



**CITY OF SALISBURY
SPECIAL MEETING AGENDA**

October 7, 2019

4:30 p.m.

Government Office Building

Room 301

Times shown for agenda items are estimates only.

4:30 p.m. CALL TO ORDER

4:31 p.m. WELCOME/ANNOUNCEMENTS

4:32 p.m. SILENT MEDITATION

4:33 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

4:34 p.m. ADOPTION OF SPECIAL MEETING AGENDA

4:35 p.m. RESOLUTION – City Administrator Julia Glanz

- **Resolution No. 2977-** to approve of the Acting Status for the Assistant City Clerk in the absence of the City Clerk

4:40 p.m. ORDINANCE – City Attorney Mark Tilghman

- **Ordinance No. 2561-** 2nd reading - approving a budget amendment of the FY20 General Fund Budget to appropriate the funds received from the recovery and recycling of scrap metal and the recovery of funds associated with a broken employment contract

4:45 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 at 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 14, 2019

- Resolution to amend Employee Handbook
- Resolution to extend temporary acting capacity for Sanitation personnel in Field Ops
- Ordinance No. __ - 1st reading- updating the Maryland Building Performance Standards to the 2018 codes
- Ordinance No. __ - 1st reading- approving a budget amendment to appropriate funds for community centers
- Ordinance No. __ - 1st reading- to accept donated funds to purchase (3) K-9 vests



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

TO: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: Assistant City Clerk acting as City Clerk
DATE: October 2, 2019

§SC8-1 of the City Charter states that the City Clerk shall be appointed by the City Council and serve at the pleasure of the Council. The Assistant City Clerk's job description includes performing the duties of the City Clerk when the City Clerk is absent. Because the Assistant City Clerk's position is not in the Charter or Code, the attached resolution clarifies that the position of Assistant City Clerk shall act as the City Clerk in the absence of the City Clerk.

1 RESOLUTION NO. 2977

2
3 A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE OF
4 THE ACTING STATUS FOR THE ASSISTANT CITY CLERK IN THE ABSENCE OF THE
5 CITY CLERK.

6
7 WHEREAS, §SC8-1 of the Salisbury City Charter, states that the City Clerk shall be
8 appointed by the City Council and serve at the pleasure of the Council; and

9
10 WHEREAS, the City has an Assistant City Clerk whose job description includes
11 performing the duties of the City Clerk when the City Clerk is absent; and

12
13 WHEREAS, the position of Assistant or Acting City Clerk is not in the Salisbury City
14 Charter or Municipal Code; and

15
16 WHEREAS, the City desires that the Assistant City Clerk shall act as the City Clerk in
17 the absence of the City Clerk.

18
19 NOW THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby
20 approves that the Assistant City Clerk shall be the Acting City Clerk in the absence of the City
21 Clerk.

22
23 THE ABOVE RESOLUTION was introduced, read, and duly passed at a meeting of the
24 Council of the City of Salisbury, Maryland held on the _____ day of _____, 2019,
25 and is to become effective immediately upon adoption.

26
27 ATTEST:

28
29 _____
30 Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

31
32
33 APPROVED by me this ____ day of _____ 2019

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36 _____
37 Jacob R. Day, Mayor
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50 ATTEST:

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54 _____
Kimberly R. Nichols, City Clerk

John R. Heath, President
Salisbury City Council

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58 Approved by me this _____ day of _____, 2019

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Jacob R. Day, Mayor

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