

RESOLUTION NO. 1978

A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND
AGREEING TO THE EXTENSION OF THE ACTING STATUS FOR TINA ROACH

WHEREAS; the City's Employee Handbook provides that employees can only serve in acting status for terms exceeding six months with the advice and consent of the City Council; and

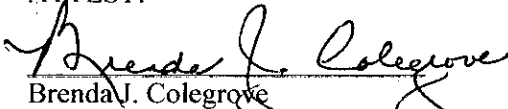
WHEREAS, Tina Roach has been serving in acting status since March 9, 2010 and is approaching the six month anniversary; and


WHEREAS, the Mayor is not yet ready to appoint a new Resource Manager and desires that Tina Roach continue serving in acting capacity.

NOW, THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby agrees to extend the acting status of Tina Roach.


THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the 27th day of September, 2010 and is to become effective immediately upon adoption..

ATTEST:


Brenda J. Colegrove
City Clerk


Louise Smith
Council President

APPROVED by me this 28th
day of September 2010.



James I. Hutton, Jr.
MAYOR, City of Salisbury

INTER

OFFICE

MEMO

Office of the Mayor

To: City Council
From: John R. Pick 
Subject: Extension of Acting Status – Acting Resource Manager
Date: September 22, 2010

We request approval of the attached resolution extending the *Acting Status of Acting Resource Manager* Tina Roach. The Public Works Director intends to begin the recruitment and selection process to fill this position shortly.

cc: Mayor Ireton
Lore' Chambers
Teresa Garner
Pam Oland
Brenda Colegrove

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City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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SALISBURY, MARYLAND 21801
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PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

September 2, 2010

TO: James Ireton, Mayor
John Pick, City Administrator

FROM: Teresa Gardner, Director Public Works

SUBJECT: Request for Time Extension: Acting Resource Manager (Grade 8)

This is to request a time extension, not to exceed six-months from September 9, 2010 thru March 9, 2011, to allow Tina Roach to continue to perform the tasks of Acting Resource Manager at paygrade 8 and be compensated for the additional workload and level of responsibility that will be required of her acting position until a permanent Resource Manager is hired.

The following, but not necessarily limited to, additional work efforts are required of this acting position:

- Creates, reviews, and revises the Public Works 5-year General Fund Capital Improvements Plan
- Creates, reviews, and revises the Public Works annual budget for five different funds (General, Water, Sewer, Septage, & Marina) proposals
- Manages lease and purchase accounts for the department
- Prepares and maintains various reports and documents
- Coordinates the processing and payment of invoices for the department
- Personnel Issues as needed.
- Performs other duties as assigned

Thank you for your consideration on this and past requests.

Teresa Gardner
Director of Public Works