

CITY OF SALISBURY
BUDGET WORK SESSION
MAY 20, 2014

Public Officials Present

Council President Jacob R. Day
Councilwoman Terry E. Cohen
(withdrew from meeting at 3:40 p.m.)

Council Vice President Laura Mitchell
Councilman Timothy K. Spies

Public Officials Not Present

Mayor James Ireton, Jr.
Councilwoman Eugenie P. Shields

In Attendance

Assistant City Clerk Diane C. Nelson, CMC, City Administrator M. Thomas (Tom) Stevenson Jr., and Internal Services Director Keith Cordrey

The City Council convened in work session at 3:00 p.m. in Conference Room 306 of the Government Office Building to discuss various components of the FY15 Budget.

Prior to discussion of the Budget, President Day shared news that CDG's final appeal request had been denied regarding the City's Waste Water Treatment Plant (WWTP) Court Case; the City was finally through with this issue.

President Day requested Internal Services Director Cordrey go through all follow up items, Council-level changes, and Administrative changes on the *Cumulative Budget Ordinance Items adjusted by Council Spreadsheet* (see attached) that Mr. Cordrey provides Council following each Budget Meeting.

Discussion topics included:

- Fire Services Agreement - Fire Code Inspection/Enforcement – Fire/EMS Staffing-NSCC Task Force
- City Attorney Fees – General & Water/Sewer Budgets-Monthly Bills
- Office of the City Clerk – Reclassifications of positions (2) and Step Increases
- Community Promotions - Art Institute & Gallery/Chipman Center
- Fire - Turn Out Gear
- GOB - Security (Reception)-add to existing GOB line item
- HR - Live Near Your Work
- Mayor - Special allocation for promotions/PIO/Mileage for Mayor-City Administrator Fuel Stipend
- Shore Transit - Downtown Circulator Trolley-Designated Route, Hours, Stops
- Wicomico County Library – Hours and Projects
- Planning & Zoning - Consulting/shared City and County PZ Department/Implementation of Plans
- Police-Overtime Transition Offender Program/Safe Streets Program and Funding Periods/Re-Entry Program
- Police-Meals-Telephone – Cell - Gasoline
- PW - Park Master Plan/ Mosquito Control/Tree Trimming
- PW - Sanitation-Stash Your Trash Signs-Education Programs
- PW - Streets Pre-release Labor and MOU
- PW - Reorganization
- HR Retirement Incentive – Criteria and Net Savings
- Council Advertising/ Council access to MUNIS
- IT - Maintenance Continuation & Training

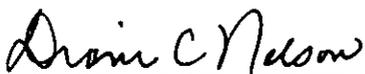
- Community Development Budget Spreadsheet since not in MUNIS
- GOB Misc in conjunction with GOB Bldg and GOB Bldg-maintenance
- Review of Finance Adjustments which included Liability Ins – Quote Revision
- GOFA requirement - City to stay above minimum-Use of Surplus
- County Revenue Cap on Tax Rate
- Ordinance No. 2290 - Water/Sewer Rates/Public Hearing/2nd Reading
- Staffing Police Department as requested – options with and without a tax increase
- Departmental verification of Fees that are set by Ordinance

Council reached consensus to make adjustments as follows:

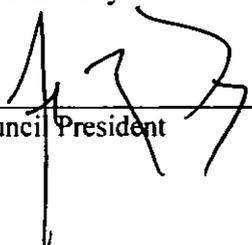
Revenue	
Fire Inspection & Compliance (Net Revenues/Expenses)	0.00
Expenditure Increases	
City Attorney	28,000.00
HR-Live Near Your Work	0.00
Mayor Special allocation for promotions	0.00
Community Promotion Shore Transit Downtown Circulator Trolley	16,000.00
Police-Overtime Transition Offender Program	0.00
PW-Parks Mosquito Control	0.00
Mayor Auto Allowance (Decrease City Administrator Fuel Stipend (\$600.00)	1,200.00
Expenditure Reductions	
GOB Misc.	0.00
Police-Meals	0.00
Police-Telephone	0.00
Finance Adjustments	
GOB Bldg-adj to final per County	(12,500.00)
GOB Bldg-maintenance on new phone	0.00
GOB Bldg-Fire Alarm	2,500.00
Liability Ins- Quote Revision	(47,000.00)

The next Budget Work Session will be held on May 22, 2014 in Room 306 of the GOB for final budget discussion prior to Council voting on the Budget Ordinance at the May 27, 2014 Legislative Session.

The Budget Work Session adjourned at 6:50 p.m.



 Assistant City Clerk



 Council President

City of Salisbury
Council FY 15 Budget Adj
Gen Fund

General Fund	Account	Possible	Revenue	Expenditure	Use of Surplus	From	To	Comments
Mayor Totals			31,852,516.00	33,454,201.89	(1,601,685.89)			
Revenues								
FSA Contribution County	01000-433229	(200,000)	(200,000.00)					
Fire Inspection and Compliance (net revenues/Exp)	433230&433231	(149,056)	(149,056.00)					
Expenditures - Increases								
BPI-Lap Top for Dept Head	25100	1,500		1,500.00				
City Attorney-Adj based on FY 14 average	17000-513301	46,000		46,000.00				Avg 5 first 5 mo fy14 23k mo * 12 = 276k - 230k
City Clerk-Reclass (5k plus fringe)		5,885		5,885.00				
Comm Promotions-Art Institute & Gallery		2,500		2,500.00				
Comm Promotions-Chipman Center		2,500		2,500.00				
Fire-Turn Out Gear		35,000		35,000.00				
GOB-Security (Reception)		25,000		25,000.00				
HR-House Keys (expand to 3 vs. 1)	18500-502091	5,000		5,000.00				
HR-Live Where You Work (adding 2 more)		5,000		5,000.00				
Mayor-Special allocation for promotions	12000	15,000		15,000.00				
Planning & Zoning-Consulting		10,000		10,000.00				
Police-10 Officers 4 Communication Officers	21021-various	1,059,930		1,059,930.00				
Police-Overtime Transition Offender Program		10,000		10,000.00				
Police-Re Entry Program		35,000		35,000.00				
PW Park Master Plan		20,000		20,000.00				
PW Sanitation Stash Your Trash Signs and Education Program	PW Material	5,000		5,000.00				
PW Parks Mosq Control (revisit amt needed)	45000-523601	TBD						emailed MM 5/16 for feedback
PW Parks Tree Trimming (revisit amt needed)	45000-523602	TBD						emailed MM 5/16 for feedback
PW Streets Pre release labor (is 20k sufficient)	31150-523615	TBD						emailed MM 5/16 for feedback
Expenditure - Reductions								
HR-Retirement Incentive		(86,800)						
Mayor-PIO (25% reduction due to vacancy time)		(18,567)		(18,566.50)				Budgeted 74266 * 25%
Mayor-remove stipend if Vehicle remains	12000	(1,600)		(1,600.00)				
Council-Advertising		(1,000)		(1,000.00)				
IT-Maintenance Continuation		(1,000)		(1,000.00)				email BG 5/16 for feedback
IT-Training		(1,000)		(1,000.00)				email BG 5/16 for feedback
GOB-Misc		(3,600)		(3,600.00)				No such account found?
Police-Meals		(1,000)		(1,000.00)				emailed BD 5/16 for feedback
Police-Telephone		(5,000)		(5,000.00)				emailed BD 5/16 for feedback

FY 15 Budget
Council Follow Up

Dept Account	Description	Who	Comment
Pending			
Parking Fund	PILOT Purpose in Parking Fund	Finance	emailed btc; see p 109 blue book
HR Live where you work	can state participate with 2 additional Grant Position to Goal Setting Sessstion Updated Analysis Report	HR Council	emailed jeanne 5/16
Complete			
Tax Rate	constant yield hearing threshold	email sent	
Analysis Reports	send budget analysis marina, ws, parking	email sent 5/8/2014	
General Fund Revenues	list of increases and decreases	email sent 5/8/2014	
Community Dev Budget	Copy of spreadsheet prepared by community development	email sent 5/8/2014	
General Fund Revenues	list of RR PP Tax revenue by customer	email sent 5/8/2015	
25200 NSCC	send cost of nuisance officer with fringe feedback from dept heads on proposed cuts	Finance	susasn emailed
		emails sent 5/16/2014	