



City of Salisbury



CITY COUNCIL SPECIAL MEETING AGENDA

December 21, 2015
Government Office Building

4:15 p.m.
Room 301

Times shown for agenda items are estimates only.

4:15 p.m. CALL TO ORDER

4:16 p.m. WELCOME/ANNOUNCEMENTS

4:18 p.m. ADOPTION OF LEGISLATIVE AGENDA

4:19 p.m. ORDINANCE

- Ordinance No. 2368 – 1st reading - approving a budget amendment of the FY2016 Fire Department Budget to transfer funds from the City's General Fund Surplus to the Fire Department's Buildings Account

4:24 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 www.ci.salisbury.md.us

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 10-508(a), by vote of the City Council.

Proposed agenda items for January 11, 2016 (subject to change)

- Resolution No. ____ - Employee Handbook Change- Education Reimbursement Policy
- Resolution No. ____ -Body Camera Resolution
- Resolution No. ____ -Accepting a Grant for Downtown Branding & Marketing
- Resolution No. ____ -Community Garden Lease- Chipman Cultural Center Property
- Enterprise Zone Application- Fisher Architecture
- Ordinance No. 2366 - 2nd reading - Fair Housing Language
- Ordinance No. 2367 - 2nd reading - Fair Housing Language
- Ordinance No. ____ -1st Reading- Budget Amendment- Bucket Truck
- Ordinance No. 2368-2nd Reading- Budget Amendment- FD Building Account



*From the Office
of the
Fire Chief*

Date: 24 November 2015

To: Tom Stevenson, City Administrator

 **From:** Richard A. Hoppes, Chief of the Department

Subject: Budget Amendment – Buildings Account

This memorandum serves as a formal request to fund a budget amendment to close a funding gap that has occurred pursuant to unanticipated budget expenses. The reasons for the funding gap are due to unanticipated expenses to maintain our physical facilities. The following is a list of unanticipated expenses so far this year that represent 60% of the total authorized budget for maintaining the physical facilities:

- Repairs to Fire Facilities HVAC = \$ 29,858.34
 - Repairs to Fire Station 1 Parking Lot (Sink Holes) = \$ 5071.00
- Total shortfall = **\$ 34,929.34**

The total FY15 budget for the FD Buildings Account – 24035-534301 is \$ 58,300.00. The decision to fund these unanticipated expenses was made due to the critical nature of the repairs were such that either deferring them would affect the working environment for our members or that prevented further damage to apparatus or worsening of an existing problem. The decision was made with the hope that other items could be deferred to get through the remainder of the fiscal year but this has not been successful due to ongoing routine expenses. With unanticipated expenses totaling almost half of the total budget, and given that the fiscal year is not yet half over, an amendment must be completed to finish the year.

It is very unfortunate to have to come to you at such an early stage in the fiscal year with a budget amendment but circumstances have made it necessary to do so. The unanticipated expenses for the HVAC repairs were impossible to foresee. Therefore this request for a budget amendment of \$ 35,000.00 to be placed into the FD FY16 budget account # 24035-534301 (Buildings).

Thank you in advance for your time and consideration on this request. I look forward to working with you to complete this most important business and ask that you contact me if you have need for further information a 410-548-3120 X 103 or at

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rhoppes@ci.salisbury.md.us . Unless you or the Mayor have additional questions, please advance the cover memorandum and resolution of support to the City Council for approval.

Attachment: Budget Amendment Ordinance - Building Account - FY16

cc: File

