

ORDINANCE NO. 2486

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY 2018 GENERAL FUND BUDGET TO APPROPRIATE FUNDING TO THE CLERKS OFFICE TRAINING ACCOUNT.

WHEREAS, the City has budgeted in the City Clerk Training/Schools Account funds for registration fees for the City Clerk and Assistant City Clerk to attend conferences and continued education classes; and

WHEREAS, registration fees were paid to the International Institute of Municipal Clerks in the amount of \$1,066.00 in November 2017 for the Assistant City Clerk to attend the Annual Conference and Academy classes to be held in Norfolk, Virginia; and

WHEREAS, Assistant City Clerk Diane Carter has received a scholarship award for \$1,066.00 from the Maryland Municipal Clerks Association for her registration fees.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND THAT the City's Fiscal Year 2018 General Fund Budget be amended as follows:

- 1) Increase Revenue (01000-456911) 1,066.00
- 2) Increase Training (11100-555504) 1,066.00

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 14th day of May, 2018, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 29th day of May, 2018.

ATTEST:



Kimberly R. Nichols, City Clerk



John R. Heath, President
Salisbury City Council

APPROVED BY ME THIS 30th day of MAY, 2018.



Jacob R. Day, Mayor



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

TO: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: Budget Amendment
DATE: April 18, 2018

Assistant City Clerk Diane Carter received a scholarship award from the Maryland Municipal Clerks Association (MMCA) on March 12, 2018 for \$1,066 to cover the registration fees associated with her upcoming attendance to the 2018 International Institute of Municipal Clerks (IIMC) Conference and classes on May 19 – 24, 2018 in Norfolk, Virginia.

Her registration was paid from the City Clerk Account No. 11100-555504 – Training in November 2017. At the time registrations were due we were uncertain whether she would receive the scholarship.

The \$1,066 was deposited into the General Fund Revenue Account No. 01000-456911. We would like to transfer the amount back into the City Clerks Training Account No. 11100-555504.

cc: Mayor Day
Julia Glanz



March 1, 2017

Ms. Diane Carter
Assistant City Clerk
City of Salisbury
125 North Division Street, Rm 305
Salisbury, MD 21801

RE: 2018 MMCA Scholarship

Dear Ms. Carter,

Congratulations on your MMCA scholarship award! Enclosed please find a refund check in the amount of \$1,066.00 to the Town of Centreville for reimbursement of your registration fees for the 2018 IIMC Conference.

Please let me know if you have any questions regarding this refund.

Sincerely,

Laura Reams, MMCA Treasurer
City Clerk, City of Hyattsville

Congrats!



MISCELLANEOUS PAYMENT RECPT#: 906720
CITY OF SALISBURY, MD
125 NORTH DIVISION STREET
SALISBURY MD 21801-4940

DATE: 04/18/18 TIME: 14:20
CLERK: bhoy DEPT:
CUSTOMER#: 0

COMMENT: MMCA SCHOLARSHIP

CHG: GM GM MISCELLANEOU 1066.00

AMOUNT PAID: 1066.00

PAID BY: MARYLAND MUNICIPAL C
PAYMENT METH: CHECK
1145

REFERENCE:

AMT TENDERED: 1066.00
AMT APPLIED: 1066.00
CHANGE: .00