

RESOLUTION NO. 2149

A RESOLUTION OF THE CITY OF SALISBURY AGREEING TO THE EXTENSION OF THE ACTING STATUS FOR DALE PUSEY, DALLAS BAKER, MICHAEL OATES AND WILLIAM DOTSON

WHEREAS; the City's Employee Handbook provides that employees can only serve in acting status for terms exceeding six months with the advice and consent of the City Council; and

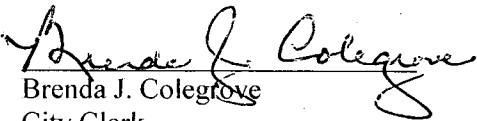
WHEREAS, Dale Pusey and Dallas Baker have been serving in acting status since July 2, 2011 and have exceeded the six month anniversary and Michael Oates has been serving in acting status since April 18, 2011 and has also exceeded the six month anniversary, and William Dotson has been serving in acting status since July 20, 2011, and has also exceeded the six month anniversary; and

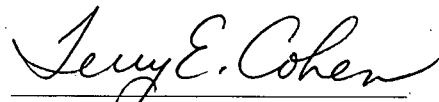
WHEREAS, the Mayor is not yet ready to appoint a new Deputy Director of Public Works, Supervisory Civil Engineer, Utilities Division Chief and Permitting & Safety Coordinator and desires that Dale Pusey, Dallas Baker, Michael Oates and William Dotson continue serving in acting capacities.

NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby agrees to extend the acting status of Dale Pusey, Dallas Baker, Michael Oates and William Dotson.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the 27th day of February, 2012 and is to become effective immediately upon adoption.

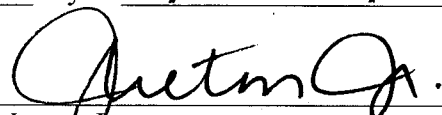
ATTEST:


Brenda J. Colegrove
City Clerk


Terry E. Cohen
Council President

APPROVED by me this

1st day of March, 2012


James Ireton, Jr.
MAYOR, City of Salisbury

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

TO: John Pick, City Administrator

FROM: Teresa Gardner, Director 

DATE: February 3, 2012

SUBJECT: Request for Time Extension: Acting Supervisory Civil Engineer (Pay grade 13)

This is to request a time extension, not to exceed six months from January 2, 2012 to July 2, 2012, to allow Dallas Baker to continue to perform the task of Acting Supervisory Civil Engineer at pay grade 13 and to be compensated for the additional workload and level of responsibility that will be required of his acting position until a permanent Supervisory Civil Engineer is hired.

The following, but not necessarily limited to, additional work efforts are required:

- Provide oversight review and QA/QC checks for development and infrastructure projects;
- Develop, review and track policies and procedures to increase efficiency and consistency of submittal reviews;
- Supervises engineers, project managers and CAD operators; conducts interviews, hires and trains employees; plans, assigns, tracks, and directs work; conducts performance appraisals; addresses and resolves personnel issues; coordinates attendance at training courses;
- Assemble performance measure reporting data, bi-monthly accomplishments report and various other reporting and tracking data as needed;
- Assist in developing projects to include in CIP and budget; and
- Performs other duties as assigned.

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

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TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

TO: John Pick, City Administrator

FROM: Teresa Gardner, Director 

DATE: February 3, 2012

SUBJECT: Requesting for Line Extension: Acting Permitting & Safety Coordinator (Grade 8)

This is to request a time extension, not to exceed six months from January 20, 2012 to July 20, 2012, to allow Bill Dotson to continue to perform the tasks of Acting Permitting & Safety Coordinator at pay grade 8 and be compensated for the additional workload and level of responsibility that will be required of his acting position until a permanent Permitting & Safety Coordinator is hired.

The following, but not necessarily limited to, additional work efforts are required of this acting position:

- Supervises bio-solids coworkers; recommends training for coworkers assigned to this section;
- Assists in resolving personal issues, schedules attendance for required training courses, keeps timesheets and monitors leave;
- Ensures safety and efficiency of bio-solids section;
- Keeps superintendent informed of new products or technology as well as any unusual or detrimental conditions including equipment malfunctions and process problems and;
- Prepares and maintains reports for regulators and DPW.

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

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JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

TO: John Pick, City Administrator

FROM: Teresa Gardner, Director 

DATE: February 3, 2012

SUBJECT: Request for Time Extension: Acting Water Division Chief (Pay grade 14)

This is to request a time extension, not to exceed six months from January 2, 2012 to July 2, 2012, to allow Mike Oates to continue to perform the task of Acting Water Division Chief at pay grade 14 and to be compensated for the additional workload and level of responsibility that will be required of his acting position until a permanent Water Division Chief is hired.

The following, but not necessarily limited to, additional work efforts are required:

- Effectively supervise, plan and coordinate the work to the staff assigned to WWTP, WTP and the Water & Sewer Branch. A total of 69 positions, 32 WWTP, 25 W & S Branch and 12 WTP;
- Oversees preparation and management of Water Division budgets;
- Mentors coworkers and administrators appropriate disciplinary action when required;
- Assures appropriate training is provided to members of the Water Division;
- Establish priorities and organize workload; and
- Act as liaison with Water Division and Public Works Director.

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

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MAYOR

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ASSISTANT CITY ADMINISTRATOR

TO: John Pick, City Administrator

FROM: Teresa Gardner, Director 

DATE: February 3, 2012

SUBJECT: Request for Time Extension: Acting Deputy Director (Pay Grade 15)

This is to request a time extension, not to exceed six months from January 2, 2012 to July 2, 2012, to allow Dale Pusey to continue to perform the task of Acting Deputy Director at pay grade 15 and to be compensated for the additional workload and level of responsibility that will be required of his acting position until a permanent Deputy Director is hired.

The following, but not necessarily limited to, additional work efforts are required:

- Oversee Engineering and Technical Services Division of Public Works;
- Assume Director's duties in her absence;
- Review contractor invoices and process contractor payments;
- Check payroll for Engineering and Technical Services Division personnel; and
- Assist in the management of the Wastewater Treatment Plant upgrade.

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

Brenda Colegrove

From: John Pick
Sent: Thursday, February 09, 2012 1:35 PM
To: Brenda Colegrove
Cc: Teresa Gardner
Subject: FW: acting resolution
Attachments: 1-27-12 Resolution acting status.doc; 2-3-12 Dale Extension Letter.doc; 2-3-12 Dallas Baker Extension Letter.doc; 2-3-12 Mike Oates Extension Letter.doc; 2-3-12 Bill Dotson Extension letter.doc

Importance: High

Brenda – attached are the materials for the resolution extending acting status for four Public Works employees. I'll provided you with signed copies of the letters.

John Pick
City Administrator
125 N. Division St.
Salisbury, MD 21801
410-548-3100

For 2/27/12 meeting

Salisbury



From: Teresa Gardner
Sent: Friday, February 03, 2012 4:16 PM
To: John Pick
Cc: Dale Pusey (dpusey@ci.salisbury.md.us)
Subject: acting resolution
Importance: High

For your review.

125 N. Division Street
Room 202
Salisbury, MD 21801-4940

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