

RESOLUTION No. 2519

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AUTHORIZING THE CHIEF OF POLICE TO ENTER INTO A REIMBURSEMENT AGREEMENT BETWEEN THE CITY OF SALISBURY POLICE DEPARTMENT AND THE MARYLAND STATE POLICE (MSP) GRANTS MANAGEMENT SECTION TO MANAGE ALLOCATED FUNDING FOR EQUIPMENT AND SUPPLIES FOR THE EASTERN SHORE INFORMATION CENTER (ESIC).

WHEREAS, the Maryland State Police Grants Management Section has awarded funding for the Eastern Shore Information Center (ESIC) for the purchase of equipment and supplies; and

WHEREAS, all equipment and supplies acquired with these funds will be approved by the ESIC Advisory Board and will be the sole property of ESIC; and

WHEREAS, in consideration of the Eastern Shore Information Center the City of Salisbury agrees to purchase all requested and approved equipment and supplies through the Salisbury City Government Purchasing (SCP) Department and made in accordance with the purchasing rules and regulations; and

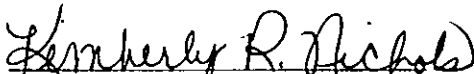
WHEREAS, the MSP Grants Management Section agrees to reimburse the SPD for the full purchase price of all equipment and supplies purchased for ESIC, up to \$25,000.00 (twenty five thousand) through May 31, 2016; and

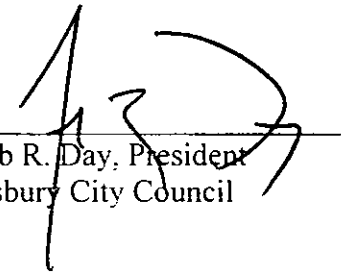
WHEREAS, the City of Salisbury will not incur any expenses as a result of this agreement.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the Chief of Police be authorized to sign this Agreement and abide by the terms and conditions of this Agreement for the purchase of equipment and supplies for the Eastern Shore Information Center.

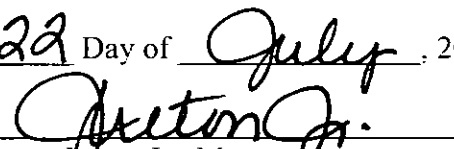
THIS RESOLUTION was duly passed at a meeting of the Council of the City of Salisbury held on July 13, 2015, and is to become effective immediately upon adoption.

ATTEST:

  
Kimberly R. Nichols, City Clerk

  
Jacob R. Day, President  
Salisbury City Council

APPROVED BY ME THIS;

22 Day of July, 2015  
  
James Irton Jr., Mayor

**REIMBURSEMENT AGREEMENT  
BETWEEN  
THE SALISBURY CITY POLICE DEPARTMENT  
AND  
THE MARYALND STATE POLICE GRANTS MANAGEMENT SECTION**

**I. AUTHORITY AND PURPOSE:**

- A. The Maryland State Police (MSP) Grants Management Section wish to obtain equipment and supplies for the Eastern Shore Information Center (ESIC) through the Salisbury City Government (SCG) Purchasing System.
- B. In consideration of the Eastern Shore Information Center (ESIC) providing critical intelligence to enhance efforts to reduce criminal activity in our jurisdiction the Salisbury Police Department, Salisbury City agrees to purchase requested equipment and supplies for the ESIC, The Salisbury City Police Department (SPD) will purchase all requested equipment and supplies through the law enforcement budget that has been approved by the ESIC Advisory Board. All purchases will be made in accordance with the Salisbury City Purchasing Rules and Regulations.
- C. The MSP Grants Management Section agrees to reimburse Salisbury City Police Department for the full purchase price of all equipment and supplies purchased for the ESIC, up to \$25,000 through May 31<sup>th</sup>, 2016.
- D. Property acquired through these funds will be the property of the ESIC.

**II. FUNDING TERMS AND CONDITIONS:**

- A. Signature of this Agreement by the MSP and SPD constitutes an obligation of the reimbursement amount. MSP funding for this agreement is limited to the reimbursement amount. Funds obligated under this agreement are available for expenditures until the completion date defined in this Agreement. Funds expended for purposes not authorized in this Agreement must be promptly refunded to MSP.
- B. SPD must, no later than 60 days following the completion of this Agreement, submit to MSP Grants Management Section requests for reimbursement on approved purchases.
- C. MSP Grants Management Section must, no later than 30 days following the receipt of an invoice for reimbursement for SPD, provides reimbursement to the Salisbury City Government for the reimbursement amount.

**III. RESPONSIBILITIES:**

- A. Maryland State Police will:
  - 1. Ensure that funds are available to cover the cost of the requested equipment and supplies.
  - 2. Reimburse the SPD the full reimbursement amount for the requested equipment and supplies.
  - 3. Provide a designated contact person to consult with the Fiscal Services Section of the SPD.
  - 4. Provide the SPD effective dates and amount of the Grant.
  - 5. Provide an ongoing balance of available funds.

6. Provide the SPD all invoicing information to ensure proper reimbursement procedures.
7. Immediately notify SPD Fiscal Services of any changes to MSP reimbursement procedures.

**B. Salisbury City Government will:**

1. Receive reimbursement from MSP to cover the cost of the requested equipment and supplies.
2. Ensure that all funds received are properly committed and obligated for the purposes specified herein and that expenditures conform to applicable guidelines.
3. Ensure timely invoicing for reimbursement.

**IV. POINTS OF CONTACT:**

**For Maryland State Police:**

Name: Patrick J. Linnehan  
 Title: Director of Grants - MSP  
 Address: 1201 Reisterstown Road  
Pikesville, MD 21208  
 Phone Number: 410-653-4245

**For the Eastern Shore Information Center:**

Name: Joseph S. Saboury  
 Title: ESIC Commander  
 Address: 718 Naylor Mill Road  
Salisbury, Wicomico Co., MD 21208  
 Phone Number: 877-917-9191

**For the Salisbury City Police Department:**

Name: Barbara Duncan  
 Title: Chief of Police  
 Address: 699 W. Salisbury Parkway  
Salisbury, MD 21801  
 Phone Number: 410-548-3159

**V. COMPETITION DATE**

The planned completion date of this Agreement is: May 31, 2016

**VI. In acknowledgement of the foregoing description of this Agreement, made this (Date) May 15, 2015, these authorized signatures do hereby attest to their acceptance of the terms and conditions of this Agreement.**

  
 Colonel William M. Palozzi  
 Maryland State Police

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 Chief Barbara Duncan  
 Salisbury Police Department

# City of Salisbury



JAMES IRETON JR.  
MAYOR  
TOM STEVENSON  
CITY ADMINISTRATOR



Maryland  
699 W. SALISBURY PARKWAY  
SALISBURY, MD 21801  
TEL: 410-548-3165



BARBARA DUNCAN  
CHIEF OF POLICE

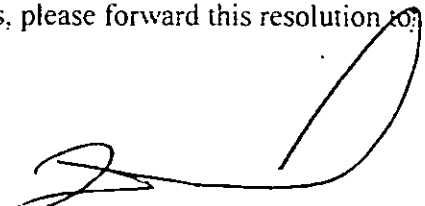
June 24, 2015

TO: Tom Stevenson  
FROM: Colonel David Meienschein  
SUBJECT: Resolution – ESIC Reimbursement

Attached, please find a Resolution to allow the Chief of Police to enter into a Reimbursement Agreement (included) between the Salisbury Police Department and the Maryland State Police Grants Management Section to purchase equipment and supplies for the Eastern Shore Information Center through the Salisbury City Government Purchasing (SCP) Department.

All purchases will be requested and approved through the ESIC Advisory Board, and not exceed \$25,000, with an ending date of May 31, 2016. The rules and regulations of the City's Purchasing Department will be strictly followed and invoices submitted for the equipment and supplies purchased for full reimbursement.

Unless you, or the Mayor, have further questions, please forward this resolution to the City Council.



David T. Meienschein  
Assistant Chief of Police