

ORDINANCE NO. 2592

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2020 GENERAL FUND BUDGET TO APPROPRIATE FUNDS NEEDED TO COVER THE SHORTFALL IN THE NOVEMBER 2019 ELECTIONS BUDGET

WHEREAS, the City Clerks Office received an estimate from the Wicomico County Board of Elections to administer and conduct the November 5, 2019 City of Salisbury Elections; and

WHEREAS, the invoiced amount for Services Provided by Staff on Wicomico County Time was for significantly more than the estimate received from the Wicomico County Board of Elections.

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 \$16,550
- 1) Increase Elections by \$16,550

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 11<sup>th</sup> day of May 2020, 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 26<sup>th</sup> day of May, 2020.

ATTEST:

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

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

APPROVED BY ME THIS 29<sup>th</sup> day of MAY, 2020.

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



City of  
**Salisbury**  
Jacob R. Day, Mayor  
MEMORANDUM

**TO:** City Council  
**FROM:** Kim Nichols, City Clerk  
**SUBJECT:** Budget Amendment for Elections  
**DATE:** March 6, 2020

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Upon completion of the 2019 Elections process, the Clerks Office received the attached final invoice from the Wicomico County Board of Elections on December 11, 2019 in the amount of \$26,171.19.

The billed amount on Page 1 for services provided by staff on Wicomico County time was \$20,552.14. Our estimate for that amount, received on February 5, 2019, was \$4,500. As there are funds in the Elections accounts totaling \$9,623, a budget amendment in the amount of \$16,550 is necessary in order to pay the invoice.

# Wicomico County Board of Elections

345 Snow Hill Road  
Salisbury, MD 21804



410-548-4830

FAX: 410-548-4849

Mailing address: P.O. Box 4091  
Salisbury, MD 21803-4091

City of Salisbury  
Kim Nichols, City Clerk  
125 N. Division St., Room 305  
Salisbury, MD 21801

Re: Billing for Services – Wicomico County Time and Rental of Election Equipment

Dear Kim:

Enclosed please find an invoice covering County time spent by the Wicomico County Board of Elections office staff performing services for the City of Salisbury in the preparation for and implementation of your recent General Election. The invoice also includes the voting equipment rental and postage.

These rates were part of the contract signed between Wicomico County and the City of Salisbury. We utilized temporary help for many tasks in order to reduce the expenses.

Payment for these services should be remitted to:  
Wicomico County Finance Department  
Attn: Michele Ennis, Director of Finance  
P.O. Box 870  
Salisbury, MD 21801-0870

Please feel free to contact me if you have any questions or concerns.

Wicomico County Board of Elections,

Dionne Church  
Deputy Election Director

Enclosure

Cc: Michele Ennis, Director of Finance  
Kim Nichols, City Clerk

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## Invoice

To: City of Salisbury  
Attention: Kim Nichols  
125 N. Division St., Room 305  
Salisbury, MD 21801

Remit to: Wicomico County Finance Dept.  
Attn: Michele Ennis, Finance Director  
P.O. Box 870  
Salisbury, MD 21801

### General Election 2019

Prepared December 11, 2019

#### Services Provided by Staff on Wicomico County Time

##### Munis Salaries Account #01010007-500004

Anthony Gutierrez	38.50 hours @ \$38.50 per hour = \$1,501.50
Dionne Church	50.00 hours @ \$31.22 per hour = \$1,561.00
Bill Blockston	59.50 hours @ \$23.02 per hour = \$1,369.69
Jocelyn Abbott	171.75 hours @ \$20.18 per hour = \$3,465.92
Elise Koch	211.00 hours @ \$20.18 per hour = \$4,257.98
Wayne Burton	122.50 hours @ \$24.98 per hour = \$3,060.05
Temporary Workers	209.25 hours @ \$12 per hour = \$2,511.00
Temporary Workers	125.00 hours @ \$13 per hour = \$1,625.00
Voting System Techs	100.00 hours @ \$12.00 per hour = \$1,200.00

**Subtotal for Services**

**\$20,552.14**

##### Munis Regional Support Account #01010007-520020-41058

#### General Election:

Binding of Precinct Registers (Minuteman Press)  
Absentee Applications  
Voter Notification Cards  
Election Judge Manuals

**Direct Bill**  
\$152.00  
\$221.60  
\$700.00

**Subtotal**

**\$1,073.60**

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## Voting Equipment Rental Munis Salaries Account #01010007-500004

### General Election Rental:

E Pollbook Programming - SBE	\$ Direct Bill
Ballot Programming, including ADA audio voting unit - SBE	\$ Direct Bill
10 DS-200 Scanner Units (\$100 each; 2 per polling place)	\$ 1,000.00
5 BMD (ADA) voting units (\$100 each; 1 per polling place)	\$ 500.00
12 DS-200 Scanner Unit memory sticks (\$50)	\$ 600.00
10 Electronic Pollbooks (\$100)	\$ 1,000.00
2 DS-200 Scanner Units (\$100 each; 2 for post-election canvasses)	\$ 200.00
Equipment Transportation (445 per site) – Vendor will bill	

**Subtotal for Rentals** **\$ 3,300.00**

## Postage for Absentee Applications & Ballots Munis Regional Support Account #01010007-520012

General Applications:	\$41.50
General Ballots:	\$53.95
Voter Notification Cards – Polling Place Change (2,300 voters @ \$.50)	\$1,150

**Postage total** **\$1,245.45**

**Grand Total Amount Due.....** **\$26,171.19**