



CITY OF SALISBURY CITY COUNCIL AGENDA

October 14, 2019

Government Office Building

6:00 p.m.

Room 301

Times shown for agenda items are estimates only.

6:00 p.m. CALL TO ORDER

6:01 p.m. WELCOME/ANNOUNCEMENTS

6:02 p.m. CITY INVOCATION – Pastor Courtland Cropper of Washington United Methodist Church

6:04 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

6:05 p.m. ADOPTION OF LEGISLATIVE AGENDA

6:06 p.m. CONSENT AGENDA – Assistant City Clerk Diane K. Carter

- **September 9, 2019 Council Meeting Minutes**
- **September 23, 2019 Work Session Minutes**
- **September 23, 2019 Closed Session Minutes** (separate envelope)
- **September 23, 2019 Council Meeting Minutes**
- **Resolution No. 2978**- to amend the Disclaimer and Chapters 1 and 2 of the Employee Handbook to update the Employee Handbook
- **Resolution No. 2979**- agreeing to the extension of the acting status for Acting Sanitation Supervisor Jerimiah Arrington, and Acting Motor Equipment Operator III Michael Smiley, both assigned to the Department of Field Operations

6:11 p.m. AWARD OF BIDS – Procurement Director Jennifer Miller

- Award of Bid, ITB 20-103 Park WTP Insertion Valve Installation
- Award of Bid, ITB 101-17 Hampshire Road Lift Station

6:20 p.m. ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2562**- 1st reading- to amend Sections 15.04.010, 15.04.020, and 15.04.030 of Chapter 15.04 Building Code by adopting updated standard codes in Section 15.04.010; amending the amendments to the International Building Code (2018) (IBC) in Section 15.04.020; and amending the amendments to the International Plumbing Code (2018) (IPC) in Section 15.04.030, and to amend Section 15.24.040 of Chapter 15.24 Housing Standards to adopt the updated Standard Codes
- **Ordinance No. 2563**- 1st reading- approving an amendment of the City's Capital Project Fund Budget and the FY2020 General Fund Budget to appropriate funds for community centers

- **Ordinance No. 2564**- 1st reading- approving a budget amendment of the FY2020 General Fund Budget to accept and appropriate the funds received from the Heron Agility Group, Furry Friends Pet Services, and Mrs. Allison Niles in memory of her mother Mrs. Joan Clark, for the purchase of K-9 bullet proof vests
- **Ordinance No. 2565**- 1st reading- approving an amendment of the FY20 Budget to appropriate funds for street resurfacing and concrete repair

6:40 p.m. PUBLIC COMMENTS

6:45 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305– City/County Government Office Building, 410-548-3140 or on the City's website www.salisbury.md. City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

NEXT COUNCIL MEETING – OCTOBER 28, 2019

- **Resolution No. 2967 & 2968**- Widdowson-Johnson Rd. Annexation and Annexation Plan- setting date for public hearing
- **PUBLIC HEARING- Resolution No. 2974**- Timber Crest Annexation & **Resolution No. 2975**- Timber Crest Annexation Plan
- **Ordinance No. _____** - 1st reading- approving a budget amendment to appropriate funds needed to administer a Special Election in the case of a resulting tie in the November 5, 2019 City election
- **Ordinance No. _____**-1st reading- accepting grant funds from CFES for the Salisbury Youth Civics Council
- **Ordinance No. 2562**- 1st reading- to amend Sections 15.04.010, 15.04.020, and 15.04.030 of Chapter 15.04 Building Code by adopting updated standard codes in Section 15.04.010; amending the amendments to the International Building Code (2018) (IBC) in Section 15.04.020; and amending the amendments to the International Plumbing Code (2018) (IPC) in Section 15.04.030, and to amend Section 15.24.040 of Chapter 15.24 Housing Standards to adopt the updated Standard Codes
- **Ordinance No. 2563**- 1st reading- approving an amendment of the City's Capital Project Fund Budget and the FY2020 General Fund Budget to appropriate funds for community centers
- **Ordinance No. 2564**- 1st reading- approving a budget amendment of the FY2020 General Fund Budget to accept and appropriate the funds received from the Heron Agility Group, Furry Friends Pet Services, and Mrs. Allison Niles in memory of her mother Mrs. Joan Clark, for the purchase of K-9 bullet proof vests
- **Ordinance No. 2565**- 1st reading- approving an amendment of the FY20 Budget to appropriate funds for street resurfacing and concrete repair

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

SEPTEMBER 9, 2019

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Councilwoman Angela Blake*

Council Vice-President Muir Boda
Councilwoman April Jackson

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11
12 *Mayor Jacob R. Day*
13 *Councilman James Ireton, Jr.*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, Procurement Director Jennifer Miller, Fire Chief John Tull,*
18 *Deputy Chief James Gladwell, City Clerk Kim Nichols, City Attorney Mark Tilghman, and*
19 *interested citizens.*

20 *****

21 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*
24 *John R. Heath called the meeting to order and invited Pastor William Reed of Parkway Church*
25 *of God to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the*
26 *flag of the United States of America.*

27
28 **ADOPTION OF LEGISLATIVE AGENDA**

29
30 *Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0 vote) to approve the*
31 *legislative agenda.*

32
33 **CONSENT AGENDA** – presented by City Clerk Kim Nichols

34
35 *The Consent Agenda, consisting of the following items, was unanimously approved (4-0 vote) on*
36 *a motion and seconded by Ms. Blake and Ms. Jackson, respectively:*

- 37
38 • **August 19, 2019 Work Session Minutes**
39 • **Resolution No. 2971**- accepting a donation of granite countertops and basins for the
40 *Salisbury Zoological Park from Royal Granite and Marble*

41
42 *President Heath thanked Royal Granite and Marble for their generous donation to the Zoo.*

43
44 **AWARD OF BIDS** – presented by Director of Procurement Jennifer Miller

46 *The Award of Bids, consisting of the following items, was unanimously approved (4-0 vote) on a*
47 *motion by Mr. Boda and seconded by Ms. Jackson:*

- 48
- 49 • *Award of Bid, ITB 20-107 Mini Excavator* *\$ 169,943.00*
- 50 • *Award of Bid, ITB 20-109 Bucket Truck* *\$ 104,089.00*

51

52 **RESOLUTIONS** – *presented by City Administrator Julia Glanz*

- 53
- 54 • **Resolution No. 2972-** *to authorize the issuance and sale of General Obligation Bonds*

55

56 *Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous (4-0) to approve Resolution No.*
57 *2972.*

58

59 **ORDINANCES** – *presented by City Attorney Mark Tilghman*

- 60
- 61 • **Ordinance No. 2557-** *2nd reading- authorizing the mayor to enter into a memorandum of*
62 *understanding with the Wicomico County Health Department and approving a budget*
63 *amendment of the FY2020 General Fund Budget to appropriate funds received from the*
64 *Wicomico County Health Department in the amount of \$10,000*

65

66 *Ms. Jackson moved and Ms. Blake seconded to approve Ordinance No. 2557 for second reading.*

67

68 *Mr. Boda moved to amend Ordinance No. 2557 for second reading as follows:*

- 69
- 70 1. **Line 25-** *insert - “WHEREAS, the City of Salisbury must enter into a grant agreement with*
71 *the Wicomico County Health Department defining how these funds must be expended; and”*
- 72 2. **Line 35-** *insert – “WHEREAS, § 7-29 of the Salisbury City Charter forbids contracts*
73 *requiring an expenditure in excess of the amount appropriated for that general*
74 *classification or expenditure, and forbids any office, department, or agency from expending*
75 *funds not appropriated; and”*
- 76 3. **Line 39-** *insert – “WHEREAS, appropriations necessary to execute the purpose of this grant*
77 *must be made upon the recommendation of the Mayor and the approval of four-fifths of the*
78 *Council of the City of Salisbury.”*
- 79 4. **Line 44-** *strike – “THE City’s Fiscal Year 2020 General Fund Budget be amended as*
80 *follows:” and insert - “Mayor Jacob R. Day is hereby authorized to enter into a grant*
81 *agreement with the Wicomico County Health Department to accept grant funds in the*
82 *amount of \$10,000.00.”*
- 83 5. **Line 50-** *insert - “BE IT FURTHER ORDAINED THAT THE City’s Fiscal Year 2020*
84 *General Fund Budget be amended as follows:”*

85

86 *Ms. Jackson seconded, and the amendment was unanimously approved on a 4-0 vote.*

87

88 *Ordinance No. 2557 for second reading, as amended, was approved by unanimous vote in favor*
89 *(4-0 vote).*

90

- 91 • **Ordinance No. 2558**- 2nd reading- to amend Chapter 12.20 Chesapeake Bay Critical
92 Area Natural Resources Program, Sections .010.a., .010.b., .010.c., .020.a., .110.a., .110.b.,
93 .120.b., .102.b.50., .120.b.92., .140.a.2.d., .190.b., .260.c., .270.b., .280.a.1., .290.d., .300.a.,
94 .310.a., .320., .350.c.5., .410.b., .530 and .530.e. of the Salisbury Municipal Code by deleting the
95 references to the Department of Planning, Zoning and Community Development and replacing
96 with the Department of Infrastructure and Development, correcting references to COMAR and
97 by adding Article XIX, Section .540 to add a section for Fees and Costs

98
99 Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve
100 Ordinance No. 2558 for second reading.

- 101
102 • **Ordinance No. 2559**- 1st reading- approving a budget amendment of the grant fund to
103 appropriate funds to operate the Salisbury-Wicomico Firstcare Team (SWIFT)

104
105 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve
106 Ordinance No. 2559 for first reading.

- 107
108 • **Ordinance No. 2560**- 1st reading- approving a budget amendment of the City's Capital Project
109 Fund budget and to accept donations and appropriate funds for a Bark Park

110
111 Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve
112 Ordinance No. 2560 for first reading.

113
114 President Heath thanked Sperry Van Ness for their generous donation.

115
116 **COUNCIL COMMENTS**

117
118 Council President Heath commented that the 2019 National Folk Festival was one of the most
119 remarkable things he had ever seen in Salisbury, and thanked the Police Department, Fire
120 Department, DID, Roads, and the over 1,000 volunteers and citizens for their participation. It was
121 one of the smoothest operations he had ever been involved with. Caroline O'Hare and her team did
122 a remarkable job.

123
124 Mr. Boda said there was wall to wall people enjoying the wide variety of music, and the businesses
125 downtown were so busy they ran out of ice cream and food, and enjoyed record weekend sales.

126
127 **ADJOURNMENT**

128
129 With no further business to discuss, the Legislative Session adjourned at 6:26 p.m.

130
131 _____
132 Assistant City Clerk

133
134 _____
135 Council President

1 CITY OF SALISBURY
2 WORK SESSION
3 SEPTEMBER 23, 2019
4

5 Public Officials Present
6

7 Council President John “Jack” R. Heath
8 Councilwoman Angela M. Blake

Council Vice-President Muir Boda
Councilwoman April Jackson

9 Public Officials Not Present

10 Mayor Jacob R. Day
11 Councilman James Ireton, Jr.

12 In Attendance

13 City Administrator Julia Glanz, Major Scott Kolb, Department of Infrastructure and Development
14 Director (DID) Amanda Pollack, Finance Director Keith Cordrey, City Clerk Kim Nichols, City
15 Attorney Mark Tilghman, and interested citizens.
16
17

18 -----
19 On September 23, 2019 Salisbury City Council convened in Work Session at 5:00 p.m. in Room
20 301 Council Chambers of the Government Office Building. The following is a synopsis of the topics
21 discussed in the Work Session.
22

23 **Budget Ordinance to appropriate funds received from the recovery and recycling of scrap metal
and the recovery of funds associated with a broken employment contract**

24 Major Scott Kolb joined Council and reported the Salisbury Police Department has recovered funds
25 associated with the recovery of recycled metals and brass from the Police Firing Range. The brass
26 casings are transported to Delmarva Recycling, Inc. and the monies collected are deposited into the
27 City’s General Fund account. The amount collected recently for the brass casings totaled \$3,118.60
28

29 The Police Department recently received reimbursement for a broken employment contract in the
30 amount of \$4,958.91.

31 Major Kolb requested the \$8,077.51 recovered by both the recycling of the brass casings and the
32 reimbursement funds be transferred from the General Fund to the Police Department Small Tools
33 Account to be used for Police supplies and equipment.
34

35 Council reached unanimous consensus to advance the legislation to legislative agenda.
36

37 **Motion to Convene in Closed Session**

38 At 5:03 p.m., Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0) to
39 convene in Closed Session.
40
41

42 **Motion to End the Closed Session / Reconvene in Open Session**
43
44

45 With nothing further to discuss in Closed Session, at 5:35 p.m. Mr. Boda moved, Ms. Jackson
46 seconded, and the vote was unanimous (4-0) to close the Closed Session.

47

48 **Statement to Public**

49

50 Council immediately reconvened in Open Session whereby President Heath reported to the Public
51 that while in Closed Session Council had discussed legal options available for consideration in an
52 annexation petition with the City Attorney.

53

54 President Heath reported the Council would reconvene at 6:00 p.m. in the regularly scheduled
55 Council Meeting, and the Open Session then adjourned.

56

57

58 _____
Assistant City Clerk

59

60

61 _____
Council President

1 **CITY OF SALISBURY, MARYLAND**

2
3 **REGULAR MEETING**

SEPTEMBER 23, 2019

4
5 **PUBLIC OFFICIALS PRESENT**

6
7 *Council President John “Jack” R. Heath*
8 *Councilwoman Angela Blake*

Council Vice-President Muir Boda
Councilwoman April Jackson

9
10 **PUBLIC OFFICIALS NOT PRESENT**

11
12 *Mayor Jacob R. Day*
13 *Councilman James Ireton, Jr.*

14
15 **IN ATTENDANCE**

16
17 *City Administrator Julia Glanz, Procurement Director Jennifer Miller, Finance Director Keith*
18 *Cordrey, Fire Chief John Tull, City Clerk Kim Nichols, City Attorney Mark Tilghman, and*
19 *interested citizens.*

20 *****

21 **CITY INVOCATION – PLEDGE OF ALLEGIANCE**

22
23 *The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President*
24 *John R. Heath called the meeting to order and invited Pastor Rev. Adam Shields of Providence*
25 *Presbyterian Church to the podium to provide the City Invocation, followed by the Pledge of*
26 *Allegiance to the flag of the United States of America.*

27
28 **PRESENTATIONS**

29
30 **CPR Award Recognition**

31 *City Administrator Julia Glanz invited Fire Chief Tull to the podium. Chief Tull provided*
32 *important information regarding Cardiopulmonary Resuscitation (CPR). Every year, more than*
33 *350,000 people experience sudden cardiac arrest, or when the heart stops beating without any*
34 *warning. About 92% of sudden cardiac arrest victims die before reaching the hospital; statistics*
35 *prove that if more people knew CPR, more lives could be saved. Immediate CPR and access to*
36 *an AED can double, or even triple, a victim’s chance of survival.*

37
38 *Chief Tull invited Mr. Charlie Nordhoff to join him at the podium and reported on April 3rd*
39 *2019, the Fire Department was alerted for a non-breathing subject at 700 Marvel Road. David*
40 *Carey and Brittany McKelvey witnessed co-worker Charlie Nordhoff collapse and not breathing.*
41 *They immediately called for 911 assistance and with the help of Brian Salada and Cindy*
42 *Townsend, CPR was performed until the arrival of Fire and EMS personnel. When the EMS*
43 *crew arrived, they found Mr. Nordhoff laying on the floor with CPR being performed.*

45 EMS personnel assumed patient care and continued high-performance CPR efforts and initiated
46 the appropriate advanced life support measures. Mr. Nordhoff had a return of spontaneous
47 circulation (ROSC), was transported to PRMC, and was discharged after a full recovery.

48
49 Chief Tull presented the American Heart Association’s “Heartsaver” Hero Award in recognition
50 of advancing the mission of the American Heart Association and Emergency Cardiovascular
51 care through a courageous act in saving a life to the following citizens: David Carey, Brittany
52 McKelvey, Brian Salada, and Cindy Townsend.

53
54 Chief Tull presented the award also to Fire Service Personnel: Captain Chris Truitt, Sergeant/
55 PM Josh Engle, Sergeant/PM Donald Messick, FF/EMT Gerald Brinson, FF/EMT Daniel Hill,
56 and FF/EMT Mathew Munday.

57
58 **Fire Prevention Week**

59 Ms. Glanz invited Chief Tull back to the podium. He announced that in a few weeks, the Fire
60 Service would observe the longest running public health and safety observance on record – Fire
61 Prevention Week, observed each year during the week of October 9th in commemoration of the
62 Great Chicago Fire. The fire began on October 8, 1871, and caused devastating damage which
63 killed over 250 people, left 100,000 people homeless, destroyed over 17,400 structures, burned
64 more than 2000 acres and burned for two days. According to the National Fire Protection
65 Association’s 2017 Fire Loss report published in October 2018, the United States Fire Service
66 responded to 1,319,500 fires with an estimated \$23 billion in property damage. 357,000 fires
67 occurred in residential homes including one- & two-family homes with the loss of 2,630 civilian
68 lives and 10,600 civilian injuries. In 2018, the Salisbury Fire Department attended over 150
69 community events, interacted with over 15,000 individuals, and had over 500 staff hours.

70
71 Ms. Glanz presented the proclamation to proclaim October 6-12, 2019 as Fire Prevention Week.

72
73 **Josh Copeland Day**

74 Councilwoman April Jackson stated Josh Copeland was **Salisbury’s Everyday Best**, and his gift
75 of song was an inspiration to many who saw him perform on Sunday’s Best. Ms. Glanz read the
76 proclamation proclaiming Sunday, September 23, 2019 as Joshua Copeland Day.

77
78 Mr. Copeland sang for the audience in Council Chambers the song, “I need Thee Every Hour.”

79
80 **Community Presentation- Walk to End Alzheimer’s- presented by Leslie Zimmerman,**
81 **Alzheimer’s Association**

82
83 Leslie Zimmerman provided information on Alzheimer’s disease and announced the Walk to End
84 Alzheimer’s would be held on November 2, 2019.

85
86 Volunteers Kelsey Maddox and Josh Currants shared their stories about why they walk and
87 volunteer for the Alzheimer’s Association.

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ADOPTION OF LEGISLATIVE AGENDA

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous (4-0 vote) to approve the legislative agenda.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, consisting of the following items, was unanimously approved (4-0 vote) on a motion and seconded by Mr. Boda and Ms. Blake, respectively:

- **August 26, 2019 Council Meeting Minutes**
- **September 3, 2019 Work Session Minutes**
- **Resolution No. 2973**- to authorize the City Administrator and the Director of Procurement to act on behalf of the City in executing a contract for the supply of electricity
- **Resolution No. 2976**- approving the appointment of Kala Farrare to the Youth Development Advisory Committee for term ending September 2022

AWARD OF BIDS – presented by Director of Procurement Jennifer Miller

The Award of Bids, consisting of the following item, was unanimously approved (4-0 vote) on a motion by Ms. Blake and seconded by Ms. Jackson:

- Award of Bid, ITB A-20-101 Automated Speed Enforcement System \$201,600.00

Public Hearing - Resolution No. 2967 and Resolution No. 2968

*Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous (4-0) to table **Resolution No. 2967**- proposing the annexation to the City of Salisbury of a certain area of land contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Johnson Road-Dirk Widdowson Annexation” beginning for the same at a point being South from a corner of the existing Corporate Limit of the City of Salisbury and also being on the westerly line of and near the northwesterly corner of the lands of Dirk Widdowson located at 927 Johnson Road continuing around the perimeter of the affected property to the point of beginning and **Resolution No. 2968**- to adopt an annexation plan for a certain area of land contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Johnson Road-Dirk Widdowson Annexation” beginning for the same at a point being South from a corner of the existing Corporate Limit of the City of Salisbury and also being on the westerly line of and near the northwesterly corner of the lands of Dirk Widdowson located at 927 Johnson Road continuing around the perimeter of the affected property to the point of beginning.*

RESOLUTIONS – presented by City Administrator Julia Glanz

- **Resolution No. 2974**- proposing the annexation to the City of Salisbury of certain area of land contiguous to and binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Timber Crest SBY, LLC-Schumaker Lane Annexation”

134 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0 vote) to approve
135 Resolution No. 2974.

- 136
- 137 • **Resolution No. 2975**- approving the proposed annexation plan of land contiguous to and
138 binding upon the southerly Corporate Limit of the City of Salisbury to be known as “Timber
139 Crest SBY, LLC-Schumaker Lane Annexation”

140

141 Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0 vote) to approve
142 Resolution No. 2975.

143

144 **ORDINANCES** – presented by City Attorney Mark Tilghman

- 145
- 146 • **Ordinance No. 2559**- 2nd reading- approving a budget amendment of the grant fund to
147 appropriate funds to operate the Salisbury-Wicomico Firstcare Team (SWIFT)

148

149 Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve
150 Ordinance No. 2559 for second reading.

- 151
- 152 • **Ordinance No. 2560**- 2nd reading- approving a budget amendment of the City’s Capital
153 Project Fund budget and to accept donations and appropriate funds for a Bark Park

154

155 Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous (4-0) to approve
156 Ordinance No. 2560 for second reading.

- 157
- 158 • **Ordinance No. 2561**- 1st reading- to appropriate the funds received from the recovery and
159 recycling of scrap metal and the recovery of funds associated with a broken employment
160 contract

161

162 Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous (4-0) to approve
163 Ordinance No. 2561 for first reading.

164

165 **ADJOURNMENT**

166

167 With no further business to discuss, the Legislative Session adjourned at 7:02 p.m.

168

169 _____
170 Assistant City Clerk

171

172 _____
173 Council President



City of
Salisbury
Jacob R. Day, Mayor

DATE: October 2, 2019

TO: Julia Glanz, City Administrator

FROM: Jeanne Loyd, Director of Human Resources

JLoyd

SUBJ: Employee Handbook Changes

Please find attached a copy of a Resolution to effect the changes identified in the City Employee Handbook which include our first page of print and Chapters 1 and 2.

We have added our Mission, Core Values and Vision Statement which has been collaboratively developed and is ready for further dissemination via the Handbook.

Chapter 1- Changes include updating each of the sections Section 0101 – 0108, some minor and other areas more in-depth, such as the Equal Employment Opportunity Section 0104. This section was changed to include the EEOC statement developed by the Human Relations Committee for use on our web site.

Chapter 2 – Changes in sections 0201 – 0203 are for further clarity. Section 0204 has been changed to reflect where the policy for Travel may be found since this is a finance policy and not a Human Resources Policy. All of the Policies are available on the intranet in electronic format for access. This policy and the forms are all updated regularly by the Finance Department which may not always be the case in the Employee Handbook.

1 RESOLUTION NO. 2978

2 A RESOLUTION OF THE CITY OF SALISBURY TO AMEND THE
3 DISCLAIMER AND CHAPTERS 1 AND 2 OF THE EMPLOYEE
4 HANDBOOK TO UPDATE THE EMPLOYEE HANDBOOK.

5
6 WHEREAS, the City of Salisbury has an Employee Handbook; and

7
8 WHEREAS, the Mayor’s Office and the Human Resources Department have reviewed
9 the Employee Handbook; and

10
11 WHEREAS, the Mayor’s Office and the Human Resources Department recommend
12 updating the Employee Handbook; and

13
14 WHEREAS, the City of Salisbury desires to amend the Employee Handbook in
15 segments; and

16
17 WHEREAS, the City of Salisbury will amend the rest of the Employee Handbooks in
18 future resolutions; and

19
20 WHEREAS, the recommended changes have been approved by the Mayor and reviewed
21 by the City Council.

22
23 NOW, THEREFORE, BE IT RESOLVED by the City of Salisbury, Maryland that the
24 Disclaimer of the Employee Handbook is amended as follows:

25
26 EMPLOYEE HANDBOOK CITY OF

27 SALISBURY

28 Revised February 28, 2017 ~~October~~
29 2019

30
31 DISCLAIMER

32
33 **This Employee Handbook is provided to all employees during their employee orientation when they**
34 **are hired and upon completion of any holistic updates. It is the responsibility of employees to read**
35 **and comply with the policies contained in the Handbook. By signing the receipt and acknowledgement**
36 **form on the last page of this Handbook, you agree to adhere to the policies and procedures herein.**

37 This Employee Handbook supersedes, in all respects, any prior handbook, policy manual, or practices of the
38 City and has been prepared for our employees to provide you with general information about some of
39 your benefits and the highlights of the rules and policies under which we operate. **Additional policies**
40 **and updates will be delivered to you from time to time from your Department Director, our Director**
41 **of Human Resources or City of Salisbury Administration.** Obviously, ~~w~~~~e~~ ~~could~~ ~~can~~ not begin to, explain
42 every City policy, ~~or~~ rule or benefit in this ~~H~~ handbook, and its provisions can be considered as no more
43 than general summaries of the benefits, work rules and policies they address. While the City hopes that
44 its personnel actions will continue to be positive, from time to time, the City may unilaterally, in

45 accordance with paragraph 0103, in its discretion, amend, supplement, modify or eliminate one or more
46 of the benefits, work rules or policies described in this Handbook, or any other employment benefits, work
47 rules or policies, without prior notice.

48
49 **Nothing in this Handbook constitutes an express or implied contract of employment or warranty of**
50 **any benefits.** We hope to have a long and mutually beneficial working relationship as we serve the
51 citizens of the City of Salisbury. However, circumstances may arise that will cause the termination of
52 your employment relationship with the City. The City will ~~of course~~ comply with any obligations it may
53 have under federal, state, or local law prior to terminating an employee.

54
55 The City notes that a variety of policies and procedures may be available to employees prior to
56 discharge. These policies and procedures include the grievance procedures described in Chapter 9 as well as
57 the disciplining disciplinary and corrective action procedures described in Chapter 8.

58
59 **The City of Salisbury is dedicated to promoting, stewarding and guiding our employees as leaders to**
60 **reach their full potential.** We ask that you dedicate yourselves as leaders to our mission:

61
62 ***Mission Statement: The City of Salisbury's staff exists to ensure the highest quality of life for our***
63 ***citizens. In partnership with our citizens and employees, we will provide safe, livable and diverse***
64 ***neighborhoods. We will deliver efficient and effective municipal services at the highest level of***
65 ***customer satisfaction. We will ensure that our infrastructure and services support our residents***
66 ***and businesses. The City of Salisbury will emphasize protecting and enhancing the environment.***

67
68 **Core Values:**

- 69
- 70 • **Accountability – We accept responsibility for our personal and organizational decisions and**
71 **actions.**
- 72
- 73 • **Continuous Improvement – We provide the highest quality service with the resources available**
74 **by promoting innovation and flexibility to meet the changing needs in the community.**
- 75
- 76 • **Diversity – We embrace differences and variety in our workforce and community.**
- 77
- 78 • **Environment – We are concerned about our natural, historic, economic and aesthetic**
79 **resources and endeavor to enhance the sustainability for future generations**
- 80
- 81 • **Ethics – We set high standards for our personal, professional and organizational conduct and**
82 **act with integrity as we strive to achieve our mission.**
- 83
- 84 • **Respect – We treat our coworkers and the public with courtesy and dignity.**
- 85
- 86 • **Integrity – We are honest and transparent in our words and actions.**
- 87
- 88 • **Safety – We use education, prevention and enforcement methods to protect life and property**
89 **in our business and residential neighborhoods, and maintain our infrastructure and facilities to**
90 **provide a safe environment in which to live, work, shop and play.**
- 91

- *Teamwork – We work together to plan, develop recommendations, deliver services and openly communicate with the public and each other by soliciting feedback and sharing information to achieve our goals.*
- *Trust – We realize the perception of our organization is dependent upon the public’s confidence in our commitment to our core values and to meeting the goals set collectively by the Mayor and City Council.*

Vision Statement: The City of Salisbury will remain the medical, educational, cultural and economic center of the Eastern Shore. Our commitment to excellence, innovation and service, combined with sound fiscal management, will ensure Salisbury’s future as a safe, vibrant and healthy community.

~~The Employee Handbook is readily available to all employees, and it is the responsibility of employees to read and comply with the policies contained in the Handbook.~~

~~The masculine pronoun is used throughout these policies and procedures in the generic sense and refers to both feminine and masculine antecedents.~~

AND BE IT FURTHER RESOLVED by the City of Salisbury, Maryland that Chapters 1 and 2 of the Employee Handbook is amended as follows:

Chapter 1

YOUR EMPLOYMENT WITH THE CITY OF SALISBURY

0101 Welcome to the City of Salisbury!

As a new employee, you are joining the team that has made our City a regional shining star, a respected Maryland municipality and a leader in customer service, business development, entrepreneurial development, and job creation. We wish you success in your new job and we hope that you will quickly feel at home. At the City of Salisbury, every position is important. We hope you will immediately connect with our core values of customer service, transparency, relationships, sustainability and stewardship. Your commitment to these values is critical for our mutual success in the service of the citizens of the City of Salisbury.

To ensure the City’s success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the City’s mission, vision, policies and your responsibilities as an employee. It was prepared to make you aware of what you can expect from the City of Salisbury – and what the City will expect from you.

We hope your experience here will be challenging and enjoyable. This handbook should not be construed as an employment contract or an agreement for employment for any specified period of time. The information we have included in this handbook is necessarily brief and may be subject to change; however, all laws, rules, and policies from which this handbook is derived can be found in our Department of Human Resources. If any information contained in this handbook conflicts with any of

137 the above, those laws, rules and policies take precedence over the information provided in this
138 handbook.

139
140 Any questions regarding the content of this handbook or policies of the City of Salisbury should be
141 addressed through your supervisor or our Department of Human Resources.

142
143 A. ~~—— Welcome. We are pleased that you have chosen to work for the City of Salisbury. Your personal~~
144 ~~work satisfaction and your contribution to the community depend on how you approach your job. As~~
145 ~~the City of Salisbury faces new challenges, the dedication of all City employees is vital. We trust you will~~
146 ~~take pride in your work and in your role as an important part of our City.~~

147
148 B. ~~—— Our expectations are straightforward. You are expected to treat all citizens, coworkers and~~
149 ~~contacts with respect and professionalism. You are also expected to give your best efforts every day. In~~
150 ~~return, the City will endeavor to be fair in all its dealings with employees.~~

151
152 C. ~~—— Most matters relating to your employment are managed on a Departmental basis, including~~
153 ~~most hiring and performance evaluations. The manner by which the personnel function is conducted~~
154 ~~within each department varies among departments, depending upon the size of the department. In~~
155 ~~some departments, the Department Director is directly involved in daily personnel matters. In others,~~
156 ~~the responsibility may be delegated by the Department Director to supervisors within the department.~~

157
158 D. ~~—— The Mayor of the City of Salisbury is the ultimate decision maker on personnel matters. The~~
159 ~~Mayor's office is available to review any employment related decision that is properly presented~~
160 ~~through the procedures explained in this Handbook.~~

161
162 01023 About this Employee Handbook

163
164 It is impossible in any employee handbook to anticipate all situations or new developments that may arise
165 in employment. Accordingly, the City expressly reserves the absolute right to change the policies and
166 practices set forth in this handbook, if it believes, in its sole discretion, that if doing so would be in the
167 best interest of the people of Salisbury.

168
169 ~~Further, as a document meant to be used as a guideline only, this Employee Handbook is not to be relied~~
170 ~~upon as a guarantee of employment or as a legally binding contract. Although the City hopes this~~
171 ~~Employee Handbook will be helpful in anticipating events relating to your employment, the City reserves~~
172 ~~the absolute right to respond to any employment situation in the manner it alone deems to be in the~~
173 ~~best interest of the people of Salisbury at the time. Finally, the City expressly reserves the right to~~
174 ~~interpret this Handbook, which interpretation shall be final and binding upon all City employees.~~

175
176 Through and by the issuance of this Employee Handbook, all prior explanations of the City's policies are
177 superseded. This Employee Handbook specifically replaces all prior Employee Handbooks, policy
178 directives, and manuals.

179
180 01034 Special Note Concerning Police Department Directives

181
182 Pursuant to the City Code, the Salisbury Police Department has established rules and regulations known
183 as the City of Salisbury Police Department Written Directives. These written directives govern the

184 operation of the Police Department and employees of that Department. When the written directives of
185 the Salisbury Police Department conflict with or directly address employment policies discussed in this
186 Employee Handbook, those written directives shall control.

187

188 01042 Equal Employment Opportunity

189

190 The City of Salisbury is an equal opportunity employer. It is the City's policy to employ qualified
191 individuals on the basis of their relative ability, knowledge and skills, without regard to race, **ancestry,**
192 **place of origin,** color, **ethnic origin,** religion, ~~national origin,~~ **disability, citizenship, creed, sex, sexual**
193 **orientation, gender identity, age,** marital **or relationship** status, **family status, legal immigrant status,**
194 **receipt of public assistance, political affiliation, religious affiliation, genetic information, social or**
195 **economic status, or level of literacy and language ability unless the individual's English language**
196 **ability or level of literacy would have a detrimental effect on their job performance** ~~age, genetic~~
197 ~~information, mental or physical disability, sexual orientations, or political affiliation.~~ This policy applies
198 to all personnel-related actions, including promotion, compensation, benefits, job assignment,
199 discipline and training.

200

201 The City is committed to a workplace free from sexual and any other unlawful forms of harassment.
202 Any employees encountering employment discrimination or any form of unlawful harassment should
203 immediately report the incident to their immediate Supervisor and the Department Director or the
204 Human Resources Department. All reports will be investigated immediately.

205

206 **The City of Salisbury shall implement and enforce a positive environment in its workplace to achieve**
207 **full access and equal opportunity and to create a harmonious environment free from discrimination,**
208 **harassment and hate.**

209

210 **This statement of policy is intended as a reflection of the City's commitment to a fair and just**
211 **workplace in which all existing legal rights are fully protected. This statement of policy does not,**
212 **however, create any justiciable right.**

213

214

215 01056 The Employment Understanding

216

217 All employees of Salisbury have the right to terminate employment with the City for any reason and at any
218 time. The City of Salisbury reserves the right to terminate probationary employees at any time for any
219 reason. The City reserves the right to terminate any non-probationary employee at any time for cause,
220 as determined by the City of Salisbury, including, but not limited to, reduction in **work** force,
221 disciplinary misconduct or poor performance. Non-probationary employees have a right to invoke the
222 Grievance/Appeal procedure described in Chapter 9 of this Employee Handbook to appeal any termination
223 decision.

224

225

226 01065 Your Probationary Employment Period

227

228 A. All newly hired employees are considered to be probationary employees until they have
229 completed a probationary period. For most positions there is a 6-month probationary period.
230 Some departments may have a longer ~~or shorter~~ probationary period for certain jobs. For

231 example, an ~~18~~24-month probationary period applies to certified police officers and a 12-month
232 period applies to all ~~firefighting~~**Firefighting or EMS** employees. At the time of hiring you will be
233 informed of the probationary period applicable to your position.

234
235 B. During probationary employment your work habits and work performance will be closely reviewed.
236 Any disciplinary problems or attendance problems will be regarded very negatively. **Your**
237 **probationary status may be extended in order to provide further opportunity to be**
238 **successful in your assignment.**

239
240 C. Employment will be ended immediately if performance or behavior is determined by the
241 Department to be unacceptable for any reason. A decision to terminate employment during the
242 probationary period is not appealable through the procedures described in this Handbook. A
243 terminated probationary employee may, however, meet with the Mayor or his designated
244 representative to discuss the termination decision.

245
246
247 0107 Employment Status

248
249 A. Elected Positions ~~are~~ established by State or Local law, the incumbents of which are
250 selected by a prescribed voting process and who serve for defined terms.

251
252 B. Appointed Positions ~~are~~ staffed through an “at will” employment relationship. Employees in
253 “appointed” positions serve at the pleasure and discretion of the appointing officials subject to
254 applicable local, state, and federal laws and regulations. The City may enter into a contract or
255 employment agreement with an employee in an appointed position that provides for terms or
256 conditions of employment that differ from the standard terms and conditions of employment for
257 all other employees. All appointed positions are filled through a competitive selection process
258 based on the merit and fitness of the individual selected.

259
260 C. Exempt Employees ~~are~~ employees not eligible for either overtime pay.

261
262 D. Non-exempt Employees ~~are~~ employees who does not meet the statutory exemptions of
263 the Fair Labor Standards Act and thus are is paid or given compensatory time at time and one-
264 half the employee’s regular rate for all hours worked over forty in a week (except for public
265 safety employees eligible for the FLSA Section 7(k) exemption).

266
267 E. Regular Full Time Employees ~~are~~ employees who are employed on a continuing
268 basis for a full work week, **as specified in each employee’s offer letter.**

269
270 F. Regular Part Time Employees ~~are~~ employees who ~~is~~ are hired to work on a continuing
271 basis **for** a minimum of 50 percent of a work week, but less than a full work week, **as**
272 **specified in each employee’s offer letter.**

273
274 G. Temporary Full Time Employees ~~are~~ employees who are hired to fill a position that is
275 anticipated to exist for less than one year (12 months). ~~is~~ **and who are** regularly scheduled to

276 work a full-time work week. **(Grant or contractual positions and must be reviewed annually**
277 **to determine the need to continue this status.)**

278
279 H. Temporary Part Time Employees ~~are~~ employees **who are** hired to fill a position that is
280 anticipated to exist for less than one year (12 months) ~~is~~ **and who are** scheduled to work less
281 than a full-time work week. **(Grant or Seasonal, must be reviewed annually to determine the**
282 **need to continue.)**

283
284 I. Unless specifically notified otherwise and expressly approved by the Mayor, only regular full
285 time employees are entitled to the benefits described in the Employee Handbook.

286
287
288 0108 Reinstatement

289
290 A. An employee, who leaves the employment of the City, and subsequently applies for
291 reemployment, shall be eligible to be reinstated in his former position, at the rate of pay he would
292 have been paid if he had not left, provided that he is reemployed within six months of the date of
293 his resignation, and provided that his former position, or a similar position in the same
294 classification, is available. If the employee is reinstated, he will be eligible to have his benefits
295 restored, as if he had never left employment, except for any benefit or compensation for which
296 the employee was paid at the time of his resignation.

297
298 B. An employee, who leaves the employment of the City and is subsequently reemployed at any
299 time after six months of the date of his resignation, shall be reemployed on the same terms
300 and conditions as if he was a new employee.

301
302 C. An employee, who is reinstated as provided in paragraph (A) of this section, and who
303 subsequently leaves the employment of the City, shall be eligible to be reemployed as provided in
304 paragraph (B) of this section but shall not be eligible to be reinstated again as provided in
305 paragraph (A).

306
307

308 Chapter 2

309 JOB ASSIGNMENTS

310
311
312 0201 Our View Of Job Assignments

313
314 The employees of our City are employed to serve the citizens of Salisbury. Every attempt is made to match
315 the strengths of each employee with a job assignment that best serves ~~the our~~ citizens of Salisbury.

316
317 From time to time, reaching this goal may involve the promotion, transfer, temporary reassignment or
318 permanent reassignment of an employee within the employee's Department or within City
319 government. Intra departmental changes are usually undertaken by the Department ~~Head~~ **Director**.
320 Changes between ~~d~~Departments are usually ~~done~~**accomplished** through cooperative efforts of the
321 Department ~~Heads~~ **Directors** and the Mayor's Office.

322
323 Although the City tries to place employees in jobs of their preference, this may not be possible at all times.
324 Also, the City reserves the right to maintain an employee in the employee's existing job if determined to be
325 in the best interests of the City.

326
327
328 0202 Promotions

329
330 The City hopes that employees with superior performance and good work habits can be promoted as
331 vacancies arise. Promotions are accomplished by a request from the Department ~~Head~~ **Director** to the
332 Mayor's Office. Employees interested in consideration for promotion should make that interest known
333 to the Department Director.

334
335 A promoted employee serves a probationary period in the new position. The length of the probation
336 (usually 6 months) is determined by each department. If work performance or work habits are
337 unacceptable, the City reserves the right to return the employee to his former position or to terminate
338 employment. A decision whether to terminate a promoted employee during this probationary period is
339 subject to appeal or grievance under Chapter 9 of this Handbook.

340
341
342 0203 Job Reassignments

343
344 From time to time it may be necessary to temporarily or permanently reassign an employee from one job
345 to a different job, either within the same department or to a different department. The City reserves the
346 right to reassign employees involuntarily.

347
348 Job reassignments may result, for example, from reorganization of the work, reduced departmental
349 funding, a change in technology or public needs, a change in the workforce, a change in the employee's
350 abilities, a voluntary request from an employee, or as a disciplinary adjustment.

351
352 Any employee reassigned by request or as a disciplinary adjustment will serve a probationary period in the
353 new position. The length of the probation (usually 6 months) is determined by each department. If work
354 performance or work habits are unacceptable, the City reserves the right to return the employee to his
355 former position or to terminate employment. A decision to terminate a reassigned employee during
356 this probationary period is subject to appeal or grievance under Chapter 9 of this Handbook.

357
358
359 0204 Travel Policy

360
361 The City of Salisbury has a travel policy. A copy of that travel policy may be obtained from your
362 Department ~~Head~~ **Director or via intranet**. **All forms may be obtained on sby.net available to**
363 **all employees on our intranet.** Please refer to that policy in regard to travel.

364
365 0205 ~~Overnight Travel~~

366
367 ~~The City of Salisbury provides for certain expenses incurred by a City employee (or elected official)~~

368 traveling on official business. Anyone traveling on official City business is expected to exercise the same
369 care incurring expenses as would a prudent person traveling for personal reasons. Same day travel must be
370 approved by the employee's Department Head or his designee, prior to the travel. Overnight travel must be
371 approved by the employee's department head prior to the travel. Department Head travel must be
372 approved by the Mayor's office prior to the travel. City Council members travel must be approved by
373 the Council prior to the travel. Throughout this policy, references to City employee would also apply to
374 elected officials.

375
376 0206—Travel Advance
377

378 An advance of funds may be obtained by completing the top portion of the Travel Expense Report,
379 including travel purpose and dates, and submitting it to the Finance Department, at least three weeks
380 prior to the day of travel. Advances are available from the Finance Office two weeks before the event.
381 Upon return from travel, the employee must, within two weeks, complete the Travel Expense Report,
382 attaching the necessary travel receipts approved by his Department Head, or designee, and submit the
383 Report to the Finance Department for further reimbursement, or return of unused funds. A valid receipt
384 would include the vendor, date, time, and any other information necessary to permit verification of the
385 receipt. Where valid receipts are missing, the employee may submit an affidavit in lieu of the receipts.

386
387 0207—Meals (Alcoholic beverages are not reimbursable expenses.)
388

389 If an employee departs on City business two hours prior to, and returns two hours after a meal, the
390 employee would be entitled to receive compensation for that meal. Tips are only reimbursable up to 15%
391 of the food bill. For the purpose of this policy meal times are 8 a.m., 12 noon and 5 p.m. The maximum
392 reimbursement amounts are as follows for the food bill:

Breakfast	\$ 8.00
Lunch	\$ 10.00
Dinner	\$ 22.00

394
395 An employee whose spending exceeds these amounts will not be compensated for the excess.
396

397 If a City employee on official City business stays overnight, then that employee will receive \$40.00 per day
398 for meals and no receipts are required; however, the day of travel to and from the destination must meet
399 the 2-hour criteria to receive an allowance for that day, again, no receipts are required. Receipts from
400 establishments within the City of Salisbury are not reimbursable if the trip took place outside of Salisbury.
401 **~~If meals are included in the conference, meeting, or training session fee, then the City will not~~**
402 **~~reimburse the employee for those meals.~~**

403
404 0208—Lodging
405

406 Overnight lodging can be authorized when the meeting location is more than ninety (90) miles from the
407 employee's normal workplace. For any travel where air transportation is necessary, round-trip, coach-class
408 tickets will be purchased. If the employee wishes to drive, they must obtain a quote from a travel agency
409 for airfare. The lesser of the reimbursement for mileage and the quote for airfare will be reimbursed to
410 the employee. Mileage to and from a conference is reimbursable, mileage while attending a conference is

411 not. The employee will make every effort to stay at a conference hotel to take advantage of conference
412 hotel rates. If an employee wishes to stay at a non-conference hotel, they may do so, but they will only
413 be reimbursed at the average conference rate, which must be verified by the conference staff.

414
415 0209—Travel Expenses
416

417 The City will not reimburse an employee for personal phone calls, in room movies, room service or tips for
418 baggage handling. An exception is that an employee is permitted two phone calls home. Miscellaneous
419 expenses will be considered with proper justification.

420
421 The City will not pay for any expenses for the employee's spouse or children in connection with all travel
422 and lodging unless specifically exempted from this policy by the Mayor and Council.

423
424 The rental of cars is subject to approval, in advance, by the department head, or the Mayor's office in the
425 case of department head travel, or by the Council in the case of Council member travel. Employees may
426 rent cars while on travel status when other means of transportation are unavailable, more costly, or
427 impractical. The lowest cost vehicle necessary to achieve the necessary travel shall be rented.

428
429 In addition to the cost of the rental, the employee shall be reimbursed for necessary and reasonable
430 expenses incurred for the following items:

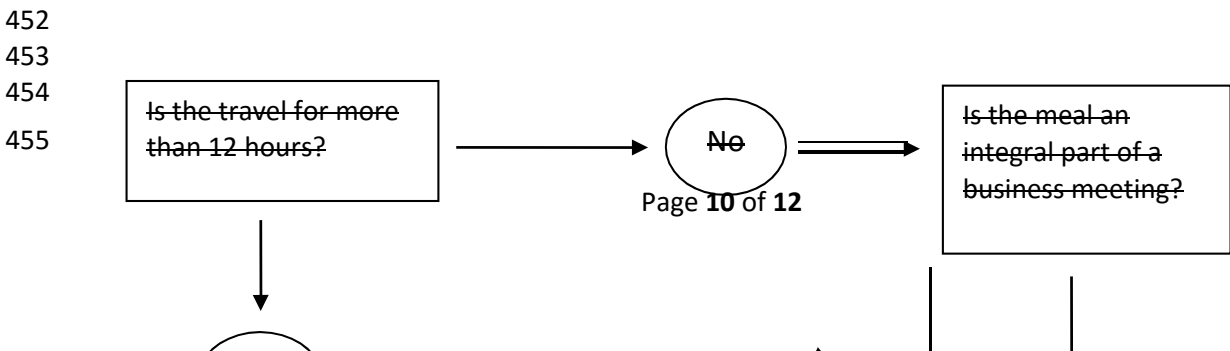
- 431
432 1. Gasoline, oil and emergency repairs to the rental vehicle
433 2. Parking
434 3. Toll charges.

435
436 0210—Same Day Travel—General
437

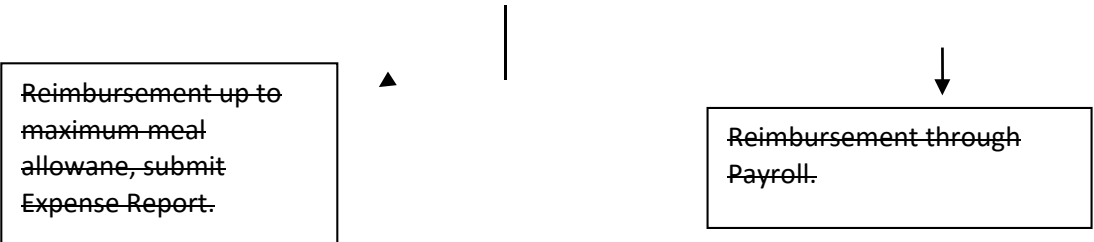
438 Employees whose travel is for less than 24 hours are encouraged to use a city vehicle provided by their
439 department, or the Mayor's office. Otherwise, the City will reimburse that employee actual mileage times
440 the current Federal reimbursement rate according to the IRS. Itemized receipts are required for
441 expenses such as meals, tolls, parking, etc. With the exception of taxable meals, same day travel should be
442 accounted for on the Travel Expense Report.

443
444 0211—Taxable Reimbursement
445

446 Meal reimbursement for same day travel is considered taxable income and will be included in the
447 employee's pay. The only exception is if the meal is an integral part of the business meeting, in a clear
448 business setting, and directly related to City business. See the following flow chart to determine if the meal
449 is taxable. If it is not taxable, it should be accounted for on the Travel Expense Report together with any
450 other expenses for the trip. If it is taxable, a separate Travel Expense Report for the meal(s) should be
451 completed and attached to the bi-weekly payroll report for the department.



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When reimbursement for meal(s) is made to an employee through the City's payroll system, this money is subject to the employee's rate of IRS withholding, and at the end of the year will appear as wages on the employee's W-2, since the IRS does not consider the cost of these meals a deductible business expense.

City of Salisbury

Name: _____ Travel Expense Report Dep

Purpose of Trip: _____
 Meeting Date(s): _____ Date Advance Needed: _____
 Location: _____ Department Head Advance Approval: _____
 Advance Requested: \$ _____ Department Head Expense Approval: _____

Date	Departed From/ Arrived At	Time	Auto		Air Rail	Car Rental	Taxi, Parking Tolls, Etc.	Lodging	Meals or Per Diem
			Miles	\$					

<u>Taxable Travel – Meals Only</u>	Check Here and Submit With Department Payroll
---	--

Notes:

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~~Be sure to attach receipts for all expenditures~~
~~Attach personal check if advance exceeds expenses, or cash can~~
~~be turned in at Finance Department 2005 Mileage Reimbursement~~
Rate is ~~\$0.40~~^{1/2} /mile

Underlined and Bold indicate additions
~~Strikethrough~~ indicate deletions

THE ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the City of Salisbury held on the ____ day of _____ 2019, and is to become effective immediately upon adoption.

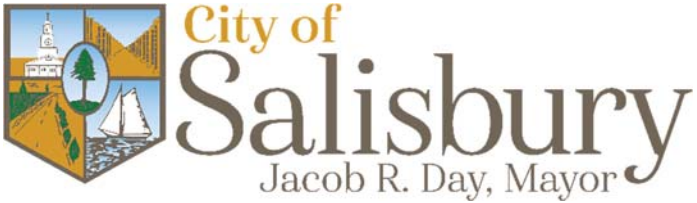
ATTEST:

Diane K. Carter, Assistant City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2019.

Jacob R. Day, Mayor



MEMORANDUM

To: Julia Glanz, City Administrator
From: Tom Stevenson, Director of Field Operations
Subject: 6 Month Extension of Two Acting Positions in FO Sanitation Department (2nd)
Date: 9/18/19

Due to an extended absence by the Sanitation Department's Supervisor, Marc Gonzales, Jerimiah Arrington is temporarily reassigned from MEO III to Sanitation Supervisor which was effective on 11/14/2018. This reassignment has also vacated Jerimiah Arrington's position of MEO III which is now temporarily assigned to Michael Smiley effective 12/10/2018.

On July 23, 2019, by consent of Resolution No. 2966, it was approved for these two positions to be extended for six (6) additional months. Therefore, this extends the "Acting" status of Jerimiah Arrington until November 14, 2019 and "Acting" status of Michael Smiley until December 10, 2019.

At this time, the Sanitation Supervisor, Marc Gonzales' status has not been determined, therefore we are seeking the advice and consent of the City Council to extend both temporary assignments an additional six (6) months. Therefore, this will extend the "Acting" status of Jerimiah Arrington until May 14, 2020 and "Acting" status of Michael Smiley until June 10, 2020.

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

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RESOLUTION NO. 2979

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND AGREEING TO THE EXTENSION OF THE ACTING STATUS FOR ACTING SANITATION SUPERVISOR JERIMIAH ARRINGTON, AND ACTING MOTOR EQUIPMENT OPERATOR III MICHAEL SMILEY, BOTH ASSIGNED TO THE DEPARTMENT OF FIELD OPERATIONS.

WHEREAS, the City’s Employee Handbook, Section 0308, provides that employees may only serve in acting status for a term of six months unless they have the advice and consent of the Council; and

WHEREAS, Jerimiah Arrington has been serving in “Acting” status since November 14, 2018 and reached his six-month anniversary on May 14, 2019; and Michael Smiley has been serving in “Acting” status since December 10, 2018 and reached his six-month anniversary on June 10, 2019; and

WHEREAS, by consent of Council per Resolution No. 2966 dated July 22, 2019, it was approved to extend the “Acting” status of Jerimiah Arrington until November 14, 2019, and to extend the “Acting” status of Michael Smiley until December 10, 2019; and

WHEREAS, the Director of Field Operations desires that Jerimiah Arrington and Michael Smiley continue serving in acting capacity and would like to extend their acting status for an additional six months.

NOW THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby agrees to extend the “Acting” status of Jerimiah Arrington until May 14, 2020 and to extend the “Acting” status of Michael Smiley until June 10, 2020.

THE ABOVE RESOLUTION was introduced, read, and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the _____ day of _____, 2019, and is to become effective immediately upon adoption.

ATTEST:

Diane K. Carter, Assistant City Clerk

John R. Heath, President
Salisbury City Council

APPROVED by me this ____ day of _____ 2019

Jacob R. Day, Mayor

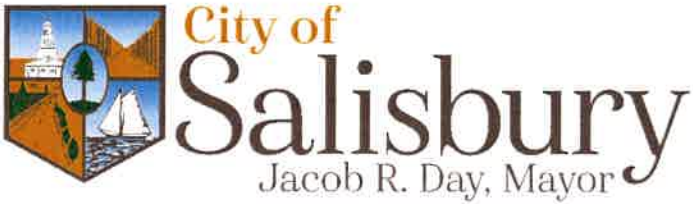


City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

October 14, 2019

- | | |
|--|--------------|
| 1. Award of Bid | \$149,175.00 |
| ITB 20-103 Park WTP Insertion Valve Installation | |
| 2. Change Order #4 | \$ 35,090.00 |
| ITB 101-17 Hampshire Road Lift Station | |



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: October 14, 2019
Subject: Award of Bid
ITB 20-103 Park WTP Insertion Valve Installation

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for qualified and experienced contractors to furnish all labor, material and equipment necessary to install a horizontal 20" gate valve on an active water main located at the Park Water Treatment Plant.


The City followed standard competitive bidding practices by advertising in the Daily Times and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace Advantage. One (1) vendor submitted a bid by the due date and time of August 20, 2019, at 2:30 p.m:

Vendor	Total Bid
TK Construction Company, Inc.	\$149,175.00

The Department of Procurement hereby requests Council's approval to award Contract ITB 20-103 to TK Construction Company, Inc., in the amount of \$149,175.00. Funding is available in the construction project account for the replacement of distribution piping 96113-513026-50030.



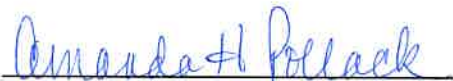
City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director of Infrastructure & Development 
Date: October 2, 2019
Re: Contract ITB 20-103 – Award of Bids Park WTP Insertion Valve Installation

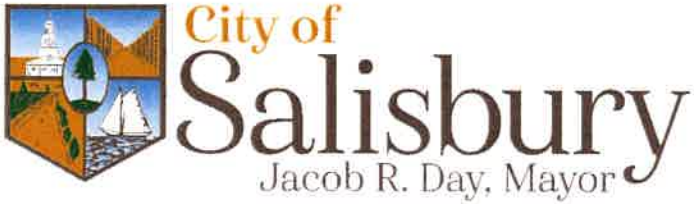
The Department of Infrastructure and Development recently worked with the Procurement Department to advertise a bid for the Park WTP Insertion Valve Installation. The installation involves dewatering, excavation, and shoring to place the 20" horizontal gate valve on an active water main. The work also includes all soft goods and materials for the installation of the horizontal valve.

Bids were opened on Tuesday, August 20, 2019 at 2:30 PM for Contract ITB 20-103. One bid was received. TK Construction was determined to be the lowest responsive and responsible bidder with a total bid of \$149,175.00.

The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Staff called references for TK Construction and each was complementary of the work performed and would hire the contractor again. The City has also worked successfully with TK Construction in the past. The Department of Infrastructure and Development recommends awarding the contract to TK Construction for \$149,175.00 for the work specified in the Invitation to Bid 20-103. Funds are available in account 96113-513026-50030 in the amount of \$100,000.00 and 96113-513026-50039 in the amount of \$49,175.00.



Amanda H. Pollack, P.E.
Director of Infrastructure & Development



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: October 14, 2019
Subject: Change Order #4 to ITB 101-17
Hampshire Road Lift Station Replacement

The Department of Procurement received a request from the Department of Infrastructure & Development to process Change Order #4 in the amount of \$35,090.00 for Invitation to Bid (ITB) 101-17 Hampshire Road Lift Station Replacement. This Change Order provides for a new force main discharge manhole which will mitigate the possibility of overflow. Funds are available in the Hampshire Road Lift Station project account 97010-513026-55013

The Department of Procurement requests Council's approval to process Change Order #4 as noted above to George & Lynch, Inc.



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director of Infrastructure & Development *AP*
Date: August 21, 2019
Re: Contract 101-17 Hampshire Road Sewage Lift Station Replacement and Upgrade

Through Contract 101-17 Construction Services for Hampshire Road Sewage Lift Station Replacement and Upgrade, George & Lynch, Inc. was contracted by the City to provide Construction Services and repaving for the City's Lift station located at the intersection of Hampshire Road and Northgate Drive.

Change Order No.4 is to improve the forcemain discharge arrangement. Currently, the new forcemain ties into an existing manhole. During field testing of the new pump station it was determined that if both pumps are running, then the manhole could surcharge. To eliminate the possibility of surcharge and to prevent a possible Sanitary Sewer Overflow, a new dedicated forcemain discharge manhole will be installed. Additionally, a section of pipe one size larger than the forcemain diameter will be installed to dissipate velocity prior to entering the manhole. George & Lynch was asked to provide Labor and Material cost to implement this correction; which was given at a cost of \$35,090.00. The contract amount of \$1,404,825.00 will increase, as noted below:

Task #	Description	Adjustment
1	MOT (Maintenance of Traffic)	\$2,700.00
2	FM relocate with new standard manhole	\$31,890.00
3	Labor for Pump additional pump test	\$500.00
	TOTAL Change Order No. 4	\$35,090.00

A memo from GMB, the Vendor providing Construction Administration services, is attached and provides a recommendation to proceed with the change order. Please process Change Order No. 4 which results in an increase of \$35,090.00. The contract end date of June 30, 2019 will increase by 110 calendar days to October 18, 2019. Funding is available in the following account 97010-513026-55013.



GEORGE, MILES & BUHR, LLC

◆◆◆◆

ARCHITECTS
ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
PH 410.742.3115
PH 800.789.4462
FAX: 410.548.5790

SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com

◆◆◆◆

MEMO

TO: CoS Department of Infrastructure and Development DATE: 08-19-19

ATTN: Charles Kulp RE: Hampshire Road Sewage Lift Station Replacement & Upgrade Change Order No.2

FROM: Chris Derbyshire, P.E. GMB NO: 180005

Urgent For Review Please Reply Please File

GMB offers the following recommendation specific to those items included under George & Lynch's Force Main Realignment PCO:

Force Main Realignment: At the request of the City, and in accordance with the attached City of Salisbury prepared drawing, this work involves modification of the force main discharge point to incorporate a new force main discharge manhole immediately upstream of that which was constructed under the project. The modifications will allow for a more direct discharge of the force main thereby allowing it to be in line with the existing gravity sewer.

The modifications are necessary to alleviate surcharging of the discharge manhole which is currently experienced and is further complicated with a commercial sewer lateral also discharging to this manhole. Surcharging of the sewer was observed during extensive testing of the new lift station, whereby the discharge rate of the lift station was maximized and sustained over a long period of time. The increased discharge rate of the lift station is attributable to the City's decision to upsize the force main from 4-inch to 6-inch at the time when the lift station project was Bid.

The cost of work associated with this PCO results in a cost increase of \$35,090.00 to the Contract amount. Maintenance of Traffic (MOT) effort for this additional work within the roadway is also included within the PCO. Also included in the PCO are costs associated with George & Lynch's labor for an additional pumping test to quantify the hydraulic impact of the increased pumping capacity to the current force main discharge point.

GMB has reviewed the PCO and is of the opinion that the costs shown are reasonable for the scope of work proposed. Additional contract time is also needed to procure materials and construct the modifications, George and Lynch has requested an additional 30-contract days associated with this PCO. Similar to the cost of the work, GMB believes that the time requested for the PCO is reasonable as well. Accordingly, GMB recommends that the City approve George & Lynch's Force Main Realignment PCO.

-END MEMO-



July 26, 2019

Mr. Chris Derbyshire, P.E.
George, Miles, & Buhr
206 West Main Street
Salisbury, Maryland 21801

Re: **Hampshire Road Lift Station
RFP**

Dear Mr. Derbyshire:

We are pleased to offer this proposal to furnish materials, as specified herein, for realignment of force main per owner's request. Price is based on sketch provided. Scope of work as follows:

Forcemain Realignment **\$35,090.00**

- Install new 6" Force Main and Gate Valve
- Install new 48" Sanitary Manhole
- Interior coating 48" Sanitary Manhole
- Install 8x6 Reducer
- Install 8" Force Main
- Install 8" Gravity Main
- Core 8" open in existing brick manhole
- Maintenance of Traffic
- Labor for additional pump tests

PROPOSAL TOTAL **\$35,090.00**


DESCRIPTION	LABOR	EQUIPMENT	MATERIAL	TOTAL
MOT	\$500.00	\$200.00	\$2,000.00	\$2,700.00
FM Relocate with manhole	\$6,480.00	\$7,810.00	\$17,600.00	\$31,890.00
Labor For Pump Tests	\$500.00	\$0.00	\$0.00	\$500.00
TOTALS	\$7,480.00	\$8,010.00	\$19,600.00	\$35,090.00

George & Lynch, Inc.
150 Lafferty Lane / Dover, Delaware 19901
Telephone 302-736-3031 / Fax 302-734-9743 / WWW.GEOLYN.COM

Infrastructure Contractor—Since 1923

**Infrastructure &
Development**

Memo

To: Amanda Pollack, Director Infrastructure & Development
From: William T Holland 
Date: 9/13/2019
Re: Adoption of Maryland Building Performance Standards

Attached is an ordinance updating the City's current building codes, from the 2015 International Building Codes to the 2018 International Building Codes with local amendments.

The purpose of establishing building codes is protect the public health, safety, and general welfare as they relate to the construction and occupancy of buildings and structures.

Let me know if there's any questions.

1 ORDINANCE NO. 2562

2 AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND SECTIONS 15.04.010, 15.04.020,
3 AND 15.04.030 OF CHAPTER 15.04 BUILDING CODE BY ADOPTING UPDATED STANDARD CODES
4 IN SECTION 15.04.010; AMENDING THE AMENDMENTS TO THE INTERNATIONAL BUILDING
5 CODE (2018) (IBC) IN SECTION 15.04.020; AND AMENDING THE AMENDMENTS TO THE
6 INTERNATIONAL PLUMBING CODE (2018) (IPC) IN SECTION 15.04.030, AND TO AMEND SECTION
7 15.24.040 OF CHAPTER 15.24 HOUSING STANDARDS TO ADOPT THE UPDATED STANDARD
8 CODES.

9 WHEREAS, the ongoing application, administration and enforcement of Title 15,
10 Buildings and Construction, of the City of Salisbury Municipal Code, demonstrates a need for its
11 periodic review, evaluation and amendment to keep Title 15 current; and

12 WHEREAS, the Mayor and City Council may amend Chapter 15.04, Building Code,
13 pursuant to the authority granted in SC 2-15 of the Salisbury City Charter and §12-501, et seq.
14 of the Public Safety Article, Maryland Annotated Code and related COMAR regulations; and

15 WHEREAS, the Mayor and City Council have requested that the Department of
16 Infrastructure and Development periodically review Title 15 in light of existing building trends
17 and practices and code updates; and

18 WHEREAS, the adoption of the Department of Infrastructure and Development does
19 recommend approval of the proposed code changes.

20 NOW, THEREFORE, be it enacted and ordained by the Council of the City of Salisbury,
21 Maryland, that Sections 15.04.010, 15.04.020, 15.04.030, and 15.24.040 be amended as
22 follows:

23 Chapter 15.04

24 BUILDING CODE

25 15.04.010 Adoption of Standards Codes

26 The City of Salisbury adopts the following Standard Codes:

- 27 A. International Building Code (~~2015~~2018) (IBC);
 - 28 B. International Residential Code (~~2015~~2018) (IRC);
 - 29 C. International Energy Conservation Code (~~2015~~2018) (IECC);
 - 30 D. International Mechanical Code (~~2015~~2018) (IMC);
 - 31 E. International Plumbing Code (~~2015~~2018) (IPC);
 - 32 F. International Fuel Gas Code (~~2015~~2018) (IFGC);
 - 33 G. International Existing Building Code (~~2015~~2018); and
 - 34 H. Maryland Accessibility Code; and
 - 35 I. International Green Construction Code, (2108) (IGCC).
- 36

37 15.04.020 Amendments to the International Building Code (~~2015~~2018)

38 The following additions and deletions are made to the International Building Code (~~2015~~2018):

39 A. Chapter 1 delete Section 101.2.1 Appendices, and replace with the following: Paragraph
40 101.2.1 Appendix provisions on Appendix B. Building Board of Appeals and Appendix I.
41 Patio Covers are adopted as part of the IBC.

42 B. Chapter 1 delete [A] 101.4.4 Property Maintenance.

43 C. Chapter 1 amend [A] 102.6 Existing Structures. The legal occupancy of any structure
44 existing on the date of adoption of this code shall be permitted to continue without
45 change, except as otherwise specifically provided for in this code, the International
46 Existing Building Code, City of Salisbury Property Maintenance Code, International Fire
47 Code or the NFPA Life Safety Code 101 (2018).

48 ~~D. Chapter 1 delete [A] 104.2.1 Determination of substantially improved or substantially~~
49 ~~damaged existing buildings and structures in flood hazard areas.~~

50 ~~D.E. Chapter 1 delete [A] 105.2 Work exempt from permit: 2. Fences not over 7 feet~~
51 ~~(2134mm) high and replace with the following:~~

52 ~~[A] 105.2 Work exempt from permit.~~

53 ~~2. Fences less than fifty (50) lineal feet.~~

54 ~~E.F. Chapter 1 add [A] 105.2.14 Work exempt from permit: 14. to read as follows:~~

55 ~~“Replacement windows, doors, vinyl/aluminum siding and custom trim.” Exception:~~

56 ~~Windows being replaced in bedrooms shall not be reduced in size or shall comply with~~
57 ~~the minimum requirements of [A] 102.6.~~

58 ~~F.G. Chapter 1 amend [A] 109.4 Work commencing before issuance of a permit issuance.~~

59 Any person who commences any work on a building, structure, electrical, gas,
60 mechanical or plumbing system before obtaining the necessary permits may be subject
61 to a permit fee two times the amount of the original fee.

62
63 15.04.030 Amendments to the International Plumbing Code (~~2015~~2018).

64 The following additions and deletions are made to the International Plumbing Code
65 (~~2015~~2018):

66 A. ~~Chapter 1 amend [A] 106.1. Any owner, owner’s authorized agent or contractor who~~
67 ~~desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of~~
68 ~~a building or structure, or erect, install, enlarge, alter, repair, remove, convert or replace~~
69 ~~any plumbing system, the installation of which is regulated by this code, or to cause any~~
70 ~~such work to be performed, shall first make application to the code official and obtain~~
71 ~~the required permit for the work. All work as defined as plumbing in Chapter 2~~
72 ~~Definitions, shall be performed by a Maryland registered master or Maryland registered~~
73 ~~journeyman plumber.~~

74 ~~B. Chapter 1 amend [A] 106.3 Application for permit. Each application for a permit, with the~~
75 ~~required fee, shall be filed with the code official on a form furnished for that purpose~~
76 ~~and shall contain a general description of the proposed work and its location. The~~
77 ~~application shall be signed by the master plumber of record.~~

78 ~~C. Chapter 10 delete Chapter 10 Traps, Interceptors and Separators in its entirety and~~
79 ~~replace with the following:~~

80 The ~~2007~~ 2019 Washington Suburban Sanitary Commission Fats, Oils and Grease
81 Requirements. ~~Section – 1003 Interceptors and Separators with amendments.~~

82

83 15.24.040 – Referenced standards.

84 A. Where the following codes are referenced within this Code, they shall be
85 considered part of the requirements of this Code to the prescribed extent of
86 each such reference:

- 87 1. International Building Code (~~2015~~2018) (IBC);
- 88 2. International Residential Code (~~2015~~2018) (IRC);
- 89 3. International Energy Conservation Code (~~2015~~2018) (IECC);
- 90 4. International Mechanical Code (~~2015~~2018) (IMC);
- 91 5. International Plumbing Code (~~2015~~2018) (IPC);
- 92 6. International Fuel Gas Code (~~2015~~2018) (IFGC);
- 93 7. International Existing Building Code (~~2015~~2018) (IEBC);
- 94 8. Maryland Accessibility Code; ~~and~~
- 95 9. National Electrical Code (2014); ~~and~~
- 96 10. International Green Construction Code (2018) (IGCC).

97

98 Underlined indicate additions

99 ~~Strikethrough~~ indicate deletions

100

101 AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF
102 SALISBURY, MARYLAND, that the Ordinance shall take effect as of January 1, 2020.

103 THIS ORDINANCE was introduced and read at a meeting of the Council of the City of
104 Salisbury held on the ____ day of _____, 2019, and thereafter a statement of the
105 substance of the ordinance having been published as requested by law in the meantime,
106 was finally passed by the Council on the ____ day of _____, 2019.

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108 ATTEST:

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Diane K. Carter, Assistant City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2019.

Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Amanda H. Pollack, P.E., Director of Infrastructure & Development
Date: September 4, 2019
Re: Budget Amendment for Community Centers

AP

The Department of Infrastructure & Development is requesting consideration for a budget amendment to appropriate additional funds to the Community Center project.

The construction to renovate the Newton Street Community Center is underway. The construction contract value is \$355,169.00. The costs of the renovation will exceed the allotted budget due to unforeseen conditions and changes to the exterior materials to comply with Historic District guidelines. A change order is being negotiated with the Contractor and will be presented upon appropriation of additional funds. The additional funding will also be used to purchase furniture and fixtures within the Community Center. The additional funding requested for the Newton Community Center is \$125,000.00.

Additionally, the City desires to purchase the Truitt Street Community Center. The City has received a grant for the majority of the purchase. The additional funding requested for the Truitt Street Community Center purchase is \$25,000.00.

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

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ORDINANCE NO. 2563

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE CITY'S CAPITAL PROJECT FUND BUDGET AND THE FY2020 GENERAL FUND BUDGET TO APPROPRIATE FUNDS FOR COMMUNITY CENTERS.

WHEREAS, Ordinance No. 2394 authorized the City to sell bonds in FY17 which appropriated funds for various capital projects; and

WHEREAS, the FY17 bond includes funding for Community Centers; and

WHEREAS, the City has contracted for the construction of the renovations to the Newton Street Community Center and the costs of the renovations will exceed the allotted budget; and

WHEREAS, the City desires to purchase the Truitt Street Community Center.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City's Capital Projects Fund Budget be and hereby is amended as follows:

Project Description	Account Description	Account	Amount
Revenues:			
Community Center Newton	PayGO General Fund	98117-469313-48029	125,000
Community Center Truitt	PayGO General Fund	98117-469313-48029	25,000
Expenditures:			
Community Center Newton	Construction	98117-513026-48029	125,000
Community Center Truitt	Land	98117-577010-48029	25,000

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BE IT FURTHER ORDAINED, BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT THE City's Fiscal Year 2020 General Fund Budget be amended as follows:

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1. Increase Current Year Surplus by \$150,000.00
 2. Increase Transfer General Capital Projects by \$150,000.00

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THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this ____ day of _____ 2019, 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 _____, 2019.

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ATTEST:

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Diane K. Carter, Assistant City Clerk

John R. Heath, President
Salisbury City Council

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APPROVED BY ME THIS ____ day of _____, 2019.

Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

September 30, 2019

TO: Julia Glanz
FROM: Colonel David Meienschein
SUBJECT: Ordinance – Budget Amendment

Attached is an ordinance to accept funds from the Heron Agility Group, The Furry Friends Group and from Mrs. Allison Niles, in memory of her mother, Mrs. Joan Clark in the amount of \$3,000.

I am requesting these funds to be put into our animal supplies account 21021-546010 which will be used to purchase the Police K-9 Bullet Proof Vest.

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

David Meienschein
Assistant Chief of Police

ORDINANCE NO. 2964

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY20 GENERAL FUND BUDGET TO ACCEPT AND APPROPRIATE THE FUNDS RECEIVED FROM THE HERON AGILITY GROUP, FURRY FRIENDS PET SERVICES, AND MRS. ALLISON NILES IN MEMORY OF HER MOTHER MRS. JOAN CLARK, FOR THE PURCHASE OF K-9 BULLET PROOF VESTS.

WHEREAS, Mrs. Denise Jest, of The Heron Agility Group wishes to donate up to \$1,000.00 to the Salisbury Police Department to be used toward the purchase of a police K-9 Bullet Proof Vest; and

WHEREAS, Mrs. Valarie DeLisle, of The Furry Friends Pet Services wishes to donate up to \$1,000.00 to the Salisbury Police Department to be used toward the purchase of a police K-9 Bullet Proof Vest; and

WHEREAS, Mrs. Allison Niles, in memory of her mother, Mrs. Joan Clark, wishes to donate up to \$1,000.00 to the Salisbury Police Department to be used toward the purchase of a police K-9 Bullet Proof Vest; and

WHEREAS, the funds received from The Heron Agility Group, The Furry Friends Pet Services, and Mrs. Allison Niles (\$3,000.00) will directly benefit the Salisbury Police Department K-9 Program; and

WHEREAS, the Salisbury Police Department requests that these funds in the amount of \$3,000.00 be placed in the SPD K-9 Animal Supplies Account, 21021-546010 to purchase Police K-9 Bullet Proof Vests.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that funds of up to \$3,000 be accepted from the Heron Agility Group, The Furry Friends Pet Services, and Mrs. Allison Niles, in memory of her mother, Mrs. Joan Clark;

AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2020 General Fund Budget be and is hereby amended as follows:

- 1) Increase General Fund Revenue by \$3,000.00
- 2) Increase the Police Department budget by \$3,000.00.

BE IT FURTHER ORDAINED 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 this _____ day of _____, 2019, 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 _____, 2019.

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ATTEST:

Diane K. Carter, Assistant City Clerk

John R. Heath, President
Salisbury City Council

Approved by me this _____ day of _____, 2019

Jacob R. Day., Mayor



City of
Salisbury
Jacob R. Day, Mayor

To: Julia Glanz, City Administrator
From: Amanda H. Pollack, P.E., Director of Infrastructure & Development
Date: October 7, 2019
Re: Budget Amendment – MDOT Reimbursement Funds

AP

The Department of Infrastructure & Development is requesting consideration for a budget amendment to move funds received from MDOT to an operating account. The City recently received a reimbursement payment from MDOT-SHA for the Citywide Resurfacing Program which is under the State-Aid Program. Please see the attached letter from MDOT September 3, 2019.

As the Department of Infrastructure & Development wishes to use the reimbursed funds to continue and expand the Citywide Paving and Concrete Repair Programs this year, it is requested that these funds be moved into the FY20 Citywide Street Maintenance Account 31000-534318. The amount of the reimbursement is \$101,178.62.

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



STATE HIGHWAY
ADMINISTRATION

RECEIVED

SEP 09 2019

CITY OF SALISBURY D. I. D.

Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Pete K. Rahn
Secretary
Gregory Slater
Administrator

September 03, 2019

Amanda H. Pollack, P. E; Director
City of Salisbury
Department of Public Works
125 N. Division Street
Salisbury, MD 21801

Re: **045-000S(7) FY19 Street Resurfacing**

Dear Ms. Pollack:

The Maryland State Highway Administration is processing a voucher in the amount of **\$101,178.62** for payment by the State Comptroller's Office in Annapolis.

Your office will receive payment issued by the State Treasury in Annapolis for the above amount applicable to the project(s) referenced above.

Please defer any inquiry on the status of this reimbursement until thirty (30) days from the date of this notice.

Your cooperation in this matter would be appreciated.

Very truly yours,

Regina Kidd, Chief
Federal Aid Billing Section
Capital Program Division

ORDINANCE NO. 2565

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY20 BUDGET TO APPROPRIATE FUNDS FOR STREET RESURFACING AND CONCRETE REPAIR.

WHEREAS, the City of Salisbury Department of Infrastructure and Development has completed paving and concrete repair projects throughout the City that are eligible for reimbursement from MDOT-SHA; and

WHEREAS, the City has received a reimbursement from MDOT-SHA in the sum of \$101,178.62; and

WHEREAS, the Department of Infrastructure and Development seeks to reimburse the operating account from which the original appropriation was budgeted in order to continue the Citywide Paving and Concrete Programs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City’s Fiscal Year 2020 budget is hereby amended as follows:

1. Increase the MDOT Reimbursement Account by \$101,178.62
2. Increase the Citywide Street Maintenance (31000-534318) budget by \$101,178.62

BE IT FURTHER ORDAINED 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 _____, 2019, 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 _____, 2019.

ATTEST:

Diane K. Carter, Assistant City Clerk

John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS:

_____ day of _____, 2019

Jacob R. Day, Mayor