



MARYLAND

**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

**OCTOBER 21, 2013
COUNCIL CHAMBERS, ROOM 301
GOVERNMENT OFFICE BUILDING**

- 1:30 p.m. **CLOSED SESSION** – 1) To discuss land acquisition for the future site of the Fire Station #2 and, 2) to consult with counsel to obtain legal advice as permitted under the Annotated Code of Maryland §10-508(a)(3)(7)
- 2:15 p.m. Community Organization Presentation – Maryland PIRG – Joanna Guy
- 2:30 p.m. Stormwater Utility Feasibility Study – Mike Moulds/Amanda Pollack
- 3:00 p.m. Garbage Ordinance changes - further discussion – Amanda Pollack
- 3:30 p.m. Records Retention Policy – Tom Stevenson
- 4:00 p.m. Adoption of the 2012 Energy Code – Bill Holland
- 4:30 p.m. Pay and Classification Study – Keith Cordrey/Tom Stevenson
- 5:00 p.m. Pay for Elected Officials – Tom Stevenson
- 5:30 p.m. General Discussion
- 5:45 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 10-508(a).*

INTER

OFFICE

MEMO

OFFICE OF THE CITY CLERK

To: City Council
From: Kim Nichols, City Clerk
Subject: Community Organization Presentation - Maryland PIRG
Date: October 17, 2013

The *Community Organization Presentation* for the October 21, 2013 Work Session will be presented by Joanna Guy, Program Associate with Maryland PIRG.

Maryland PIRG is working to pass a Bottle Bill that would set up a 5 cent redeemable deposit on bottles and cans. The ten (10) states that have already implemented a bottle bill have seen major increases in recycling and reductions in litter.

The Coalition sign on letter is attached.

Maryland PIRG
MarylandPIRG.org
Facebook.com/MarylandBottleBill
Twitter.com/MarylandPIRG

Don't Trash Maryland *The Bottle Bill Works*

Our waterways, neighborhoods and parks are littered with bottles and cans, and Maryland's recycling rate is below the national average. Every year 3 billion beverage containers end up as litter or trash in Maryland instead of being recycled.

With a recycling rate of less than 25 percent, Maryland is falling behind the national average, and certainly not leading the way as we should be. By passing a Bottle Bill we can increase our container recycling rate to 60 percent while reducing litter in our communities. This would divert 2 billion bottles from landfills, incinerators, or ending up as litter.

The Bottle Bill is a 5-cent redeemable deposit on recyclable beverage containers. The 10 states with bottle bills all have container recycling rates of over 60% and have all seen major reductions in litter.

I support a Bottle Bill for Maryland.

Name:

Title, Affiliation:

Circle if Applicable: Elected Official Small Business Owner Civic Organization

Email Address:

Address:

Phone:

Statement in support of Bottle Bill (optional):

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
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MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Tom Stevenson, Acting City Administrator
From: Mike Moulds, Director
Amanda Pollack, Deputy Director
Date: October 4, 2013
Re: Stormwater Utility discussion

For the continued discussion regarding implementation of a Stormwater Utility, the Mayor of Berlin will join us at the October 21, 2013 work session to share the Town's experience with implementing a Stormwater Utility.

Public Works recently met with staff from the Town of Berlin to discuss their Stormwater Utility. The meeting included Laura Allen, Berlin's Town Administrator, Jane Kreiter, Berlin's Director of Water Resources, and Darl Kolar, P.E. from EA Engineering, Science, and Technology, Inc. Berlin provided Salisbury Public Works with helpful information about setting fees, calculating the impervious area, and sending test bills. Berlin has already found that having a dedicated funding source for stormwater projects has made them more competitive in receiving grants for specific stormwater projects. Attached for reference is a copy of the Ordinance and Resolution which were adopted by the Town of Berlin.

Public Works also reached out to the City of Ocean City and discussed the progress on passing a stormwater utility fee with Terry McGean, City Engineer. Their fee ordinance has been tabled until the next budget cycle. Adoption of the fee is driven by the need for stormwater infrastructure improvements. The City does not have a TMDL mandate. The City is working out balancing costs between residential units and condominiums. Currently one Equivalent Residential Unit (ERU) is based on 2,250 sq.ft. of impervious area. They are planning to raise \$750,000/year based on a \$40/yr/ERU rate. The ordinance currently proposes a 50 ERU cap for condominium units.

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

City of Salisbury



JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR



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MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

MARYLAND

To: Tom Stevenson, Acting City Administrator
From: Mike Moulds, Director 
Amanda Pollack, Deputy Director 
Date: October 4, 2013
Re: Garbage Ordinance Revisions

Public Works reviewed the Municipal Code Chapter 8.16, Garbage, Rubbish and Refuse, to address the use of the term "rubbish" and to update the language to reflect our current operations and requirements for City garbage collection services. Additionally, this item was discussed at the July 15, 2013 work session, and modifications resulting from those discussions are also included herein. The changes are outlined below:

Significant changes:

- **8.16.060 Collection rules and regulations. (G.)**

Public Works has had a long standing issue with residents and businesses using the plaza trash receptacles in lieu of weekly service. This verbiage will allow us to address the issue.

- **8.16.060 Collection rules and regulations. (I.)**

The current process for bulk pick-up allows payment after the service. Finance has had difficulty collecting the fee after the service has been provided which results in uncollected fees. We are proposing to change the process. The resident will make payment for the pick-up and then Finance will contact Public Works to schedule the pick-up. Public Works will work with Internal Services on the process to alert the Bulk Pick-Up crew as to what items have been paid for.

- **8.16.060 Collection rules and regulations. (K.)**

If refuse containers are in disrepair and are unusable, then the customer will receive a notice to replace their container within thirty days.

Codify current practices:

- **8.16.060 Collection rules and regulations. (A.)**

Ninety-five (95) gallon containers are used for residential pick-up.

- **8.16.060 Collection rules and regulations. (H.)**

Upholstered furniture, mattresses and box springs infested with bed bugs must be encased in sheeting, shrink wrap, or trash bags. Specialized shrink wrap does not need to be purchased. Residents can tape together trash bags to achieve the desired effect.

- **8.16.060 Collection rules and regulations. (J.)**

A list of prohibited items is included.

- **8.16.080 Violations—Penalties.**

Verbiage was updated to include “owner of record” as recommended by Neighborhood Services. Additionally, the service charge amount for returning a refuse container was increased.

- **8.16.90 Monthly disposal fee. (D.)**

The largest can the sanitation vehicles can currently handle is three-hundred-thirty (330) gallons. If a rolling dumpster is used, the City cannot accommodate collection at the location.

- **8.16.100 Recycling. (F.)**

The City provides the blue recycling bins.

Additional considerations:

- The Sanitation Superintendent is in favor of leaving the maximum number of containers per residence at six (6). He noted that most people use one or two, but that for some college rentals, it may be desirable to have more. It is preferable to have more containers than to have residents placing extra bags.
- Yard waste calls are noted to be received by 6:00 am on Monday. The Sanitation Superintendent says that this is working well. Staff checks the voice mail on Monday morning and lists the locations for yard waste pickup. They occasionally receive calls as late as 7:00 am but would prefer to keep the notification at 6:00 am to help plan the day’s routes.
- The landfill does not charge for yard waste. There was discussion at the July work session about providing biodegradable bags for yard waste. At this time, the free brush pile does not accept yard waste in bags. The sanitation crew empties any yard waste out of the bags prior to disposal at the landfill free brush pile. Therefore, we do not recommend standardizing on biodegradable bags. We did include biodegradable bags as a yard waste bag option though.
- The violations procedure was discussed at the July work session. Public Works does believe that the fines are adequate. Per the Code Chapter 1.16 regarding municipal infractions, the following persons may issue citations for municipal infractions: All City Police Officers, Director of Public Works, Deputy Director of Public Works, Operations and Maintenance Supervisor, and Sanitation Superintendent.

Attached is a revised draft version of Chapter 8.16. An Ordinance will be prepared with this information pending the discussion at the work session. A copy of the revisions was provided to the City Attorney on October 1, 2013.

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

1 | **DRAFT REVISIONS**

2 | **Chapter 8.16**

3 |

4 | **GARBAGE, RUBBISH-YARD WASTE AND REFUSE**

5 |

6 | **Sections:**

7 | **8.16.010 Definitions.**

8 | **8.16.020 Service standards for residential properties.**

9 | **8.16.030 Service standards for nonresidential properties.**

10 | **8.16.040 Applicable regulations for private collection.**

11 | **8.16.050 Scavenging—~~Special collections of recyclable materials.~~**

12 | **8.16.060 Collection rules and regulations.**

13 | **8.16.070 Special sanitary provisions.**

14 | **8.16.080 Violations--Penalties.**

15 | **8.16.090 Monthly disposal fee.**

16 | **8.16.100 Recycling ~~in the multi-family sector.~~**

17 |

18 | **8.16.010 Definitions.**

19 |

20 | As used in this chapter, the following terms shall have the meanings indicated:

21 |

22 | "Ashes" means the solid residue of the combustion of solid fuels used in heating or

23 | cooking as occurring in households.

24 |

25 | ~~"Cartons" and "boxes" means containers of such size as to be difficult to dispose of in an~~

26 | ~~approved container by virtue of size, shape or construction.~~

27 |

28 | "Garbage" means the waste materials from normal household living conditions, including

29 | waste foodstuffs of vegetable or animal origin, paper products, fabrics, plastic and metal

30 | containers, bottles, crockery and other similar materials, free of hazard of explosion,

31 | conflagration or hazard to collection personnel.

32 |

33 | "Hazardous Waste" is any waste material, including "Garbage," derived from a

34 | household that would be listed as Hazardous Waste under the Resource Conservation and

35 | Recovery Act, but for the fact that the waste is derived from a household. Household Hazardous

36 | Waste may include but is not limited to: agricultural chemicals, cleaning agents and solvents,

37 | paint, pesticides, and preservatives.

38 |

39 | "Managing Authority" shall include a landlord, property manager, condominium

40 | association board of directors, or any other person in charge of property located in the Multi-

41 | Family Sector.

42 |

43 | "Multi-Family Sector" includes all Residential Units intended for multiple-family use,

44 | including, but not limited to, apartments, condominiums and other ownership arrangements

45 | physically located in buildings joined together or situated in groups or clusters.

46 |

47 | "Nonresidential Property" includes mixed-use properties which contain residential and

48 | nonresidential uses within the same structure.

49 |

50 “Owner” is any person, agent, firm or corporation having a legal or equitable interest in
51 the property; or recorded in the official records of the state, county or city of Salisbury, Maryland
52 as holding title to the property; or otherwise having control of the property, including a tenant,
53 occupant, and guardian of the estate of any such person and the executor or administrator of the
54 estate of such person if ordered to take possession of real property by a court.

55
56 “Person” is an individual, corporation, partnership or any other group acting as a unit.

57
58 “Recyclable Materials” shall consist of such paper, metal, glass and plastic as shall be
59 designated suitable for recycling.

60
61 “Refuse” means a combination of all of the items listed above to form a composite
62 residential type solid waste material. ~~solid waste accumulations of “Garbage” and “Yard Waste”~~
63 as defined herein.

64
65 “Residential Unit” shall consist of one of the following:

66
67 1. A single-family dwelling;

68
69 2. Each separate dwelling unit contained within a multiple-family building;
70 except that each rooming or boarding house, capable of occupancy by five or more
71 residents, regardless of the number of individual rooms contained therein (provided that
72 no room contains an independent cooking area) shall be counted as two Residential Units.

73
74
75 “Rubbish”-“Yard Waste” means garden, lawn, and tree trimmings, and leaves, bricks,
76 masonry and metal or wooden objects which can be deposited in an approved container, or well
77 as tree and shrubbery limbs securely bundled in lengths not exceeding four feet in length and not
78 more than forty (40) pounds.

79 (Prior code § 81-1)

80 81 **8.16.020 Service standards for residential properties.**

82
83 A. It shall be the responsibility of the ~~department of public works~~ Department of
84 Public Works to provide a weekly collection of residential ~~refuse~~ Refuse.

85
86 B. Collection shall be rendered at the curb, roadside or City alley abutting the
87 residential property. Hardship cases due to advanced age, disability or infirmity, when confirmed
88 by the Sanitation Superintendent as designated by the Director of Public Works, may be afforded
89 the special service of Refuse container carryout. Under no circumstances shall public
90 works Public Works employees or agents shall not enter private property to collect ~~refuse~~ Refuse,
91 except as may be provided in this chapter noted above.

92
93 C. It shall be the responsibility of the ~~department of public works~~ Department of
94 Public Works to protect the property of residents from unnecessary damage or abuse resulting
95 from any ~~refuse~~ Refuse collection activity. Claims for damage to premises or containers must be

96 | supported by reasonable-sufficient evidence to receive consideration for replacement or
97 | reimbursement.

98 |
99 | D. The cityCity may, at its option, provide bulk collection service where residences
100 | are concentrated in high-density ~~situations~~. In these cases, the appropriate management
101 | ~~organization, community association, condominium association or the like~~ shall be officially
102 | notified of the details of the service to be rendered. It shall be the responsibility of the public
103 | ~~worksPublic Works department-Department~~ to make agreements with the appropriate
104 | management organization for the placement of bulk containers on either public, private or
105 | common ownership property. The standard of service shall be sanitary, and containers shall be
106 | maintained in a non-offensive manner.

107 |
108 | E. Nothing in this chapter shall preclude the provision of contractual collection
109 | services as opposed to collection by municipal employees and equipment.

110 |
111 | F. The cityCity assumes no responsibility for collection of ~~refuseRefuse and rubbish~~
112 | from ~~nonresidential-Nonresidential propertyProperty~~. ~~The term "nonresidential property" shall~~
113 | ~~include mixed-use properties which contain residential and nonresidential uses within the same~~
114 | ~~structure~~. Notwithstanding the above, the cityCity may assume responsibility for collection of
115 | ~~refuseRefuse and rubbish~~ from ~~N~~nonresidential ~~p~~Property located within the cityCity that is used
116 | exclusively as a church or other bona fide charitable, religious, social welfare or recreational
117 | nonprofit organization, except medical waste generators, hospitals, non-cityCity governmental
118 | property or organizations and schools, public or private. Such church or other bona fide nonprofit
119 | organization must provide substantial social services to the community. A church or ~~such other~~
120 | bona fide nonprofit organization must apply for collection to the ~~department of public~~
121 | ~~worksDepartment of Public Works~~, setting forth the name and address of the organization, the
122 | volume of ~~trash-Refuse~~ estimated to be generated, the social services provided to the community
123 | and such other information as may be required by the ~~departmentDepartment~~. The ~~department~~
124 | ~~Department~~ will then determine whether the church or other bona fide nonprofit organization
125 | qualifies for collection. An appeal of the decision of the ~~d~~Department may be made in writing to
126 | the cityCity councilCouncil.
127 | (Ord. 1736 § 1, 1999)

128 | 129 | **8.16.030 Service standards for nonresidential properties.**

130 |
131 | A. Any Nonresidential ~~establishments-Property~~ not served by municipal collection
132 | shall provide appropriate containers for private collection.

133 |
134 | B. All ~~n~~Nonresidential ~~establishments-Properties~~ shall have all ~~refuseRefuse and~~
135 | ~~nonresidential type waste materials~~ removed from their premises no fewer than one time per
136 | week.
137 | (Prior code § 81-3)

138 | 139 | **8.16.040 Applicable regulations for private collection.**

140 |
141 | Private individuals or firms engaged in the business of ~~refuseRefuse~~ collection in the

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142 | cityCity of Salisbury or who may use the streets of Salisbury for the transport of these materials
143 | shall be subject to all federal, state or and local laws, ordinances, codes or regulations applicable
144 | to the operation and maintenance of motor vehicles, including air and noise pollution laws and
145 | regulations.

146 | (Prior code § 81-4)

148 | **8.16.050 Scavenging—~~Special collections of recyclable materials.~~**

149 |
150 | It is unlawful for anyone to disturb any ~~refuse~~Refuse or recycling containers or to remove
151 | their covers or any contents thereof, except the occupants of the premises on which the
152 | containers are placed or their duly authorized agents or the duly authorized employees or agents
153 | of the cityCity of Salisbury.

154 | (Ord. 1874, 2003; prior code § 81-5)

156 | **8.16.060 Collection rules and regulations.**

157 |
158 | All ~~refuse~~Refuse must be stored and offered for collection in an approved container
159 | unless exempted herein. The regulations are as follows:

160 |
161 | A. Approved ~~refuse~~Refuse containers shall be watertight cans made of ~~metal or~~
162 | heavy-duty rubberized or plastic material, with handles and tight-fitting covers.
163 | ~~Cans shall not exceed twenty (20) gallons' capacity. Containers shall be ninety-~~
164 | ~~five (95) gallon roll out carts on wheels, and not more than six (6) cans- containers~~
165 | ~~will be permitted for each residence~~Residential Unit. Refuse containers may be
166 | purchased from the City. Containers must be placed at the curb or as otherwise
167 | directed, with the handle away from and parallel to traffic. Printed instructions on
168 | the container shall be followed.

169 |
170 | ~~B. Plastic bags with a capacity of thirty (30) gallons or less and maintaining~~
171 | ~~complete closed integrity may be used for all refuse. However, it shall be the~~
172 | ~~property owner's responsibility to maintain these bags until they are collected by~~
173 | ~~city collection crews.~~

174 |
175 | ~~C. Receptacles for the keeping and collection of ashes shall be made of metal and of~~
176 | ~~the same size and description as refuse receptacles; however, when twenty gallon~~
177 | ~~containers are used for ashes, they shall not be filled more than one half full.~~
178 | ~~Ashes shall not be offered for collection until they have cooled sufficiently to~~
179 | ~~avoid a danger of fire in the body of the collection vehicle.~~

180 |
181 | ~~D. Residents that have been supplied automated collection containers (ninety five-~~
182 | ~~gallon capacity normal or sixty five gallon capacity by special request) must use~~
183 | ~~those containers for all refuse except as specified below. Containers must be~~
184 | ~~placed at the curb or as otherwise directed, with the handle away from and~~
185 | ~~parallel to traffic. Printed instructions on the container shall be followed.~~

186 |
187 | EB. Items too bulky for placement in an approved container may be offered for

188 collection on a weekly basis and on a schedule as set by the ~~department of public~~
189 ~~works~~ Department of Public Works. Tree and shrubbery limbs, as well as other
190 ~~wooden rubbish~~ Yard Waste, will be collected, provided that they are cut into
191 lengths not exceeding four (4) feet and securely tied in bundles not exceeding
192 forty (40) pounds in weight. ~~Nonbundled yard debris shall be contained in~~
193 ~~approved plastic bags as provided for in subsection (B) of this section. Plastic or~~
194 ~~biodegradable bags with a capacity of thirty (30) gallons or less and maintaining~~
195 ~~complete closed integrity may be used for non-bundled Yard Waste. However, it~~
196 ~~shall be the Owner's responsibility to maintain these bags until they are collected~~
197 ~~by City collection crews. Yard Waste pickup normally occurs on Mondays. The~~
198 ~~Owner shall contact the City Service Center by six (6) a.m. on Monday to~~
199 ~~schedule Yard Waste pickup (excluding holidays) for that week.~~

200
201 FC. All ~~receptacles~~ containers and lids shall be maintained in a clean and sanitary
202 condition. They shall not be set out for collection containing free liquids or
203 rainwater. They shall be kept free of dead animals, vermin, lice, maggots or the
204 like and unreasonably offensive odors resulting from the lack of cleanliness,
205 ~~animal~~ feces or items which may be infectious or disease-bearing. Receptacles
206 Containers which have become excessively worn or corroded shall be promptly
207 replaced at the Owner's expense.

208
209 GD. ~~Receptacles/containers~~ Containers shall be placed at the curb or roadside or alley
210 by six (6:00) a.m. on the scheduled day of collection but shall not be so placed
211 prior to five (5:00) p.m. on the day before collection, and empty
212 ~~receptacles/containers~~ shall be removed to the premises from the curb, roadside or
213 alley by eleven (11:00) p.m. of the day of collection.
214 ~~Receptacles/containers~~ Containers shall not be kept at the curb or roadside
215 between scheduled collections, and they shall be stored on the premises at such
216 locations to be unseen from the public streets or roads or from the front yards of
217 immediate neighboring property.

218
219 ~~H.~~ ~~The number of garbage receptacles collected from any dwelling unit shall not~~
220 ~~generally exceed six twenty gallon containers per pickup. During leaf season,~~
221 ~~more leaf containers may be placed for collection.~~

222
223 HE. Where collection service is provided in high-density dwelling areas, the
224 individual residents or the management, community or condominium organization
225 shall be responsible for the transporting of ~~refuse~~ Refuse to the containers
226 provided and for the maintenance and cleanliness of the areas adjacent to the
227 containers. The developer, ~~property o~~ Owner ~~or and~~ legally responsible
228 management organization shall ~~further~~ be responsible for provision of accessible
229 space for bulk containers, paved and screened from public view. Such provisions
230 shall be approved by the ~~city~~ City. Material acceptable for containerized collection
231 service shall, in all respects, be compatible with the definitions for ~~refuse~~ Refuse
232 as defined in this chapter.
233

- 234 ~~F.~~ It is unlawful and a violation of this chapter for any ~~P~~person, ~~firm or corporation~~
235 to place residential or nonresidential waste, including but not limited to ~~garbage,~~
236 ~~refuse~~~~Refuse~~~~and~~ ~~rubbish~~, on the property of another without the consent of the
237 ~~owner~~ Owner of the property.
- 238
- 239 ~~G.~~ A Person shall not place Refuse from their premises in public containers within the
240 City limits, with the exception of Downtown Plaza residents, who may place their
241 Refuse in containers specifically designated in the Downtown area to accept
242 Refuse from Downtown Plaza residents. Waste generated outside of the corporate
243 limits of the City of Salisbury shall not be disposed of or placed in any private or
244 public containers within the City limits.
- 245
- 246 ~~H.~~ Upholstered furniture, mattresses and box springs infested with bed bugs shall be
247 completely encased and sealed tightly before discarding them from an infested
248 dwelling. Heavy polyvinyl sheeting, shrink wrap, or other non-permeable material
249 shall be used to seal infested beds. Items shall be labeled with a prominent
250 message indicating that these are infested items (i.e. "BED BUG INFESTED
251 ITEM").
- 252
- 253 ~~I.~~ Bulk pickup service is available to residential locations. To receive pickup of
254 large, bulky items, a Person must first pay the required fee to the Internal Services
255 Department. Once the fee is paid, the Internal Services Department will notify the
256 Department of Public Works and an appointment will be made for pickup.
- 257
- 258 ~~J.~~ Items prohibited for collection include, but are not limited to: tires, building
259 materials, hazardous, radioactive or medical wastes, ashes, rocks, dirt, sod, paint
260 and motor oil.
- 261
- 262 ~~K.~~ Owners shall be notified if their Refuse container is in disrepair and is unusable.
263 This includes, but is not limited to: missing lids, leaking containers and damaged
264 or missing wheels or handles. Owners have thirty (30) days to purchase a new
265 Refuse container or adequately repair their existing container.

266 (Prior code § 81-6)

267 8.16.070 Special sanitary provisions.

268 The removal of apparel, bedding, furniture or other ~~refuse~~ Refuse from any premises
269 where infectious or contagious disease prevails or has prevailed shall be specially arranged and
270 performed under the direction of the responsible local health authority. Such removals shall be
271 arranged for and be the responsibility of the attending physician and/or local health authority.

272 (Prior code § 81-7)

273 8.16.080 Violations--Penalties.

274 ~~A.~~ Any property owner, tenant or other person Person violating any of the provisions
275 of this chapter, shall be guilty of a municipal infraction ~~punishable by~~ and shall be subject to a

280 fine of twenty-five dollars (\$25.00).

281
282 A. Violations under this chapter, unless otherwise noted elsewhere, shall be deemed
283 municipal infractions pursuant to the City Code and state law, and fines levied hereunder shall be
284 payable to the City of Salisbury and mailed to the Department of Internal Services within twenty
285 (20) days of service of the municipal infraction citation. Notice and service of a citation shall be
286 as directed under the Local Government Article of the Maryland Annotated Code § 6-101, et seq.
287 and § SC5-1(38), as amended, concerning municipal infractions.
288 (Ord. 1707, 1999)

289
290 B. With respect to violations of Section 8.16.060(~~G~~D), the following procedure will
291 apply:

- 292
293 1. For an initial violation, a dated adhesive notice ~~will shall~~ be posted on the
294 ~~receptacle container~~ and written notice shall be sent to the ~~property o~~Owner's
295 ~~address on file with the City and/or property owner's agent.~~
296
297 2. For a second violation, written notice ~~will shall~~ be sent to the ~~property o~~Owner's
298 ~~address on file with the City and/or property owner's agent~~ and a copy of said
299 notice ~~will shall~~ be posted in a conspicuous place on the property/~~dwelling unit.~~
300
301 3. For a third violation, a twenty-five dollar (\$25.00) ~~citation fine~~ for a municipal
302 infraction shall be issued to the ~~occupant(s) of the property/dwelling unit and a~~
303 ~~written notice will be mailed~~ to the ~~Owner~~property owner and/or property owner's
304 agent. In buildings containing more than one dwelling unit, a twenty-five dollar
305 (\$25.00) ~~citation fine~~ for a municipal infraction ~~will shall~~ be issued to the ~~property~~
306 ~~o~~Owner as a common area ~~trash Refuse~~ violation, unless each dwelling unit has a
307 separate ~~trash Refuse receptacle~~ container and each ~~trash Refuse~~
308 ~~receptacle~~ container is marked to identify an assigned dwelling unit.
309
310 4. For a fourth and any subsequent violation, the ~~city~~City of Salisbury is authorized
311 to remove the ~~trash Refuse receptacle~~ container from the property. A service
312 charge of ~~twenty five~~fifty dollars (~~\$25~~50.00) shall be paid in advance for return of
313 the ~~trash Refuse receptacle~~ container. Written notice ~~will shall~~ be sent to the
314 ~~property o~~Owner's address on file with the City and/or property owner's agent.
315
316 5. With respect to any property, if six (~~6~~) months have elapsed since the last date of
317 an enforcement procedure, then the enforcement procedure shall begin ~~anew~~ with
318 subsection (B)(1) of this section.
319
320 6. When requested by ~~city~~City enforcement personnel, ~~property o~~Owners shall
321 provide names of ~~all~~ occupant(s) ~~residing at their property locations.~~
322
323 7. ~~Occupant(s)~~All Owners and occupants of an Owner's property locations, shall
324 ~~will~~ be jointly and severally liable for payment of a ~~citation fine~~ for municipal
325 infraction.

326
327 C. ~~Citations under this chapter shall be deemed municipal infractions under Chapter~~
328 ~~1.16, and fines levied hereunder shall be payable to the city~~ City of Salisbury and mailed to the
329 ~~department~~ Department of finance Internal Services within ten days of receipt of the citation.
330 ~~(Ord. 1707, 1999)~~

331
332 **8.16.090 Monthly disposal fee.**

333 A. Each ~~residential~~ Residential Unit (including churches and ~~other~~ bona fide
334 ~~charities~~ nonprofit organizations) to which ~~city~~ City garbage Refuse collection services are
335 provided shall be charged a disposal fee in an amount established annually in the ~~city~~ City budget
336 ordinance. The disposal fee ~~will~~ shall be billed quarterly and ~~be~~ made a part of the ~~city~~ City water
337 and sewer bill. A five-percent (5%) penalty ~~will~~ shall be added after forty-five (45) days if the
338 fee is unpaid. No ~~residential unit~~ Residential Unit within the ~~city~~ City of Salisbury shall be
339 ~~permitted to refuse city garbage collection services, and the failure to utilize such services shall~~
340 ~~not exempt any residential unit~~ from payment of the fees described herein ~~regardless of whether~~
341 ~~the services are used.~~

342
343 B. The ~~owner~~ Owner of each ~~residential unit~~ Residential Unit shall purchase a ~~city~~ City-
344 approved ~~trash~~ Refuse collection receptacle container.

345
346 C. If the ~~department of public works~~ Department of Public Works determines that a
347 ~~residential unit~~ Residential Unit regularly produces ~~collectible~~ trash Refuse requiring two or more
348 ~~trash~~ Refuse collection receptacles containers, then the ~~owner~~ Owner of the ~~residential unit~~ Residential
349 Unit shall be required to purchase and use additional ~~trash~~ Refuse collection
350 receptacles containers.

351
352 D. A multi-family residential building with a central ~~trash~~ Refuse collection area
353 utilizing ~~trash~~ Refuse collection receptacles containers larger than ~~three hundred thirty (330)~~ one
354 ~~hundred (100)~~ gallons may be approved by the ~~department of public works~~ Department of Public
355 Works for exclusion from the requirements of ~~subsection A~~ 8.16.060A.

356
357 E. The ~~owner~~ Owner of a ~~residential unit~~ Residential Unit who violates the provisions of
358 this section shall be ~~guilty of a municipal infraction and shall receive~~ issued a written notice of
359 the ~~initial~~ violation, which shall be delivered via first class U.S. mail, postage prepaid, to the
360 ~~Owner's last known address on file with the City.~~ If the ~~owner~~ Owner of a ~~residential~~ Residential
361 ~~dwelling~~ Unit does not comply within seven (7) days of ~~the~~ written notice, the ~~owner~~ Owner shall be
362 ~~subject to~~ guilty of a municipal infraction and ~~shall be subject to a fine as set forth in Chapter~~
363 ~~1.16~~ pursuant to the City Code and state law, and fines levied hereunder shall be payable to the
364 ~~City of Salisbury and mailed to the Department of Internal Services within twenty (20) days of~~
365 ~~service of the municipal infraction citation.~~ Notice and service of a citation shall be as directed
366 ~~under the Local Government Article of the Maryland Annotated Code § 6-101, et seq. and §~~
367 ~~SC5-1(38), as amended, concerning municipal infractions.~~

368
369 (Ord. 2025 § 1, 2007: prior code § 81-9)

370
371 **8.16.100 Recycling in the multi-family sector.**

372
373 A. The ~~cityCity council~~Council finds that undertaking a long term commitment to
374 remove ~~and recycle certain~~Recyclable Mmaterials from the solid waste stream is a necessary part
375 of the ~~cityCity's~~ integrated solid waste management system of recycling, resource recovery and
376 land filling. The ~~cityCity council~~Council also finds that the objectives of the comprehensive solid
377 waste management plan adopted under state law will be promoted by establishing a recycling
378 program.

379 B. Recycling service is available to Residential Units. Recyclable Materials will be
380 collected weekly on the same day as Garbage collection.

381
382 ~~B. The term "multi family sector" includes all residential dwelling units intended for~~
383 ~~multiple family use, including, but not limited to, apartments, condominiums and other~~
384 ~~ownership arrangements physically located in buildings joined together or situated in groups or~~
385 ~~clusters.~~

386
387 ~~C. The term "managing authority" shall include a landlord, property manager,~~
388 ~~condominium association board of directors, or any other person in charge of property located in~~
389 ~~the multi family sector.~~

390
391 ~~D. The term "recycling coordinator" shall be the title of such individual from time to~~
392 ~~time designated by the director of public works of the city of Salisbury to organize, coordinate~~
393 ~~and publicize the collection of recyclable materials.~~

394
395 ~~E. The term "recyclable materials" shall consist of such paper, metal, glass and~~
396 ~~plastic products as shall be designated suitable for recycling by the recycling coordinator.~~

397
398 FC. The ~~managing authority~~Managing Authority of any residential dwelling unit
399 located in the ~~m~~Multi-F~~family S~~sector shall allow its residents to participate in the ~~cityCity's~~
400 recycling program. ~~The managing authority shall provide to each unit a container constituting no~~
401 ~~less than three cubic feet in volume. The City shall provide the Managing Authority with a~~
402 ~~recycling container for each unit. Alternatively, the managing authority~~Managing Authority shall
403 ~~may provide at a centralized location and containers such number of similar containers as~~
404 ~~directed approved~~ by the ~~reeycling~~Recycling e~~ordinator~~Coordinator, as designated by the
405 ~~Director of Public Works.~~

406
407 GD. The ~~cityCity~~ shall collect the ~~recyclable materials~~Recyclable Materials in the
408 ~~m~~Multi-f~~amily S~~sector where it is ~~also making regular~~regularly collecting garbageGarbage
409 ~~collections. In the event those places that a private contractor serves a specific location collects the~~
410 ~~Garbage, it will be the obligation of the location's managing authority~~Managing Authority to
411 provide ~~recycling services to include~~ the containers and ~~to~~ pick up the ~~recyclable~~
412 ~~materials~~Recyclable Materials. Each such managing authority shall keep records of the
413 ~~recyclable materials collected and provide same to the recycling coordinator on a monthly basis.~~

414
415 HE. A ~~managing authority~~Managing Authority or a private hauling contractor who
416 ~~that shall~~ violates subsections (FC) or (GD) of this section ~~shall be guilty of a municipal~~
417

418 ~~infraction and shall receive be issued~~ a written notice ~~for any single initial~~ of the violation which
419 shall be delivered via first class U.S. mail, postage prepaid, to the Managing Authority's last
420 known address on file with the City. The notice shall contain specific corrective measures to be
421 taken to correct the violation. ~~Compliance must be~~ If the Managing Authority does not comply
422 within seven (7) days of the written notice, and failure to comply will result in the Managing
423 Authority shall be guilty of a municipal infraction and shall be subject to a fine one hundred
424 dollars (\$100.00) for the first day and thereafter fifty dollars (\$50.00) per day for a continuing
425 violation pursuant to the City Code and state law, and fines levied hereunder shall be payable to
426 the City of Salisbury and mailed to the Department of Internal Services within twenty (20) days
427 of service of the municipal infraction. Notice and service of a citation shall be as directed under
428 the Local Government Article of the Maryland Annotated Code § 6-101, et seq. and § SC5-
429 1(38), as amended, concerning municipal infractions.

430
431 (Ord. 1874, 2003)

432
433

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
Mayor
From: Tom Stevenson *M.T.S.*
Subject: Records Retention Policy
Date: October 4, 2013

The Code of Maryland (COMAR) section 14.18.02 (copy attached), requires all local governments to develop a program to effectively manage its records.

“*Record*” as defined in section 14.18.02.02 (9) (a) in the attached; means

“Any documentary material in any format created or received by an agency in connection with the transaction of public business”

To comply with this requirement, a Records Retention Policy has been created (copy attached). The intent of the policy is to ensure that all qualifying records are adequately maintained and that after a prescribed period of time; nonessential records can be destroyed.

The policy includes criterion for maintaining records in hardcopy and electronic format, necessary software upgrades, periodic review and development requirements; and probably most importantly, an obligation to retain **all records** when the possibility of litigation exists.

To satisfy the requirements of the policy, a Records Retention and Disposal Schedule has been developed (copy attached). The Maryland State Archivist has reviewed and approved the recommended schedule.

The Records Retention and Disposal Schedule, requires all records to be maintained for at least one year. The significance of the record determines its retention requirements. Some records must be maintained permanently by the local government, and some, such as Council minutes, must be transferred periodically to the Maryland State Archives.

Considering the number of records that meet the retention criterion, it is imperative that a disposal schedule be considered.

14.18.02.00

Title 14 INDEPENDENT AGENCIES

Subtitle 18 STATE ARCHIVES

Chapter 02 Records Retention and Disposition Schedules

Authority: State Government Article, §§9-1007—9-1012, and 10-632, Annotated Code of Maryland

14.18.02.01

.01 Purpose.

The purpose of these regulations is to:

- A. Protect records considered essential to the continuing operation of government;
- B. Guarantee the integrity and preservation of permanent records;
- C. Ensure the legal admissibility of the permanent record;
- D. Secure the rights and privileges of citizens;
- E. Assure public access to the records of government;
- F. Promote agency legal and fiscal accountability; and
- G. Provide a means to document agency administrative history.

14.18.02.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Agency" means any office, department, board, commission or other separate unit of Maryland government, including the executive, legislative, and judicial branches of government, and all political subdivisions.

(2) "Appraisal" is the process of determining how long, in what format, and under what circumstances a record series ought to be preserved, based upon the information contained in the records inventory.

(3) "Archives" means the Maryland State Archives.

(4) "Custodian" means an officer or employee of the State or a political subdivision who, whether or not the officer or employee has physical custody and control of a public record, is responsible for keeping the public record.

(5) "Division" means the Records Management Division of the Department of General Services.

(6) "Non-permanent record" means a public record with temporary value which may be destroyed after the passage of a specified period of time.

(7) "Permanent record" means a public record which is considered by law, statute, rule, agency personnel or the State Archivist to have ongoing administrative, fiscal, legal, historical, or other archival value.

(8) "Publication" means any informational material developed by or for an agency for general public dissemination.

(9) Record.

(a) "Record" means any documentary material in any form created or received by an agency in connection with the transaction of public business; and

(b) "Record" includes:

(i) Written materials, email, books, photographs, photocopies, publications, forms, microfilms, tapes, computerized records, maps, drawings, and other materials in any format;

(ii) Data generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another.

(10) "Records inventory" means a survey of all records series maintained by an agency resulting in a detailed itemized compilation of the records in the possession of the agency, and is the first step in preparing a records retention and disposition schedule.

(11) "Records officer" means any person or persons designated according to the provisions of this chapter whose responsibilities include the development and oversight of agency records management programs.

(12) "Record series" means a set of similar records maintained in any form or format.

(13) "Schedule" means a records retention and disposition schedule which is an official document listing and describing all records of an agency, and provides:

(a) For the permanent retention of records considered by statute or the Archivist to be of permanent value; and

(b) For the destruction of records that are not essential to agency operations after the lapse of a stated period of

time.

14.18.02.03

.03 Scope.

These regulations apply to all:

A. Agencies; and

B. Records.

14.18.02.04

.04 Agency Responsibilities.

Agencies shall:

- A. Develop schedules;
- B. Review and update their schedules at least once every 2 years;
- C. Establish and maintain a records management program;
- D. Provide copies of publications to Archives as soon after release to the public as is practicable;
- E. Initiate appropriate action to recover records removed unlawfully or without authorization; and
- F. Transfer to Archives permanent record material not needed for the current operation of the agency in accordance with procedures outlined in this regulation.

14.18.02.05

.05 Duties of Custodians, Public Officials, and Employees.

A. It is the responsibility of all custodians, public officials, and employees to:

- (1) Retain and protect all records in their custody;
- (2) Cooperate with Division and Archives in the establishment and maintenance of an active and continuous program for the economical and efficient management of records;
- (3) Ensure that agency records, including electronic records, are covered by a schedule, which shall outline procedures to ensure the retention and usability throughout the authorized lifecycle of the records.

B. No officer, employee, or contractor of any agency shall destroy, sell, or otherwise dispose of any record in such person's care or custody or under such person's control without first having followed the procedures under Regulation .07 of this chapter.

14.18.02.06

.06 Duties of Division and Archives.

A. The Division shall assist agency personnel in the development of schedules by providing guidance, templates, forms, and advice.

B. Upon request from an agency or the Division, the Archives will provide assistance in determining what records may be considered permanent.

C. The Division and Archives shall provide additional instruction and guidance on the scheduling process and records transfers on a website to be maintained by Archives: http://www.msa.md.gov/msa/intromsa/html/record_mgmt/homepage.html

14.18.02.07

.07 Procedures.

A. Records Inventory.

- (1) Agencies shall submit to Division for review a records inventory for each record series.
- (2) For each record series in inventory, the following information is required:
 - (a) Name of the agency that created record;
 - (b) Record series title;
 - (c) Dates of the oldest and most recent records;
 - (d) Description of the types of information, data, or documents which includes:
 - (i) Physical form or forms, such as letter-size paper, legal-size paper, bound book, audio tape, electronic data, video tape, film, or other medium;
 - (ii) Total quantity of materials, stated in terms of number of units, such as cubic feet, reels of film, tapes, gigabytes of data;
 - (iii) Estimated annual growth;
 - (iv) Current location or locations;
 - (v) Index system used for access, if any;
 - (vi) Access restrictions, if any, based on laws or regulations (with citations); and
 - (vii) Audit requirements, if any.

B. Records Schedule.

- (1) A Schedule shall be prepared by:
 - (a) Inventorying the records;
 - (b) Appraising the records;
 - (c) Preparing the schedule;
 - (d) Obtaining legal authorization for use of the schedule from the State Archivist.
- (2) Schedules shall:
 - (a) Provide for periodic transfer to the Archives, at a stated frequency, of records designated to be of permanent value, including electronic records;
 - (b) Provide for annual or more frequent transfer to the Archives of master security microform designated as permanent;
 - (c) Designate agency publications as permanent and provide for copies to be sent to Archives;
 - (d) Define any access restrictions that apply, give legal or regulatory citation for access restrictions, and note when or under what circumstances those restrictions will be lifted; and

(e) Specify the length of time nonpermanent records will be kept in the agency or, if applicable, stored in a records center, or retained after required audit.

(3) Schedules containing new record series must be submitted to the Division with records inventories.

C. Legal Authorization and Implementation of Schedules.

(1) Before an agency submits to Division a proposed schedule, the schedule shall have been approved in writing by the agency director.

(2) Three signed copies of any proposed schedule and one copy of the records inventory accompanying each proposed schedule shall be submitted to Division for review.

(3) Proposed revisions made by Division and approved by the agency shall be incorporated into proposed schedule and signed by the agency director.

(4) The Division shall assign a control number (schedule number) and forward to Archives all three copies of proposed schedule, as amended or revised, and records inventory.

(5) Archives shall review proposed schedule and, if the State Archivist approves it as submitted, two copies signed by the State Archivist shall be returned to the Division (one copy for transmittal to the agency). If the State Archivist disapproves the proposed schedule, in whole or in part, the Archives shall return all copies to Division with a statement of reasons for disapproval. The Division then shall request the agency to modify the schedule and resubmit it to the State Archivist for approval.

(6) Until it has been approved in writing by the State Archivist, a schedule does not constitute legal authorization for the disposal of records.

(7) At any time, a schedule may be amended or revised by an agency, or at the request of Division or Archives. Reasons for amendments or revisions may include the creation of new record series, changes in record-keeping practices, changes in formats, or reorganization of an agency. To amend or revise a schedule, steps outlined in this chapter shall be followed.

14.18.02.08

.08 Form and Format.

Records designated by schedule as being permanent are to be considered permanent regardless of the form and format of the records, and whether or not a duplicate exists in some other form or format. All permanent records shall be scheduled for transfer to Archives.

14.18.02.09

.09 Custodian Designated.

Public officials charged with the statutory or delegated responsibility for administering an agency, and for creating, storing, and maintaining records shall be the custodian of such records. Upon transfer of any and all records to Archives, the State Archivist shall become the custodian.

14.18.02.10

.10 Appointment of Records Officers.

A. Each agency shall designate at least one records officer to serve as liaison with Division and with Archives for the purpose of implementing and overseeing a records management program, and coordinating legal disposition, including destruction of obsolete records.

B. Appointment of agency records officers shall be made by the head of each agency.

14.18.02.11

.11 Storage and Protection of Records.

A. All records shall be kept in facilities maintained by the agency responsible for the creation and maintenance of such records, unless the consent of Division is obtained for their transfer or storage elsewhere.

B. The public official responsible for maintaining an office or offices where records are created or kept shall establish such safeguards against damage, removal, or loss of records as may be required by Archives or Division. Such safeguards shall include notifying all employees of the requirements of this chapter.

14.18.02.12

.12 Delivery of Records to Successors.

The custodian of records shall, at the expiration of the custodian's term of office, appointment, or employment, deliver custody and control of all records kept or received in the transaction of official business to the custodian's successor, supervisor, or records officer, or to Archives.

14.18.02.13

.13 Transfer of Records upon Termination of Agencies.

A. All records which are in or shall come into the possession of any agency shall, upon termination of such agency, be transferred to the custody of Archives, provided that such transfer is consistent with the provision of any such termination.

B. All records which are in or shall come into the possession of any political subdivision of this State shall, upon termination of such political subdivision, be transferred to the custody of Archives.

14.18.02.14

.14 Recovery of Record.

- A. Public officials shall notify the Archives of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records that shall come to the agency's attention.
- B. The State Archivist may request the Attorney General to seek appropriate relief.

14.18.02.15

.15 Certificate of Records Destruction.

When nonpermanent records are destroyed in accordance with the terms of an approved schedule, the agency or Records Center shall submit a certificate of records destruction to Archives. For each record series, the certificate shall contain:

- A. Name of the agency that created the record;
- B. Record series title;
- C. Inclusive dates;
- D. Schedule number or numbers, assigned by Division, authorizing destruction of record series as well as item number from Schedule;
- E. Quantity of material;
- F. Date of destruction;
- G. Method of destruction; and
- H. Signature of agency director, or the director of the Records Management Division of the Department of General Services, or the State Archivist.

14.18.02.16

.16 Certified Copies.

Archives may issue certified copies of any records in its custody.

14.18.02.9999

Administrative History

Effective date: July 12, 1987 (14:14 Md. R. 1574)

Chapter revised effective July 4, 1994 (21:13 Md. R. 1159)

Regulation .02 amended effective November 15, 1999 (26:23 Md. R. 1777)

Regulation .03 amended effective November 15, 1999 (26:23 Md. R. 1777)

Regulations .01—.04 repealed and new Regulations .01—.16 adopted effective July 12, 2010 (37:14 Md. R. 940)

§ 10-631. Definitions.

(a) *In general.*- In this Part IV of this subtitle the following words have the meanings indicated.

(b) *Division.*- "Division" means the Records Management Division of the Department of General Services.

(c) *Program.*- "Program" means a program for the management of the records of a unit of the State government.

[1984, ch. 286, §§ 5, 9.]

§ 10-632. Regulations.

The Division and the State Archivist jointly shall adopt regulations to:

- (1) define the character of records of archival quality;
- (2) determine the quantity of those records;
- (3) set standards for the development of record retention and disposal schedules; and
- (4) provide for the periodic transfer to the State Archivist or disposal of records, in accordance with the schedules.

[1984, ch. 286, §§ 5, 8.]

§ 10-633. Program.

(a) *Required.*- Each unit of the State government shall have a program for the continual, economical, and efficient management of the records of the unit.

(b) *Contents.*- The program shall include procedures:

(1) to ensure the security of the records;

(2) to establish and to revise, in accordance with the regulations, record retention and disposal schedules that ensure the prompt and orderly disposition of records that the unit no longer needs for its operation; and

(3) to facilitate compliance with Part V of this subtitle.

[1984, ch. 286, §§ 5, 9; 2000, ch. 4.]

§ 10-634. Duties of Division.

The Division shall:

- (1) inspect the records of the units of the State government;
- (2) study the records management practices of the units;
- (3) review a proposal to buy or rent equipment, storage space, or services for records, including microfilming or photocopying, and, as appropriate, make recommendations about the proposal to:
 - (i) the Department of Budget and Management; or
 - (ii) the Board of Public Works;
- (4) on July 1, 1985 and for each subsequent 5-year period, report a series analysis of the character and quantity of records that a unit of the State government holds and that an official of the State government or the head of a unit is required or is permitted to offer to the State Archives; and
- (5) otherwise further the programs of each unit of the State government.

[1984, ch. 286, §§ 5, 8; 1996, ch. 349, § 13.]

City of Salisbury Records Retention Policy

To facilitate efficient and effective operations, and to comply with the Records Retention Schedule approved by Maryland State Archives, the City of Salisbury will implement the following policy. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. All forms of records, including written, printed, recorded and electronic (including e-mails) should be kept no longer than the specified period. The Records Administrator shall destruct all records according to the terms of the approved schedule.

Maintaining records in electronic format requires that the records be accessible and retrievable throughout the stated retention period. This may mean the creation of a file that is separately maintained. If there is a system upgrade or a new version of software that is implemented during the retention life of the record, the various components of the record will need to be moved forward to the next technology in order to retain access and retrievability. If the content of an e-mail message has record value and relates to an established record series, it should be retained for the same time period as that of the related hard copy record series.

Each Department Head periodically should review currently-used records and forms to determine whether these are adequate and appropriate for each department's requirements. Each Department Head should also periodically review the Record Retention Schedule to determine any special circumstances that necessitate changes in the retention periods. Requests for changes in retention periods or deviations from specified retention periods should be made to the Records Administrator.

All records will be kept for the periods listed in the Records Retention Schedule. When there is a probability of litigation, all records (including electronic records and emails) will be retained beyond the listed retention periods. After becoming aware of a claim or potential litigation, these records will be retained until the litigation hold is lifted.

Destruction of all records will be performed only by the Records Administrator.

Memorandum

To: Tom Stevenson, Interim City Administrator
From: William T. Holland
Date: 10/17/2013
Re: 2012 International Energy Conservation Code

Tom, to provide you past history, in August of 2010, the City Council adopted the 2009 edition of the Maryland Building Performance Standards (MBPS) which included the 2009 International Building Code (IBC), 2009 International Residential Code (IRC), and the 2009 International Energy Conservation Code (IECC). One year and five months later, the state updated the MBPS to include the 2012 IBC, 2012 IRC, and the 2012 IECC. Shortly after the state updated the MBPS, I met with Mr. Pick and recommended not to update to the current codes for the following two reasons:

- A. Like the city of Salisbury, other jurisdictions, at that time, didn't update to the current MBPS due to the cost of the numerous code manuals, the code commentaries, plan review software, and other numerous publications needed to interpret the codes; and
- B. The learning curve and time it takes to become familiar and knowledgeable of new codes and changes when they become effective and applying them to real world situations.

My plan for the City is to adopt the 2015 MBPS when adopted by the state. However, in the meantime it's necessary to amend Ordinance 2117 to replace the 2009 IECC with the 2012 IECC due to the fact that the state of Maryland is the only state in the country that has adopted the 2012 IECC and is mandating that all jurisdictions/counties to comply with the minimum state energy requirements for new structures and existing structures that are altered or enlarged which affects the building thermal envelope, lighting, and mechanical systems.

In addition to recommending changes to the energy code, I'm recommending to adopt standards ensuring that mechanical systems (Heating, Ventilation, Air Conditioning, HVAC) are install, sized correctly, and designed in conjunction with the standards set forth in the 2012 IECC. With that being said, I'm recommending to the Mayor and City Council allow me to proceed and initiate a mechanical permitting and inspection program in which a permit would be issued by the city but all inspections would be conducted and approved by a third party inspection agency. This is very similar to the electrical permitting program that Wicomico County has had in place for several decades. Licensed electricians complete an electrical permit application and pay the permit fee and the required inspections are

completed by a third party inspection agency. Results of the third party inspections are documented and forwarded to the building department for their records.

I'm proposing a one-time permit fee of \$50/structure and \$25 permit fee for the replacement of heating and cooling equipment.

Maryland's move from the 2009 to the 2012 IECC, while adding to construction costs, significantly reduces the energy consumption of homes. More importantly, Maryland residents living in energy code-compliant homes can expect to save considerable money over the life of a typical mortgage based upon energy savings. The Department of Energy calculates that energy life-cycle savings for a home is just over \$6,000 for most of Maryland.

1 **CITY OF SALISBURY**

2 **ORDINANCE NO. _____**

3
4 AN ORDINANCE OF THE CITY OF SALISBURY AMENDING SECTION
5 15.040.010 OF CHAPTER 15.04 BUILDING CODE OF THE SALISBURY MUNICIPAL
6 CODE TO UPDATE THE REFERENCE TO THE INTERNATIONAL ENERGY
7 CONSERVATION CODE TO THE 2012 EDITION.

8 **WHEREAS**, the ongoing application, administration and enforcement of Chapter 15.04,
9 Building Code, of the Salisbury Municipal Code, demonstrates a need for its periodic review,
10 evaluation and amendment to keep Chapter 15 current; and

11 **WHEREAS**, the Mayor and City Council may amend Chapter 15, Building Code,
12 pursuant to the authority granted in SC 2-15 of the Salisbury City Charter and § 12-501, et seq.
13 of the Public Safety Article, Maryland Annotated Code and related COMAR regulations; and

14 **WHEREAS**, the Mayor and City Council have requested that the Department of
15 Building, Permits and Inspections periodically review Chapter 15 in light of existing building
16 trends and practices and code updates; and

17 **WHEREAS**, the Department of Building, Permits and Inspections does recommend
18 approval of the proposed code changes.

19 **NOW, THEREFORE**, be it enacted and ordained by the Council of the City of
20 Salisbury, Maryland, that Section 15.040.010 be amended as follows:

21 **Chapter 15.04**

22 **BUILDING CODE**

23
24
25 **15.040.010 Adoption of Standard Codes.**

26
27 The City of Salisbury adopts the following Standard Codes:

- 28
29 A. International Building Code (2009) (IBC);
30 B. International Residential Code (2009) (IRC);
31 C. International Energy Conservation Code (~~2009~~ 2012 edition)
32 D. International Mechanical Code (2006);
33 E. International Existing Building Code (2009);
34 F. Maryland Accessibility Code;
35 G. National Electric Code (2009);

36 H. National Fire Protection Association 101 Life Safety Code, 2009, including state
37 modifications.

38
39 AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY
40 OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

41
42 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
43 Salisbury held on the _____ day of _____, 2013 and thereafter, a statement of the
44 substance of the ordinance having been published as required by law, in the meantime, was
45 finally passed by the Council on the ___ day of _____, 2013.

46 ATTEST:

47

48 _____
49 Kimberly R. Nichols, City Clerk

Jacob Day, City Council President

50

51

52

53 Approved by me, this _____ day of _____, 2013.

54

55

56 _____
57 James Ireton, Jr., Mayor

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-334-3028
Fax: 410-548-3192

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
INTERIM CITY ADMINISTRATOR

To: Tom Stevenson, Interim City Administrator

From: Keith Cordrey, Director of Internal Services *KAC*

Date: October 16, 2013

Re: Pay Plan

Attached hereto is an ordinance that adjusts the City's pay plan based on a study completed by Evergreen Solutions and the City's Human Resource Department.

There are related ordinances that address reclassifications and amending the budget under separate cover.

Please let me know if you have any questions.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET TO ADJUST THE CITY'S PAY PLAN WITH NEW RATES ASSIGNED TO GRADES AND STEPS.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate rates assigned to grades and steps; and

WHEREAS; the Human Resource department used the study and collaborated with department heads in order to formulate a new pay plan with revised rates for grades and steps; and

WHEREAS, the details of the new recommended pay plan are attached;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget be and hereby is amended to include the pay plan detailed in the following pages and the new pay plan will be effective on January 11, 2014.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____ 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2013.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2013.

James Ireton, Jr., Mayor

City of Salisbury
Pay Plan
To be effective 1/11/14

General Employees																										
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Maximum Step 25	Range Spread
1	22,235	22,679	23,133	23,596	24,067	24,549	25,040	25,541	26,051	26,572	27,104	27,646	28,199	28,763	29,338	29,925	30,523	31,134	31,756	32,392	33,039	33,700	34,374	35,062	35,763	61%
2	24,013	24,493	24,983	25,483	25,992	26,512	27,042	27,583	28,135	28,698	29,272	29,857	30,454	31,063	31,685	32,318	32,965	33,624	34,296	34,982	35,682	36,396	37,124	37,866	38,623	61%
3	25,935	26,453	26,982	27,522	28,073	28,634	29,207	29,791	30,387	30,994	31,614	32,246	32,891	33,549	34,220	34,905	35,603	36,315	37,041	37,782	38,538	39,308	40,094	40,896	41,714	61%
4	28,009	28,570	29,141	29,724	30,318	30,925	31,543	32,174	32,817	33,474	34,143	34,826	35,523	36,233	36,958	37,697	38,451	39,220	40,004	40,804	41,620	42,453	43,302	44,168	45,051	61%
5	30,251	30,856	31,473	32,103	32,745	33,400	34,068	34,749	35,444	36,153	36,876	37,613	38,366	39,133	39,916	40,714	41,528	42,359	43,206	44,070	44,951	45,850	46,767	47,703	48,657	61%
6	32,670	33,324	33,990	34,670	35,363	36,071	36,792	37,528	38,278	39,044	39,825	40,621	41,434	42,263	43,108	43,970	44,849	45,746	46,661	47,594	48,546	49,517	50,508	51,518	52,548	61%
7	35,283	35,989	36,709	37,443	38,192	38,956	39,735	40,529	41,340	42,167	43,010	43,870	44,748	45,643	46,555	47,487	48,436	49,405	50,393	51,401	52,429	53,478	54,547	55,638	56,751	61%
8	38,107	38,869	39,647	40,439	41,248	42,073	42,915	43,773	44,648	45,541	46,452	47,381	48,329	49,295	50,281	51,287	52,313	53,359	54,426	55,515	56,625	57,757	58,913	60,091	61,293	61%
9	41,155	41,979	42,818	43,674	44,548	45,439	46,348	47,275	48,220	49,185	50,168	51,172	52,195	53,239	54,304	55,390	56,498	57,628	58,780	59,956	61,155	62,378	63,625	64,898	66,196	61%
10	44,447	45,336	46,242	47,167	48,111	49,073	50,054	51,055	52,076	53,118	54,180	55,264	56,369	57,497	58,647	59,819	61,016	62,236	63,481	64,750	66,046	67,366	68,714	70,088	71,490	61%
11	48,003	48,963	49,943	50,942	51,960	53,000	54,060	55,141	56,244	57,369	58,516	59,686	60,880	62,098	63,339	64,606	65,898	67,216	68,561	69,932	71,331	72,757	74,212	75,697	77,210	61%
12	51,844	52,881	53,938	55,017	56,117	57,240	58,384	59,552	60,743	61,958	63,197	64,461	65,750	67,065	68,407	69,775	71,170	72,594	74,045	75,526	77,037	78,578	80,149	81,752	83,387	61%
13	55,991	57,111	58,253	59,418	60,606	61,819	63,055	64,316	65,602	66,914	68,253	69,618	71,010	72,430	73,879	75,356	76,864	78,401	79,969	81,568	83,200	84,864	86,561	88,292	90,058	61%
14	60,470	61,679	62,913	64,171	65,455	66,764	68,099	69,461	70,850	72,267	73,713	75,187	76,691	78,224	79,789	81,385	83,012	84,673	86,366	88,093	89,855	91,652	93,485	95,355	97,262	61%
15	65,309	66,615	67,947	69,306	70,692	72,106	73,548	75,019	76,519	78,050	79,611	81,203	82,827	84,484	86,173	87,897	89,655	91,448	93,277	95,142	97,045	98,986	100,966	102,985	105,045	61%
16	70,532	71,943	73,382	74,849	76,346	77,873	79,431	81,019	82,640	84,293	85,978	87,698	89,452	91,241	93,066	94,927	96,826	98,762	100,737	102,752	104,807	106,903	109,041	111,222	113,447	61%
17	76,174	77,698	79,252	80,837	82,454	84,103	85,785	87,500	89,250	91,035	92,856	94,713	96,608	98,540	100,510	102,521	104,571	106,663	108,796	110,972	113,191	115,455	117,764	120,119	122,522	61%
18	82,269	83,914	85,593	87,305	89,051	90,832	92,648	94,501	96,391	98,319	100,286	102,291	104,337	106,424	108,552	110,723	112,938	115,197	117,501	119,851	122,248	124,692	127,186	129,730	132,325	61%

Fire Employees																										
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Maximum Step 25	Range Spread
1	35,441	36,149	36,872	37,610	38,362	39,129	39,912	40,710	41,524	42,355	43,202	44,066	44,947	45,846	46,763	47,698	48,652	49,625	50,618	51,630	52,663	52,430	53,479	54,548	55,639	57%
2	37,178	37,922	38,680	39,454	40,243	41,048	41,869	42,706	43,560	44,431	45,320	46,226	47,151	48,094	49,056	50,037	51,038	52,058	53,100	54,162	55,245	54,998	56,098	57,220	58,364	57%
3	39,147	39,930	40,729	41,543	42,374	43,221	44,086	44,968	45,867	46,784	47,720	48,674	49,648	50,641	51,654	52,687	53,740	54,815	55,912	57,030	58,170	57,887	59,045	60,226	61,430	57%
4	42,275	43,120	43,983	44,862	45,759	46,675	47,608	48,560	49,531	50,522	51,533	52,563	53,614	54,687	55,780	56,896	58,034	59,195	60,379	61,586	62,818	62,488	63,738	65,013	66,313	57%
5	46,328	47,254	48,199	49,163	50,147	51,150	52,173	53,216	54,280	55,366	56,473	57,603	58,755	59,930	61,129	62,351	63,598	64,870	66,167	67,491	68,841	68,480	69,850	71,247	72,672	57%
6	51,655	52,688	53,742	54,817	55,913	57,032	58,172	59,336	60,522	61,733	62,968	64,227	65,511	66,822	68,158	69,521	70,912	72,330	73,777	75,252	76,757	76,398	77,926	79,484	81,074	57%
7	57,911	59,069	60,250	61,455	62,684	63,938	65,217	66,521	67,851	69,208	70,593	72,004	73,445	74,913	76,412	77,940	79,499	81,089	82,711	84,365	86,052	85,600	87,312	89,058	90,839	57%
8	65,091	66,393	67,721	69,075	70,457	71,866	73,303	74,769	76,265	77,790	79,346	80,933	82,552	84,203	85,887	87,604	89,356	91,144	92,966	94,826	96,722	96,193	98,117	100,079	102,081	57%

Police Employees																										
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Maximum Step 25	Range Spread
1	39,026	39,721	40,430	41,153	41,891	42,643	43,410	44,192	44,990	45,805	46,635	47,482	48,347	49,227	50,126	51,043	51,978	52,933	53,906	54,898	55,911	56,943	57,997	59,071	60,167	54%
2	42,660	43,427	44,210	45,008	45,824	46,654	47,502	48,366	49,248	50,148	51,065	52,000	52,954	53,928	54,921	55,934	56,967	58,021	59,096	60,192	61,310	62,451	63,615	64,801	66,012	55%
3	45,725	46,555	47,400	48,262	49,142	50,040	50,954	51,888	52,840	53,811	54,802	55,812	56,843	57,894	58,967	60,060	61,176	62,314	63,475	64,658	65,866	67,098	68,354	69,636	70,942	55%
4	49,699	50,608	51,534	52,479	53,443	54,427	55,430	56,453	57,496	58,561	59,646	60,754	61,883	63,035	64,211	65,409	66,631	67,879	69,151	70,448	71,771	73,121	74,498	75,902	77,334	56%
5	54,923	55,935	56,969	58,023	59,097	60,194	61,312	62,453	63,616	64,803	66,014	67,248	68,508	69,792	71,103	72,439	73,802	75,192	76,611	78,058	79,533	81,038	82,572	84,138	85,736	56%
6	61,054	62,191	63,348	64,530	65,734	66,964	68,218	69,497	70,801	72,131	73,488	74,872	76,284	77,724	79,193	80,691	82,220	83,778	85,368	86,990	88,644	90,332	92,052	93,807	95,598	57%
7	68,095	69,371	70,672	72,000	73,355	74,736	76,145	77,582	79,049	80,544	82,070	83,626	85,213	86,832	88,483	90,166	91,884	93,636	95,423	97,246	99,106	101,002	102,936	104,909	106,922	57%
8	76,137	77,520	78,930	80,369	81,836	83,333	84,859	86,416	87,993	89,591	91,210	92,850	94,511	96,194	97,909	99,656	101,436	103,249	105,096	106,978	108,891	110,835	112,810	114,816	116,854	61%

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-334-3028
Fax: 410-548-3192

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
INTERIM CITY ADMINISTRATOR

To: Tom Stevenson, Interim City Administrator
From: Keith Cordrey, Director of Internal Services
Date: October 16, 2013 *KAC*
Re: Reclassifications

Attached hereto is an ordinance that assigns new grade and steps to positions based on a study completed by Evergreen Solutions and the City's Human Resource Department.

There are related ordinances that address a revised pay plan and amending the budget under separate cover.

Please let me know if you have any questions.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND BUDGET TO ADJUST POSITION GRADE ASSIGNMENTS.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate pay grades assigned to positions; and

WHEREAS; the Human Resource department used the study and collaborated with department heads in order to assign the appropriate grade to positions; and

WHEREAS, the positions which required a new grade are detailed in the schedule attached herein; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget be and hereby is amended to include the position grade assignments detailed in the following pages effective on January 11, 2014.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____ 2013, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the ____ day of _____, 2013.

ATTEST:

Kimberly R. Nichols, City Clerk

Jacob R. Day, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2013.

James Ireton, Jr., Mayor



City of Salisbury Pay Plan Classification Schedule Fiscal Year 2014

Grade	Job Title	Department	Minimum	Maximum
1	Cashier Custodian Office Associate I Parking Maintenance Worker Public Service Officer	Internal Services – Finance Police: Non-Sworn Internal Services – Procurement Police: Non-Sworn	\$20,780 \$22,235	\$33,423 \$35,763
2	Account Clerk I Assistant Plant Mechanic Cashier Carpenter Assistant Meter Technician I Motor Equipment Operator I Nuisance Officer Office Associate II Painter Parking Enforcement Officer Plans/Permits Processor Records Clerk Sign and Pavement Marking Technician I Supply Records Clerk Survey Technician I Utility Technician I	Internal Services – Finance Public Works – WWTP Internal Services - Finance Public Works Public Works – WTP Public Works Neighborhood Services & Code Compliance Internal Services – Finance, Public Works, Fire, Public Works Internal Services – Procurement Neighborhood Services & Code Compliance Police: Non-Sworn Public Works – Traffic Public Works Public Works Public Works – W&S Branch	\$22,442 \$24,013	\$36,097 \$38,623

<p>3</p>	<p>Account Clerk I Assistant Utility Locator Auto Mechanic II Buyer Assistant Chief Records Clerk Education Technician Groundskeeper Motor Equipment Operator I Motor Equipment Operator II Office Associate III Park Maintenance Worker Police Communications Officer I Pretreatment Technician I Property Custodian I Secretary/Records Clerk Water Meter Reader I Zookeeper I</p>	<p>Internal Services - Finance Public Works – Utilities Public Works – Fleet Maintenance Purchasing Police: Non-Sworn Public Works – Zoo Public Works – Zoo, WWTP Public Works Public Works Mayor's Office, Public Works, HR, Public Works Police: Non-Sworn Public Works – WWTP Police: Non-Sworn Police: Non-Sworn Public Works – W&S Branch Public Works – Zoo</p>	<p>\$24,238 \$25,935</p>	<p>\$38,985 \$41,714</p>
<p>4</p>	<p>Account Clerk II Administrative Office Associate Buyer Crime Data Analyst Engineering Associate Intelligence Data Analyst Laboratory Technician Meter Technician II Motor Equipment Operator II Motor Equipment Operator III Plant Mechanic Police Communications Officer II Pretreatment Technician II Property Custodian II Sign and Pavement Marking Technician II Survey Technician II Utility Locator Utility Technician I Utility Technician II Wastewater Treatment Plant Operator I Zookeeper II</p>	<p>Internal Services – Finance PW, Comm. Devel., BPI, NSCC, Mayor's Office Internal Services - Procurement Police: Non-Sworn Public Works Police: Non-Sworn Public Works – WWTP Public Works – Utilities Public Works Public Works Public Works – WWTP Police: Non-Sworn Public Works - WWTP Police: Non-Sworn Public Works – Traffic Public Works Public Works – Utilities Public Works - Utilities Public Works – W&S Branch Public Works – WWTP Public Works – Zoo</p>	<p>\$26,177 \$28,009</p>	<p>\$42,104 \$45,051</p>

<p>5</p>	<p>Account Clerk II Administrative Support Technician Animal Control Officer Assistant Sanitation Supervisor Auto Mechanic III Crew Leader Education Technician Lab Technician Motor Equipment Operator III Motor Equipment Operator IV Payroll/Fixed Assets Clerk Police Communications Officer I Quality Control Sample Technician Utility Technician II Utility Technician III Wastewater Treatment Plant Operator II Zookeeper II Zookeeper III</p>	<p>Internal Services – Finance Comm. Development Police: Non-Sworn Public Works Public Works – Fleet Maintenance Public Works – Streets Public Works – Zoo Public Works - WWTP Public Works Public Works Internal Services – Finance Police: Non-Sworn Public Works – WTP Public Works – W&S Branch Public Works – W&S Branch Public Works – WWTP Public Works - ZOO Public Works – Zoo</p>	<p>\$28,272 \$30,251</p>	<p>\$45,474 \$48,657</p>
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<p>7</p>	<p>Code Enforcement Officer Diesel Mechanic/Assistant Supervisor Electrical Inspector Electrician Electrician Supervisor GIS Technician Motor Equipment Operator V Plumbing Inspector Police Communications Operator II Records Admin./Assistant City Clerk Streets Supervisor Utility Supervisor Veterinary Technician Water Treatment Operator II WWTP Operator II Wastewater Treatment Plant Operator IV WWTP Shift Supervisor Zookeeper IV</p>	<p>Neighborhood Services & Code Compliance Public Works – Fleet Maintenance Building, Permits & Inspections Public Works- Traffic Control Public Works – WWTP Public Works Public Works WWTP Building Permits & Inspections Police Office of the City Clerk Public Works – Streets Public Works – W&S Branch Public Works - Zoo Public Works – WTP Public Works - WWTP Public Works – WWTP Public Works – WWTP Public Works – Zoo</p>	<p>\$32,975 \$35,283</p>	<p>\$53,038 \$56,751</p>
<p>8</p>	<p>Building Inspector CAD Supervisor Payroll Accountant Chief Operator Communications Coordinator Construction Inspector Development Coordinator Electrical Supervisor Engineering Technician/Customer Service Engineering Technician GIS Analyst Housing Supervisor Laboratory Director/Chemist Lead Zoo Keeper Maintenance Supervisor Marketing & Development Associate Parks Supervisor Biosolids Manager Pretreatment Coordinator Resource Manager Traffic Supervisor Utility Section Chief Vehicle Maintenance Supervisor</p>	<p>Building Permits & Inspections Public Works Finance Public Works – WWTP Mayor's Office Public Works Public Works Public Works - WWTP Public Works Public Works Public Works - Engineering Neighborhood Services & Code Compliance Public Works – WWTP Public Works - Zoo Public Works – WWTP Public Works – Zoo Public Works – Parks Public Works – WWTP Public Works – WWTP Public Works, Police Public Works – Traffic Public Works – W&S Public Works – Fleet Maintenance</p>	<p>\$35,614 \$38,107</p>	<p>\$57,283 \$61,293</p>

	WWTP Operator III Water Plant Maintenance Operator WWTP Shift Supervisor	Public Works - WWTP Public Works – WTP Public Works - WWTP		
9	Assistant W&S Superintendent BioSolids Manager Construction Inspection Supervisor Education Curator Human Resources Manager Maintenance Supervisor Network Administrator Plans Examiner Police Communications Officer III Pretreatment Coordinator/Supervisor WWTP Operator IV	Public Works – W&S Public Works - WWTP Public Works Public Works – Zoo Mayor's Office Public Works – WWTP IT BPI Police Public Works - WWTP Public Works – WWTP	\$38,463 \$41,155	\$61,865 \$66,196
10	Accountant Asst. Superintendent – WWTP Business Development Specialist Chief Operator WWTP Deputy Operations Division Chief Financial Analyst Housing Supervisor Project Manager Quartermaster Safe Streets Coordinator Sanitation Superintendent Traffic Systems Manager WTP Assistant Superintendent Zoo Curator	Internal Services - Finance Public Works – WWTP Business Development Public Works - WWTP Public Works – Water Division Internal Services – Finance Neighborhood Services & Code Compliance Public Works – Engineering Police Non-Sworn Police Public Works – Sanitation Public Works – Traffic Public Works – WTP Public Works – Zoo	\$41,539 \$44,447	\$66,813 \$71,490

11	Assistant Director of Internal Services – Finance City Clerk Surveyor Director, Community Development Manager, Technical Support Project Engineer W&S Superintendent Zoning Administrator	Internal Services – Finance Office of the City Clerk Public Works Community Development Public Works Public Works Public Works – Water Division Building Permits & Inspections	\$44,863 \$48,003	\$72,159 \$77,210
12	Assistant City Administrator Assistant Director of Internal Services – Finance Assistant Director of Internal Services Procurement Assistant Superintendent - WWTP Deputy Director – Operations Director, Community Development WTP Superintendent W&S Superintendent	Mayor's Office Internal Services – Finance Internal Services – Procurement Public Works WWTP Public Works – Operations Division Community Development Public Works – Water Treatment Plant Public Works – W&S Division	\$48,452 \$51,844	\$77,932 \$83,387
13	Assistant Director of Internal Services - Finance Assistant Director of Internal Services-Procurement Supervisory Civil Engineer WWTP Superintendent Zoo Director	Internal Services - Finance Internal Services – Procurement Public Works Public Works – WWTP Public Works – Zoo	\$52,328 \$55,991	\$84,16 \$90,058
14	Director, Building Permits & Inspections Director, Information Technology Director, NSCC Water Division Chief WWTP Superintendent	Building Permits & Inspections Information Technology Neighborhood Services & Code Compliance Public Works – Water Division Public Works - WWTP	\$56,514 \$60,470	\$90,899 \$97,262
15	Director, Information Technology Assistant City Administrator Deputy Director – Engineering Fire Chief	Information Technology Mayor's Office Public Works Fire	\$61,036 \$65,309	\$98,173 \$105,045

16	Chief of Police Director, Internal Services	Police Internal Services	\$65,918 \$70,532	\$106,025 \$113,447
17	Director, Public Works	Public Works	\$71,191 \$76,174	\$114,506 \$122,522
18	City Administrator	Mayor's Office	\$76,887 \$82,269	\$123,668 \$132,325

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
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Tel: 410-334-3028
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
INTERIM CITY ADMINISTRATOR

To: Tom Stevenson, Interim City Administrator
From: Keith Cordrey, Director of Internal Services *KAC*
Date: October 16, 2013
Re: Budget Amendment Compensation Increases

Attached hereto is a Budget Amendment that appropriates the funds necessary to implement the pay plan revisions and reclassifications based on a study completed by Evergreen Solutions and the City's Human Resource Department. The Min/Step portion of the changes will be effective 1/11/2013 which is the first full pay period in January. The market portion will be effective 7/1/2014.

There are related ordinances that address a revised pay plan and reclassifications under separate cover.

Please let me know if you have any questions.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 14 GENERAL FUND, WATER SEWER FUND, AND PARKING BUDGETS TO APPROPRIATE FUNDS TO COVER INCREASES IN EMPLOYEE COMPENSATION.

WHEREAS, the City engaged Evergreen Solutions to consult with the City in order to determine appropriate pay grades assigned to positions and a new pay plan; and

WHEREAS; the Human Resource department used the study and collaborated with department heads in order to assign the appropriate grade to positions and formulate a new pay plan; and

WHEREAS, the recommended changes require an increase in personnel cost in order to fund the changes effective January 11, 2014; and

WHEREAS, the City's FY2014 budget does not contain appropriations sufficient to cover this expense.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 General Fund Budget is hereby amended to include the following increases:

	Increase Amount
City Council / City Clerk Dept.	1,832.56
Mayor's Office/Community Promotions Dept.	12,318.27
Internal Services Dept.	13,562.44
Information Technology Dept.	5,209.76
Police Dept.	67,192.49
Fire Dept.	34,406.57
Building Permits & Inspections Dept.	4,554.17
Neighborhood Services Dept.	9,742.28
PW-Traffic Control Dept.	4,633.18
PW-Resource Management Dept.	3,687.67
PW-Engineering Dept.	11,023.25
PW-Streets and Lighting Dept.	16,561.88
PW-Sanitation Dept.	22,648.45
PW-Fleet Management Dept.	3,910.34
PW-Carpenter Shop Dept.	1,090.61
PW-Recreation and Culture Dept.	19,627.17
Current Year Surplus (01000-469810)	232,001.09

1
2 NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF
3 SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 Parking Fund Budget is hereby amended to
4 include the following increases:
5

	Increase Amount
Parking Fund	2,234.00
Current Year Surplus (10100-469810)	2,234.00

6
7 NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF
8 SALISBURY, MARYLAND THAT THE City's Fiscal Year 2014 Water Sewer Fund Budget is hereby amended
9 to include the following increases:
10

	Increase Amount
Water Fund	28,221.50
Sewer Fund	113,119.74
Current Year Surplus (60100-469810)	141,341.24

11 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on
12 this ____ day of _____ 2013, and thereafter, a statement of the substance of the Ordinance having been
13 published as required by law, was finally passed by the Council on the ____ day of _____, 2013...
14
15

16 **ATTEST:**

17 _____
18 Kimberly R. Nichols, City Clerk

19 _____
20 Jacob R. Day, President
21 Salisbury City Council

22
23 APPROVED BY ME THIS ____ day of _____, 2013.
24

25 _____
26 James Ireton, Jr., Mayor
27
28

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
Mayor
From: Tom Stevenson
Subject: Salary Recommendations for Elected Officials
Date: October 2, 2013

On December 17, 2012, the council seated at that time, was briefed on the findings and recommendations of the Salary Review Committee by Chairperson Lauren Hill. During her presentation, Ms. Hill summarized her November 19, 2012 letter to the Mayor and Council. For your reference a copy of that letter is attached.

I have invited Ms. Hill back to share the committee's findings and recommendations with the current council.

City of Salisbury
Salary Review Committee
Recommendation to Mayor and City Council
November 19, 2012

The Salary Review Committee, having been duly appointed by the Mayor of Salisbury and under the direction and guidelines of the City Charter of Salisbury, Maryland, does hereby present these recommendations made herein to the Mayor and City Council.

This committee met on Thursday, November 1st, and Monday, November 19th, 2012. Committee members are Lauren R. Hill, Shirley Doane, Bill Press, Richard E. Widdowson, and Maarten Pereboom. The group was assisted by Linda Airey and Jeanne Loyd from the Human Resources Department, and received general guidance from City Administrator John Pick.

The committee took several factors into consideration when reviewing the current salaries of the Mayor and Council. These included, but were not limited to:

- A comparison of salaries for mayoral, council, and city employees of cities of similar size;
- The most recent increase in salaries recommended by the last Committee;
- The current state of the economy.

After review, the Committee determined that salaries for the Mayor of Salisbury and Council Members do correspond with their counterparts in cities of similar size from across Maryland as well as Dover, DE. Specific comparisons were made with Cumberland; Hagerstown; Laurel; MD; Dover, DE; Ocean City; and Cambridge. These numbers can be seen on the attached document.

However, the Committee recognizes that salaries have not risen since 2007, and the 2007 increase happened after a ten year stasis. The Committee also recognizes that an increase recommended and approved now will not take effect in 2015, reflecting another eight year stasis. The cost of living has increased by 11.6% since 2007, as calculated by the Consumer Price Index from the Bureau of Labor and Statistics (BLS). Living costs will continue to increase between now and 2015.

Additionally, and most urgently, the Committee recognizes that in order to continue to attract highly qualified candidates to the mayoral and council positions, and to reward the hard work and time dedication required of said positions, increases must be considered. As the roles, expectations, and regulations of these positions continue to expand, employees must be properly compensated for their time and energy.

Based on the above factors, the Committee recommends a 12% salary increase for each member: Mayor, City Council President, and City Council Members, totaling \$9,240.00 to the city budget. This number is based on BLS Consumer Price Index calculations reflecting an 11.6% increase in cost of living since 2007 and a very modest prediction of the BLS in 2015 (which could be a 17 or 18% difference in cost of living from 2007). 12% is appropriate, considering the eight year lag

that will have occurred. We would also like to very strongly recommend that the city consider a cost of living adjusted salary schedule to avoid large spikes in salaries in the future.

Finally, and of utmost importance, the Committee stresses concern and hope for city employees' salaries. City employees last received a salary increase in 2009 of 2%, but we would very strongly encourage City Council to consider and suggest further increases for city workers to reflect cost of living adjustments. Considering the BLS and the Consumer Price Index, city workers are being dramatically underpaid. We stress the importance of increasing all city workers' salaries to better reflect the demands of the changing economy.

As the representative and chairperson of the Salary Review Committee, I do hereby make these recommendations to the Mayor and Council of the City of Salisbury for their review and approval.



Lauren R. Hill

Chairperson, Salary Review Committee

Date: 12/13/2012

Survey of Like Sized Cities

Cities	Cumberland	Hagerstown	Laurel	Dover	Ocean City	Cambridge	Salisbury
City Population	21,518	39,662	21,000	34,900	10,000	12,326	30,434
Form MC or CM	M/C	M/C	M/C	C/M	C/M	M/C	M/C
Mayor	\$ 7,200.00	\$ 28,000.00	\$ 20,000.00	\$ 45,000.00	\$ 30,000.00	\$ 12,000.00	\$ 25,000.00
City Council President	n/a	na	\$ 7,500.00	\$ 8,652.00	\$ 11,000.00	\$ 10,000.00	\$ 12,000.00
City Council Member	\$ 4,800.00	\$ 8,000.00	\$ 7,500.00	\$ 4,716.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Last Increase for M/C	FY82	1996	2006	7/1/2002	Unavailable	7/1/2000	7/1/2007
Last Increase for Ees	FY10	2009	FY13 (steps)	7/1/2010	2009	7/1/2009	7/1/2009
Same as Ees	No	No	No	No	No	No	No
Full time Part Time	PT	PT	PT	non-bargaining unit Unions other Mayor FT Council PT	PT	PT	PT
Benefits	None	Health, Dental Vision Same Rate as ee Flex Spending	HealthIns SameRate as ee Flu Shots CU Member	Council None Mayor All Benefits No sick/vac/or pension Expense Alltmnt	Health Ins - Same cost as employee - Life Insurance Pd up to 200% of Salary Blood Bank 457 Deferred	MSRP HealthIns,Life Same cost as ee	MSRP Health Ins Full Cost Flu Shots