



**SALISBURY CITY COUNCIL  
WORK SESSION AGENDA**

-----  
**JULY 17, 2023**

**Government Office Building, Conference Room 306 and Zoom Video Conferencing**

- 4:30 p.m. DIG Grant acceptance for Anne Street Village resident training- Information Services  
Director Bill Garrett
- 4:35 p.m. Maryland Folk Festival sponsorship- Arts, Business & Culture Department Director  
Allen Swiger
- 4:40 p.m. Budget amendment to purchase portable radios- Fire Chief John Tull
- 4:45 p.m. Vision Zero presentation- Transportation Manager Will White
- 5:00 p.m. Administration and Council Comments
- 5:10 p.m. Adjournment / Motion to convene in Closed Session in accordance with the  
Annotated Code of Maryland §3-305(b)(7).

*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).*

Join Zoom Meeting  
<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>  
Meeting ID: 881 6325 3286  
Passcode: 812389  
Phone: 1.301.715.8592

Posted 7/13/23



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

**To: City Council**  
**From: Bill Garrett, Director of IS**  
**Subject: Digital Inclusion Grant Acceptance**  
**Date: 7/12/23**

---

Attached is an Ordinance to accept funding from the Maryland Department of Housing and Community Development, Digital Inclusion Grant (DIG) program. The purpose of the DIG is to provide digital, technology, office, computer, Internet and other literacy programs to residents of the City's Anne Street Village community. As these participants proceed through the program and secure permanent housing, we have a unique opportunity to facilitate training to help them secure better employment opportunities through a partnership with the DHCD, MD Department of Labor, and WorWic Community College.

All residents will be assessed to determine their current computer skills, if any, and a customized training regimen will be developed. These assessments, a post-assessment, and all materials, handouts and texts would be included.

Basic computer terminology, basic PC navigation, using Windows, working with file and file management, using common workplace applications like Web browsers, Microsoft Word, Excel, PowerPoint and Email applications (web mail) or Google apps as well as learning how to use remote working applications such as introduction to Teams/Zoom. They will talk about office skills and working with mobile devices, security and safety and how to create a resume and utilize the Internet for searching for jobs and web forms for applying for jobs. They can visit the American Job Center (AJC) or work with WorWic's partners there to introduce the ASV residents to those resources as well.

The training will be two times a week for 2.5 to 3 hours per session for 6 sessions. The cost is between \$250-\$350 per resident, depending on training offered and their technical ability. Level 2 training is offered if it is determined that more advanced training is needed, at the same cost.

This funding, in the amount of \$18,400, will be utilized to provide this workforce training for between 52-73 of the residents at the Ann Street Village, depending on courses taken.

Included is the proposed Grant Agreement.

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FOR THE PURPOSE OF ACCEPTING FUNDS FROM THE DIGITAL INCLUSION GRANT IN THE AMOUNT OF \$18,400 FOR THE ANNE STREET VILLAGE RESIDENT TECHNOLOGY EDUCATION PROJECT.**

**WHEREAS**, the Department of Housing and Community Development (“DHCD”) funds a grant to help municipalities provide technology and computer literacy training to underserved communities (the “**Digital Inclusion Grant**”); and

**WHEREAS**, the City of Salisbury Information Services Department (“ISD”), seeing a need for training on computer and technology devices and Internet literacy for residents at the Anne Street Village location, applied for the said Digital Inclusion Grant and DHCD has awarded grant funds to the ISD in the amount of \$18,400; and

**WHEREAS**, the City of Salisbury must enter into a grant agreement with DHCD, attached hereto as **Exhibit 1**, defining how \$18,400 in grant monies must be expended; and

**WHEREAS**, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; 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 ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, as follows:

**Section 1.** Acting Mayor John R. Heath is hereby authorized to enter into a grant agreement with the Department of Housing and Community Development, which is attached as **Exhibit 1**, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$18,400.

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

**Section 2.** The City of Salisbury’s Grant Fund Budget be and hereby is amended as follows:

- (a) Increase DHCD Revenue Account No. 10500-423601-XXXXXX by \$18,400; and
- (b) Increase Training Account No. 10500-555504-XXXXXX by \$18,400.

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

**Section 3.** 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 4.** 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 5.** 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 5.

**Section 6.** 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 \_\_\_\_, 2023 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 \_\_\_\_, 2023.

**ATTEST:**

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

\_\_\_\_\_  
**Muir W. Boda, City Council President**

Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**John R. Heath, Acting Mayor**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
OFFICE OF STATEWIDE BROADBAND  
MARYLAND DIGITAL INCLUSION GRANT AGREEMENT**

**THIS MARYLAND DIGITAL INCLUSION GRANT (“DIG”) GRANT AGREEMENT (“Agreement”)** is entered into as of the Effective Date (as defined herein) by and between the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“**the Department**”), a principal department of the State of Maryland (“**State**”) and CITY OF SALISBURY (“**the Grantee**”). The Department and the Grantee are each a “**Party**” and may collectively be referred to as “**the Parties**”.

**RECITALS**

- A. This Agreement is issued pursuant to the State’s appropriation in FY22 of funding received from the United States Department of the Treasury’s Coronavirus State Fiscal Recovery Fund created by Section 9901 of the American Rescue Plan Act (“**the Act**”), to the Office of Statewide Broadband (“**the Office**”). This federal funding is the sole source of funds for the Maryland Digital Inclusion Grant Program (“**the Program**”), and this funding is subject to all applicable rules, regulations, and guidance issued by the Treasury related thereto (“**the Regulations**”).
- B. With increased reliance by many municipalities and employers on telework, virtual court hearings, remote learning, and so on, the public health emergency which has been ongoing in the State since March 5, 2020 (“**the Covid-19 Emergency**”) has made clear that much of the modern world depends on access to reliable high speed internet, and knowledge of how to effectively use it. However, there exist unserved and underserved communities across the State, such as rural and low-income populations, where businesses and households have limited access to reliable broadband internet, computing technology, or training in how to utilize it. Such businesses and individuals have been disproportionately impacted by the Covid-19 Emergency and are at risk of being further left behind by this deficit.
- C. The Office of Statewide Broadband had developed the Digital Inclusion Grant Program (“**the Program**”). The purpose of the Program is to:
1. Address the deficit of broadband resources available to rural populations, low-income populations, and other unserved and underserved populations in the State; and
  2. Distribute DIG funding, in the form of grants, to local jurisdictions, non-profit corporations, and community based anchor institutions. These eligible grantees are authorized to use the DIG funding for costs consistent with the terms and conditions of the source of funds, which are costs directly related to supporting digital inclusion planning and programming, which will facilitate the use of broadband by underserved populations, as well as provide educational and employment opportunities for those populations, which have been disproportionately impacted by the Covid-19 Emergency.
- D. Grantee has submitted an application (“**the Application**”) or a plan (“**the Plan**”) to the Department, attached hereto as **Exhibit A**. The Application or Plan, as applicable, describes certain activities which are eligible for funding under the Program.
- E. In reliance upon the statements, representations and certifications contained in the Application or Plan, as applicable, the Department has approved a grant award to Grantee.
- F. The provisions of the Act, the Regulations, and the Department’s Request for Applications dated February 9, 2022 (“**RFA**”), are hereby incorporated into this Agreement as if fully restated herein.

## AGREEMENT

**IN CONSIDERATION** of the Recitals, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Department and Grantee agree as follows:

1) Grant.

- a) The Department agrees to provide Grantee with funds not to exceed **Eighteen Thousand, Four Hundred Dollars (\$18,400.00)** (“the Grant”). Disbursement of the Grant is subject to the availability of grant funds to the Department.
- b) Grantee shall use the Grant to carry out only the approved activities described in the attached Exhibit A (the “**Project**”). Grantee certifies its activities are eligible activities as set forth in the Act.
- c) Grantee acknowledges that funds provided by the Department under this Agreement shall not be used for broadband infrastructure construction, nor for charges not associated with direct purchase of the eligible equipment and services; separate costs for non-connected accessories (e.g., cases, mouse pads, cable clips, laptop bags, tablet stands, wall mounts, charging stations); mobile phones, including smartphones; nor technical support, maintenance costs, or separate costs for warranties and protection plans.
- d) If Grantee’s Project provides for Digital Inclusion Planning and Programming, Grantee acknowledges and certifies that these Grant funds will not reimburse more than fifty (50%) of identified Digital Inclusion Planning costs.

2) Expenditure and Disbursement of Grant Funds.

- a) All grant eligible expenditures must be for new, non-depreciated items; where used to purchase connected computing devices for public access computing centers (i.e. desktops, laptops, or tablets), those devices must be intended for use within the purchasing institution only. No asset purchased with these grant funds may be sold or given away without the express written permission of the Department.
- b) All Grant funds will be provided on a reimbursement basis only, and provided directly to the Grantee.
- c) To be eligible for reimbursement, invoices must be submitted to the Department within thirty (30) days of payment of the invoice by the Grantee. Any exceptions to this requirement is at the sole discretion of the Department and must be confirmed in writing by the Office of Statewide Broadband.
- d) All Grant funds made available under this Agreement must be expended by December 31, 2023.
- e) Invoices must be submitted no later than December 15, 2023, and shall identify in detail all expenses incurred for which reimbursement is being sought. Where a final, or consolidated, invoice is submitted, it shall have attached copies of all the underlying supporting invoices and other documentation of such expenses.
- f) The Department shall have the right at any time to request that Grantee provide additional supporting documentation with any request for reimbursement.
- g) The Department reserves the right not to disburse any Grant funds if, in the Department's determination:
  - i. Grantee has failed to supply a material fact in a request for disbursement;
  - ii. Grantee's disbursement request, when combined with all prior disbursement requests, exceeds the total amount of the Grant;

- iii. Grantee has used any portion of the Grant for uses or activities other than the Project, or in a manner inconsistent with the terms and conditions of this Agreement, the Act, the Regulations, and the RFA; or
- iv. Grantee is in default under any other term or condition contained in this Agreement.

3) Records, Inspections and Reports.

This Section shall survive the term of this Agreement.

a) Records.

- i) Grantee shall maintain accurate financial records of all transactions relating to the receipt and expenditure of the Grant and administration of the Project (collectively, "**Records**"). The Records shall be in a form acceptable to the Department. Grantee shall retain the Records for three (3) years following the date of disbursement of grant funds.
- ii) Grantee shall make the Grantee's administrative offices, its personnel, whether full-time, part-time, consultants or volunteers, and the Records available to the Department for inspection upon request, during the term of the Agreement and for a period of three (3) years following the date the Department approves final disbursement of grant funds. The Grantee shall permit the Department to perform program monitoring, evaluation and audit activities as determined to be necessary, at the discretion of the Department.

- b) Inspections. All financial and programmatic records of the Grantee related to the Grant shall be available for inspection by authorized personnel of the Department and agents of the federal government. The Grantee shall further permit the Department to perform program monitoring, evaluation and audit activities as determined to be necessary, at the discretion of the Department. The Department may conduct inspections of the Project at any time during the term of this Agreement.

c) Reports.

- i) On January 1, April 1, July 1, and October 1 of each year during the term of this Agreement, Grantee shall provide the Department with interim progress reports in a manner and form to be determined by the Office. The interim progress reports shall contain such information as the Department requests, including, but not limited to, work accomplished and problems encountered, past and projected expenditures made against the Project Budget, and benchmarks reached. Grantee shall ensure that each interim progress report is received by the Department no later than ten (10) working days after the due date.
- ii) Within forty-five (45) calendar days after Grantee completes the Project, Grantee shall submit to the Department a final report (the "**Final Report**") in a manner and form to be determined by the Department that describes the completed Project, the success of the Project, any problems encountered in completing the Project, and such other information as the Department requires. The Final Report shall also contain an expense and revenue summary of the Project including the number of homes and businesses that gained access to broadband facilities, any problems encountered in completing the Project, and such other information as the Department requires. The Final report shall also contain an expense and revenue summary of the Project, certified by the highest fiscal officer of Grantee, that lists all expenditures relating to the Grant. In addition, any completed studies, surveys, reports, or other work products, if applicable, shall be attached to the Final Report. The Grant will not be considered fully closed out until the Final Report has been submitted to, and accepted by, the Department.
- iii) In addition to the requirements set forth above, Grantee shall provide the Department with such additional records, reports, and other documentation as may be required by the Department or the

4) General Covenants.

- a) Grantee shall comply with all applicable laws, regulations, terms, and conditions established by the U.S. Department of the Treasury, the Department, and the State with respect to the use of Grant funds.
- b) Grantee must notify and obtain written approval of the Digital Equity Programs Manager for any change in the allocation of funds in the budget line items set forth in the Application or Plan for the Project. Such a change in the budget line items may be approved in writing by the Digital Equity Programs Manager and will not require a formal amendment to this Agreement, so long as the amount of the Grant does not change.

5) Grantee's Certifications. Grantee certifies that:

- a) Grantee is a local county or municipality of the State of Maryland, a non-profit corporation, or a school system, library, community center or other community based anchor institution.
- b) The acceptance of the Grant and the entering into of this Agreement have been duly authorized, executed, and delivered by Grantee, and are the valid and legally binding acts and agreements of Grantee.
- c) Grantee is duly organized and validly existing under the laws of the jurisdiction of which Grantee is part. Grantee has the requisite power and authority to enter into and carry out the transactions contemplated by this Agreement, including, but not limited to, legal capacity and authority to own and operate or receive the equipment and services contemplated by the Project, to enter into contracts, and to otherwise comply with applicable statutes and regulations.
- d) The representations, statements, and other matters contained in the Application are and remain true and complete in all material respects.
- e) All federal, state, and local government approvals, permits, reviews, and licenses that may be required to accomplish the Project have been obtained or Grantee has reasonable assurances that they will be obtained.
- f) Grantee certifies that all of the Grant funds will be used for eligible Program activities as defined in the Act and Regulations.
- g) Grantee has or shall comply with all federal funding conditions set forth in the attached **Exhibit B**, if applicable.
- h) Grantee will make a certification acknowledging the prohibition on the use of federal funds for lobbying in the form attached as **Exhibit C**.
- i) The activities and expenses being reimbursed under this Agreement are not subject to reimbursement from other federal or state funding sources, and Grantee has not received nor will Grantee seek reimbursement from any other source for expenses submitted for reimbursement under this Agreement.
- j) Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.
- k) The Grantee, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, is in good standing, has filed all required annual



reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, and has paid or arranged for the payment of all taxes due to the State.

5) Default, Repayment and Remedies; Termination.

- a) A default under this Agreement shall occur if:
    - i. There is any use of the Grant by Grantee for any purpose other than as authorized by the Act, the Regulations, the Policy Guide, and this Agreement, and as specifically described in the Project Description attached as Exhibit A; or
    - ii. There is a breach of any covenant, agreement, provision, representation, warranty or certification of Grantee which was made in this Agreement or the Application or Plan, as applicable.
  - b) If a default as described in Section 5(a)(i) of this Agreement occurs, the Department may demand the immediate repayment from Grantee, and Grantee shall immediately repay to the Department any Grant funds not expended in accordance with this Agreement.
  - c) If a default as described in Section 5(a)(ii) occurs, the Department shall have the right to declare a default of this Agreement by notice to Grantee and Grantee shall have 30 days from the date the Grantee receives the notice to cure the default. If Grantee has not cured the default to the satisfaction of the Department by the conclusion of the 30-day period, this Agreement shall terminate at the end of the 30-day period and the Department may demand immediate repayment of the Grant.
  - d) Notwithstanding the foregoing notice and cure period set forth in Section 10(c), in the event that Treasury requires the repayment of any Grant funds, Grantee shall immediately return the Grant funds to the Department.
  - e) In the event of termination of the Agreement, whether due to default or otherwise:
    - i. Grantee's authority to request a disbursement shall cease and Grantee shall have no right, title or interest in or to any of the Grant funds not disbursed; and
    - ii. The Department may demand the immediate repayment of all or a portion of the Grant which has been disbursed.
  - f) The Department's remedies may be exercised contemporaneously, and all of such rights shall survive any termination of this Agreement.
  - g) If a default occurs, the Department may at any time proceed to protect and enforce all rights available to the Department under the Regulations, the Act, at law or in equity, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement. Furthermore, no failure or delay of the Department to exercise any right, power or remedy consequent upon a default shall constitute a waiver of any such term, condition, covenant, certification or agreement or of any such default or preclude the Department from exercising any such right, power or remedy at any later time or times.
- 6) **Indemnification.** To the extent permitted by the laws of the State, and subject to appropriations as well as the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. § 5-301, et seq. (2013 Repl. Vol.) (the "LGTCA") and Md. Code Ann., Cts. & Jud. Proc. §§5-509 and 5-5A-02 (2013 Repl. Vol.), all as amended from time to time, and except in the event of the Department's negligence or willful misconduct or the negligence or willful misconduct of the Department's officers, agents, employees, successors and assigns, Grantee shall indemnify and hold harmless, the Department, its officers, agents, employees, successors and assigns against liability for any suits, actions or claims of any character arising from or relating to the performance by Grantee (or its

officers, agents, employees, successors or assigns) of any of its rights or obligations under this Agreement. If Grantee is a local government, its chief executive officer hereby agrees to use his or her best efforts to include a request in the Annual Budget and Appropriation ordinance to appropriate funds in the event there is an otherwise indemnifiable cost to the Department under this Section.

7) Nondiscrimination, Fair Practices, and Drug and Alcohol Free Certifications:

- a) Grantee certifies that it does not discriminate and prohibits discrimination in, and shall not exclude from the participation in, or deny the benefit of any program or activity funded in whole or in part with the Grant, on the basis of political or religious opinion or affiliation, marital status, race, color, creed or national origin, or sex or age, except when age or sex constitutes a bona fide occupational qualification, sexual orientation, gender identity, or the physical or mental handicap of a qualified handicapped individual.
- b) Grantee shall comply with the provisions of all federal, State and local laws prohibiting discrimination in housing on the grounds of race, color, religion, national origin, sex, marital status, physical or mental disability, sexual orientation, age, gender identity, genetic information, or an individual's refusal to submit to a genetic test or make available the results of a genetic test, including Title VI and VII of the Civil Rights Act of 1964, as amended (Public Law 88-352); and Title VIII of the Civil Rights Act of 1968, as amended (Public Law 90-284); the Fair Housing Act (42 U.S.C. §§3601-3620); the Americans with Disabilities Act of 1990, as amended; and Title 20 of the State Government Article of the Annotated Code of Maryland, as amended.
- c) Grantee shall comply with the provisions of the Governor's Executive Order 01.01.1989.18 regarding a drug- and alcohol-free workplace and any regulations promulgated thereunder.

8) Notices. All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

- a) Communications to the Department shall be mailed to:

Ronnie Hammond  
Equity Programs Manager, Office of Statewide Broadband  
Department of Housing and Community Development  
7800 Harkins Road  
Lanham, MD 20706

with a courtesy copy to: [Ronnie.Hammond@maryland.gov](mailto:Ronnie.Hammond@maryland.gov)

- b) Communications to Grantee shall be mailed to:

Bill Garrett  
Director of Information Services, City of Salisbury  
125 N Division St.  
Salisbury, MD 21801

9) Amendment. Other than as set forth in Section 4(b), this Agreement may not be amended except by a written instrument executed by the Department and Grantee.

10) Execution. This Agreement and any amendments thereto may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement or the amendment and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement or any amendments thereto and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement or amendment as to the parties and may be used in lieu of the original Agreement or amendment for all purposes. Without limitation, "electronic signature" shall include: faxed versions of an original handwritten signature; electronically scanned and transmitted

versions (e.g., via pdf) of an original handwritten signature; and any typed signature (including any electronic symbol or process attached to, or associated with, the Agreement) adopted by the parties with the intent to sign the Agreement. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.

- 11) Assignment. This Agreement may not be assigned without the prior written approval of the Department.
- 12) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the Grant.
- 13) Governing Law. This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Maryland without regard to conflict of laws provisions.
- 14) Term of Agreement. Unless sooner terminated pursuant to Section 5 of this Agreement or by the mutual consent of Grantee and the Department, the term of this Agreement shall be from the date of execution of this Agreement by the Department (the "Effective Date") until the proceeds of the Grant have been either disbursed or returned to the Department, all reports and records due by Grantee to the Department have been received and approved by the Department, and there has been a final settlement and conclusion between the Department and Grantee of all issues arising out of the Grant.
- 15) Further Assurances and Corrective Instruments. Grantee agrees that it will, from time to time, execute and deliver, or cause to be delivered, such amendments hereto and such further instruments as may be required by the Department to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 16) Delay Does Not Constitute Waiver. No failure or delay of the Department to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude the Department from exercising any right, power or remedy at any later time or times.
- 17) Notice Regarding Disclosure of Information Relating to the Project.
  - a) The Department intends to make available to the public certain information regarding the Project and the Grantee.
  - b) The Department may be required to disclose information about the Project to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources.
  - b) The Department may be required to disclose information in response to a request for information made pursuant to the Public Information Act, General Provisions Article, §4-101 et seq. of the Annotated Code of Maryland (the "PIA"). Information that may be disclosed includes, among other things, the name of the Grantee; the name, location, and description of the Project; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the Application or Plan, as applicable; a copy of the Application or Plan; and the sources, amounts and terms of other funding used to complete the Project, including capital contributions or matching funds from the Grantee. Certain information may be exempt from disclosure under the PIA. Requests for disclosure of information made pursuant to the PIA are evaluated on an individual basis by the Department. If Grantee believes that any of the information it has provided to the Department is exempt from disclosure, Grantee should attach a statement to this Agreement describing the information it believes to be exempt from disclosure and provide an explanation therefor. The Department cannot guarantee non-disclosure of such information but may consider Grantee's statement when responding to a request made pursuant to the PIA.

18) Exhibits. The following exhibits are a material part of this Agreement and are incorporated herein by reference.

- Exhibit A – Application
- Exhibit B – Federal Funding Acknowledgments
- Exhibit C – Certification Prohibiting the Use of Federal Funds for Lobbying

**WITNESS**, the parties hereto have caused this Agreement to be executed under seal by their duly authorized officer(s) as of the Effective Date.

**CITY OF SALISBURY**

By: \_\_\_\_\_ (SEAL)  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT**

By: \_\_\_\_\_ (SEAL)  
Jacob R. Day, Secretary

\_\_\_\_\_  
Date

Approved for form and legal sufficiency,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Assistant Attorney General

## **EXHIBIT B**

### **MARYLAND DIGITAL INCLUSION GRANT PROGRAM – CERTAIN FEDERAL FUNDING CONDITIONS**

**A. Certification prohibiting use of federal funds for lobbying**

1. 18 U.S.C. 1913 and section 1352 of P.L. 101-121 require that all prospective and present subgrantees (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form “Certification Against Lobbying”. It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL. The Grantee shall require that the language of the certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements). Any subrecipients shall certify and disclose accordingly.

**B. Clean Air Act and Federal Water Pollution Control Act**

1. Clean Air Act
  - a. The Grantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
  - b. The Grantee agrees to report each violation to DHCD and understands and agrees that the DHCD will, in turn, report each violation as required to assure notification to the U.S Department of the Treasury, and the appropriate Environmental Protection Agency Regional Office.
  - c. The Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.
2. Federal Water Pollution Control Act
  - a. The Grantee agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
  - b. The Grantee agrees to report each violation to DHCD and understands and agrees that DHCD will, in turn, report each violation as required to assure notification to the U.S Department of the Treasury, and the appropriate Environmental Protection Agency Regional Office.
  - c. The Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

**C. Access to Records**

1. The Grantee agrees to provide DHCD, the U.S. Department of the Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Grantee which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.
2. The Grantee agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

#### **D. Suspension and Debarment**

1. As Federal funds support the activities of this Agreement, the Grantee acknowledges, per the United States Office of Management & Budget's Uniform Guidance section 2 CFR 200.213, Suspension and Debarment, the following obligations of Federal granting agencies regarding debarment and suspension:

“Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive order 1259 and 12689, 2 CFR part 180. These regulations restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.”

#### **E. Audits**

1. The Grantee shall submit audits in accordance with Federal OMB 2 CFR 200, Subpart F – Audit Requirements, if applicable. OMB 2 CFR 200, Subpart F, Audit Requirements requires that Grantees which expend a total of \$750,000 or more in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156, and the Office of Management and Budget (OMB) 2 CFR 200, Subpart F. An electronic copy of all Grantee audits performed in compliance with 2 CFR 200, Subpart F shall be forwarded within thirty (30) days of report issuance to the Office of Statewide Broadband for review.

### **EXHIBIT C**

#### **MARYLAND DIGITAL INCLUSION GRANT PROGRAM –**

**CERTIFICATION PROHIBITING THE USE OF FEDERAL FUNDS  
FOR LOBBYING**

Grantee hereby certifies that to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the State, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The State shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all **subrecipients** shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any persons who fail to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

\_\_\_\_\_  
Full Name of the Grantee

By: \_\_\_\_\_  
Authorized Signature for the Grantee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



**OFFICE OF STATEWIDE BROADBAND**  
**Digital Inclusion Grant Program**  
**FY22 Grant Application Form**

*(additional information required – see RFA for all application requirements)*

Applicant Information

Applicant's Legal Name (must match W9):

City of Salisbury Maryland

Federal EIN Number: 52-6000806 DUNS Number: 030321699

***Attach a copy of your most current IRS W-9 Form***

Address:

Street: 125 North Division St

City: Salisbury

County: Wicomico

State: MD Zip: 21801

Contact Information

*This should be the primary contact for the person coordinating all elements of this application for the Applicant. This is the person the Office will contact with any questions regarding the application.*

Name: Julie Milliken Title: Grant Specialist

Email: jmilliken@salisbury.md Phone: 410 677-1935





Project Information

Estimated Funding:

Applicant: \$2,828.00 (funding provided by applicant)  
Local Jurisdiction: \$0.00 (funding provided by local jurisdiction)  
State: \$18,400.00 (funding requested from OSB)  
Other: \$0.00 (funding provided by any other source)  
Project Total: \$21,228.00

Identify the Project Use (check all that apply):

- |   |                                   |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> Access        | <input type="checkbox"/> Planning |
| <input checked="" type="checkbox"/> Affordability | <input type="checkbox"/> Adoption |
| <input type="checkbox"/> Literacy/Training        | <input type="checkbox"/> Other    |

Please briefly describe what the funding will be used for:

Funding will be used to provide Internet service to a city-run transitional housing village serving the homeless population.

Other Required Information


The following should be attached to your application:

1. Executive summary of the project
2. Project budget
3. Federal Form W-9



## CERTIFICATION OF GRANT APPLICATION REVIEW

I hereby certify that to the best of my knowledge and belief, the information provided in this Application is true and correct. I further certify that I have reviewed the Request for Applications, FY22 Digital Inclusion Grant Program documentation including eligibility of costs.

  
\_\_\_\_\_  
*Signed by Authorized Representative*

1 MARCH 2022  
\_\_\_\_\_  
*Date*

Jacob R. Day  
\_\_\_\_\_  
*Typed Name*  
Mayor  
\_\_\_\_\_  
*Title*

## **Anne Street Village DIG Project City of Salisbury, Maryland**

### **Executive Summary**

The City of Salisbury is creating a transitional shelter village to benefit some of the homeless individuals in our area. The Anne Street Village will consist of twenty-five prefab fiberglass temporary dwelling units (“TDUs”) placed on a city-owned corner lot, along with an on-site bathroom facility trailer. The purpose of this temporary housing facility is to provide services necessary to transition its residents into permanent housing and to prevent harmful health and hygiene conditions of homelessness. The ultimate goal is to transition the residents into permanent housing.

Today, access to the internet is considered one of life’s basic necessities. The City of Salisbury is requesting funding of \$18,400 to allow Salisbury to provide a wireless access point for residents of the village. Separate funding will ensure they have access to electronic devices such as cell phones and tablets. Internet access will make it possible for residents to obtain an email address, seek employment, find medical care, search for permanent housing and apply for benefits such as SSI, Medicaid, food stamps and other public assistance. The internet is a crucial resource for restoring dignity and making strides towards self- sufficiency for the homeless. This program will have a powerful, positive impact on the lives of these individuals as they transition from being homeless to being home.

### **Digital Inclusion Program:**

By providing internet access to this underserved population of our community we will be one step closer to closing the gap between those who have access to affordable internet services and those who do not. The project will serve approximately twenty-four homeless individuals in our community. The ultimate goal is to help the Anne Street Village residents become digitally literate and learn how to effectively engage online to enhance their overall quality of life. Going forward, the City of Salisbury will subsidize the annual cost of internet service to the Village.

**Potential Barriers:** We do not anticipate any potential barriers.

### **Partners and Local Engagement:**

Partner - City of Salisbury Housing and Community Development Department (HCDD)

- Ron Stickler, Jr. – Director, HCDD  
Bachelor of Science in Recreation Management and over fifteen years of supervisory and management experience.
  
- Christine Chestnutt – Housing/Homelessness Manager, HCDD  
Bachelor’s Degree in Behavioral Science ten plus years of experience working with the homeless population. Successfully runs a permanent supportive housing program for the chronically homeless with 24 participants and 12 active households.

## **Intended Outcomes and Metrics:**

The primary outcome of the project is to provide wireless Internet access to the residents of Ann Street Village in Salisbury, MD. We will count the number of residents utilizing the Internet connection provided.

## **Statement of Experience:**

The City of Salisbury has many years of experience in implementing grant-funded projects for community revitalization through a wide variety of programs including Community Development Block Grant (CDBG), Community Parks & Playgrounds (CP&P), Program Open Space (POS), Homeless Solutions Program (HSP) and Projects for Assistance in Transition from Homelessness (PATH), as well as Community Legacy (CL) and Strategic Demolition Fund (SDF). In 2004 Salisbury became a CDBG entitlement jurisdiction and we now receive an annual allotment of CDBG funds directly from HUD.

Key personnel for this project are:

- William Garrett – Director, Information Services, City of Salisbury for 10 years. Twenty-five years of experience in Information Technology from networking to servers and administration. Has successfully led many large-scale municipal projects of this nature from Wi-Fi deployments in the downtown corridor and the Zoo, to analytic Wi-Fi projects involving the annual National Folk Festival over the past several years in Salisbury. Has a Master's Degree in Management of Information Services as well as an M.B.A. from the University of Maryland.
- Mike Fiorelli – Network Administrator, Information Services, City of Salisbury for 6 years. Over 20 years in the Information Technology industry, including 4 years in the United States Army as an intelligence analyst. Mike has numerous industry certifications. He has personally engineered, implemented and installed numerous networking projects including fiber runs and networking configurations through the city, as well as all Wi-Fi projects such as the downtown Wi-Fi, Zoo Wi-Fi and National Folk Festival Wi-Fi.

## **Funding Scope & Budget:**

### **Scope of Work**

The City of Salisbury is constructing a Tiny Home village with 25 homes. These homes will serve as temporary housing for people transitioning from homeless to a permanent housing option. This project will serve to have fiber-optic Internet service run to the administration building on-site through a local ISP, and have Ubiquiti Wi-Fi BaseStation XGs installed to provide wireless Internet service to all residents on premises during their stay in this transitional housing. We will be installing a mast on the top of the admin building where Internet service is

installed, and running an outdoor CAT6E cable up the pole to the Ubiquiti BaseStations. The singular installation location should be able to provide signal saturation to cover the entire site.

**Budget**

**Operations**

20" Antenna Mast	\$150
500' Spool Outdoor CAT6E Network Cable	\$250
2 x Ubiquiti Wi-Fi BaseStation XGs (UBW-XG-US)	\$3,000

**Contracted Services**

Fiber Optic Cable Installation / Construction cost to site for ISP service to be provided	\$12,000
Monthly Internet Service (12 months @ \$250/mth.)	\$3,000

**City Employee Costs**

William Garrett (Director of IS)	Project Management / Coordinator / Administrator 50 hours @ \$48.30/hr.	\$2,415
Mike Fiorelli (Network Admin)	Technical, Configuration, Installation 15 hours @ \$ 27.56/hr.	\$413

Grant Funded Costs		\$18,400.00
City Funded / Leveraged Costs		\$ 2,828.00
<b>TOTAL PROJECT COST</b>		<b>\$21,228.00</b>

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>City of Salisbury Maryland</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input checked="" type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>125 N Divison Street Room 103</b>	
6 City, state, and ZIP code <b>Salisbury, MD 21801-4940</b>	
7 List account number(s) here (optional)	
Requester's name and address (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>or</b>	
<b>Employer identification number</b>	
5 2 - 6 0 0 0 8 0 6	

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Sandra A. Green, Assist. Dir. Acting</i>	Date ▶ <i>6/28/21</i>
------------------	--	-----------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## DIG Grant Adjustment

### Executive Summary

The City of Salisbury was approved for a Digital Inclusion Grant (DIG) for \$18,400 to provide Fiber Optic Internet and wireless access to the residents at the City's tiny home village on Anne Street. Since the City was also awarded the Connected Communities Grant for this project in the amount of \$34,228 in Ordinance 2801, we were granted a change of scope for the DIG to allow training of Anne Street Village residents in technology and office productivity products.

### Project Description

This program will provide digital, technology, office, computer, Internet and other literacy programs to residents of the City's Anne Street Village community. As these participants proceed through the program and secure permanent housing, we have a unique opportunity to facilitate training to help them secure better employment opportunities through a partnership with the DHCD, MD Department of Labor, and WorWic Community College.

All residents will be assessed to determine their current computer skills, if any, and a customized training regimen will be developed. These assessments, a post-assessment, and all materials, handouts and texts would be included. Basic computer terminology, basic PC navigation, using Windows, working with file and file management, using common workplace applications like Web browsers, Microsoft Word, Excel, PowerPoint and Email applications (web mail) or Google apps as well as learning how to use remote working applications such as introduction to Teams/Zoom. They will talk about office skills and working with mobile devices, security and safety and how to create a resume and utilize the Internet for searching for jobs and web forms for applying for jobs.

They can visit the American Job Center (AJC) or work with WorWic's partners there to introduce the ASV residents to those resources as well. The training will be two times a week for 2.5 to 3 hours per session for 6 sessions.

### Budget

The cost is between \$250-\$350 per resident, depending on training offered and their technical ability. Level 2 training is offered if it is determined that more advanced training is needed, at the same cost.

This funding, in the amount of \$18,400, will be utilized to provide this workforce training for between 52-73 of the residents at the Ann Street Village, depending on courses taken.

## Project Schedule

Upon funding approval, the City will coordinate with WorWic:

- Training can begin as early as December 2023, January 2024, or March through early June 2024

Please note the above schedule is the next set of available class time, and may change depending on when the funding is finalized, and WorWic's availability of class resource and instructors.





# City of Salisbury

## MEMORANDUM

**To:** City Council

**From:** Allen Swiger, ABCD Director

**Subject:** Accept Sponsorship from Maryland State Art Council for 2023 Maryland Folk Festival

**Date:** 7/5/2023

---

The City of Salisbury's Arts, Business and Culture Department has notified the Maryland State Art Council of its desire to obtain a \$150,000.00 sponsorship for the 2023 Maryland Folk Festival (MDFF).

The Maryland State Art Council, via the Maryland Department of Commerce, wishes to provide the sponsorship of \$150,000.00 to the City of Salisbury to operate the Maryland Folklife Traditions Area within the 2023 MDFF.

The Maryland Traditions Area will spotlight the distinctive music, rituals, crafts, occupations, foodways and other traditions at the heart of Maryland heritage. The MDFF will take place September 22-24 in Downtown Salisbury.

Thank you for your time and do not hesitate to contact me should you have any questions.

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY OF SALISBURY ACCEPTING A SPONSORSHIP OF ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) FROM THE MARYLAND DEPARTMENT OF COMMERCE TO OPERATE THE MARYLAND FOLKLIFE TRADITIONS AREA WITHIN THE 2023 MARYLAND FOLK FESTIVAL.**

**WHEREAS**, the Maryland State Art Council, via the Maryland Department of Commerce, wishes to provide a sponsorship of one hundred fifty thousand dollars (\$150,000) to the City of Salisbury to operate the Maryland Folklife Traditions Area; and

**WHEREAS**, Mayor and Council of the City of Salisbury wishes to accept the \$150,000 in sponsorship funding from the Maryland Department of Commerce to operate the 2023 Maryland Folk Festival; and

**WHEREAS**, as part of the 2023 Maryland Folk Festival, the City will spotlight the distinctive music, rituals, crafts, occupations, foodways and other traditions at the heart of Maryland heritage.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SALISBURY, MARYLAND** that it does hereby accept the sponsorship funding of one hundred fifty thousand dollars.

THIS ABOVE RESOLUTION was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on this \_\_\_\_ day of \_\_\_\_\_, 2023 and is to become effective immediately upon adoption.

**ATTEST:**

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

\_\_\_\_\_  
Muir W. Boda, Salisbury City Council President

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
John "Jack" R. Heath, Acting Mayor



City of  
**Salisbury**  
John "Jack" R. Heath, Mayor

To: Andy Kitzrow, City Administrator  
From: John W. Tull, Fire Chief  
Subject: Budget Amendment Request  
Date: July 7, 2023

---

The Fire Department is requesting the approval of a budget amendment in the amount of \$145,000 to purchase new portable radios. Funding for this budget amendment will come from unused PayGo funding that was appropriated for the Computer Aided Dispatch Project.

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

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

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE  
MAYOR TO DEFUND THE COMPUTER AIDED DISPATCH PROJECT  
AND TO APPROPRIATE FUNDS FOR THE PURCHASE OF PORTABLE  
RADIOS.**

**WHEREAS**, the City of Salisbury appropriated \$1,105,000 in the General Capital Project Fund by Ordinance No. 27211 for the Computer Aided Dispatch Center Project with funding from \$805,000 in Bond Proceeds to be issued in FY24 and \$300,000 from FY23 PayGO; and

**WHEREAS**, the City has determined the above funds are no longer necessary for the Computer Aided Dispatch project; and

**WHEREAS**, Ordinance No. 2808 previously reallocated \$30,000 of the above referenced FY23 PayGO to the Comprehensive Plan Project and \$85,000 for the Zoning Code Project; and

**WHEREAS**, the City desires to return by transfer the remaining \$185,00 in unused PayGO in the Capital Projects Fund for the Computer Aided Dispatch Project to the General Fund; and

**WHEREAS**, the City desires to cancel the previous appropriation of \$805,000 for the Computer Aided Dispatch Project to be funded from FY24 bond proceeds; and

**WHEREAS**, City desires to increase the appropriation for “Equipment” in the General Fund by \$145,000 in order to purchase portable radios for the Fire Department; and

**WHEREAS**, the appropriations necessary to execute the appropriation of \$145,000, as provided hereinabove, 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.** Acting Mayor John R. Heath, on behalf of the City of Salisbury, is hereby authorized to appropriate funds for the Portable Radios in the amount of \$145,000.

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

**Section 2.** The City of Salisbury’s General Capital Project Fund Budget be and hereby is amended as follows:

<b>Increase Decrease</b>	<b>Account Type</b>	<b>Project Description</b>	<b>Account Description</b>	<b>Account</b>	<b>Amount</b>
Decrease	Revenue	Computer Aided Dispatch	Bond Proceeds	98024-469312-43034	805,000
Decrease	Revenue	Computer Aided Dispatch	PayGO	98024-469313-43034	185,000
Decrease	Expense	Computer Aided Dispatch	Construction	98124-513026-43034	185,000
Decrease	Expense	Computer Aided Dispatch	Equipment	98124-577030-43034	805,000

44 **Section 3.** The City of Salisbury’s FY24 General Fund Budget be and hereby is amended as  
45 follows:  
46

<b>Increase Decrease</b>	<b>Account Type</b>	<b>Project Description</b>	<b>Account Description</b>	<b>Account</b>	<b>Amount</b>
Decrease	Expense	None	Transfer Gen Cap Projects	91001-599109	185,000
Increase	Expense	None	Equipment	24035-577030	145,000
Decrease	Revenue		Use of Surplus	01000-469811	40,000

47  
48 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**  
49 **SALISBURY, MARYLAND,** as follows:  
50

51 **Section 4.** It is the intention of the Mayor and Council of the City of Salisbury that each provision  
52 of this Ordinance shall be deemed independent of all other provisions herein.  
53

54 **Section 5.** It is further the intention of the Mayor and Council of the City of Salisbury that if any  
55 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,  
56 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication  
57 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other  
58 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.  
59

60 **Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as  
61 if such recitals were specifically set forth at length in this Section 5.  
62

63 **Section 7.** This Ordinance shall take effect from and after the date of its final passage.  
64

65 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of  
66 Salisbury held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and thereafter, a statement of the substance  
67 of the Ordinance having been published as required by law, in the meantime, was finally passed by the  
68 Council of the City of Salisbury on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.  
69

70 **ATTEST:**  
71  
72  
73

74 \_\_\_\_\_  
75 **Kimberly R. Nichols, City Clerk**

\_\_\_\_\_ **Muir W. Boda, City Council President**

76 Approved by me, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.  
77  
78  
79

80 \_\_\_\_\_  
81 **John R. Heath, Acting Mayor**