a financial disclosure statement, the  
1025 Commission or the office designated by the Commission shall record:

1026 (i) The name and home address of the individual reviewing or copying the  
1027 statement; and

1028 (ii) The name of the person whose financial disclosure statement was  
1029 examined or copied.

1030 (4) Upon request by the individual whose financial disclosure statement was examined  
1031 or copied, the Commission or the office designated by the Commission shall provide  
1032 the official or employee with a copy of the name and home address of the person who  
1033 reviewed the official's or employee's financial disclosure statement.

1034 (5) For statements filed after January 1, 2019, the Commission or the office designated  
1035 by the Commission may not provide public access to an individual's home address  
1036 that the individual has designated as the individual's home address.

1037 (6) The Commission or office designated by the Commission shall not provide public  
1038 access to information related to consideration received from:

- 1039 (i) The University of Maryland Medical System;  
1040 (ii) A governmental entity of the State or a local government in the State; or  
1041 (iii) A quasi-governmental entity of the State or local government in the State.  
1042

1043 (f) Retention requirements. The Commission or the office designated by the Commission shall  
1044 retain financial disclosure statements for four years from the date of receipt.  
1045

1046 (g) An individual who is required to disclose the name of a business under this section shall  
1047 disclose any other names that the business is trading as or doing business as.  
1048

1049 (h) Contents of statement.

1050 (1) Interests in real property.

1051 (i) A statement filed under this section shall include a schedule of all interests  
1052 in real property wherever located.

1053 (ii) For each interest in real property, the schedule shall include:

1054 (A) The nature of the property and the location by street address,  
1055 mailing address, or legal description of the property;

1056 (B) The nature and extent of the interest held, including any  
1057 conditions and encumbrances on the interest;

1058 (C) The date when, the manner in which, and the identity of the person  
1059 from whom the interest was acquired;

1060 (D) The nature and amount of the consideration given in exchange for  
1061 the interest or, if acquired other than by purchase, the fair market  
1062 value of the interest at the time acquired;

1063 (E) If any interest was transferred, in whole or in part, at any time  
1064 during the reporting period, a description of the interest transferred,  
1065 the nature and amount of the consideration received for the interest,  
1066 and the identity of the person to whom the interest was transferred;  
1067 and

1068 (F) The identity of any other person with an interest in the property.

1069 (2) Interests in corporations and partnerships.

1070 (i) A statement filed under this section shall include a schedule of all interests  
1071 in any corporation, partnership, limited liability partnership, or limited  
1072 liability corporation, regardless of whether the corporation or partnership  
1073 does business with the City.

1074 (ii) For each interest reported under this paragraph, the schedule shall  
1075 include:

1076 (A) The name and address of the principal office of the corporation,  
1077 partnership, limited liability partnership, or limited liability  
1078 corporation;

1079 (B) The nature and amount of the interest held, including any  
1080 conditions and encumbrances on the interest;

1081 (C) With respect to any interest transferred, in whole or in part, at  
1082 any time during the reporting period, a description of the interest  
1083 transferred, the nature and amount of the consideration received for  
1084 the interest, and, if known, the identity of the person to whom the  
1085 interest was transferred; and

**(D) With respect to any interest acquired during the reporting period:**

**1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and**

**2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.**

**(iii) An individual may satisfy the requirement to report the amount of the interest held under item (ii)(B) of this paragraph by reporting, instead of a dollar amount:**

**(A) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or**

**(B) For an equity interest in a partnership, the percentage of equity interest held.**

**(3) Interests in business entities doing business with City.**

**(i) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the City, other than interests reported under paragraph (2) of this subsection.**

**(ii) For each interest reported under this paragraph, the schedule shall include:**

**(A) The name and address of the principal office of the business entity;**

**(B) The nature and amount of the interest held, including any conditions to and encumbrances on the interest;**

**(C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and**

**(D) With respect to any interest acquired during the reporting period:**

**1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and**

**2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.**

**(4) Gifts.**

**(i) A statement filed under this section shall include a schedule of each gift in excess of \$20 in value or a series of gifts totaling \$100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with the City or from an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations**

**(ii) For each gift reported, the schedule shall include:**

**(A) A description of the nature and value of the gift; and**

**(B) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.**

**(5) Employment with or interests in entities doing business with City.**

(i) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or member of the immediate family of the individual held at any time during the reporting period with entities doing business with the City.

(ii) For each position reported under this paragraph, the schedule shall include:

(A) The name and address of the principal office of the business entity;

(B) The title and nature of the office, directorship, or salaried employment held and the date it commenced; and

(C) The name of each City agency with which the entity is involved as indicated by identifying one or more of the three categories of "doing business", as defined in §3(d) of this chapter.

(6) Indebtedness to entities doing business with or regulated by the individual's City unit or department.

(i) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with or regulated by the individual's City unit or department owed at any time during the reporting period:

(A) By the individual; or

(B) By a member of the immediate family of the individual if the individual was involved in the transaction giving rise to the liability.

(ii) For each liability reported under this paragraph, the schedule shall include:

(A) The identity of the person to whom the liability was owed and the date the liability was incurred;

(B) The amount of the liability owed as of the end of the reporting period;

(C) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and

(D) The security given, if any, for the liability.

(7) Employment with City. A statement filed under this section shall include a schedule of the immediate family members of the individual employed by the City in any capacity at any time during the reporting period.

(8) Sources of earned income.

(i) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a member of the individual's immediate family was a sole or partial owner and from which the individual or member of the individual's immediate family received earned income, at any time during the reporting period.

(ii) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.

(iii) For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the City, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.

**(9) Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity.**

**(i) An individual shall disclose the information specified in General Provisions Article §5-607(j)(1), Annotated Code of Maryland, for any financial or contractual relationship with:**

**(A) The University of Maryland Medical System;**

**(B) A governmental entity of the State or a local government in the State; or**

**(C) A quasi-governmental entity of the State or local government in the State.**

**(ii) For each financial or contractual relationship reported, the schedule shall include:**

**(A) A description of the relationship;**

**(B) The subject matter of the relationship; and**

**(C) The consideration.**

**(10) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.**

**(i) For the purposes of §6(h)(1), (2), and (3) of this chapter, the following interests are considered to be the interests of the individual making the statement:**

**(1) An interest held by a member of the individual's immediate family, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.**

**(2) An interest held, at any time during the applicable period, by:**

**(i) A business entity in which the individual held a 10% or greater interest;**

**(ii) A business entity described in section (i) of this subsection in which the business entity held a 25% or greater interest;**

**(iii) A business entity described in section (ii) of this subsection in which the business entity held a 50% or greater interest; and**

**(iv) A business entity in which the individual directly or indirectly, through an interest in one or a combination of other business entities, holds a 10% or greater interest.**

**(3) An interest held by a trust or an estate in which, at any time during the reporting period:**

**(i) The individual held a reversionary interest or was a beneficiary; or**

**(ii) If a revocable trust, the individual was a settlor.**

**(j) (1) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.**

**(2) The Commission may take appropriate enforcement action to ensure compliance with this section.**

**2.04.070 - Financial disclosure — appointed members of boards and commissions.**

(a) (1) The City appointed officials listed in paragraph (b) of this section shall file the statement required by §6 of this chapter.

(2) The appointed officials shall be required to disclose the information specified in §6(g) of this chapter only with respect to those interests, gifts, compensated positions, and liabilities that may create a conflict, as provided in §5 of this chapter, between the member's personal interests and the member's official local duties.

(3) An official shall file a statement required under this section annually, not later than April 30 of each calendar year during which the official holds office.

(b) Appointed officials required to file: All persons sitting on a quasi-judicial board of the City.

(c) The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in §6(e) of this chapter.

#### 2.04.080 - Lobbying.

(a) Except as provided in subsections (b) and (c) of this section, a person or entity who engages in lobbying as defined in §2.04.030(l) shall file a lobbying registration with the Commission if the person or entity, during the calendar year:

(1) Expends, exclusive of personal travel and subsistence expenses, in excess of \$100 in furtherance of this activity; or

(2) Is compensated in excess of \$100 in connection with this activity.

(b) The following activities are exempt from regulation under this section:

(1) Professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending Council actions when these services do not otherwise constitute lobbying activities;

(2) Appearances before the Council upon its specific invitation or request if the person or entity

engages in no further or other activities in connection with the passage or defeat of Council actions;

(3) Appearances before a City agency upon the specific invitation or request of the agency if the person or entity engages in no further or other activities in connection with the passage or defeat of any agency executive action;

(4) Appearance as part of the official duties of a duly elected or appointed official or employee of the State or a political subdivision of the State, or of the United States, and not on behalf of any other entity;

(5) Actions of a publisher or working member of the press, radio, or television in the ordinary course of the business of disseminating news or making editorial comment to the general public who does not engage in further or other lobbying that would directly and specifically benefit the economic, business, or professional interests of the person or entity or the employer of the person or entity;

(6) Appearances by an individual before the Council at the specific invitation or request of a registered lobbyist if the person performs no other lobbying act and notifies the Council that the person or entity is testifying at the request of the lobbyist;

(7) Appearances by an individual before a government agency at the specific invitation or request of a registered lobbyist if the person or entity performs no other lobbying act and notifies agency that the person or entity is testifying at the request of the lobbyist;

(8) The representation of a bona fide religious organization solely for the purpose of protecting the right of its own members to practice the doctrine of the organization; and

(9) Appearance as part of the official duties of an officer, director, member, or employee of an association engaged exclusively in lobbying for counties and municipalities and not on behalf of any other entity.

(c) Limited exemption — employer of a lobbyist.

(1) A person or entity who compensates one or more lobbyists and who would otherwise be required to register as a lobbyist is not required to file a registration and submit lobbying reports if the person or entity reasonably believes that all expenses incurred in connection with the lobbying activities will be reported by a properly registered person or entity acting on behalf of the person or entity.

(2) A person or entity exempted under this subsection becomes subject to this section immediately upon failure of the lobbyist to report any information required under this section.

(d) (1) The registration filed under this section shall be filed on or before the later of the beginning of the calendar year in which the person or entity expects to lobby and within five days of first engaging in lobbying activities in the calendar year.

(2) The registration filed under this section:

(i) Shall be dated and on a form developed by the Commission;

(ii) Shall include:

(A) The lobbyist's full and legal name and permanent address;

(B) The name, address, and nature of business of any person or entity on whose behalf the lobbyist acts; and

(C) The written authorization of any person or entity on whose behalf the lobbyist acts or an authorized officer or agent, who is not the lobbyist, of the person or entity on whose behalf the lobbyist acts;

(iii) A statement of whether the person or entity on whose behalf the lobbyist acts is exempt from registration under subsection (c) of this section;

(iv) The identification, by formal designation, if known, of matters on which the lobbyist expects to act;

(v) Identification of the period of time within a single calendar year during which the lobbyist is authorized to engage in these activities, unless terminated sooner; and

(vi) The full legal signature of the lobbyist and, when appropriate, the person or entity on whose behalf the lobbyist acts or an agent or authorized officer of the person or entity on whose behalf the lobbyist acts.

(e) A lobbyist shall file a separate registration for each person or entity that has engaged or employed the lobbyist for lobbying purposes.



1321 (f) A lobbyist may terminate the lobbyist's registration by providing written notice to the  
1322 Commission and submitting all outstanding reports and registrations.

1323  
1324 (g) A person or entity may not engage in lobbying activities on behalf of another person or  
1325 entity for compensation that is contingent upon the passage or defeat of any action by the  
1326 Council or other or the outcome of any executive action.

1327  
1328 (h) Activity report.

1329 (1) A lobbyist shall file with the Commission or the office designated by the  
1330 Commission:

1331 (i) By July 31, one report concerning the lobbyist's lobbying activities  
1332 covering the period beginning January 1 through June 30; and

1333 (ii) By January 31, one report covering the period beginning July 1 through  
1334 December 31.

1335 (2) A lobbyist shall file a separate activity report for each person or entity on whose  
1336 behalf the lobbyist acts.

1337 (3) If the lobbyist is not an individual, an authorized officer or agent of the entity shall  
1338 sign the form.

1339 (4) The report shall include:

1340 (i) A complete and current statement of the information required to be  
1341 supplied with the lobbyist's registration form.

1342 (ii) Total expenditures on lobbying activities in each of the following  
1343 categories:

1344 (A) Total compensation paid to the lobbyist not including expenses  
1345 reported under items (B)—(I) of this subparagraph;

1346 (B) Office expenses of the lobbyist;

1347 (C) Professional and technical research and assistance not reported in  
1348 item (i) of this subparagraph;

1349 (D) Publications which expressly encourage persons to communicate  
1350 with City officials or employees;

1351 (E) Names of witnesses, and the fees and expenses paid to each  
1352 witness;

1353 (F) Meals and beverages for City officials and employees;

1354 (G) Reasonable expenses for food, lodging, and scheduled  
1355 entertainment of City officials or employees for a meeting which is  
1356 given in return for participation in a panel or speaking engagement at  
1357 the meeting;

1358 (H) Other gifts to or for officials or employees or their spouses or  
1359 dependent children; and

1360 (I) Other expenses.

1361  
1362 (i) Special gift report.

1363 (1) (i) With the six-month activity report required under subsection (h) of this  
1364 section, a lobbyist shall report, except for gifts reported in item (h)(4)(ii)(G)  
1365 of this section, gifts from the lobbyist with a cumulative value of \$75 or more  
1366 during the reporting period to an official, employee, or member of the  
1367 immediate family of an official or employee.

- 1368 (ii) The lobbyist shall report gifts under this paragraph regardless of whether  
1369 the gift was given in connection with lobbying activities.
- 1370 (2) The report shall include the date, beneficiary, amount or value, and nature of the  
1371 gift.
- 1372
- 1373 (j) Notification to official and confidentiality.
- 1374 (1) If any report filed under this section contains the name of an official or employee  
1375 or a member of the immediate family of an official or employee, the Commission shall  
1376 notify the official or employee within 30 days.
- 1377 (2) The Commission shall keep the report confidential for 60 days following receipt  
1378 by the Commission.
- 1379 (3) Within 30 days of the notice required under paragraph (1) of this subsection, the  
1380 official or employee may file a written exception to the inclusion in the report of the  
1381 name of the official, employee, or member of the immediate family of the official or  
1382 employee.
- 1383
- 1384 (k) The Commission may require a lobbyist to submit other reports the Commission  
1385 determines to be necessary.
- 1386
- 1387 (l) The Commission or office designated by the Commission shall maintain all registrations  
1388 and reports filed under this section.
- 1389
- 1390 (m) (1) The Commission shall review the registrations and reports filed under this section  
1391 for compliance with this section and shall notify persons engaging in lobbying  
1392 activities of any omissions or deficiencies.
- 1393 (2) The Commission may take appropriate enforcement action to ensure compliance  
1394 with this section.
- 1395
- 1396 (n) Annual report.
- 1397 (1) The Commission shall compute and make available a subtotal under each of the  
1398 ten required categories in subparagraph (h)(4)(ii) of this section.
- 1399 (2) The Commission shall compute and make available the total amount reported by  
1400 all lobbyists for their lobbying activities during the reporting period.
- 1401
- 1402 (o) The Commission shall make lobbying registrations and reports available during normal  
1403 business hours for examination and copying subject to reasonable fees and procedures  
1404 established by the Commission.
- 1405

#### 2.04.090 - Enforcement.

- 1407 (a) (1) Upon a finding of a violation of any provision of this chapter, the Commission  
1408 may:
- 1409 (i) Issue an order of compliance directing the respondent to cease and desist  
1410 from the violation;
- 1411 (ii) Issue a reprimand; or
- 1412 (iii) Recommend to the appropriate authority other appropriate discipline of  
1413 the respondent, including censure or removal if that discipline is authorized  
1414 by law.

1415 (2) If the Commission finds that a respondent has violated §2.04.080 of this chapter,  
1416 the Commission may:

1417 (i) Require a respondent who is a registered lobbyist to file any additional  
1418 reports or information that reasonably related to the information that is  
1419 required under §2.04.080 of this chapter;

1420 (ii) Impose a fine not exceeding \$5,000 for each violation; and

1421 (iii) Suspend the registration of an individual registered lobbyist if the  
1422 Commission finds that the lobbyist has knowingly and willfully violated §8 of  
1423 this chapter or has been convicted of a criminal offense arising from lobbying  
1424 activities.

1425  
1426 (b) (1) Upon request of the Commission, the City Attorney may file a petition for  
1427 injunctive or other relief in the Circuit Court of Wicomico County, or in any other  
1428 court having proper venue for the purpose of requiring compliance with the  
1429 provisions of this chapter.

1430 (2) (i) The court may:

1431 (A) Issue an order to cease and desist from the violation;

1432 (B) Except as provided in subparagraph (ii) of this paragraph, void  
1433 an official action taken by an official or employee with a conflict of  
1434 interest prohibited by this chapter when the action arises from or  
1435 concerns the subject matter of the conflict and if the legal action is  
1436 brought within 90 days of the occurrence of the official action, if the  
1437 court deems voiding the action to be in the best interest of the public;  
1438 or

1439 (C) Impose a fine of up to \$5,000 for any violation of the provisions of  
1440 this chapter, with each day upon which the violation occurs  
1441 constituting a separate offense.

1442 (ii) A court may not void any official action appropriating public funds,  
1443 levying taxes, or providing for the issuance of bonds, notes, or other evidences  
1444 of public obligations.

1445  
1446 (c) (1) Any person who knowingly and willfully violates the provisions of §2.04.080 of this  
1447 chapter is guilty of a misdemeanor, and upon conviction, is subject to a fine of not  
1448 more than \$1,000 or imprisonment for not more than 1 year, or both.

1449 (2) If the person is a business entity and not a natural person, each officer and partner  
1450 of the business entity who knowingly authorized or participated in the violation is  
1451 guilty of a misdemeanor and, upon conviction, is subject to the same penalties as the  
1452 business entity.

1453  
1454 (d) In addition to any other enforcement provisions in this chapter, a person who the  
1455 Commission or a court finds has violated this chapter:

1456 (1) Is subject to termination or other disciplinary action; and

1457 (2) May be suspended from receiving payment of salary or other compensation  
1458 pending full compliance with the terms of an order of the Commission or a court.

1459  
1460 (e) (1) A person who is subject to the provisions of this chapter shall obtain and preserve  
1461 all accounts, bills, receipts, books, papers, and documents necessary to complete and

**substantiate a report, statement, or record required under this chapter for three years from the date of filing the report, statement, or record.**

**(2) These papers and documents shall be available for inspection upon request by the Commission or the Council after reasonable notice.**

**2.04.100 - Severability.**

**If any section, sentence, clause, or phrase of this chapter is held invalid or unconstitutional by any court of competent jurisdiction, the ruling shall not affect the validity of the remaining portions of this chapter.**

**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 \_\_\_\_\_, 2022 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 \_\_\_\_\_, 2022

**ATTEST:**

\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

\_\_\_\_\_  
**John R. Heath, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
**Jacob R. Day, Mayor**



## MEMORANDUM

**TO:** City Council  
**FROM:** Kim Nichols, City Clerk  
**SUBJECT:** Revisions to Chapter 2.04 of the City's Ethics code  
**DATE:** September 15, 2022

The City of Salisbury Ethics Commission met on September 13, 2022 with City Attorney Ashley Bosche to discuss amendments to Chapter 2.04, Ethics, that were enacted by the Maryland General Assembly.

Prior to the September 13, 2022 meeting, Ms. Bosche provided a copy of the amendments to the Maryland State Ethics Commission for review and, having reviewed the amendments, they have preliminarily approved them as being compliant with the requirements of the amended Maryland Public Ethics law.

Attached, for your review, is the ordinance to amend Chapter 2.04, Ethics.



City of  
**Salisbury**  
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator  
From: Jana Potvin, Director of Field Operations *J. Potvin*  
Subject: Marina Budget Amendment for Fuel and Emergency Repairs  
Date: September 7, 2022

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The Department of Field Operations is requesting the approval of a budget amendment in the amount of \$20,000 to cover funding shortfalls in the gasoline and repairs and maintenance accounts.

The fuel budget has not kept up with inflation (see table below). For the past 3 years, fuel prices have nearly doubled from \$3.00/gal in FY 20 to \$6.00/gal in FY 22. Based upon projected volumes, an increase of \$10,000 will allow the Marina to continue to operate through FY 23 without impacting service.

	FY 21		FY 22		FY 23	
	Budgeted	Spent	Budgeted	Spent	Budgeted	Spent YTD
<b>Gasoline</b>	\$18,000	\$19,067.58	\$18,360	\$21,946.97	\$18,360	\$11,617.45

On August 16, 2022, a break in the water service for the Marina was discovered, resulting in water being shut off until a repair could be made. Given that providing water to Marina visitors and staff is a critical service, an emergency was declared and a local plumber was contacted to proceed with the repair. The cost for the repair is \$6,322.00, plus an additional \$3,678.00 is estimated for the sidewalk repair. Regrettably, there is not enough funding available in the Marina's current budget to cover the \$10,000 repair.

Thank you for your consideration on this request.

[illegible]

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2023 MARINA FUND BUDGET TO APPROPRIATE ADDITIONAL FUNDS REQUIRED FOR FUEL AND EMERGENCY REPAIRS.**

**WHEREAS**, the City operates the Port of Salisbury Marina and providing fuel and water is vital to its operation:

**WHEREAS**, the increase in fuel costs is not reflected in the current budget and the Port of Salisbury is at risk of not being able to provide fuel to boaters; and

**WHEREAS**, separate and apart from the increase in fuel costs, a leak was discovered in the service providing water to the Port of Salisbury Marina and emergency repairs were needed; and

**WHEREAS**, the marina fund budget must be amended to provide for these unexpected expenses; and

**WHEREAS**, the budget amendment as provided herein must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

**Section 1.** The City of Salisbury's Fiscal Year 2023 Marina Fund budget is hereby amended as follows:

- (a) Increase the Current Surplus Available Revenue Account (60300-469810) by \$20,000.00
- (b) Increase the Gasoline Expense Account (47000-556204) by \$10,000.00
- (c) Increase the Repairs and Maintenance Expense Account (47000-534302) by \$10,000.00

**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 \_\_\_\_\_ day of \_\_\_\_\_, 2022 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 \_\_\_\_\_, 2022.

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***[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]***

48 ATTEST:

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

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56 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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62 **Jacob R. Day, Mayor**

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City of  
**Salisbury**  
Jacob R. Day, Mayor

MEMO

To: Julia Glanz-City Administrator, Ron Strickler-Director HCDD  
From: Christine Chestnutt-Housing & Homelessness Mgr.  
Subject: Ordinance – Budget Amendment – Acceptance / Appropriation of  
Community Mental Health Services Block Grant (CIT) Funding  
Date: September 1, 2022

The City of Salisbury has received an award of FY23 Community Mental Health Services Block Grant Funds (Critical Time Intervention or CTI) funding from SAMSHA passed through the Wicomico County Local Behavioral Health Authority.

Attached is an Ordinance approving a budget amendment of the City's Grant Fund to appropriate \$45,244.00 in FY23 CTI funds that have been awarded to the City of Salisbury. These funds will be utilized to partially pay for the Critical Time Intervention Case Specialist.

Please forward this information to the City Council to be placed on their agenda for the Sept 19, 2022 work session, the Sept 26, 2022 legislative meeting, and second reading / final passage at the October 10, 2022 legislative meeting. Thank you for your assistance.

Christine Chestnutt  
Housing & Homelessness Manager  
HCDD

Attachments

CC: Olga Butar  
Kim Nichols

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**ORDINANCE NO. 2743**

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE WICOMICO COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY FOR THE PURPOSE OF ACCEPTING COMMUNITY MENTAL HEALTH SERVICES (COVID RELIEF) BLOCK GRANT FUNDS IN THE AMOUNT OF \$45,244.00 AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE HOMELESS SERVICES CASE SPECIALIST POSITION.**

**WHEREAS**, Critical Time Intervention (“CTI”) is a time-limited evidence-based practice model designed to mobilize support for vulnerable individuals during periods of transition, including individuals transitioning from homelessness to permanent supportive housing; and

**WHEREAS**, the Wicomico County Health Department received funding from the Behavioral Health Administration for Block Grants for Community Mental Health Services (COVID Relief) specific to the delivery of CTI services; and

**WHEREAS**, the Wicomico County Local Behavioral Health Authority (“**Wicomico County LBHA**”) has awarded the City of Salisbury (the “**City**”) a Block Grant for Community Mental Health Services (COVID Relief) in the amount of \$45,224.00 (the “**CTI Funds**”); and

**WHEREAS**, the City’s Homeless Services Case Specialist position will use CTI principles to assist individuals who are transitioning from homelessness to permanent supportive housing; and

**WHEREAS**, a permissible use of the CTI Funds is to (partially) cover the salary costs of the Homeless Services Case Specialist; and

**WHEREAS**, in order to accept the CTI Funds, the City must enter into a Memorandum of Understanding (“**MOU**”) with the Wicomico County LBHA to define the permitted expenditure, and conditions related thereto, of the CTI Funds; and

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

**WHEREAS**, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

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

**Section 1.** Mayor Jacob R. Day is hereby authorized to enter into a MOU with the Wicomico County LBHA, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$45,224.00.

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

**Section 2.** The City of Salisbury’s Grant Fund Budget be and hereby is amended as follows:

(a) Increase MHBG SAMSHA Revenue Account No. 10530–425651–XXXXXX by \$45,224.00.

(b) Increase Salaries–Non-Clerical Expense Account No. 10530–501002–XXXXXX by \$45,224.00.

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

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

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

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

57 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.  
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59 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
60 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and thereafter, a statement of the substance of the  
61 Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the  
62 City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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64 **ATTEST:**  
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69 **Kimberly R. Nichols, City Clerk**  
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\_\_\_\_\_ **John R. Heath, City Council President**

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72 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
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78 **Jacob R. Day, Mayor**