

**RESOLUTION NO. 1979**

A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND  
AGREEING TO THE EXTENSION OF THE ACTING STATUS FOR BENJAMIN BAKER

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

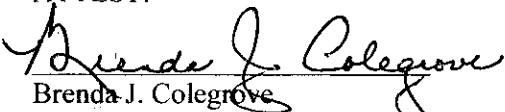
WHEREAS, Benjamin Baker has been serving in acting status since April 1, 2010 and is approaching the six month anniversary; and


WHEREAS, the Mayor is not yet ready to appoint a new Vehicle Maintenance Supervisor and desires that Benjamin Baker continue serving in acting capacity.

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

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the 27<sup>th</sup> 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 28<sup>th</sup>

day of September 2010.

  
James Irton, Jr.  
MAYOR, City of Salisbury

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**INTER**

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**OFFICE**

**MEMO**

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**Office of the Mayor**

**To:** City Council  
**From:** John R. Pick   
**Subject:** Extension of Acting Status – Acting Vehicle Maintenance Supervisor  
**Date:** September 22, 2010

We request approval of the attached resolution extending the Acting Status of Acting Vehicle Maintenance Supervisor Ben Baker. The Public Works Director is not yet ready to begin the recruitment and selection process to fill this position.

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

# City of Salisbury



MARYLAND

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JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
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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 Vehicle Maintenance Supervisor (Grade 8)

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This is to request a time extension, not to exceed six-months from October 1, 2010 thru April 1, 2011, to allow Benjamin Baker to continue to perform the tasks of Acting Vehicle Maintenance Supervisor at paygrade 8 and be compensated for the additional workload and level of responsibility that will be required of his acting position until a permanent Vehicle Maintenance Supervisor is hired.

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

- Plans and schedules vehicles and equipment repairs
- Supervises garage employees; conducts interviews; hires and trains employees; plans, assigns, and directs work; conducts performance appraisals; addresses and resolves personal complaints; schedules attendance at training courses
- Maintains and tracks garage stock
- Serves as liaison with salesmen and vendors
- Performs other duties as assigned

Thank you for your consideration on this and past requests.

Teresa Gardner  
Director of Public Works