



**CITY OF SALISBURY
SPECIAL MEETING AGENDA**

JUNE 21, 2021

5:30 p.m.

Government Office Building, Room 301, Salisbury, Maryland and Zoom Video Conferencing

Times shown for agenda items are estimates only.

5:30 p.m. CALL TO ORDER

5:31 p.m. ADOPTION OF SPECIAL MEETING AGENDA

5:32 p.m. AWARD OF BIDS- Procurement Director Jennifer Miller

- ITB 21-123 EnerGov Software Module
- Declaration of Surplus
 - Salisbury Fire Department- Turnout Gear
 - Salisbury Police Department- Patrol Vehicles
 - Department of Field Operations- Misc. Equipment

5:40 p.m. ORDINANCE- City Attorney Michael Sullivan

Ordinance No. 2671- 1st reading- approving a budget amendment of the FY2021 General Fund to appropriate funds for Attorney Fees

5:45 p.m. ADMINISTRATION AND COUNCIL REMARKS

5:50 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 – July 12, 2021

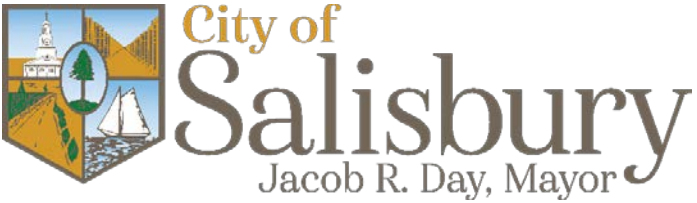
- Ordinance No. 2668- 2nd reading- approving entering into FEMA contract to accept a grant to offset COVID-19 expenses
- Ordinance No. _ - 2nd reading- HORIZON Program adoption
- Ordinance No. _ - 2nd reading- to abandon the alley between Davis Street and East William Street
- Ordinance No. _ - 2nd reading- budget amendment for Legal Services (kn)
- Ordinance No. _ - 1st reading- to establish a project expenditure account to pay Mitchell Landing Apartments invoices
- Ordinance No. _ - 1st reading- accepting grant funds in the amount of \$12,708.50 to offset COVID-19 expenses
- Ordinance No. _ - 1st reading- grant from DHCD for FY21 MIP for NFF

Join Zoom Meeting

<https://us02web.zoom.us/j/5362772908>

Meeting ID: 536 277 2908

Phone: 1.301.715.8592



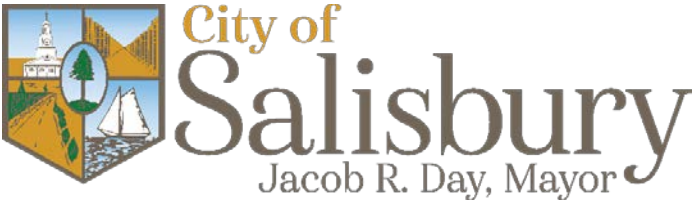
**COUNCIL AGENDA – Department of
Procurement June 21, 2021**

Award of Bid(s)

1. ITB 21-123 EnerGov Software Module	\$193,232.00
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Declaration of Surplus

1. Salisbury Fire Department – Turnout Gear	\$ 0.00
2. Salisbury Police Department – Patrol Vehicles	\$ 0.00
3. Department of Field Operations – Misc. Equipment	\$ 0.00



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: June 21, 2021
Subject: Award of Contract

The Department of Procurement seeks to purchase the EnerGov software module on behalf of the Department of Information Services:

ITB 21-123 EnerGov Software Module

- Specifications: Provide the EnerGov Software Module overlay to the Munis platform, enabling effective management of civic service needs such as planning, permitting, licensing, asset management and citizen requests
- Vendor: Tyler Technologies
- Cost: \$193,232.00
- Notes:
 - Municipal Code 2.32.050.C.5, "Noncompetitive Negotiation - Sole Source Procurement"
 - Sole Source Justification, vendor email and vendor quote attached
 - Discount has been negotiated

The Department of Procurement hereby requests Council's approval to purchase the software from the vendor as indicated.



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: Bill Garrett, Director of Information Services
Subject: Purchase of EnerGov software module from Tyler Technologies
Date: June 11, 2021

Information Services, IT Division are requesting that we purchase the EnerGov software module from Tyler Technologies for integration into our Munis ERP system for the collection and distribution of data internally and to the public.

Tyler Technologies is the sole provider of the program, and as they sell directly and it integrates directly with their Munis ERP software that the city currently utilizes, this is a sole source procurement.

Please see the attached memo from Tyler Technologies as well as the sole source authorization form.

Thank you,

Bill Garrett
Director of Information Services



CITY OF SALISBURY
DEPARTMENT OF PROCUREMENT

SOLE SOURCE PURCHASE JUSTIFICATION

Questions about this form? Please call (410) 548-3190

SOLE SOURCE: The product or service is unique, meaning that only one vendor, to the best of the requestor's knowledge and belief, is capable of furnishing the product or service. A sole source justification is required for every purchase over the direct buy limit of \$2,000.00, and must be approved by the Director of Procurement prior to an order being placed. A thorough definition of sole source purchases is on the back of this form.

POLICY PURPOSE: It is the policy of the City of Salisbury to consistently purchase goods and services using full and open competition. The citizens of the City of Salisbury are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes the Department of Procurement can help to avoid delays and to facilitate effective market research. However, there may be instances when other than full and open competition may be justified. When a using agency determines that other than full and open competition is necessary or in the best interest of the City, appropriate justification for that course of action must be submitted to the Director of Procurement for approval in order to waive the competitive bid/proposal process.

Please provide the following information to document the sole source request. Attach additional pages as necessary.

Explain why the product or service requested is the only one that can satisfy your requirements, and why all alternatives are unacceptable. Be specific with regard to unique specifications, features, characteristics, requirements, capabilities, compatibility, and performance.

Tyler is the provider of Munis, our ERP. The EnerGov system overlays Munis and allows data collection and dissemination to the public in a manner which is unique to this program. Tyler is the only company able to sell, implement, maintain and service the platform as per email attached to this packet.

Explain why this service provider, supplier, or manufacturer is the only practicably available source from which to obtain this product or service and describe efforts that were made to verify and confirm this. Obtain and include a letter from the manufacturer or vendor confirming claims of sole source provision, and a quote from the manufacturer or distributor.

As above, they are the provider of Munis and EnerGov, and sell / maintain it directly.

Describe your efforts to identify other potential products or sources.

The City paid a 3rd party vendor, KCI, to do a needs assessment involving IT, DID, HCDD and Finance in order to determine the best solution for the needs of data collection, permitting, vendor integration, landlord licensing information, etc. After a thorough examination of software products on the market which would integrate with our Munis system, KCI selected EnerGov as the solution best fitting our needs.

Is there a grant or unique funding source that directs a specific source be used? If yes, please attach applicable portion.

No

Will this purchase obligate the City to a particular vendor for future purchases (either in terms of maintenance that only this vendor will be able to perform and/or will purchasing this item will cause the City to need more like items in the future)?

Yes

Describe the negotiation efforts that have been made with the supplier to obtain the best possible price.

We have asked for the best price possible, and Tyler reduced the cost in order to fit our budget.

STATEMENT OF NEED AND CERTIFICATION

I am aware that City procurement regulations require procurements to be done competitively whenever practicable. I am requesting a sole source procurement based on the following criteria: The statements I have made are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage, gain, or privilege has (or will) accrue to me or my immediate family through the purchase from this vendor, nor is there a conflict of interest in any way with this request.

Submitted by: William Garrett Date: 6/11/21
Signature of Individual Requesting Sole Source Purchase Justification

Printed Name: William Garrett Department: Information Services

FOR PROCUREMENT USE ONLY

This situation as stated on this form and its attachments:



Constitute a Sole Source Procurement

☐ Does NOT constitute a Sole Source Procurement

☐ There is insufficient information for justification

Comments to Requestor: [Click here to enter text.](#)

Signature: Jennifer Miller Date: 06.14.2021
Jennifer Miller, Director of Procurement

SOLE SOURCE JUSTIFICATION CRITERIA

The following list of criteria should be used in determining if a sole source situation exists:

1. Only one manufacturer makes the item meeting salient specifications; that manufacturer only sells directly or exclusively through one regional or national representative.
2. Item required must be identical to equipment already in use by the end user, to insure compatibility of equipment, and that item is only available from one source.
3. Collaborative project- Supplier is named by the funding source or interagency agreement where the identical equipment is required for compatibility and continuity.
4. Maintenance or repair calls by the original equipment manufacturer are required for a piece of equipment, and the manufacturer does not have multiple agents to perform these services.
5. Replacement or spare parts are required from the original equipment manufacturer, and the manufacturer does not have distributors for these parts.
6. Patented items or copyrighted materials, which are only available from the patent or copyright holder.
7. Unique expertise, background in recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination, or talent. Consultant has advanced or specialized knowledge, or expertise gained over an extensive period of time in a specialized field of experience.
8. A Market Survey has been conducted to determine whether other potential sources capable of satisfying the requirement exist. Market survey may be conducted by phone or in writing. The extent of the market survey depends on what constitutes a reasonable effort under the circumstances to ensure that competition is not feasible. A list of suppliers contacted, along with the reason why each supplier could not meet the requirement may justify a sole source purchase.

NOTE: An item being a "sole brand" or a "sole manufacturer" does not automatically qualify as a "sole source." Many manufacturers sell their products through distributors. Therefore, even if a purchase is identified as a valid "sole brand" or "sole manufacturer," the requestor should verify whether the manufacturer has multiple distributors. If multiple distributors for an item exist, competition should be sought among those distributors.

⏪ Reply all ⏵ 🗑 Delete 🚫 Junk 🚫 Block ⋮

FW: Energov

📧 You replied on Tue 6/1/2021 2:46 PM

SS

Simmons, Steve <steve.simmons@tylertech.com>

Tue 6/1/2021 1:35 PM

To: Bill Garrett; John O'Brien

👍 ⏪ ⏩ ⏴ ⏵ ⋮

WARNING: This message was sent from an external source. Please verify the source before clicking any links or opening any attachments. NEVER provide account credentials or sensitive data unless the source has been 100% verified as legitimate.

See below.

Steve Simmons

Account Representative

Tyler Technologies, Inc.

P: 800.772.2260 ext: 4751

www.tylertech.com



Empowering people who serve the public®

From: Lopez, Jisel <Jisel.Lopez@tylertech.com>

Sent: Tuesday, June 1, 2021 1:32 PM

To: Simmons, Steve <steve.simmons@tylertech.com>

Subject: RE: Energov

Hi, Steve. The City noted that an email would suffice so please see confirmation below. Please let me know if anything else is needed.

Please accept this message as confirmation that Tyler Technologies, Inc. is the sole provider of the Tyler's EnerGov software. Tyler is the sole developer and implementer of the software. Additionally, Tyler is the only party authorized to support, and update or modify such software.

Tyler's EnerGov software has been developed in conjunction with other MUNIS products and is highly integrated with certain MUNIS software products in use by the City.

Thanks,



Quoted By: Steve Simmons
Date: 3/15/2021
Quote Expiration: 8/2/2021
Quote Name: City of Salisbury - ERP - EnerGov
Quote Number: 2021-122765
Quote Description: EnerGov

Sales Quotation For

City of Salisbury
125 N Division Street
Salisbury, MD 21801-5030
Phone +1 (410) 677-1966

SaaS

			One Time Fees		
Description	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion
EnerGov Advanced Automation Bundle	1	\$4,439.00	8	\$1,304.00	\$0.00
TOTAL:		\$4,439.00	8	\$1,304.00	\$0.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
EnerGov Citizen Self Service - Community Development	\$12,939.00	24	\$3,912.00	\$0.00	\$16,851.00	\$2,588.00
EnerGov Community Development Suite (22)	\$46,200.00	248	\$40,424.00	\$10,575.00	\$97,199.00	\$9,240.00
EnerGov Core Foundation Bundle	\$4,000.00	16	\$2,608.00	\$0.00	\$6,608.00	\$800.00
EnerGov e-Reviews	\$19,386.00	80	\$13,040.00	\$0.00	\$32,426.00	\$3,877.00
EnerGov iG Workforce Apps (20)	\$14,000.00	16	\$2,608.00	\$0.00	\$16,608.00	\$2,800.00
EnerGov Report Toolkit	\$4,013.00	0	\$0.00	\$0.00	\$4,013.00	\$803.00
Tyler Content Manager SE - EnerGov Community Development - C	\$0.00	0	\$0.00	\$6,500.00	\$6,500.00	\$0.00
Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$5,027.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Sub-Total:	\$100,538.00		\$62,592.00	\$17,075.00	\$180,205.00	\$25,135.00
<u>Less Discount:</u>	<u>\$12,000.00</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$12,000.00</u>	<u>\$20,108.00</u>
TOTAL:	\$88,538.00	384	\$62,592.00	\$17,075.00	\$168,205.00	\$5,027.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
EnerGov Community Development Forms Library (5 Forms)	1	\$3,825.00	\$0.00	\$3,825.00
Project Management	48	\$163.00	\$0.00	\$7,824.00
TCM Conversion - Implementation	16	\$163.00	\$0.00	\$2,608.00
TOTAL:				\$14,257.00

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$88,538.00	\$5,027.00
Total SaaS	\$0.00	\$4,439.00
Total Tyler Services	\$95,228.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$183,766.00	\$9,466.00
Contract Total	\$193,232.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
EnerGov Community Development - Conversion	\$10,575.00	\$0.00	\$10,575.00
Tyler Content Manager SE - EnerGov Community Development	\$6,500.00	\$0.00	\$6,500.00
TOTAL:			\$17,075.00

Optional SaaS			One Time Fees		
Description	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion
Additional:					
EnerGov Advanced Automation Bundle	0	\$10,439.00	8	\$1,304.00	\$0.00
EnerGov Decision Engine	0	\$7,000.00	8	\$1,304.00	\$0.00
TOTAL:		\$17,439.00	16	\$2,608.00	\$0.00

Optional Other Services				
Description	Quantity	Unit Price	Discount	Extended Price
EnerGov Custom Report Development (3 pack)	1	\$9,000.00	\$0.00	\$9,000.00
TOTAL:				\$9,000.00

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval:

Date:

Print Name:

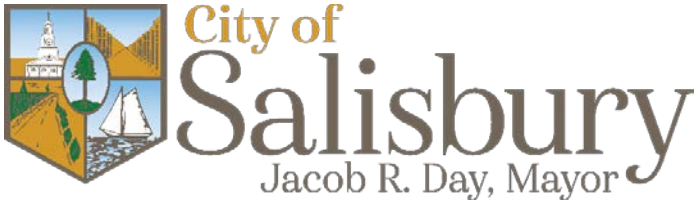
P.O. #:

All primary values quoted in US Dollars

Tyler Discount Detail						
Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Additional:						
EnerGov Citizen Self Service - Community Development	\$12,939.00	\$12,000.00	\$939.00	\$2,588.00	\$2,588.00	\$0.00
EnerGov Community Development Suite (22)	\$46,200.00	\$0.00	\$46,200.00	\$9,240.00	\$9,240.00	\$0.00
EnerGov Core Foundation Bundle	\$4,000.00	\$0.00	\$4,000.00	\$800.00	\$800.00	\$0.00
EnerGov e-Reviews	\$19,386.00	\$0.00	\$19,386.00	\$3,877.00	\$3,877.00	\$0.00
EnerGov iG Workforce Apps (20)	\$14,000.00	\$0.00	\$14,000.00	\$2,800.00	\$2,800.00	\$0.00
EnerGov Report Toolkit	\$4,013.00	\$0.00	\$4,013.00	\$803.00	\$803.00	\$0.00

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Tyler System Management Services Contract	\$0.00	\$0.00	\$0.00	\$5,027.00	\$0.00	\$5,027.00
TOTAL:	\$100,538.00	\$12,000.00	\$88,538.00	\$25,135.00	\$20,108.00	\$5,027.00



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: June 23, 2021
Subject: Declaration of Surplus

The Department of Procurement received several requests for declaration of surplus:

Salisbury Fire Department

- Item(s): Turnout Gear (qty = 22)
- Method of disposal: Destruction/disposal (decommissioned for no further fire fighting use)

Salisbury Police Department

- Item(s): Outbuilding
- Method of disposal: Demolition

Salisbury Police Department

- Item(s): Patrol Vehicles (qty = 5)
- Method of disposal: Salvage and disposal or salvage and retain for parts, as indicated

Department of Field Operations


- Item(s): Miscellaneous Equipment (qty = 3)
- Method of disposal: onsite auction

Additional details are in the departmental memos.

The Department of Procurement respectfully requests the approval of City Council to declare the noted items as surplus and to dispose of them as indicated.



MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: John W. Tull, Fire Chief 
Subject: Surplus of Personal Protective Equipment
Date: June 8, 2021

The Fire Department has numerous pieces of personal protective turnout gear that has reached or surpassed their usable life. The following is a list of those items and their associated (new/replacement) costs:

- Turnout Coats: 12 ea. @ \$1,270.00 = \$15,240.00
- Turnout Pants: 10 ea. @ \$ 940.00 = \$ 9,400.00
- Total \$24,640.00

In accordance with NFPA 1851, “*Standard on the Selection, Care, and Maintenance of Protective Structural Fire Fighting and Proximity Fire Fighting – 2014 Edition*”, Section 10.1.2, “Structural firefighting ensembles and ensemble elements shall be retired in accordance with 10.2.1, no more than 10 years from the date the ensembles or ensemble elements were manufactured.” The standard also provides guidance on the proper method of disposing of the retired articles. According to Section 10.2.1, “Retired structural firefighting ensembles and ensemble elements and proximity firefighting ensembles and ensemble elements shall be destroyed or disposed of in a manner ensuring that they will not be used in any firefighting or emergency activities, including live fire training.”

I have directed Deputy Chief Gladwell to remove these items from service and secure them to prevent them from inadvertently being placed in service. I am requesting to have these items declared surplus with the intent to dispose of them in accordance with the NFPA 1851 standard.

Should you have need of further information please do not hesitate to call on me.



City of
Salisbury
Salisbury Police Department

DATE: May 18, 2021
TO: Jennifer Miller
Director of Procurement
FROM: Mpo B. Tucker #1190
Quartermasters Office
SUBJECT: SURPLUS VEHICLE 1603

With the Chief's approval the Salisbury Police Department is requesting to surplus patrol vehicle #1603, a 2016, Chevrolet Caprice (VIN: 6G3NS5U27GL224242) with over 54,000 miles. The vehicle was involved in a departmental accident on 04/16/21, causing substantial front-end damage resulting in the vehicle being declared totaled.

The engine, drivetrain and various other parts on the vehicle are still usable. Since parts for these vehicles are coming unavailable, or hard to obtain we intend on removing the engine and installing it in vehicle 1480, which sustained a blown engine. This is a substantial savings compared to the cost of a rebuilt engine.

This vehicle has been declared surplus and it is no longer useable as a patrol vehicle by the Salisbury Police Department. The Salisbury Police Department would like to declare the vehicle as salvage and maintain the vehicle to use for spare parts as needed.

Respectfully Submitted,

MPO B. TUCKER #1190
Mpo B. Tucker #1190
Quartermasters Office

Approved:

Chief Duncan
Barbara Duncan
Chief of Police





City of
Salisbury
Salisbury Police Department

DATE: May 18, 2021

TO: Jennifer Miller
Director of Procurement

FROM: Mpo B. Tucker #1190
Quartermasters Office

SUBJECT: SURPLUS VEHICLE 35

With the Chief's approval the Salisbury Police Department is requesting that Patrol vehicle #35, a 2000, Ford Crown Victoria (VIN: 2FAFP71W8YX210298) with over 180,000 miles be declared as surplus, since it is no longer able to be put into service. The vehicle is outdated and requires several miscellaneous repairs to be serviceable. The cost to make the repairs would exceed the value of the vehicle.

This vehicle has been declared surplus and it is no longer useable by the Salisbury Police Department. The Salisbury Police Department would like to declare the vehicle as salvage and dispose of.

Respectfully Submitted,

MPOB(TUCKER)1190
Mpo B. Tucker #1190
Quartermasters Office

Approved:

Chief
Barbara Duncan
Chief of Police



699 W. Salisbury Parkway
Salisbury, MD 21801
410-548-3165
www.salisburypd.com





City of
Salisbury
Salisbury Police Department

DATE: May 18, 2021
TO: Jennifer Miller
Director of Procurement
FROM: Mpo B. Tucker #1190
Quartermasters Office
SUBJECT: SURPLUS VEHICLE 42

With the Chief's approval the Salisbury Police Department is requesting that Patrol vehicle #42, a 2011, Ford Crown Victoria (VIN: 2FABP7BV9BX181390) with over 105,000 miles be declared as surplus. The vehicle was involved in a departmental accident on 04/18/21, which resulted in major body damage totaling the vehicle. The insurance company of the at fault vehicle is taking responsibly for the accident. The vehicle has been declared a total loss by the insurance company.

This vehicle has been declared surplus and it is no longer useable by the Salisbury Police Department. The Salisbury Police Department would like to declare the vehicle as salvage and dispose of.

Respectfully Submitted,

MPO B. TUCKER #1190

Mpo B. Tucker #1190
Quartermasters Office

Approved:

Ch. B. Duncan

Barbara Duncan
Chief of Police





City of
Salisbury
Salisbury Police Department

DATE: May 18, 2021
TO: Jennifer Miller
Director of Procurement
FROM: Mpo B. Tucker #1190
Quartermasters Office
SUBJECT: SURPLUS VEHICLE 17

With the Chief's approval the Salisbury Police Department is requesting that Patrol vehicle #17, a 2009, Ford Crown Victoria (VIN: 2FAHP71VX9X126422) with over 140,000 miles be declared as surplus, since it is no longer able to be put into service. The vehicle is outdated and requires several miscellaneous repairs to be serviceable. The cost to make the repairs would exceed the value of the vehicle.

This vehicle has been declared surplus and it is no longer useable by the Salisbury Police Department. The Salisbury Police Department would like to declare the vehicle as salvage and dispose of.

Respectfully Submitted,

MPO B. Tucker

Mpo B. Tucker #1190
Quartermasters Office

Approved:

Barbara Duncan

Barbara Duncan
Chief of Police





City of
Salisbury
Salisbury Police Department

DATE: March 22, 2021
TO: Jennifer Miller
Director of Procurement
FROM: Mpo B. Tucker #1190
Quartermasters Office
SUBJECT: SURPLUS VEHICLE 13

With the Chief's approval the Salisbury Police Department is requesting that Patrol vehicle #13, a 2008, Ford Crown Victoria (VIN: 2FAFP71V58X105466) with over 171k miles be declared as surplus, since it is no longer able to be put into service. The vehicle is outdated and requires several miscellaneous repairs to be serviceable. The cost to make the repairs would exceed the value of the vehicle.

This vehicle has been declared surplus and it is no longer useable by the Salisbury Police Department. The Salisbury Police Department would like to declare the vehicle as salvage and dispose of.

Respectfully Submitted,

MPO B. TUCKER #1190
Mpo B. Tucker #1190
Quartermasters Office

Approved:

Chief Duncan
Barbara Duncan
Chief of Police





MEMORANDUM

To: Jennifer Miller, Director of Procurement

From: Ben Baker, Deputy Director of Service

Subject: Surplus Equipment (Additional)

Date: June 14, 2021

As requested, the Department of Field Operations has determined that three additional pieces of equipment can be considered for surplus. The equipment tabulated below have reached the end of their service life and have been replaced or deemed too costly to repair.

DESCRIPTION	MAKE	MODEL	SERIAL #	Year
Snow Blower 8.5hp	Yard Man	Unknown	Unknown	Unknown
Jumping Jack Tamp	Bobcat/Honda	BR-72/GX120	LE1184	Unknown
Jumping Jack Tamp	Bobcat/ Honda	BR-72/GX120	BL0390	Unknown

In accordance with the City of Salisbury Charter, Article XVI, Section SC16-8, it is understood that a favorable recommendation from both the Director of Procurement and the City Council is needed before the three pieces of equipment are eligible for surplus.

If additional information is needed, please contact me at bbaker@salisbury.md or 410-430-2700.

cc: Jana Potvin, Director of Field Operations

INTER

OFFICE

MEMO

Department of Finance

To: Julia Glanz, City Administrator
From: Keith Cordrey, Director of Finance
Subject: FY 21 Budget Amendment - Legal Services
Date: 06/11/21

KAC

Please find attached a Budget Amendment that will provide an additional appropriation of \$ 15,000.00 for Legal services which is required based on current projections in the City Attorney (17000-513301) account.

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

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ORDINANCE NO. 2671

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A
BUDGET AMENDMENT OF THE FY2021 GENERAL FUND TO
APPROPRIATE FUNDS FOR ATTORNEY FEES.**

WHEREAS, the City of Salisbury has projected the amount of Attorney Fees expected for FY2021;
and

WHEREAS, the City of Salisbury's projection indicates an increase of \$15,000 in FY2021 appropriations is needed for Account No. 17000-513301 City Attorney, in order to meet the projected amount of Attorney Fees for the remainder of FY 2021; and

WHEREAS, the increase to appropriations for Account No. 17000-513301 City Attorney, as provided herein, 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 ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows

Section 1. The City of Salisbury's Fiscal Year 2021 General Fund Budget be and is hereby amended as follows:

- (a) Increase Current Year Surplus, Account No. 01000-469810, by \$15,000.00.
- (b) Increase City Attorney, Account No. 17000-513301, by \$15,000.00.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

Section 4. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

Section 5. 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 Mayor and Council of the City of Salisbury held on the _____ day of _____, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2021.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2021.

Jacob R. Day, Mayor