



**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

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**OCTOBER 21, 2019  
COUNCIL CHAMBERS  
GOVERNMENT OFFICE BUILDING**

- 4:30 p.m. Ordinance – CFES Grant for Salisbury Youth Civics Council – Neighborhood Relations Manager Kevin Lindsay, Youth Development Specialist Jermichael Mitchell
- 4:40 p.m. Ordinance – Budget Amendment - Insurance Claim Check – Fire Chief John W. Tull
- 4:50 p.m. Ordinance – Budget Amendment - Sale of Surplus Items – Fire Chief John W. Tull
- 5:00 p.m. Ordinance – Budget Amendment in the case of a tie election – Asst. City Clerk Diane Carter
- 5:10 p.m. Salisbury Board of License Commissioners – Council discussion
- 5:20 p.m. Motion to Convene in Closed Session to consult with staff, consultants, or other individuals about pending or potential litigation in accordance with the Annotated Code of Maryland §3-305(b)(8)
- 5:35 p.m. Convene in Open Session/Report to Public/Council discussion
- 5:40 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.  
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).*

*Posted 10/17/19*

# Finance Department / HCDD

## MEMO

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**To: Keith Cordrey**

**From: Robert McClure**

**Subject: Ordinance – Budget Amendment – Acceptance of Community Needs Grant funding through the Community Foundation of the Eastern Shore to support the Salisbury Youth Civics Council.**

**Date: October 2, 2019**

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In 2019, the City of Salisbury submitted an application to the Community Foundation of the Eastern Shore (CFES) to be considered for funding through their Community Needs Grant. This grant solicited funds to support the work of the Youth Civics Council (SYCC) for the 2019/2020 school year, and included funding for supplies and food. From this application, the City of Salisbury has been approved for \$3,512. These funds are to be appropriated into a new account to serve this purpose.

Attached are several pages from the grant application/agreement with the amount of the grant awarded highlighted on page 4.

Please forward this information to the City Council to be placed on the work session agenda for the October 21, 2019 meeting, then on the legislative agenda for first reading at the October 28, 2019 meeting, and second reading / final passage at the November 12, 2019 meeting. Thank you for your assistance.



Robert A. B. McClure  
Grants Coordinator  
Finance Department / HCDD

Attachments

CC: Olga Butar  
Deborah Stam  
Julia Glanz  
Andy Kitzrow  
Kim Nichols  
Diane Carter  
Kevin Lindsay  
Mark Tilghman  
Kristine Devine

## FY20 Round 1 Community Needs Grants - City of Salisbury | Lindsay, Kevin

### Applicant View

#### Agency Information

Agency Information	
*EIN Number (no dash necessary):	526000806
*Agency Name:	City of Salisbury, MD
*Street Address:	207 W. Main Street
Street Address 2:	
*City:	Salisbury
*State:	MD
*Zip Code:	21801
*Agency Type:	Government agency
*Phone Number:	410-341-9550
*Executive Director/Church Elder/School Principal/Governmental Official Name:	Kevin Lindsay
*Email:	klindsay@salisbury.md
Project Details	
*Project Name or Single Sentence Description (max 15 words):	
Youth Civics Council	
*Project Coordinator:	Kevin Lindsay
*Email:	klindsay@salisbury.md
*Anticipated Project Start Date:	8/26/2019
*Anticipated Project Completion Date:	6/19/2020
*Amount Requested (Max \$5,000):	\$3,902
*Has your organization previously applied for grants from CFES?	Yes
*Has your organization participated in any CFES sponsored grant writing workshops or courses?	Yes

#### Demographics Information

Demographics Information	
*Geographic area of residents to be served by this grant project:	Wicomico
*Primary age group to be served by this grant:	Child (5-18)
*Approximate number of people this grant will serve:	15
*Mission Focus (choose the community need closest to your mission focus): **Community Improvement = Alliances, Chambers, Economic Development, Neighborhood Associations, Service Clubs, etc.***Youth Development = Centers, Clubs, Mentoring, Scouting, Professional Societies, etc.	Youth Development***
*Project Focus(choose the community need closest to your project/program focus):	Civil/Social Action/Advocacy

#### Project Proposal Narrative

Project Proposal Narrative All responses are 200 words or less
*Briefly describe the specific purpose and evidence of need for which this grant is requested:
<p>The City of Salisbury Youth Civics Council (SYCC) is an official extension of the Salisbury City Council. The SYCC mission is to mobilize and empower youth, grades 7-12, of our community by providing meaningful opportunities to engage in civic leadership and service learning. The City of Salisbury has doubled down our commitment to serving the youth in our community by hiring a full-time Youth Specialist. This position has a varying portfolio to make sure that strong, results/metric driven programs are created to have a lasting impact. The SYCC has been revamped and will focus on five areas; music and the arts, homelessness, youth, elderly, and legacy. The SYCC will have 15 student cohort and will meet two times a month. They will learn leadership and organizational skills, along with developing projects around the five areas. At the end of the year the students will present their finished projects and recommendations to the City Council and any other appropriate body. The budget will be used for notebooks, leadership curriculum, project materials, and snacks. We look forward to developing strong leaders that will give back in our community.</p>

## FY20 Round 1 Community Needs Grants - City of Salisbury | Lindsay, Kevin

*Are there any other agencies/organizations in the area doing this or similar work?	No
*Are you partnering with any local agencies for this project?	No
Project Management Capacity	
*Who is the staff person(s) carrying out and supervising this project?	
Jermicael Mitchell, Youth Development Specialist and Kevin Lindsay, Neighborhood Relations Manager.	
*Name:	Kevin Lindsay
*Title:	Neighborhood Relations Manager The city
*Email address:	klindsay@salisbury.md
*Why is your agency uniquely situated to deliver this program?	
Mayor Day and the City of Salisbury has decided that the youth are as vital to cities growth just as much as anyone. We have started, PAL ( Police Athletic League) program with Salisbury Police Department, a summer youth work program, and have opened up one community center and are in the process of opening up another one. We are fully committed in developing youth in all areas. This would be another extension of that.	
If you have additional comments or important information you want us to know about this project, please document that in the following comment box:	

### Budget Information

Budget Information	
Expense Table Worksheet:	
Please download the expense table worksheet and upload it once completed:	
*Upload the Expense Table Worksheet:	Expense Table Worksheet (1) (3) (7).xlsx
Budget Narrative:	
Note: Please enter the narrative for all the Project Expenses as per the Project Expenses that you have entered on the uploaded Expense Table Worksheet.	
*Budget Narrative for Project Expense 1:	
4 packs of pens at \$5.59 apiece	
*Add another Expense 2:	Yes
*Budget Narrative for Project Expense 2:	
15 Handbooks at \$185.00 a piece	
*Add another Expense 3:	Yes
*Budget Narrative for Project Expense 3:	
20 shirts at \$9.24 a piece	
*Add another Expense 4:	Yes
*Budget Narrative for Project Expense 4:	
15 Hats at \$13.01 a piece	
*Add another Expense 5:	Yes
*Budget Narrative for Project Expense 5:	
Food from Old town Deli. Refreshments, sandwiches, chips and light snacks for the entire school year for 20 meetings throughout school year.	
*Add another Expense 6:	No
*Total project expenses from Expense Table Worksheet:	\$3,902
*Amount requested from the Community Foundation:	\$3,512
*Percentage of the project budget being requested from the Community Foundation:	90
Project Revenue	

## FY20 Round 1 Community Needs Grants - City of Salisbury | Lindsay, Kevin

List all potential funding sources for this project including those that may be pending approval through a donor or grant maker. Note: Please be sure to consider and include all potential sources of in-kind support (including volunteer hours, donated materials, etc.) associated with the project. Matching fund requirement: A minimum of 10% of revenue must come from sources other than CFES.

*Government Grants Amount:	\$0
*Community Foundation Grants (this request):	\$3,512
*Other Foundation Grants Amount:	\$0
*United Way Amount:	\$0
*Corporate Sponsors Amount:	\$0
*Individual Contributions Amount:	\$0
*Earned and/or Interest Income Amount:	\$0
*In-Kind Support Amount:	\$390
*Fundraising Income:	\$0
*Cash Contribution (general revenue) :	\$0
*Total project revenue:	3902

Note: Total project expenses must match total project revenue. If they do not match, please check your figures.

\*Please list planned and potential future funding sources that will sustain this program after the CFES grant period has ended:

Local Businesses  
Wicomico County Board of Education  
City of Salisbury

### Required Documentation

Required Documentation	
Please upload copies of the following:	
Local partner letter(s) of support, out of area applicants only:	
*Listing of current board of directors (or governing body) (Your list should include detail about board member occupation/employment and city/state):	City Organization.pdf
*Copy of most recent available signed board (or governing body) meeting minutes. These meetings should be held at least four times per year.:	Board meeting.docx
*Upload a letter of board or governing body support of this funding request, signed by the board chair or other governing body leadership:	Board meeting.docx
*Upload a Copy of current year's operating budget:	HCDD Budget.pdf
*Upload one of the following: 1) An annual audit of financial services by an independent certified public accountant for total annual revenue of \$750,000 or more. 2) A financial review by an independent certified public accountant for total annual revenues between \$300,000 and \$749,999. 3) If total annual revenues are under \$300,000, upload a compilation by an independent certified public accountant or unaudited financial statements and a 990 tax form.	FY19 Operating Budget.pdf
Please upload supporting vendor quotes or contract invoices for the budget:	

### Project Goals

Project Goals	
**Along with your individual project goals, CFES will require you to keep track of the number of volunteers, volunteer hours, number of individuals served, and the amount of grant dollars leveraged for this project. Please start planning now for this new requirement. Grant updates are due at six and twelve months post grant award.**	
*Goal 1:	to teach youth about state and local government
*Goal 2:	To teach organization, good setting, delegation of assignments and execution of different projects
Goal 3:	To teach networking and researching resources.
*How will you measure the success of this project? Discuss the ways you will measure your project goals, and the specific objectives and strategies to achieve those goals. Include details such as methods, dates, data sources and who will be responsible for project evaluation.	

## FY20 Round 1 Community Needs Grants - City of Salisbury | Lindsay, Kevin

We will measure success by end of the term(one year) evaluation forms for each youth. The meeting after each project will have a reflection period, where we will discuss pros and cons of certain project. The target number of youth that we would like to engage including the 11-15 on council, about another 100 youth. We will keep written track records, along with Jermichael Mitchell and Kevin Lindsay, from City of Salisbury, responsible for project evaluation. We will track youth by having members complete evaluation forms after each session and based off the number of youth reached based off service projects completed.

### Signature

Approval	
*Electronic Signature:	Kevin Lindsay 7/31/2019 3:34 PM
*Title:	Neighborhood Relations Manager

### Grant Agreement

Amount Awarded:	FY20 Round 1 Community Needs Grants Awarded On 09-19-2019, \$3,512
Please review the attached document for grant agreement terms for your grant award:	
*Please sign to acknowledge you have reviewed the attached grant agreement:	Kevin Lindsay 9/19/2019 12:05 PM
*Please enter the date below:	9/19/2019

### Interim Report

Interim Report	
Grant Amount:	FY20 Round 1 Community Needs Grants Awarded On 09-19-2019, \$3,512
*Grantee Organization:	
*Number of people actually served through this grant funding:	
*Number of Volunteers who served during this project:	
*Number of Volunteer Hours recorded for project:	
*Direct funding support leveraged through our grant funds (in dollar amount only):	
Note: All essay questions have a 200 word limit.	
*Describe the project for which Foundation funds were granted:	
*Report data on measurable goals of this project:	
*Please describe the impact of Foundation funds on your project:	
*What is the future of the project?	
Were there any complications or challenges to completing this project?	
Other Comments:	
Please share with us any success stories that occurred as a result of this grant:	
*Please upload copies of receipts, invoices, press releases, or other forms of publicity concerning the project:	
*Signature:	

### Final Report

Final Report	
Grant Amount:	FY20 Round 1 Community Needs Grants Awarded On 09-19-2019, \$3,512
*Grantee Organization:	
*Number of people actually served through this grant funding (numeric value only):	
*Counties actually served by this grant:	
*Number of Volunteers who served during this project:	
*Number of Volunteer Hours recorded for project:	
*Direct funding support leveraged through our grant funds (in dollar amount only):	

## FY20 Round 1 Community Needs Grants - City of Salisbury | Lindsay, Kevin

Note: All essay questions have a 200 word limit.	
*Describe the project for which Foundation funds were granted:	
*Review the goals section of your grant application. Did you meet the proposed goals?	
*Report data on measurable goals of this project:	
*Please describe the impact of Foundation funds on your project:	
*What is the future of the project?	
Were there any complications or challenges to completing this project?	
Other Comments:	
Please share with us any success stories that occurred as a result of this grant:	
*Please upload copies of receipts, invoices, and/or payroll records showing grant expenditures (totaling the full amount of the grant):	
Please upload any photos, press releases, or publicity that you would like to share from this project:	
*Signature:	

### Grant Modification Request

Grant Modification Request	
Grant Amount:	FY20 Round 1 Community Needs Grants Awarded On 09-19-2019, \$3,512
*Current balance of unspent grant funds:	
*Grantee Organization:	
*I am requesting an extension of the current grant period.	
*Current Grant End Date (one year from award date):	
*New End-Date Requested (maximum of 6 months past end of current grant period):	
*Reason for extending the grant period (briefly describe the circumstances necessitating an extension):	
*I am requesting approval to revise the budget for the remaining funds.	
*Original intention for these funds (please list the expenses for which the remaining funds were originally allocated):	
*New expenses (list the expenses for which you would now like to use the remaining funds):	
*Briefly describe the reason for the reallocation of funds:	
Additional comments (please provide any additional information that may be pertinent to this request):	
Supporting documents (optional):	
*Signature:	

**FY20 Round 1 Community Needs Grants - City of Salisbury | Lindsay, Kevin**

<b>Project Expenses</b>	<b>Item Name</b>	<b>Amount</b>	<b>Quote Source</b>
<i>Exp1</i>	<i>Pens</i>	22	Amazon
<i>Exp2</i>	<i>Handbooks</i>	1,500	Cambridge Handbook
<i>Exp3</i>	<i>Tshirts</i>	185	Custom Ink T-shirts
<i>Exp4</i>	<i>Hats</i>	195	Custom Ink T-shirts
<i>Exp5</i>	<i>Good</i>	2,000	Old town Deli
<i>Exp6</i>			
<i>Exp7</i>			
<i>Exp8</i>			
<i>Exp9</i>			
<i>Exp10</i>			
<i>Exp11</i>			
<b>(A)Total project expenses</b>		3,902	

**NOTES**

Do NOT make any changes to  
Row 1, Row 13, or Column A!



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND APPROVING A BUDGET AMENDMENT OF THE GRANT FUND TO APPROPRIATE FUNDS FROM A COMMUNITY NEEDS GRANT, FROM THE COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC., AWARDED FOR THE CITY OF SALISBURY YOUTH CIVICS COUNCIL.

WHEREAS, the Community Foundation of the Eastern Shore, Inc. (CFES) has a Community Needs Grant Fund; and

WHEREAS, the purpose of the Community Needs Grant is to provide support to a broad range of charitable programs; and

WHEREAS, youth empowerment and mobilization is identified as a critical component of the future of the City of Salisbury; and

WHEREAS, the mission of the City of Salisbury’s Youth Civics Council is to mobilize and empower the youth of our community by providing meaningful opportunities to engage in civic leadership and service; and

WHEREAS, CFES has awarded a Community Needs Grant to the City of Salisbury, which provides funding in the amount of \$3,572 for the City of Salisbury’s Youth Civics Council; and

WHEREAS, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT the City's Grant Fund Budget be amended as follows:

- 1) Increase the FY19 CFES Community Needs Grant Revenue Account (10500-426100-XXXXX) by \$3,572
2) Increase the FY19 CFES Community Needs Grant Expense Account (10500-546006-XXXXX) by \$3,572

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 October, 2019, and thereafter, a statement of the substance

45 of the Ordinance having been published as required by law, was finally passed by the Council  
46 on the \_\_\_\_ day of October, 2019.

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49 ATTEST:

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54 Kimberly R. Nichols  
55 CITY CLERK

53 \_\_\_\_\_  
54 John R. Heath  
55 COUNCIL PRESIDENT

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58 APPROVED BY ME THIS  
59 \_\_\_\_\_ day of October, 2019.

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63 \_\_\_\_\_  
64 Jacob R. Day  
65 MAYOR



## MEMORANDUM

**To:** Julia Glanz,  
**From:** John W. Tull, Fire Chief  
**Subject:** Budget Amendment Request  
**Date:** October 1, 2019

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The Fire Department is requesting the approval of a budget amendment for reimbursement of \$4,827.79 to the FY20 Fire Department's vehicle operating account (24035-534308) for insurance proceeds received from the Local Government Insurance Trust (LGIT). This insurance claim was filed due to damage sustained to Ambulance A-2 while responding to a medical emergency on June 30, 2019.

On September 9, 2019 an insurance claims check from LGIT (see attached) was issued directly to the City of Salisbury for the repair cost to Ambulance A-2 in the amount of \$4,827.79 and was deposited into City's general fund revenue account. This request for reimbursement of these funds will replenish the Fire Department's vehicle repair account and bring this account back in line with the approved FY20 budget.

Thank you in advance for your time and consideration on this request. If you should have any questions or need any additional information, please do not hesitate to contact me.

Attachment: Budget Amendment Ordinance – Insurance Claim  
Local Government Insurance Check Payment (Copy)

# LOCAL GOVERNMENT INSURANCE TRUST

# CLAIMS CHECKING 63699

CLAIM NUMBER	DATE OF OCCURRENCE	DESCRIPTION	PAYMENT AMOUNT
09/09/2019			
AU-2019-0045577-001	06/30/2019	Repair cost for VIN A85208.	\$5,827.79
AU-2019-0045577-001	06/30/2019	Deductible Applied EMS Unit- A2	-\$1,000.00
		Claim #45577 Salisbury Fire Dept. 2016 Ford F550 XLT 2D Ford Red	\$4,827.79
CHECK NUMBER		TOTALS ▶	

P.O. # \_\_\_\_\_

VENDOR # 1478

INVOICE # N/A / Pmt. Check

INVOICE DATE 9.9.19

INVOICE AMOUNT TO BE PAID CREDIT CHECK 4,827.79

ACCT # 90001-555010

INVOICE IS APPROVED FOR PAYMENT

Frank Ennis  
Signature

DATE 9.16.19

**RECEIVED**

SEP 16 2019

BY: F. Ennis

ORIGINAL CHECK HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER - SEE BACK FOR DETAILS



7225 PARKWAY DRIVE  
HANOVER, MD 21076

M&T  
BALTIMORE, MD

63699 7-11  
520

FOUR THOUSAND EIGHT HUNDRED TWENTY-SEVEN DOLLARS AND 79 / 100

CHECK DATE	CHECK NO.
09/09/2019	63699

-VOID AFTER 180 DAYS-

PAY TO THE ORDER OF

CHECK AMOUNT
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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY2020 FIRE DEPARTMENT BUDGET TO TRANSFER INSURANCE FUNDS RECEIVED BY THE CITY TO THE FIRE DEPARTMENT OPERATING BUDGET FROM THE GENERAL FUND FOR REVENUE RECEIVED FOR REPAIRS TO AMBULANCE A-2.

WHEREAS, damage was done to Ambulance A-2, during legitimate City of Salisbury Fire Department duties; and

WHEREAS, the Fire Department paid for the repairs to Ambulance A-2 out of the FY2020 Fire Department Operating Budget; and

WHEREAS, the City has received insurance proceeds from the Local Government Insurance Trust (LGIT) in the amount of \$4,827.79 for the repairs to Ambulance A-2; and

WHEREAS, the insurance proceeds are to be used to replenish the Fire Department Operating Budget and to bring it back in line with planned FY2020 budget expense projections for the remainder of the fiscal year.

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

- 1) Increase the General Fund Revenue – Insurance proceeds account by \$4,827.79
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$4,827.79

AND 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.

ATTEST:

\_\_\_\_\_  
Kimberly R. Nichols, 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

## MEMORANDUM

**To:** Julia Glanz,  
**From:** John W. Tull, Fire Chief  
**Subject:** Budget Amendment Request  
**Date:** October 8, 2019

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The Fire Department is requesting the approval of a budget amendment in the amount of \$5,226.25 for proceeds received from the auction sale of two (2) Fire Department vehicle's listed below that were declared as surplus:

- 1999 Ford Crown Victoria (EMS 1)
- 2005 Chevrolet Suburban (Car 1)

Both vehicles were sold through auction in compliance with City code and policy.

Thank you in advance for your time and consideration on this request. If you should have any questions or need any additional information, please do not hesitate to contact me.

Attachment: Budget Amendment Ordinance

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ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2020 FIRE DEPARTMENT BUDGET TO TRANSFER FUNDS FROM THE CITY GENERAL FUND TO THE FIRE DEPARTMENT OPERATING BUDGET TO COVER EXPENSES FOR VEHICLE MAINTENANCE.

WHEREAS, the City has declared a 1999 Ford Crown Victoria and a 2005 Chevrolet Suburban as surplus and the vehicles have been sold at auction: and

WHEREAS, both vehicles were operated by the Salisbury Fire Department; and

WHEREAS, the City has received a total of \$5,226.25 from the proceeds generated from the auction sale and placed the funds in the City General Fund; and

WHEREAS, the Fire Department has use for the funds received and requests that the funds of \$5,226.25 be reallocated to the Fire Department Operating Budget for FY2020.

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

- 1) Increase the General Fund Revenue – sale of assets proceeds account by \$5,226.25
- 2) Increase the Fire Department's Expense - Vehicles account (24035-534308) by \$5,226.25

BE IT FURTHER ENACTED AND 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.

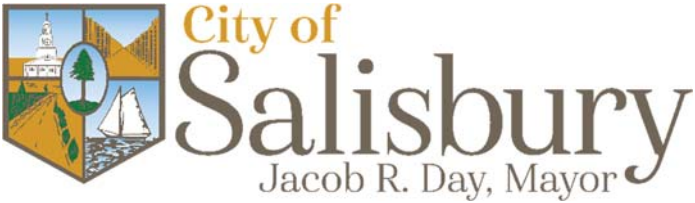
ATTEST:

\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jacob R. Day, Mayor



## MEMORANDUM

**To:** City Council  
**From:** Kim Nichols, City Clerk  
**Subject:** Budget Amendment for possible tie election  
**Date:** October 17, 2019

Attached is a budget amendment appropriating funds from the FY 2020 General Fund to Elections to conduct a Special Election should the upcoming November 5, 2019 election result in a tie in one or more districts. The first reading of the ordinance must occur now in case there is a tie so that the second reading and approval by Council can be scheduled within the time period needed to conduct the Special Election, within 45 to 60 days after the General Election.

Our estimates to conduct the Special Election for one district total \$12,444.00. If all five districts result in ties, approximately \$47,370.00 would be required. Because costs of advertising, printing and mailings can fluctuate, and we can only estimate the time required from the Elections Office staff to conduct this possible additional election, we should transfer \$53,000 to cover any additional unexpected costs. Attached are the calculated estimates.

I recommend that the City Council approve the attached ordinance for first reading, and should a tie not occur in one or more districts, the budget ordinance will not be presented for second reading. If we do need to fund a Special Election, there will be time for a second reading.



**Amend**

	1 Tie Election (Within 45-60 days)	5 Tie Elections
<b>SALARIES</b>		
Board Chairman - Annual Compensation		
2 Board Members - Annual Compensation		
Election Office Staff - County Time (\$4500)	900	4500
Election Office Staff - Personal Time (\$2000)	400	2000
Part-time Office Help (\$11.00 an hour)	200	1000
10 Chief Judges (\$350 each)	2 Chiefs 700	10 Chiefs 3500
10 Check In Judges (\$250 each)	2 CI 500	10 CI 2500
30 Voting Judges (\$250 each)	1 Unit 1500	5 Units 7500
5 Provisional Judges (\$225 each)		
Mileage - Staff, Election Day Support	250	250
<b>POLLING PLACE RENTALS</b>		
Dist 1 thru 5 (\$200 each)	1 poll 250	4 polls 1000 (no fee for Fire Dept.)
<b>VOTING EQUIPMENT</b>		
E Pollbook Programming	1000	1000
Audio Programming, ADA voting unit	1000	1000
10 DS-200 Scanner Units (\$100 each, 2/location)	2 DS-200 200	10 TS 1000
5 ADA Voting Units (\$100 each; 1/location)	1 ADA 100	5 ADA 500
12 DS-200 Scanner Unit memory sticks (\$50 each)	2 sticks 100	10 sticks 500
10 Electronic Pollbooks (\$100 each)	2 EPB 200	10 EPB 1000
2 DS-200 Scanner Units (\$100 each, 2/canvass)	2 Unit 600	2 Units 600
Equipment Transportation (\$600 per site) - Vendor	1 site 600	5 sites 3000
<b>ADVERTISING</b>		
Daily Times Notice of Election	800	800
<b>PRINTING</b>		
Sample Ballot production and printing - Vendor	700	3500
7,000 Election Day ballots (40% turnout +\$500 fee)	500	2500
700 Absentee Applications - Vendor (\$300)	60	300
Envelopes-mailing, Abs return-oath envelope (\$200)	40	200
600 Absentee Ballots (\$0.20 each) - Vendor	24	120
<b>SUPPLIES - ELECTION AND OFFICE</b>		
Polling Place and Election Supplies - \$300	60	300
<b>POSTAGE</b>		
Specimen Ballot postage- Vendor (\$8500)	1700	8500
Postage for mailing Absentee Ballots (\$300)	60	300
<b>Total - 1:</b>	<b>12444</b>	<b>Total - 4: 47370</b>

ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2020 GENERAL FUND BUDGET TO APPROPRIATE FUNDS NEEDED TO ADMINISTER AN ELECTION IN DISTRICTS ONE, TWO, THREE, FOUR AND FIVE IN THE EVENT OF A RESULTING TIE IN THE NOVEMBER 5, 2019 CITY ELECTION.

WHEREAS, the November 5, 2019 City of Salisbury Election may result in a tie for the winner in one or more election districts; and

WHEREAS, in that event, the City must fund a Special Election to determine the single winner of these districts; and

WHEREAS, the City’s FY 2020 budget does not contain an appropriation sufficient to cover the expense of conducting this additional election.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT THE City’s Fiscal Year 2020 General Fund Budget be and hereby is amended as follows:

- 1) Increase Current Surplus Available (01000- 469810) by \$53,000
- 2) Increase Elections (13000-xxxxxx) by \$53,000

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.

**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