

## CITY OF SALISBURY SPECIAL MEETING AGENDA

October 7, 2019 4:30 p.m.
Government Office Building Room 301

Times shown for agenda items are estimates only

4:30 p.m. CALL TO ORDER

4:31 p.m. WELCOME/ANNOUNCEMENTS

4:32 p.m. SILENT MEDITATION

4:33 p.m. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

4:34 p.m. ADOPTION OF SPECIAL MEETING AGENDA

4:35 p.m. RESOLUTION – City Administrator Julia Glanz

 Resolution No. 2977- to approve of the Acting Status for the Assistant City Clerk in the absence of the City Clerk

4:40 p.m. ORDINANCE – City Attorney Mark Tilghman

 Ordinance No. 2561- 2<sup>nd</sup> reading - approving a budget amendment of the FY20 General Fund Budget to appropriate the funds received from the recovery and recycling of scrap metal and the recovery of funds associated with a broken employment contract

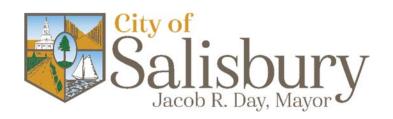
## 4:45 p.m. ADJOURNMENT

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 at www.salisbury.md. 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 General Provisions Article § 3-305(b), by vote of the City Council.

## Next Council Meeting – October 14, 2019

- Resolution to amend Employee Handbook
- Resolution to extend temporary acting capacity for Sanitation personnel in Field Ops
- Ordinance No. 1<sup>st</sup> reading- updating the Maryland Building Performance Standards to the 2018 codes
- Ordinance No. \_\_ 1<sup>st</sup> reading- approving a budget amendment to appropriate funds for community centers
- Ordinance No. 1st reading- to accept donated funds to purchase (3) K-9 vests

Posted: 10/3/19



## **MEMORANDUM**

TO: City Council

**FROM:** Kim Nichols, City Clerk

**SUBJECT:** Assistant City Clerk acting as City Clerk

**DATE:** October 2, 2019

§SC8-1 of the City Charter states that the City Clerk shall be appointed by the City Council and serve at the pleasure of the Council. The Assistant City Clerk's job description includes performing the duties of the City Clerk when the City Clerk is absent. Because the Assistant City Clerk's position is not in the Charter or Code, the attached resolution clarifies that the position of Assistant City Clerk shall act as the City Clerk in the absence of the City Clerk.

1	RESOLUTION NO. 2977
2 3 4 5 6	A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND TO APPROVE OF THE ACTING STATUS FOR THE ASSISTANT CITY CLERK IN THE ABSENCE OF THE CITY CLERK.
7 8 9	WHEREAS, §SC8-1 of the Salisbury City Charter, states that the City Clerk shall be appointed by the City Council and serve at the pleasure of the Council; and
10 11 12	WHEREAS, the City has an Assistant City Clerk whose job description includes performing the duties of the City Clerk when the City Clerk is absent; and
13 14 15	WHEREAS, the position of Assistant or Acting City Clerk is not in the Salisbury City Charter or Municipal Code; and
16 17 18	WHEREAS, the City desires that the Assistant City Clerk shall act as the City Clerk in the absence of the City Clerk.
19 20 21 22	NOW THEREFORE, BE IT RESOLVED that the Salisbury City Council hereby approves that the Assistant City Clerk shall be the Acting City Clerk in the absence of the City Clerk.
23 24 25	THE ABOVE RESOLUTION was introduced, read, and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the day of, 2019, and is to become effective immediately upon adoption.
26 27 28 29	ATTEST:
30 31 32	Kimberly R. Nichols, City Clerk  John R. Heath, President Salisbury City Council
33 34 35 36	APPROVED by me this day of 2019
37 38 39	Jacob R. Day, Mayor

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY20 GENERAL FUND BUDGET TO APPROPRIATE THE FUNDS RECEIVED FROM THE RECOVERY AND RECYCLING OF SCRAP METAL AND THE RECOVERY OF FUNDS ASSOCIATED WITH A BROKEN EMPLOYMENT CONTRACT.

WHEREAS, the Salisbury Police Department (SPD) has recycled metal and brass shell casings recovered as a result of firearms qualifications; and

WHEREAS, as a result of recycling through Delmarva Recycling, Inc. these shell casing have resulted in a payment to SPD in the amount of \$3,118.60; and

WHEREAS, the Salisbury Police Department has recovered \$4,958.91 as a result of an SPD Police Recruit broken Employment Contract; and

WHEREAS, funds recovered from Delmarva Recycling, Inc. and the broken contract repayment total a combined amount of \$8,077.51, which has been paid to the City of Salisbury and placed in the General Fund; and

WHEREAS, the Salisbury Police Department has use for the funds received and requests that these funds in the total amount of \$8,077.51 be placed in the SPD Small Tools Account (21021-546009) which is used, in part, to purchase service police officer equipment as well as firearms supplies for SPD Police Officers; and

WHEREAS, § 7-29 of the Salisbury City Charter forbids any office, department, or agency from expending funds not appropriated; and

WHEREAS, appropriations must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that the City's Fiscal Year 2020 General Fund Budget be and is hereby amended as follows:

- 1) Increase General Fund Revenue by \$8,077.51
- 2) Increase the Police Department budget by \$8,077.51

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 23<sup>rd</sup> day of September 2019, 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 \_\_day of \_\_\_\_\_\_, 2019.

ATTEST:	
Kimberly R. Nichols, City Clerk	John R. Heath, President
	Salisbury City Council
Approved by me this day of	
Jacob R. Day, Mayor	