

**CITY OF SALISBURY**

**ORDINANCE NO. 1945**

**AN ORDINANCE of the Mayor and the Council of the City of Salisbury to amend Chapter 2.12 – Department of Building, Housing and Zoning, to provide procedures for the appointment, supervision, and termination of the Director; and to amend Chapter 2.20 – Human Resources Department, to provide procedures for the appointment, supervision, and termination of the Director.**

WHEREAS, the Council has determined that the provisions of Chapter 2.12 – Department of Building, Housing and Zoning, and Chapter 2.20 – Human Resources Department, require amendment and clarification to be consistent with the Charter.

NOW, THEREFORE, be it enacted and ordained by the Council of the City of Salisbury, Maryland, that Chapter 2.12 – Department of Building, Housing and Zoning, Sections 2.12.020, 2.12.030 and 2.12.040; and Chapter 2.20 – Human Resources Department, Sections 2.20.010 and 2.20.020; shall be amended as follows:

**Chapter 2.12**

**DEPARTMENT OF BUILDING, HOUSING AND ZONING**

**2.12.020 [Composition] – Director of department of building, housing and zoning**

**[The] There shall be a department of building, housing and zoning [shall be] headed by a director [of the department of building, housing and zoning]. The director of building, housing and zoning shall be appointed by the Mayor with the advice and consent of a majority of the full Council and shall serve continuously unless terminated pursuant to § SC2-10. [His] The compensation for the director shall be determined by [the] a majority of the full council. All subordinate personnel shall be appointed as provided in § SC3-4.C of the City Charter. [In addition, the department of building, housing and zoning shall have such other personnel**

as may be assigned to it on a full-time or part-time basis appointed by the mayor with the recommendations of the director.]

**2.12.030 Powers and duties of director and department.**

[The] Under the authority of the Mayor and the direct supervision of the City Administrator, the director of the department of building, housing and zoning is directed to enforce the city's building, electrical, gas, housing, plumbing, zoning, fire, mechanical and existing buildings codes and to carry out and perform all functions of the city as provided by such building, electrical, gas, housing, plumbing, zoning, fire, mechanical and existing buildings codes. The department of building, housing and zoning shall have all the power and authority necessary to carry out its duties.

**2.12.040 Director responsible to mayor – Inspections – Issuance of warrants for violations.**

The director of the department of building, housing and zoning shall be responsible and report directly to the City Administrator under the authority of the mayor. The department of building, housing and zoning shall make all necessary inspections to determine whether the building, electrical, gas, housing, plumbing or zoning codes have been or are being violated.

**[The director of the department of building, housing and zoning shall promptly and faithfully execute or secure the issuance of all writs (warrants) for any violations of the various codes mentioned above and shall attend any court having the enforcement of any such violations.]**

## Chapter 2.20

### HUMAN RESOURCES DEPARTMENT

#### 2.20.010 Human Resources Department established.

[There shall be] When the mayor and council deem it advisable, the city may establish a human resources department headed by a human resources director. The human resources director shall be appointed by the mayor, with the advice and consent of [the city] a majority of the full council and shall serve continuously unless terminated pursuant to § SC2-10.

Compensation for the human resources director shall be determined by [the city] a majority of the full council. All subordinate personnel shall be appointed as provided in § SC3-4.C of the City Charter.

#### 2.20.020 Duties.

Under the [supervision] authority of the mayor and the direct supervision of the City Administrator, the human resources director shall recommend personnel policy and procedures, assist with recruitment of personnel, assist with maintenance of personnel records, administer employee benefits, assist employees in obtaining information and services from benefit providers, coordinate safety and risk management programs and such other duties as the mayor may direct.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2005, and having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

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Brenda J. Colegrove  
City Clerk

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Michael P. Dunn  
President of the City Council  
of the City of Salisbury

Approved by me, this \_\_\_\_\_ day  
of \_\_\_\_\_, 2005.

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Barrie P. Tilghman,  
Mayor of the City of Salisbury