

# CITY OF SALISBURY

ADOPTED MUNICIPAL BUDGET FY 2022





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Salisbury  
Maryland**

For the Fiscal Year Beginning

**July 01, 2020**

*Christopher P. Morill*

Executive Director



APRIL JACKSON  
*District 1*



JOHN R. (JACK)  
HEATH  
*COUNCIL  
PRESIDENT  
District 3*



MICHELE GREGORY  
*District 4*



MUIR BODA  
*COUNCIL VICE  
PRESIDENT  
District 2*



ANGELA BLAKE  
*District 5*





JACOB R. DAY  
*Mayor*



JULIA GLANZ  
*City Administrator*



ANDY KITZROW  
*Deputy City  
Administrator*





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## MAYOR'S BUDGET MESSAGE



Friends,

It goes without saying that the past year has been one of the most trying and uniquely change-affecting times in memory. In this city, just as in so many others across America, day-to-day life at the one-year mark still looks and feels different than before. The longer days and warmer temperatures of the past weeks have brought a renewed hope for some return to “normal,” with more and more Americans getting vaccinated, and the gradual easing of some of the protective measures enacted within the first weeks of the pandemic. Still, as we look forward to a future free of masks and distancing, and while we all yearn to simply go about our lives free of the scourge of COVID, we know that there will be long-term effects which outlive the virus itself. Societally. Economically. That’s not to say that we shouldn’t be optimistic – just smart and cautious.

Both nationally, and right here at home, our economy has proven itself to be resilient in the face of staggering losses across a number of different

sectors, but that’s a small consolation to many who are still struggling. The closures of restaurants, entertainment venues, movie theaters, convention and shopping centers, as well as a near-complete halt in travel were all contributors to the greatest increase in joblessness in our nation’s history. Since the mid-to-late summer, however, we have been experiencing a slow, steady rebound in jobs numbers – another cause for optimism. The municipal government of the City of Salisbury has been able to weather the pandemic without a single layoff or furlough.

Still, like so many cities, towns and municipalities across the country, Salisbury is facing a different economic reality than we anticipated at the beginning of 2020. Our pandemic response included a number of measures intended to provide economic relief to our citizens. Parking fees, utilities fees, and code enforcement fines were all suspended. Water bills were allowed to accrue with no late fees, and no interest or penalties assessed. Higher than expected expenditures occurred in overtime accounts and tipping fees with more people utilizing our

residential trash service. The revenue lost from these measures, compounded by an almost total loss of our typical hotel and amusement tax revenues, along with increased costs, total in the millions of dollars. With a budget that averages around \$55 million, that’s a considerable hit. Thankfully, Salisbury received an assist from the federal government through the American Rescue Act.

In addition to providing immediate aid and assistance to citizens and small business owners, the funds may be spent to cover lost revenues, and/or invest in critical infrastructure projects. This infusion of federal tax money was key to us being able to put forth a budget which does all of the things we need to keep Salisbury on-track, and keep us poised to prosper in the post-COVID world.

On the flip side of things, we have to realize that these funds are a one-time gift, and that they will go away. To maintain the services we provide, to maintain the quality of life we all enjoy, and to continue build the capital projects which have helped us turn this city’s fortune around, we must make tough choices.



## MAYOR'S BUDGET MESSAGE



Fee increases are often viewed as anathema – not only by those who must pay them, but by small governments that try to avoid implementing them for as long as possible. Our current situation is different than any we've faced in the history of our city, and modest fee increases in the areas of water and sewer, stormwater, trash, and landlord licensing will allow us to keep the ship on-course as we head into calmer waters.

Salisbury remains one of the best small cities in America, and we will come out of this stronger than before. To ensure our success, we must maintain our focus on all of those elements which make us a desirable place to live, work, and play. We have to strive to be safer, more attractive, friendlier, and, most importantly, more equitable. To meet those ends, highlights of the 2021 budget include:

- The reorganization of our Information Services Department, with a stronger focus on cybersecurity, to meet the recent rise in computer attacks against government institutions
- The addition of a Logistics Manager within the Salisbury Police Department, who will focus on property control and have oversight

of our evidence and property workstreams

- The addition of a grant-funded Homelessness Case Coordinator who will help us to better focus on our vulnerable populations
- Relief funds used to provide our vulnerable populations with mental health resources, social services, and other key resources to which they do not currently have access
- The addition of a mechanic at our Water Plant, to help provide round-the-clock coverage and ensure less down-time in the event of mechanical issues
- \$200,000 allocated to provide citizens with assistance as they catch up on their water and sewer bills
- Critical funding to open the Newton Street Community Center, as well as funding to expand the Truitt Street Community Center
- The return of the National Folk Festival to Downtown Salisbury
- Improvements to our beloved Zoo
- Continuation of employee step increases, and fully-established career ladders for all city positions. (These efforts will also include the removal of the lowest steps on the pay

scale in order to comply with Maryland's new minimum wage requirements.)

The priorities outlined here represent our continued commitment to improving the lives of our citizens while setting and maintaining the strictest standards for fiscal responsibility. We will emerge from the pandemic – weathered, but soundly and strongly positioned to take Salisbury to ever greater heights.

**Yours in Service,  
Julia Glanz  
City Administrator**

# INTRODUCTORY SECTION

## Salisbury's Nine Pillars



### 1. ECONOMIC DEVELOPMENT

As the Capital of the Eastern Shore, the City of Salisbury is proud to facilitate a diverse economy. With an ever-expanding range of economic opportunities that exist within our bustling economy. We are proud to have the 7th fastest growing job market in the US as we cultivate entrepreneurs and encourage the proliferation of small, locally-owned businesses. In 2020 alone, with only \$341 million in retail buying power in the City, Salisbury retailers did \$1.4 billion exchanged through retail spending. Manufacturing employment reached 11% of the

workforce compared to 3% across the State of Maryland. The most important part of our economic growth strategy has been to turn our once-quiet Downtown into a vibrant center of arts and culture by investing in marketing efforts, arts organizations, recurring events, establishing a Downtown Visitor Center, an amphitheater, and hosting the 80th and 3rd year of the National Folk Festival and its \$90 million economic impact to the center of the city.



### 2. BRAIN DRAIN

To continue as a leader at the vanguard of innovative concepts and technologies we are always looking for ways to beautify and better our City. We recently re-branded Salisbury in order to become more marketable as we encourage citizens and business to become involved in our community and take pride in being Salisburians. As a result, we are now known as Maryland's Coastal College Town. We have created an Entrepreneur Pipeline with Salisbury University, partnering with the Perdue School of Business to hold entrepreneur

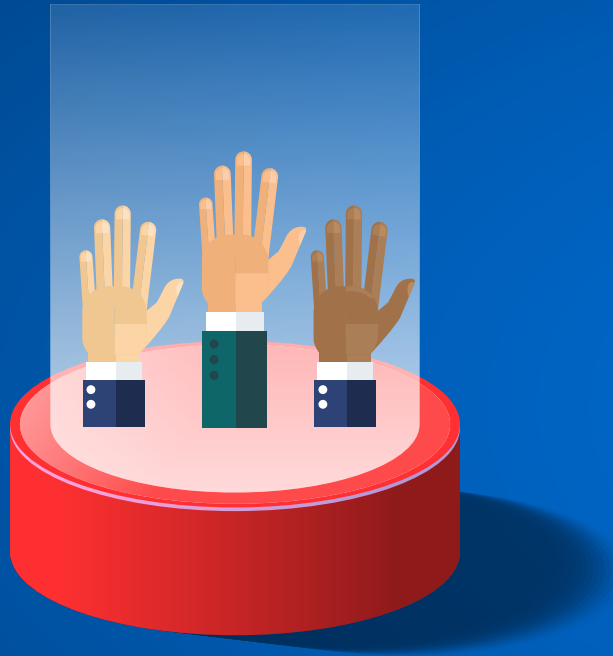
courses and business competitions, including awarding a Mayor's Prize to one winning business plan annually. Through our coordination with Salisbury University, we have successfully attracted the University to – for the first time – open a Downtown campus. In 2020 this landmark building opened the Entrepreneur Center which will continue to connect bright minds to the City's heart and soul. The City of Salisbury offers intensive internship experiences to students help them understand the importance of local government. We have had strong success in retaining these young

people in the City. In support of the young people who grow up in Salisbury, we continue to host a Youth Civics Council and Youth Development Advisory Committee. Truitt Street Community Center is poised for an addition in FY22, and the Newton Community Center will open its doors for the first time becoming a beacon of hope to many young people in our City.



# INTRODUCTORY SECTION

## Salisbury's Nine Pillars



### 3. TRANSPARENCY

Throughout Mayor Day's administration there is an ongoing endeavor to hold our government accountable to you, the citizens of Salisbury, as we foster an environment of responsive government and promote open lines of communication between City Government and citizenry. Due to COVID-19 our City Council meetings went remote. This enabled anyone to participate in local government anytime. As we move forward away from COVID we will ensure that access

for all remains and will allow for in person and remote participation. We have also begun to translate all of our public facing documents into Spanish and Haitian Creole. We understand how important it is to be accessible to all residents of Salisbury.



### 4. NEIGHBORHOODS & HOUSING

The City of Salisbury has a dedicated team of support staff and code compliance officers in our Housing and Community Development Department (HCDD). HCDD serves our City in a myriad of ways from enforcing property and maintenance codes to making sure rental properties within City limits are registered and landlords are properly licensed. In addition to helping maintain order and consistency throughout the streets

of Salisbury. HCDD is the home of Salisbury's Housing First program, designed to help rehabilitate and house the chronically homeless in our City. Currently, HCDD is also working on new ways to encourage homeownership while supporting and strengthening our neighborhoods and encouraging a sense of pride throughout our City.

# INTRODUCTORY SECTION

## Salisbury's Nine Pillars



### 5. FISCAL DISCIPLINE

We work tirelessly to ensure that every dollar we expend is accounted for and each expense justified. Each of our City departments is challenged to strive for efficiency as we respect our commitment to you, the tax payer, to responsibly manage City revenue. As a testament to our fiscal responsibility and the dedication of every department, Salisbury has been able to reap the benefits of having a surplus in our budget. In FY20, we had \$880,000 returned to surplus. Due to our strong and transparent budgeting practices the City received its 4th consecutive GFOA's Distinguished Budget Presentation Award. Furthermore, as a direct result of our fiscal responsibility and discipline, our City currently benefits from our AA Bond rating.



### 6. PUBLIC SAFETY

Maintaining the safety of our community is one of the most important duties our City government is tasked with. As an example of our ongoing commitment to promoting the safety of Salisbury's homes, streets, and business we are proud to host fully operational Police and Fire Departments. Salisbury's finest and bravest, the women and men of our Police and Fire Departments, work around the clock to ensure our City continues to be a safe, family friendly community. The commitment of our first responders has not gone unnoticed or unrewarded, as Salisbury now enjoys the lowest real number of Part 1 crimes in 35

years, and the lowest per capita crime rate in that same time. As a testament to our Emergency Services commitment, it is worth noting that our Salisbury Police Department voluntarily seeks and maintains national accreditation. Furthermore, as one of only 5 fire departments in the state of Maryland with an ISO rating of 2, the Salisbury Fire Department is a premiere agency providing excellent public service through a well documented performance of standard measures. We will accomplish our goals through a fresh and effective organizational structure that reflects the modern array of services and programs needed in our City.



### 7. ENVIRONMENT

In Salisbury, we take pride in our beautiful environment and pristine waterways. We stand resolved in our commitment to the preservation of one of our most valued natural resources, the Wicomico River. As a demonstration of our determination to preserve our stunning environment for the utilization and enjoyment of future generations, we are proud to participate in efforts in partnership with the Wicomico Creek Watchers to improve the quality of our river and ponds, fulling funding their water testing program for the first

time. Salisbury is proud to fund a Sustainability Specialist position leading our efforts. The City is proud to be known as a Bee, Bird and Tree City, host the largest conservation easement (92 acres) inside any municipality in the State of Maryland, and offer a Green Business Program.



# INTRODUCTORY SECTION

## Salisbury's Nine Pillars



### 8. TRANSPORTATION & INFRASTRUCTURE

We are devoted to making commuting to and through Salisbury easier and safer than ever by keeping our roads, bridges, and sidewalks accessible to all. A City can only be as strong as the foundation upon which it is built; with this in mind we take pride in our transportation systems and are always looking for ways to improve Salisbury's infrastructure. We recently completed work on our new and accessible Main Street and Riverside Circle. In addition to our ongoing projects, we have plans

to continue to connect sections of the Salisbury Urban Greenway walking trail as well as to create an innovative biking and walking rail trail along the railroads that connect North and South Salisbury. We are also honored to have been designated as a Bike Friendly City. Our Bike Master Plan, Route 13 Corridor Plan, Urban Greenway Plan, Downtown Master Plan and Zoo Master Plan have all been funded over previous budgets and we continue to make strong headway towards our goals in all these areas.



### 9. CONSTITUENT SERVICE

Ultimately, the purpose of our City Government is to serve you, the citizens of Salisbury. Our City staff work every day to ensure that Salisbury continues to thrive. If you should have any questions, concerns, or comments regarding the daily operations of the City of Salisbury, please do not hesitate to contact the Mayor's Office or one of our City departments directly. It is our hope that Salisbury will continue to grow as a center of employment and opportunity for all. Our City has a dedicated staff of civil servants. It is our desire for employees of the City of Salisbury to be both engaged and challenged while they are members of our dedicated and innovative workforce.



# INTRODUCTORY SECTION Community Profile

We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years.

Now one of the largest cities on the peninsula, Salisbury serves as the Capital of the Eastern Shore, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

We are Salisbury, and we are a river town. The Wicomico River starts here. Water runs through our downtown and our city park. Bridges crisscross the water standing as a physical reminder of the importance on connections. The active port and marina districts remind us that the water continues to work for us, and the new Riverwalk reinforces that it is also ours to enjoy.

We are Salisbury, and we are a college town. As the home of Salisbury University, we welcome students around the globe to come for a top-notch education. Around every corner, you can meet a former SU student who has fallen in love with our town, and decided to stay, and make it their own.

We are Salisbury, and we are a cultural town. From the art galleries and studios of our community's artists to the celebration of the arts each month at Third Fridays, and the flavors and traditions of our many cultures, Salisbury is bringing the community together and celebrating the best of what makes us different.

We are Salisbury, Maryland. We invite you to discover our ever-changing downtown, explore our zoo, parks, and trails, and connect with this special place we call home. We are working hard, everyday, because our friends and neighbors deserve it, and because our community is worth it.



# INTRODUCTORY SECTION Strategic Goals

## Vibrant Neighborhoods

- Continue to provide support to neighborhoods with Neighborhood Relations position
- Host monthly Neighborhood Walks/BBQs
- Support neighborhoods that need revitalization using Data through Housing Studies
- Continue to grow our neighborhoods with infill development and new neighborhoods
- Develop a Strategic Plan to tackle blight in our neighborhoods

## Inclusive Community

- Continue to reduce chronic homelessness through Salisbury's Housing First program
- Grow program through grants and partnerships with community and other local governments
- Develop incentives for landlords to improve living conditions for tenants
- Welcome all people into our community
- Community Outreach Addictions Team to help citizens struggling with substance abuse issues
- Continue to train City staff in implicit bias training and Safe Spaces

## Transparent Government

- City government will improve bond rating to AAA/Aaa by rating agencies
- Continue to train City staff to the highest standard of customer service
- Increase the amount in general surplus
- Develop a Fire Service fee as a way to more equitably fund fire services
- Work with State officials to secure continued State funding for infrastructure projects

## Safe and Resilient Community

- Continue to keep Part 1 crimes under 2,000/year
- Continue to integrate our police officers into the community to develop a strong foundation of community policing
- Support FD with keeping our SAFER employees on once the grant runs out

# INTRODUCTORY SECTION Strategic Goals

## Arts, Culture and Recreation

- SBY will become a destination for art
- Continue to have artists paint murals
- Continue with monthly festivals
- Carry on the NFF with the Maryland Folk Festival
- Continue to support recreation
- Add resources to our parks
- Support PALS, and other community driven sports groups

## Strong Economy

- Continue to foster community buy-in on tourism-generating events
- Incentivize business ownership in the City/expand & improve support for current business owners
- Prioritize quality-of-life for residents, making the City attractive to businesses and their employees
- Strengthen relationships with allied agencies to enhance communication and amplify messaging

## Youth Success

- Bring a 3rd Community Center online
- Provide daily programming for youth

## Environmental Stewardship

- Increase the City's tree canopy \*New legislation is required
- Improve the health of the river
- Continue our partnership with WET, County and SU to test the river throughout the year
- Continue to divert waste through recycling and other green efforts
- Develop a regional composting facility
- Continue to reduce stormwater runoff
- Implement resiliency planning into all infrastructure and capital improvements

## Multimodal Transportation

- Downtown Trolley - Running 3 nights a week to serve the university community
- Municipal Bus System - Put 5 buses into rotation to support our community
- Improve and Grow our Last mile transportation - Scooters, E-Bikes, Bikes
- Reduce traffic accidents with our continued dedication to Vision Zero
- Continue to complete and update our sidewalks,



# INTRODUCTORY SECTION

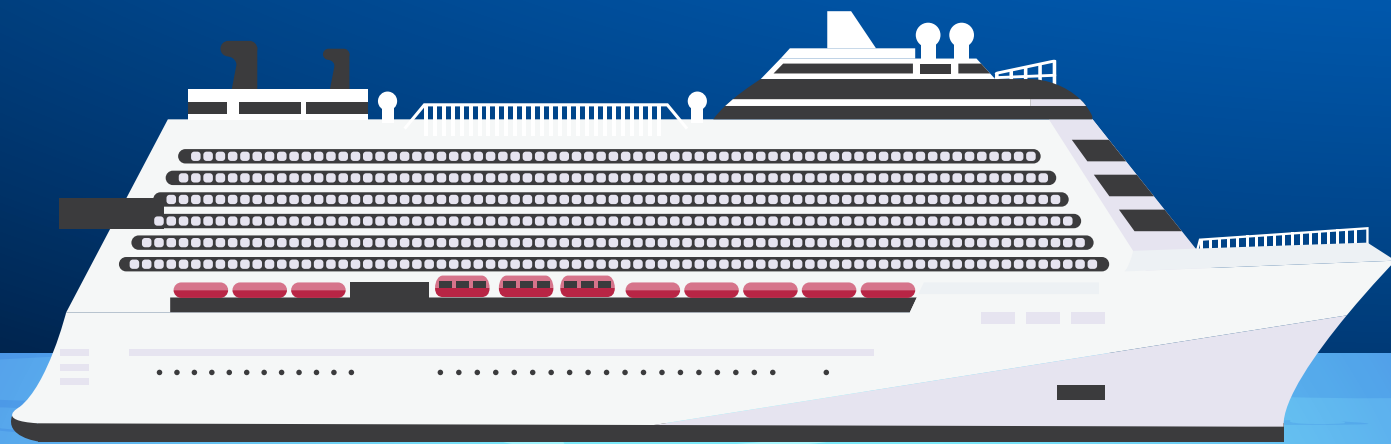
## Mission and Vision

### Mission Statement:

The City of Salisbury exists to ensure the highest quality of life for our citizens. In partnership with our citizens and employees, we will provide safe, livable and diverse neighborhoods. We will deliver efficient and effective municipal services at the highest level of customer satisfaction. We will ensure that our infrastructure and services support our residents and businesses. The City of Salisbury will emphasize protecting and enhancing the environment.

### Vision Statement:

The City of Salisbury will remain the medical, educational, cultural and economic center of the Eastern Shore. Our commitment to excellence, innovation and service, combined with sound fiscal management, will ensure Salisbury's future as a safe, vibrant and healthy community.



# INTRODUCTORY SECTION

## Core Values

### Accountability

We accept responsibility for our personal and organizational decisions and actions.

### Continuous Improvement

We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.

### Diversity

We embrace differences and variety in our workforce and community.

### Environment

We are concerned about our natural, historic, economic and aesthetic resources and endeavor to enhance the sustainability for future generations.

### Ethics

We set high standards for our personal, professional and organizational conduct and act with integrity as we strive to our mission.

### Respect

We treat our coworkers and the public with courtesy and dignity.

### Integrity

We are honest and transparent in our words and actions.

### Safety

We use education, prevention and enforcement methods to protect life and property in our business and residential neighborhoods, and maintain our infrastructure and facilities to provide a safe environment in which to live, work, shop and play.

### Teamwork

We work together to plan, develop recommendations, deliver services and openly communicate with the public and each other by soliciting feedback and sharing information to achieve our goals.

### Trust

We realize the perception of our organization is dependent upon the public's confidence in our commitment in our core values and to meeting the goals set collectively by the Mayor and City Council.

# INTRODUCTORY SECTION

## Demographic and Statistical Profile

### EXPANDING ECONOMIC BASE

- Regional hub for commerce, transportation, health- care, employment and much more
- Diverse industrial and commercial base
- Higher education and health care provide a strong foundation and prospects for growth
- Solid base in agriculture and poultry

### FINANCIAL STRENGTH

- Fund balance reserves are strong
- Excellent long-range planning practices, including multi-year capital forecasting
- Demonstrated conservatism in budgeting practices, with consistently positive revenue and expenditure variances
- Untapped sources of revenue available

### FAVORABLE DEBT PROFILE

- Moderate debt burden in relation to assessable base
- Extremely rapid tax-supported payout ratio
- Conservative charter provisions provide prudent limitations on tax-supported debt
- Significant pay-as-you-go capital funding across all funds

### PROACTIVE GOVERNANCE

- Well-established financial and debt policies
- Excellent management team with experienced elected leadership focused on downtown revitalization



# INTRODUCTORY SECTION Demographic and Statistical Profile

## *Economic Strengths:*

### **Regional Center for Economic Activity**

With its strategic location along the east coast and situated at the crossroads of Maryland's eastern shore, Salisbury serves as a hub for transportation, commerce,

### **Diverse Economic Base**

Salisbury's diverse economic base mitigates effects of economic downturns and allows for capitalization of opportunities during more expansive economic cycles.

### **Institutional Presence**

The presence of institutional entities in Salisbury and region allow for economic stability and growth throughout various economic cycles.

### **Community Investment & Reinvestment**

Strong investments in public safety, place-making initiatives, youth and economic development create an environment where people want to live and businesses want to locate.

### **Salisbury is the County Seat of Wicomico County, and is Maryland's Eastern Shore's largest city.**

- Salisbury Population: 32,338
- Wicomico Population: 102,923
- 30 mi. Radius Population: 405,853

# INTRODUCTORY SECTION Demographic and Statistical Profile

*Economic Strengths:*

## Salisbury Annual Growth Rates (Population)

- 1980 – 1990: 2.1%
- 1990 – 2000: 1.5%
- 2000 – 2010: 2.8%

## Traffic Counts

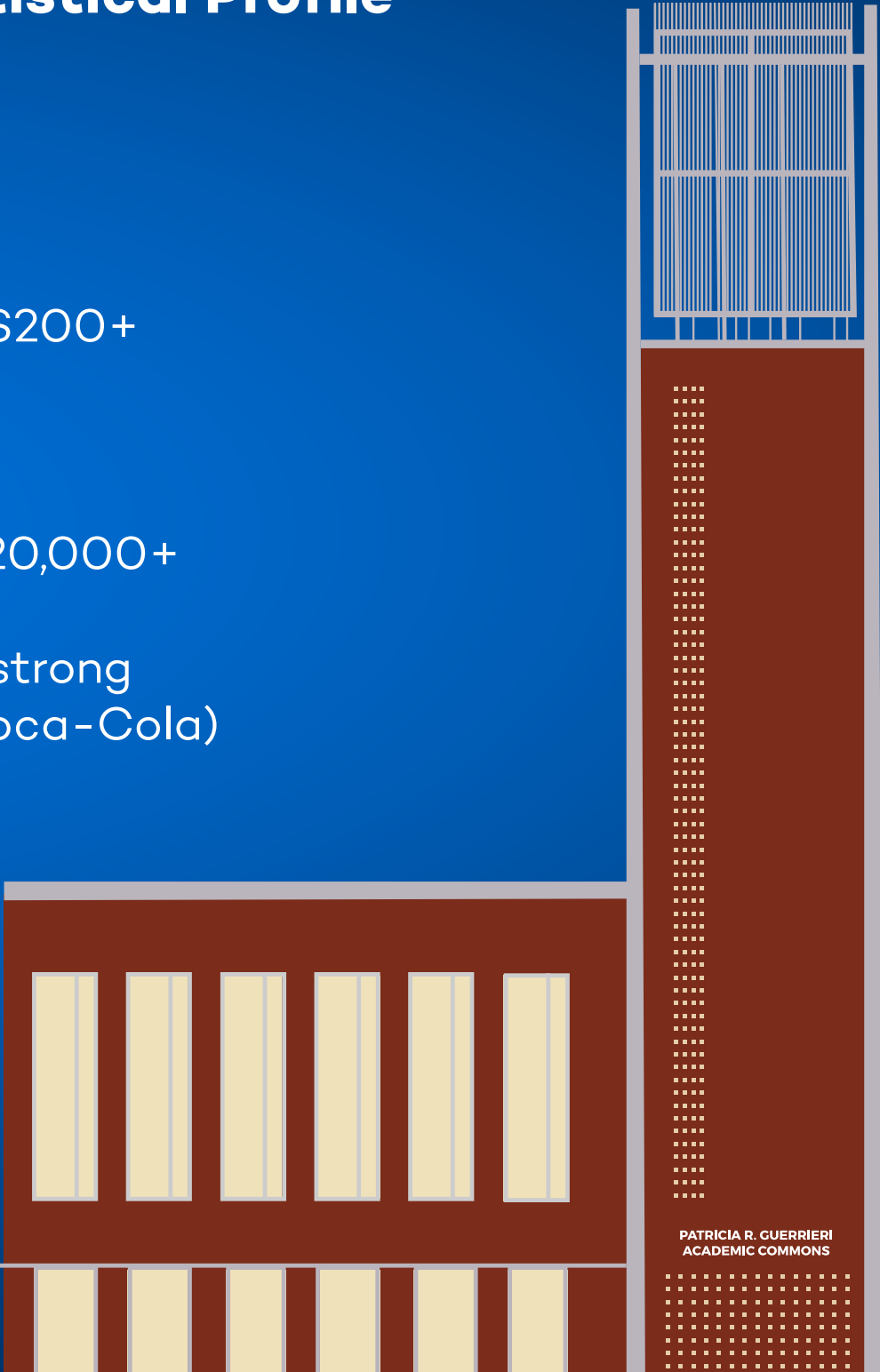
- U.S. Rt. 13 average 32,881 daily
- Bypass average 37,741 daily

## Transportation Network

- Home to Maryland’s second largest Port; \$200+ million product annually
- Rail Service by Norfolk-Southern
- Maryland’s 2nd Largest Airport
- Passenger Service via America Airlines: 120,000+ passengers annually
- Two intersecting highways in Salisbury = strong distribution sector (UPS, Fed-Ex, Pepsi, Coca-Cola)

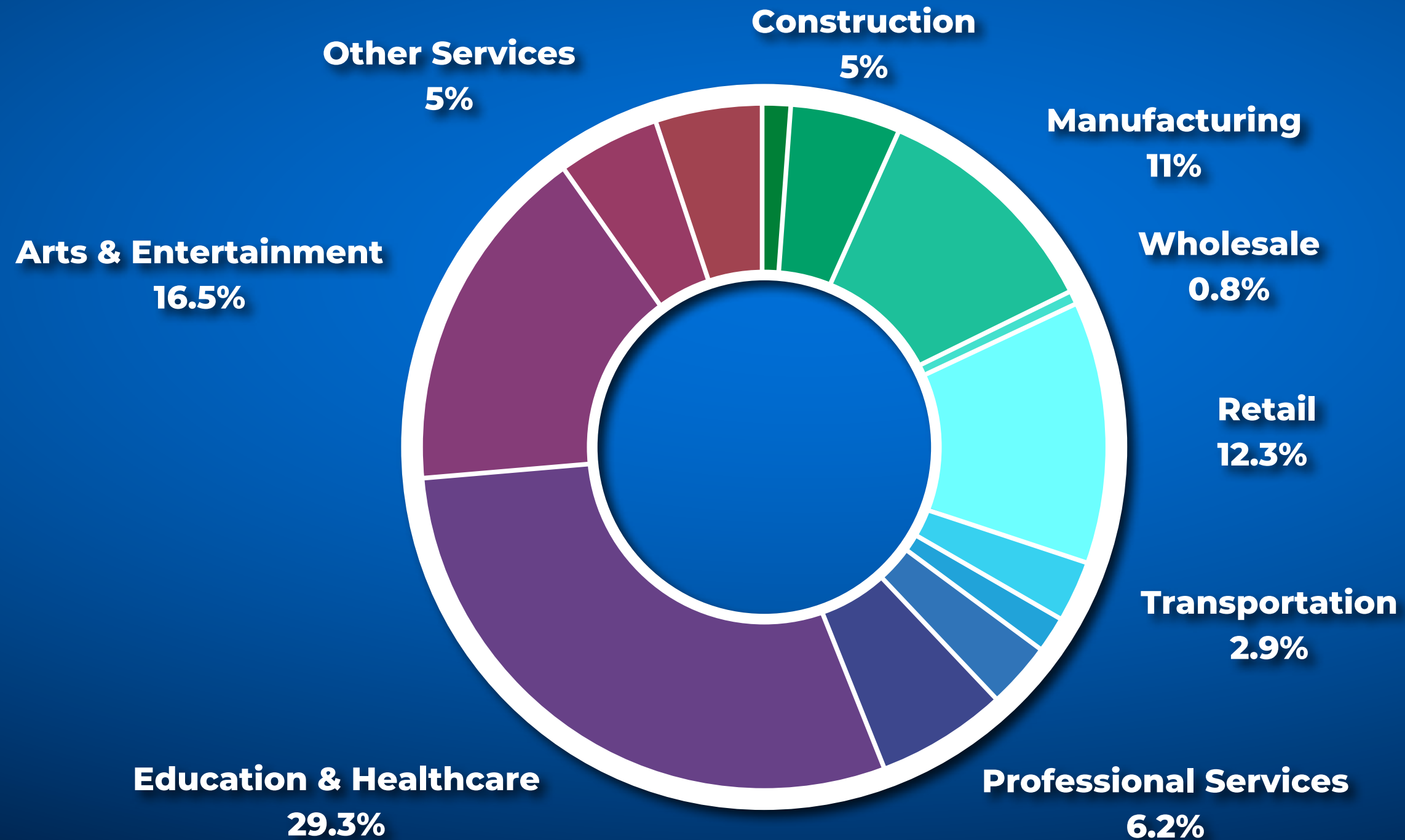
## Retail Sales

- Retail Forecast: \$341,273,970
- Retail sales (actual): \$1,400,876,701
- Surplus : \$1,059,602,731



# INTRODUCTORY SECTION

## Demographic and Statistical Profile





# INTRODUCTORY SECTION Performance Measures

The City of Salisbury’s management rhythm and accountability mechanisms rely upon the collection and analysis of data which are measured against our goals and performance metrics. Every other Monday, our department heads gather to present and discuss legislative, budgetary and emergency items, but most importantly – to report progress toward their goals as measured by specific data that we track. Those metrics and the process comprise our ResultSBY management tool. These meetings inform the City’s near-term, and long-term goal setting, while providing the benchmark by which we measure performance in all aspects of our government. Below are some examples of the metrics and how they are tracked.

resultSBY

- **Mayor’s Team Progress Update Brief**
- **Frequency:** 2<sup>nd</sup>, 4<sup>th</sup> Monday 10am
  - **Purpose:** Update Mayor on Critical Metrics, Identify any Legislative/ Budget Needs, Emergency Issues, Items for Synchronization, Decisions
- **Structure:**
  - Department Head Briefings: Metrics, Legislative, Budget, Emergency
  - Assistant City Administrator: Grants/Awards, Boards/Commissions
  - City Administrator: Synchronization, Task Forces
  - Mayor: Decisions
- **Department Head One-on-One Meetings (1-on-1)**
  - **Frequency:** Once Monthly
  - **Purpose:** Discuss project and program plans, staffing issues, detail

resultSBY

## Governing Documents

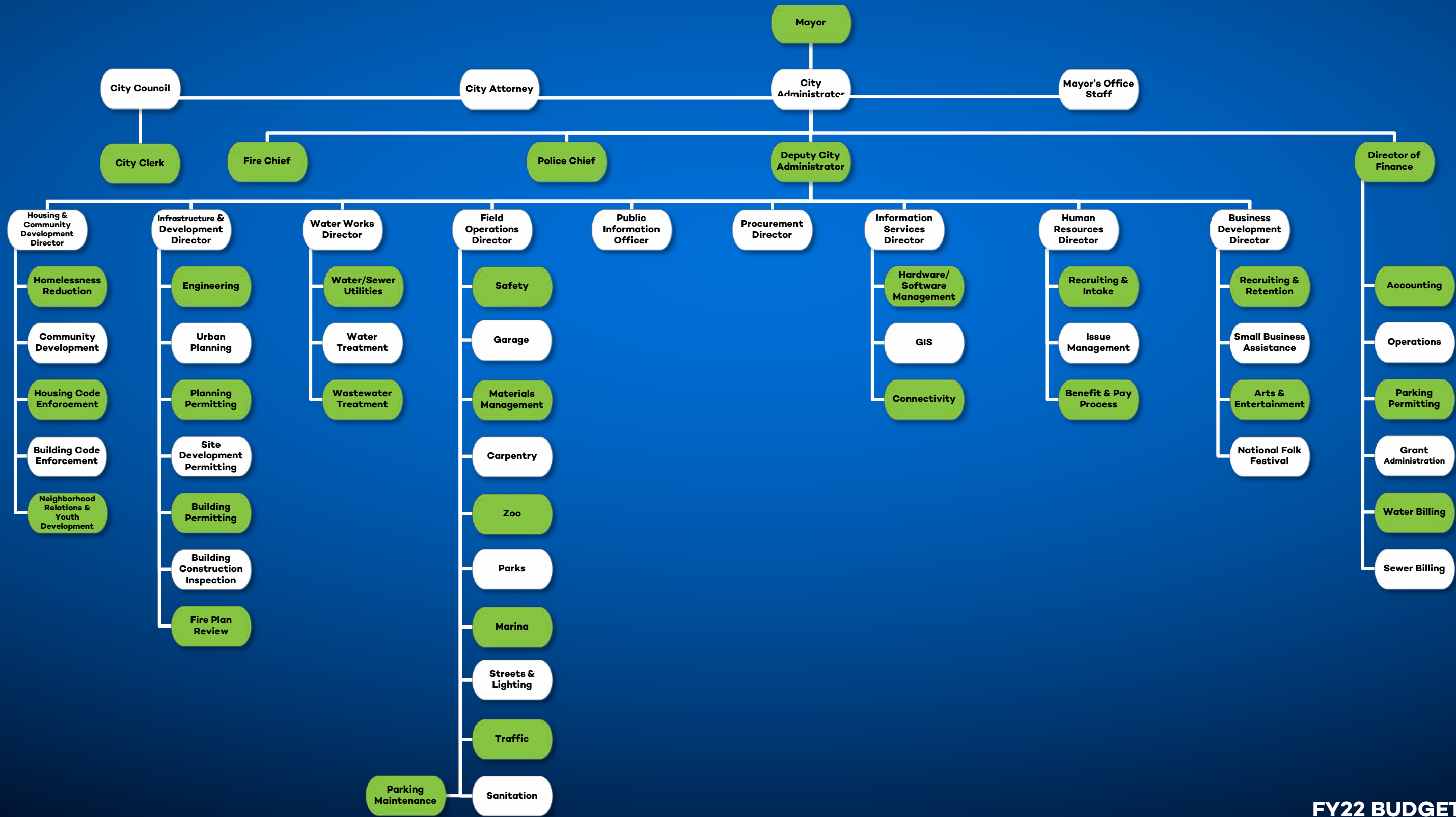
- **resultSBY Goals & Metrics Paper**
  - **Purpose:** Articulate goals, strategies, metrics and shared vision/values
- **Program & Project Plans**
  - **Purpose:** Articulate plans and resources for achieving identified goals
- **Mayor’s Team PUB Reports**
  - **Purpose:** Communicate monthly progress to Mayor for decisions, and public and Council for information
- **Quarterly Reports**
  - **Purpose:** Communicate to public and Council quarterly progress on Critical Metrics
- **State of the City Presentation**
  - **Purpose:** Communicate to public and Council annual achievements and progress on Critical Metrics

resultSBY

## Goals & Metrics

- **Pillars**
  - **Purpose:** Categories most important for achieving our vision for Salisbury
- **Goals**
  - **Purpose:** Specific desired result toward Salisbury’s vision
- **Strategies**
  - **Purpose:** Techniques and unique methods we will use to achieve our goals
- **Metrics**
  - **Purpose:** Critical data that will be collected to determine success toward our goals
- **Projects & Programs**
  - **Purpose:** Tactics, capital projects and operations that will be utilized to execute our strategies

# INTRODUCTORY SECTION City-Wide Organizational Chart



# LIST OF COUNCIL CHANGES TO MAYOR'S PROPOSED BUDGET

	Increase (Decrease)
<b>General Fund – Revenues</b>	
American Recovery Act – decrease	-5,493
Zoo Events – increase	115,493
Donations – Volunteer Fire Dept. - decrease	-53,607
<b>General Fund Expenditures</b>	
Career Ladder Adjustments:	
Mayor's Office - decrease	-4,254
Finance Department - decrease	-1,561
Procurement – increase	969
Information Services – increase	4,826
Police – increase	53,396
Fire Department – increase	2,772
Infrastructure & Development increase	2,904
Field Operations – increase	78,901
Human Resources -Increase in Tuition Reimbursement	6,885
Housing & Community Development – increase in Part-Time salaries	16,500
Housing & Community Development - decrease in Operating expense	-150,000
Field Operations – increase in Salaries	17,646
Mayor's Office – increase in Salaries	4,000
Zoo – increase in Event expenses	90,476
Police – decrease in Retirement expense	-61,478
Fire – decrease in Retirement expense	(38,522)
Finance Department – increase in Rent	4,000



# LIST OF COUNCIL CHANGES TO MAYOR'S PROPOSED BUDGET

	Increase (Decrease)
<b>General Fund Expenditures (cont'd)</b>	
Police Department – increase in Storm Water expense	170
Fire Department – increase in Storm Water expense	290
Housing & Community Development – increase in Storm Water expense	743
Field Operations – increase in Storm Water expense	1,085
General Fund Expenditures (Continued)	
Parks – increase in Storm Water expense	785
Business Development – decrease in Events	-226,500
Transfers – increase National Folk Festival	226,500
Water Sewer Fund Expenditures	
Increase Salaries due to reclassification	2,017
Increase – Salaries due to Career ladder Adjustments	42,808
Increase - Storm Water expense	1,205
Parking Fund Expenditures	
Increase – Salaries due to Career ladder Adjustments	5,180
Increase - Storm Water expense	860
Parking Fund Expenditures	
Increase - Storm Water expense	5,000

# INTRODUCTORY SECTION

## Authorized Position Summary

Department	Division	FY18	FY19	FY20	FY21	FY22
City Clerk		2	2	2	2	2
Mayor's Office		5	5	5	5	5
	Public Information Office	1	1	1	1	1
Human Resources		3	3	3	3	3
Business Development		2	2	2	2	2
Finance	Accounting	7	9	10	10	11
	Water Billing	2	2	2	2	2
	Sewer Billing	4	4	4	4	4
Procurement		4	4	4	4	4
Information Services	Information Technology	4	4	4	4	6
	GIS	2	2	2	2	2
Police	Sworn	102	102	103	103	103
	Non-Sworn	18	18	16	16	17
	Public Safety Communications	14	14	13	13	13
	Animal Control	2	2	2	2	2
Fire	Sworn	73	73	73	73	73
	Non-Sworn	4	3	3	3	3
	Volunteer	0	0	1	1	1
Housing & Community Development		13	13	13	13	13
Infrastructure & Development	Engineering	20	20	23	23	23
	Water Engineering	1	1	0	0	0
	Sewer Engineering	1	1	0	0	0
	Planning & Development	1	1	1	1	1
	Plan Review/Inspections	4	4	4	4	4



# INTRODUCTORY SECTION

## Authorized Position Summary

Department	Division	FY18	FY19	FY20	FY21	FY22
Field Operations	Field Ops Administration	6	6	6	6	6
	Streets	10	10	10	10	10
	Traffic	6	6	6	6	6
	Parking	4	4	4	4	4
	Street Cleaning	3	3	3	3	3
	Waste Collection/Disposal	10	11	10	10	10
	Recycling	2	2	2	2	2
	Fleet Management	6	6	6	6	6
	Zoo	14	14	14	15	15
	Carpenter	2	2	2	2	2
	Parks	7	8	8	8	8
Water Works	Water Administration	2	2	2	2	2
	Water Utilities	12	12	12	12	12
	Water Treatment	13	13	13	13	14
	Wastewater Treatment	31	31	31	31	31
	Sewer Utilities	11	12	12	12	12
	Pretreatment Monitoring	3	3	3	3	3
<b>Totals</b>		<b>431</b>	<b>435</b>	<b>435</b>	<b>436</b>	<b>441</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>City Clerk 11100</b>	<b>11100</b>	<b>11100</b>							
City Clerk	11100	11100	12	1	1	1	1	1	1
Assistant City Clerk	11100	11100	8	1	1	1	1	1	1
<b>Total City Clerk</b>	<b>11100</b>	<b>11100</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Business Development 11600</b>	<b>11600</b>	<b>11600</b>							
Director of Business Development	11600	11600	12	1	1	1	1	1	1
Administrative Assistant I/II/III	11600	11600	5	0	0	0	0	1	1
Office Associate II	11600	11600	2	0	1	1	1	0	0
<b>Total Business Development</b>	<b>11600</b>	<b>11600</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Mayor's Office 12000</b>	<b>12000</b>	<b>12000</b>							
City Administrator	12000	12000	18	1	1	1	1	1	1
Deputy City Administrator	12000	12000	17	0	2	2	1	1	1
Assistant City Administrator	12000	12000	12	1	0	0	0	0	0
Communication Coordinator/Media Specialist/Public Information Officer	12000	12000	7/8/9	1	1	1	2	2	2
Executive Admin Office Manager I/II/III	12000	12000	7	1	1	1	1	1	1
Executive Administrative Assistant I/II/III	12000	12000	6	0	0	0	0	0	1
Administrative Office Associate	12000	12000	4	1	1	1	0	0	0
Administrative Assistant I/II/III	12000	12000	5	0	0	0	1	1	0
<b>Total Mayor's Office</b>	<b>12000</b>	<b>12000</b>		<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Department of Finance 15000</b>	<b>15000</b>	<b>15000</b>							
Asst Director of Finance - Operations	15000	15000	14	1	1	1	1	1	1
Asst Director of Finance - Accounting	15000	15000	14	1	1	1	1	1	1
Grants Manager	15000	15000	12	0	0	1	1	1	1

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Department of Finance 15000</b>	<b>15000</b>	<b>15000</b>							
Payroll Accountant I/II	15000	15000	8/10	1	1	1	1	1	1
Grants - Coordinator/Specialist/Administrator	15000	15000	6/7/9	0	0	1	1	1	1
Accounts Payable Clerk I/II/III	15000	15000	7/8	1	1	1	1	1	1
Revenue Supervisor	15000	15000	9	0	0	0	0	0	1
Tax Revenue Specialist	15000	15000	8	1	1	1	1	1	1
Revenue Clerk I/II/III - Collections	15000	15000	5	1	1	1	1	1	1
Revenue Clerk I/II/III - Parking	15000	15000	5	1	1	1	1	1	1
Cashier I/II/III	15000	15000	4	0	0	0	1	1	1
<b>Total Finance</b>	<b>15000</b>	<b>15000</b>		<b>7</b>	<b>7</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>11</b>
<b>Department of Procurement 16000</b>	<b>16000</b>	<b>16000</b>							
Director Procurement	16000	16000	14	1	1	1	1	1	1
Contract Specialist I/II/III	16000	16000	9	0	0	0	0	0	1
Senior Buyer I/II	16000	16000	8/9	1	1	1	1	1	0
Buyer I/II/III	16000	16000	7	0	1	1	1	1	1
Buyer Assistant	16000	16000	5	1	1	1	0	0	0
Administrative Assistant I/II/III	16000	16000	5	0	0	0	1	1	1
<b>Total Procurement</b>	<b>16000</b>	<b>16000</b>		<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Department of Information Services 18000</b>	<b>18000</b>	<b>18000</b>							
Information Services Director	18000	18000	15	1	1	1	1	1	1
IS Assistant Director - GIS	18000	18000	13	0	1	1	1	1	1
IS Assistant Director - IT	18000	18000	13	0	0	1	1	1	1
GIS Analyst I/II/III/IV/SR	18000	18000	10	0	1	1	1	1	1
Network Admin I/II/III/IV/SR	18000	18000	9	1	1	1	1	1	1
System Administrator I/II/III/IV/SR	18000	18000	8	1	1	0	0	0	1
Computer Technician I/II/III/IV/SR	18000	18000	5	1	1	1	1	1	2
<b>Total Department of Information Services</b>	<b>18000</b>	<b>18000</b>		<b>4</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>8</b>



# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Human Resources 18500</b>	<b>18500</b>	<b>18500</b>							
Human Resources Director	18500	18500	14	1	1	1	1	1	1
Human Resource - Assistant/Associate/Specialist	18500	18500	5/9/10	1	1	1	1	1	1
Administrative Office Associate	18500	18500	4	0	0	1	1	0	0
Administrative Assistant I/II/III	18500	18500	5	0	0	0	0	1	1
Office Associate II/III	18500	18500	2/3	1	1	0	0	0	0
<b>Total Human Resources</b>	<b>18500</b>	<b>18500</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Planning and Zoning 19000</b>	<b>I &amp; D</b>	<b>19000</b>							
City Planner	I & D	19000	13	0	1	1	1	1	1
<b>Total Planning and Zoning</b>	<b>I &amp; D</b>	<b>19000</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Salisbury Police Department 21021</b>	<b>21021</b>	<b>21021</b>							
Chief of Police	21021	21021	PS13	1	1	1	1	1	1
Assisant Chief / Colonel	21021	21021	PS12	1	1	1	1	1	1
Major	21021	21021	PS11	1	1	1	1	1	0
Captain	21021	21021	PS10	2	2	2	2	2	2
Lieutenant	21021	21021	PS9	6	6	6	6	6	6
Sergeant	21021	21021	PS8	7	7	7	7	7	8
Corporal/Senior Corporal	21021	21021	PS6/7	7	7	7	7	7	9
Police Office - Police Officer First Class*/Sr/Master	21021	21021	PS2-5	77	77	77	78	78	76
*7 Police Officers are frozen (not funded) for FY22									
<b>Subtotal - Sworn Positions</b>	<b>21021</b>	<b>21021</b>		<b>102</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>103</b>	<b>103</b>
Cadets	21021	21021	PS1	0	2	2	0	0	0
Logistics Manager	21021	21021	12	0	0	0	0	0	1
Quartermaster	21021	21021	10	1	1	1	1	1	1

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Salisbury Police Department 21021</b>	<b>21021</b>	<b>21021</b>							
Resource Manager	21021	21021	8	1	1	1	1	1	1
Crime Data Analyst	21021	21021	9	2	1	1	1	1	1
Intelligence Analyst	21021	21021	7	2	2	2	2	2	2
Office Manager I/II/III	21021	21021	6	1	1	1	1	1	1
Records Management Technician Supervisor	21021	21021	6	1	1	1	1	1	1
Chief Administrative Records Clerk	21021	21021	6	2	1	1	1	1	1
Victim Witness Coordinator/Specialist/ Administrator	21021	21021	5/6/8	1	1	1	1	1	1
Evidence & Property Control Coordinator/ Specialist/Administrator	21021	21021	7/8/9	0	2	2	2	2	2
Property Custodian I	21021	21021	3	2	0	0	0	0	0
Records Management Technician	21021	21021	3	2	3	3	3	3	3
Groundskeeper Custodian	21021	21021	4	0	2	2	2	2	2
Custodian	21021	21021	1	2	0	0	0	0	0
<b>Subtotal - Civilian Positions</b>	<b>21021</b>	<b>21021</b>		<b>17</b>	<b>18</b>	<b>18</b>	<b>16</b>	<b>16</b>	<b>17</b>
<b>Total Police</b>	<b>21021</b>	<b>21021</b>		<b>119</b>	<b>120</b>	<b>120</b>	<b>119</b>	<b>119</b>	<b>120</b>
<b>Police Communications 21025</b>	<b>21025</b>	<b>21025</b>							
Police Communications Director	21025	21025	15	0	0	1	0	0	0
Police Communication Supervisor I	21025	21025	10	4	4	1	0	0	0
Police Communications Officer I / II / III	21025	21025	7	10	10	12	13	13	13
<b>Total Police Communications</b>	<b>21025</b>	<b>21025</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Animal Control 21029</b>	<b>21029</b>	<b>21029</b>							
Animal Control Officer	21029	21029	5	2	2	2	2	2	2
<b>Total 21029 Animal Control</b>	<b>21029</b>	<b>21029</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Salisbury Fire Department 24035</b>	<b>24035</b>	<b>24035</b>							
Fire Chief	24035	24035	PS9	1	1	1	1	1	1
Deputy Fire Chief	24035	24035	PS8	2	2	2	2	2	2
Assistant Fire Chief	24035	24035	PS7	4	5	5	5	5	5
Captain	24035	24035	PS6	3	6	6	7	7	7
Lieutenant	24035	24035	PS5	6	5	5	4	4	4
Sergeant EMT/PM	24035	24035	PS4/4P	26	26	26	8	8	8
Probationary/FF-PM/Driver-PM	24035	24035	PS1P-3P	26	28	28	22	22	22
Probationary/FF-EMT/Driver-EMT	24035	24035	PS1-3	0	0	0	24	24	24
Emergency Vehicle Technician III (EVT)	24035	24035	11	0	1	0	0	0	0
Fire Inspector I/II/SR	24035	24035	7/8	0	1	1	1	1	1
Office Manager I/II/III	24035	24035	6	1	1	1	1	1	1
Office Associate III	24035	24035	3	1	1	1	1	0	0
Administrative Assistant I/II/III	24035	24035	5	0	0	0	0	1	1
<b>Total 24035 Salisbury Fire Department</b>	<b>24035</b>	<b>24035</b>		<b>70</b>	<b>77</b>	<b>76</b>	<b>76</b>	<b>76</b>	<b>76</b>
<b>Salisbury Fire Volunteer 24040</b>	<b>24040</b>	<b>24040</b>							
Volunteer Recruitment Coordinator	24040	24040	9	0	0	0	1	1	1
<b>Total 24040 Salisbury Fire Volunteer</b>	<b>24040</b>	<b>24040</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Building, Permitting and Inspections 25100</b>									
BPI Manager	I & D	25100	14	1	1	1	1	1	1
Zoning Administrator	I & D	25100	11	1	0	0	0	0	0
Plans Examiner	I & D	25100	9	1	0	0	0	0	0
Building Inspector	I & D	25100	8	1	1	1	1	1	1
Plumbing Inspector	I & D	25100	8	1	1	1	1	1	1



# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Building, Permitting and Inspections 25100</b>									
Planning and Permits Coordinator	I & D	25100	7	0	1	1	1	1	0
Office Manager	I & D	25100	6	0	0	0	0	0	1
Administrative Support Technician	I & D	25100	5	1	0	0	0	0	0
<b>Total 25100 Building, Permitting and Inspections</b>	<b>I &amp; D</b>	<b>25100</b>		<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Housing and Community Development 25200</b>	<b>25200</b>	<b>25200</b>							
HCDD Director	25200	25200	14	1	1	1	1	1	1
Assistant Director Comm Dev	25200	25200	12	1	1	0	0	0	0
Code Compliance Manager	25200	25200	10	0	0	0	1	1	1
Senior Code Enforcement Officer	25200	25200	9	1	1	1	0	0	0
Housing and Homelessness Manager	25200	25200	9	1	1	1	1	1	1
Code Compliance Officer I/II/III/SR	25200	25200	7/9	4	6	5	5	5	5
Office Manager I/II/III	25200	25200	6	1	1	1	1	1	1
Administrative Support Specialist	25200	25200	6	1	1	0	0	0	0
Administrative Records Clerk	25200	25200	5	1	1	1	1	0	0
Administrative Assistant I/II/III	25200	25200	5	0	0	0	0	1	1
Nuisance Officer Grant Funded	25200	25200	2	1	0	0	0	0	0
Neighborhood Relations Manager	25200	25200	9	0	0	1	1	1	0
Community Relations Manager	25200	25200	9	0	0	0	0	0	1
Code Compliance Technician I/II/III/SR	25200	25200	7/9	0	0	1	1	1	1
Community Program Coordinator	25200	25200	6	0	0	0	0	0	1
Youth Development Specialist	25200	25200	5	0	0	1	1	1	0
<b>Total Housing and Community Development</b>	<b>25200</b>	<b>25200</b>		<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Transportation 22000</b>	<b>FO</b>	<b>22000</b>							
Deputy Director Operations	FO	22000	13	0	0	0	1	1	1
Transportation Superintendent	FO	22000	12	1	1	1	0	0	0
Traffic Systems Manager	FO	22000	10	0	1	1	1	1	1
Traffic Manager	FO	22000	10	1	0	0	0	0	0
Traffic Supervisor	FO	22000	8	1	1	1	1	1	1
Electrician	FO	22000	7	1	1	1	1	1	1
Signs/Pavement Marking Tech I / II	FO	22000	2 / 4	1	2	2	2	2	2
<b>Total Transportation</b>	<b>FO</b>	<b>22000</b>		<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Field Operations Administration 30000</b>									
Director of Field Operations	FO	30000	16	1	1	1	1	1	1
Director Public Works	FO	30000	17	1	0	0	0	0	0
Deputy Director Services	FO	30000	13	1	0	0	1	1	1
Safety Manager	FO	30000	11	0	1	1	1	1	0
Risk Manager	FO	30000	11	0	0	0	0	0	1
Operations and Maintenance Superintendent	FO	30000	10	1	1	1	0	0	0
Resource Manager	FO	30000	8	1	0	0	0	0	0
Asset Management and Facilities Specialist	FO	30000	7	0	0	0	0	0	1
Materials Manager	FO	30000	3	1	0	0	1	1	0
Office Manager I/II/III	FO	30000	6	0	1	1	1	1	1
Logistics Coordinator	FO	30000	5	0	0	0	0	0	1
Administrative Assistant I/II/III	FO	30000	5	2	0	0	1	1	0
Administrative Office Associate	FO	30000	5	1	1	1	0	0	0
Supply/Records Clerk	FO	30000	2	1	1	1	0	0	0
<b>Total Field Operations Administration</b>	<b>FO</b>	<b>30000</b>		<b>10</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Infrastructure and Development 31000</b>									
Director of Infrastructure & Development	I & D	31000	16	0	1	1	1	1	1
Deputy Director Engineering	I & D	31000	15	1	0	0	0	0	0
Supervisor Civil Engineer	I & D	31000	13	1	1	1	1	1	1
Construction Manager	I & D	31000	11	1	0	0	0	0	0
Surveyor I/II	I & D	31000	12	1	1	1	1	1	1
Project Engineer I/II/III/IV	I & D	31000	11	2	3	3	4	4	4
Associate Planner II/III	I & D	31000	10	1	2	2	2	2	0
Transportation Project - Coordinator / Specialist / Officer	I & D	31000	8/10/11	0	0	1	1	1	1
Construction Inspector Supervisor	I & D	31000	9	1	1	1	1	0	0
Sustainability Specialist	I & D	31000	8	0	0	0	0	0	1
Construction Inspector	I & D	31000	8	2	2	2	3	4	4
Associate Planner I	I & D	31000	8	2	2	1	1	1	0
Drafting Supervisor	I & D	31000	8	1	1	1	1	1	1
CAD Drafter	I & D	31000	6	2	2	2	2	2	2
Planning Technician / Associate Planner I/II/III/SR	I & D	31000	5/8/10	1	1	1	1	1	4
Administrative Assistant I/II/III	I & D	31000	5	0	1	1	1	1	1
Survey Technician I/II/III/IV	I & D	31000	2/5	2	2	2	2	2	2
Sustainability - Coordinator / Specialist / Officer	I & D	31000	7/8/10	0	0	0	1	1	0
<b>Total Infrastructure and Development</b>	<b>I &amp; D</b>	<b>31000</b>		<b>18</b>	<b>20</b>	<b>20</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b>Streets 31150</b>	<b>FO</b>	<b>31150</b>							
Street Supervisor	FO	31150	8	1	1	1	1	1	1
Street Crew Leader	FO	31150	5	1	1	1	1	1	1
Field Operations Technician I / II / III/ IV	FO	31150	4/5/6	8	8	8	8	8	8
<b>Total 31150 Streets</b>	<b>FO</b>	<b>31150</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>



# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Collection/Disposal 32061</b>	<b>FO</b>	<b>32061</b>							
Sanitation Superintendent	FO	32061	10	1	1	1	1	1	1
Sanitation Supervisor	FO	32061	7	1	1	1	1	1	1
Asst Sanitation Supervisor	FO	32061	5	1	0	0	0	0	0
Field Operations Technician I / II / III/ IV	FO	32061	4/5/6	7	8	8	8	8	8
Americorp Volunteer	FO	32061		0	0	1	0	0	0
<b>Total Collection/Disposal</b>	<b>FO</b>	<b>32061</b>		<b>10</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Recycling 32062</b>	<b>FO</b>	<b>32062</b>							
Recycling Supervisor	FO	32062	6	1	0	0	0	0	0
Field Operations Technician I / II / III/ IV	FO	32062	4/5/6	2	2	2	2	2	2
<b>Total Recycling</b>	<b>FO</b>	<b>32062</b>		<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Fleet Maintenance 34064</b>	<b>FO</b>	<b>34064</b>							
Vehicle Maintenance Supervisor	FO	34064	8	1	1	1	1	1	1
Automotive Mechanic I/ II / III	FO	34064	4/5	4	4	4	4	4	4
Administrative Office Associate II/III	FO	34064	3/4	1	1	1	1	0	0
Administrative Assistant I/II/III	FO	34064	5	0	0	0	0	1	1
<b>Total Fleet Maintenance</b>	<b>FO</b>	<b>34064</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Carpenter Shop 35000</b>	<b>FO</b>	<b>35000</b>							
Carpenter Supervisor	FO	35000	6	1	1	1	1	1	0
Special Projects Supervisor	FO	35000	7	0	0	0	0	0	1
Painter	FO	35000	2	1	1	1	1	0	0
Carpenter I	FO	35000	4	0	0	0	0	1	1
<b>Total Carpenter Shop</b>	<b>FO</b>	<b>35000</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Salisbury Zoo 40000</b>	<b>FO</b>	<b>40000</b>							
Zoo Director	FO	40000	13	1	1	1	1	1	1
Zoo Veterinarian	FO	40000	12	0	0	0	0	1	1
Marketing/Development	FO	40000	10	1	1	1	1	1	1
Education Curator	FO	40000	9	1	1	1	1	1	1
Animal Health Coordinator	FO	40000	8	1	1	1	1	0	0
Veterinary Technician/Keeper	FO	40000	8	0	0	0	0	1	1
Collections Operations Supervisor	FO	40000	10	0	0	0	0	1	1
Lead Zoo Keeper	FO	40000	8	0	1	1	1	0	0
Collection Registrar	FO	40000	8	1	1	1	1	1	1
Chief Accounts Clerk	FO	40000	6	1	1	1	1	0	0
Administrative Assistant I/II/III	FO	40000	5	0	0	0	0	1	1
Education Technician I/II/III	FO	40000	5	1	1	1	1	1	1
Zookeeper I / II/ III / IV / SR	FO	40000	4/5/7	6	5	5	5	5	5
Groundskeeper	FO	40000	4	1	1	1	1	1	1
<b>Total Salisbury Zoo</b>	<b>FO</b>	<b>40000</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>
<b>Parks 45000</b>	<b>FO</b>	<b>45000</b>							
Parks Supervisor	FO	45000	8	1	1	1	1	1	1
Horticulturist	FO	45000	6	1	1	1	1	1	0
Field Operations Technician - Crew Leader	FO	45000	6	0	0	0	0	0	1
Field Operations Technician - I/II/III/IV	FO	45000	4/5/6	1	1	1	1	1	1
Parks Maintenance Worker I/II/III	FO	45000	4	3	4	5	5	5	5
<b>Total Parks</b>	<b>FO</b>	<b>45000</b>		<b>6</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Parking Authority 31154</b>									
Parking Supervisor I/II	PK/FO	31154	7/9	1	1	1	1	1	1
Parking Revenue Clerk I/II/III	PK/FO	31154	3	1	1	1	1	1	1
Parking Maintenance Worker I/II/III	PK/FO	31154	4/5	1	1	1	1	1	1
Parking Enforcement Officer I/II/III	PK/FO	31154	3	1	1	1	1	1	1
<b>Total Parking Authority</b>	<b>PK/FO</b>	<b>31154</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Street Sweeping 60820</b>	<b>FO</b>	<b>60820</b>							
Field Operations Technician I/II/III/IV	FO	60820	4/5/6	3	3	3	3	3	3
<b>Total Street Sweeping</b>	<b>FO</b>	<b>60820</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Water Engineering 81080</b>									
Project Engineer	I & D	81080	11/12	1	1	1	0	0	0
GIS Technician	I & D	81080	8	1	0	0	0	0	0
<b>Total Water Engineering</b>	<b>I &amp; D</b>	<b>81080</b>		<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Water Fund Billing 81570</b>	<b>WW</b>	<b>81570</b>							
Utility Billing Supervisor	WW	81570	8	1	1	1	1	1	1
Cashier I/II/III	WW	81570	3/4/5	1	1	1	1	1	1
<b>Total Water Fund Billing</b>	<b>WW</b>	<b>81570</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Water Plant 82075</b>	<b>WW</b>	<b>82075</b>							
Superintendent Water Treatment Plant	WW	82075	13	1	1	1	1	1	1
Asst Water Treatment Plant Supt	WW	82075	10	1	1	1	1	1	1
Water Plant Maint Operator I/II	WW	82075	9	1	1	1	1	1	2



# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Water Plant 82075</b>	<b>WW</b>	<b>82075</b>							
Water Treatment Plant Operator I/II/III/SR	WW	82075	8/9	7	8	8	8	8	8
Quality Control/Sample Technician I/II/III/SR	WW	82075	5/6/7	1	1	1	1	1	1
Administrative Office Associate	WW	82075	4	1	1	1	1	0	0
Administrative Assistant I/II/III	WW	82075	5	0	0	0	0	1	1
<b>Total Water Plant</b>	<b>WW</b>	<b>82075</b>		<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>
<b>Utilities Water 82076</b>	<b>FO</b>	<b>82076</b>							
Superintendent Utilities	FO	82076	12	1	1	1	1	1	1
Utility Section Chief	FO	82076	8	2	2	2	2	2	2
Utility Supervisor	FO	82076	7	1	1	0	0	0	0
Administrative Assistant I/II/III	FO	82076	5	1	1	1	1	1	1
Utility Technician I / II / III	FO	82076	4/5/6	4	4	5	5	5	5
Utility Locator	FO	82076	5/6	1	1	1	1	1	1
Meter Technician I/II/III	FO	82076	3/4	1	1	1	1	1	1
Meter Reader I/II	FO	82076	3	1	1	1	1	1	1
<b>Total Utilities Water</b>	<b>FO</b>	<b>82076</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>83000 Water Administration</b>									
Director Water Works	WW	83000	16	1	1	1	1	1	1
Water Works Program - Coordinator / Specialist / Administrator	WW	83000	8	1	1	1	1	1	1
<b>Total Water Administration</b>	<b>WW</b>	<b>83000</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Sewer Engineering 84080</b>									
Construction Inspector	I & D	84080	8	1	1	1	0	0	0
<b>Total Sewer Engineering</b>	<b>I &amp; D</b>	<b>84080</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

# INTRODUCTORY SECTION

## Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
<b>Sewer Billing 85070</b>	<b>WW</b>	<b>85070</b>							
Finance Director	WW	85070	16	1	1	1	1	1	1
Accountant II/III	WW	85070	11/12	1	1	1	1	1	1
Utility Billing Clerk I/II/III	WW	85070	3/5/6	2	2	2	2	2	2
<b>Total Sewer Billing</b>	<b>WW</b>	<b>85070</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Wastewater Treatment 86083</b>	<b>WW</b>	<b>86083</b>							
Superintendent WWTP	WW	86083	13	1	1	1	1	1	1
Asst WWTP Superintendent	WW	86083	11	1	1	0	0	0	0
WWTP Chief Operator	WW	86083	10	1	1	1	1	1	1
Laboratory Supervisor	WW	86083	9	0	0	1	1	1	1
Maintenance Cheif	WW	86083	10	1	1	1	1	1	1
Biosolids Manager	WW	86083	9	1	1	1	1	1	1
WWTP Shift Supervisor	WW	86083	9	3	3	0	0	0	0
Materials Supervisor	WW	86083	8	0	1	1	1	1	1
Chemist	WW	86083	8	1	1	0	0	0	0
Electrician Supervisor	WW	86083	9	1	1	1	1	1	1
Biosolids Operator I/II/III	WW	86083	6/7	0	0	1	3	3	3
CMMS Tech	WW	86083	5	0	1	1	1	1	1
Instrumentation Tech	WW	86083	6	0	1	1	1	1	0
WWTP Operator I / II / III / SR	WW	86083	8/9	8	8	11	9	9	9
Plant Mechanic I/II	WW	86083	6/7	5	5	5	5	5	0
Administrative Assistant I/II/III	WW	86083	5	1	1	1	1	1	1
Lab Technician I/II/III	WW	86083	6/7	2	2	2	2	2	2
Assistant Plant Mechanic / Plant Mechanic I/II/III	WW	86083	5/6/7	1	1	1	1	1	7
Groundskeeper	WW	86083	4	1	1	1	1	1	1
<b>Total Wastewater Treatment</b>	<b>WW</b>	<b>86083</b>		<b>28</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

INTRODUCTORY SECTION

Authorized Position Detail

Position Title	Division	Org	FY22 Grade	FY17	FY18	FY19	FY20	FY21	FY22
Utilities Sewer 86085	FO	86085							
Assistant Utilities Superintendent	FO	86085	9	1	1	1	1	1	1
Utility Section Chief	FO	86085	8	1	1	2	2	2	2
Utility Tech I / II / III	FO	86085	4/5/6	6	7	7	7	7	7
Utility Tech II Assistant Locator	FO	86085	5	1	0	0	0	0	0
Meter Tech I/II/III	FO	86085	3/4	1	1	1	1	1	1
Water Meter Reader I/II	FO	86085	3/6	1	1	1	1	1	1
Total Utilities Sewer	FO	86085		11	11	12	12	12	12
Pretreatment Monitoring 86086	WW	86086							
Pretreatment Coordinator	WW	86086	9	1	1	1	1	1	1
Pretreatment Technician I/II/III/SR	WW	86086	5/6	2	2	2	2	2	2
Total Pretreatment Monitoring	WW	86086		3	3	3	3	3	3
Grand Totals				416	431	435	435	436	441



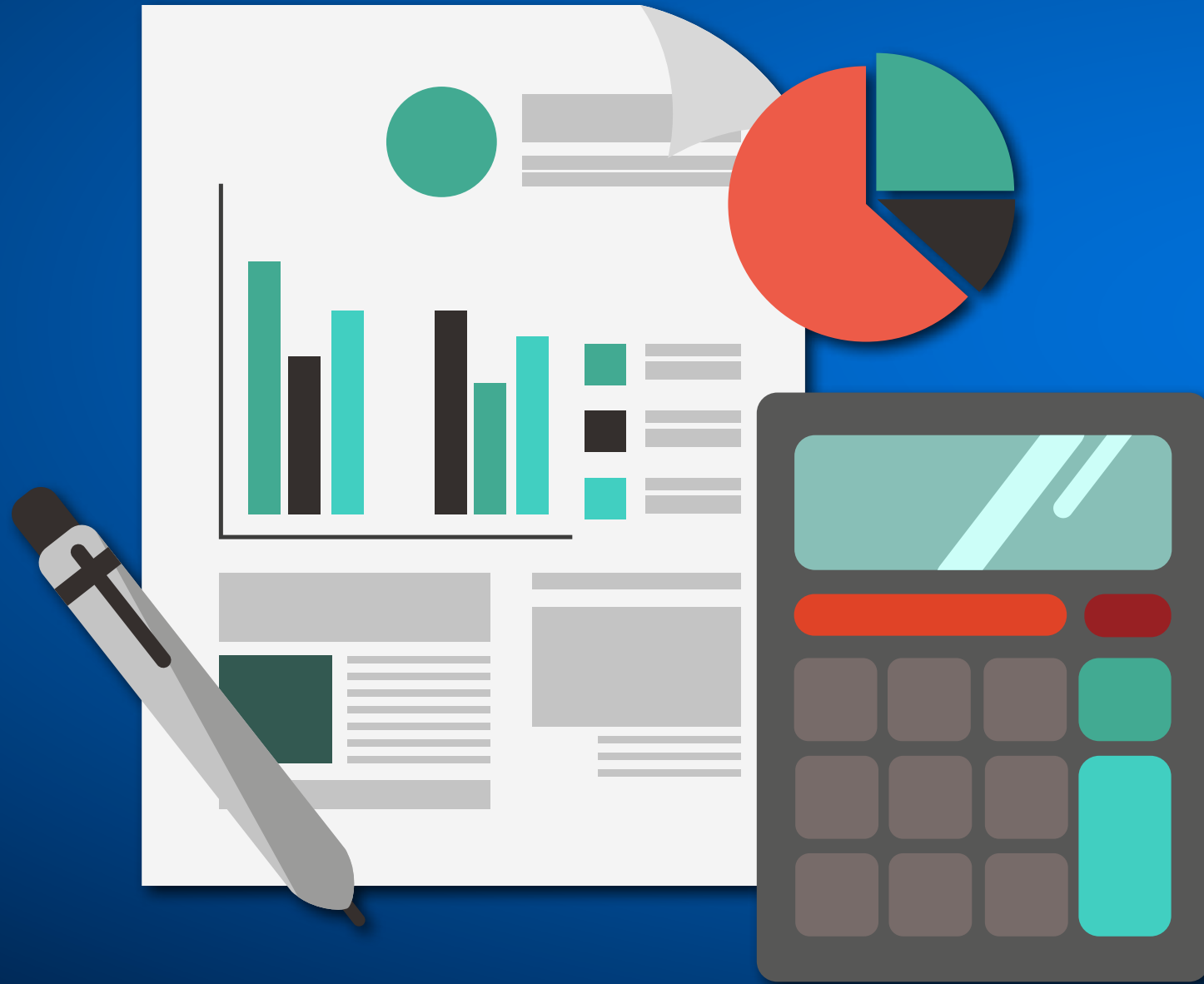
# INTRODUCTORY SECTION

## Budget Policies and Procedures

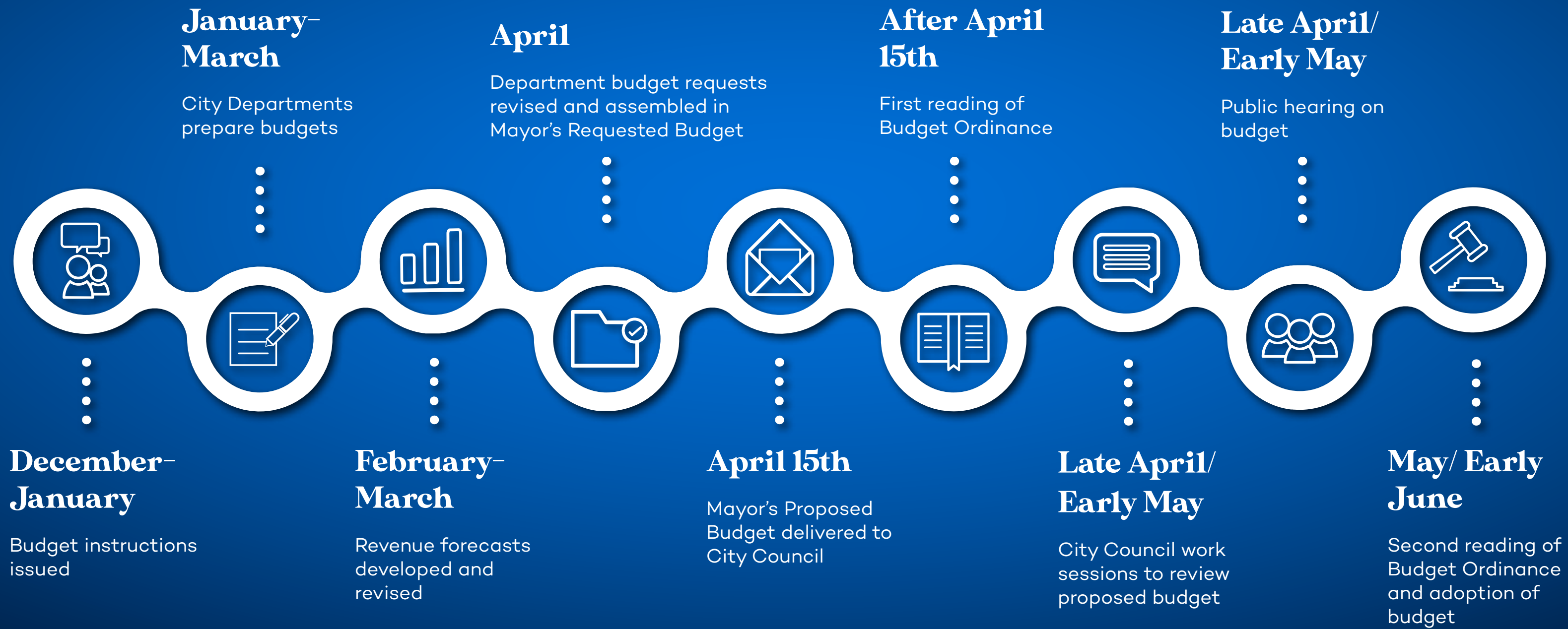
### Budget Preparation

**The City of Salisbury operates under a fiscal year that begins on July 1st and ends June 30th. The major steps in the process are outlined below:**

- Departments submit their requested operating budgets in January for the fiscal year commencing the following July.
- The Capital Improvement Plan is finalized by the Mayor in January.
- All budget requests are compiled by the Finance Department and presented to the Mayor for review. The basis for budgeting is consistent with the basis of financial reporting as described in these policies.
- On or before April 15, the Mayor formally presents the balanced budget and budget message to the City Council at a public meeting. The budget is “balanced” when operating revenues are equal to operating expenses.
- Taxpayer comments are requested.
- A series of Budget Work sessions and public meetings are held before making any final changes to the Mayor Proposed budget.
- The annual budget is formally adopted by City Council before July 1st.

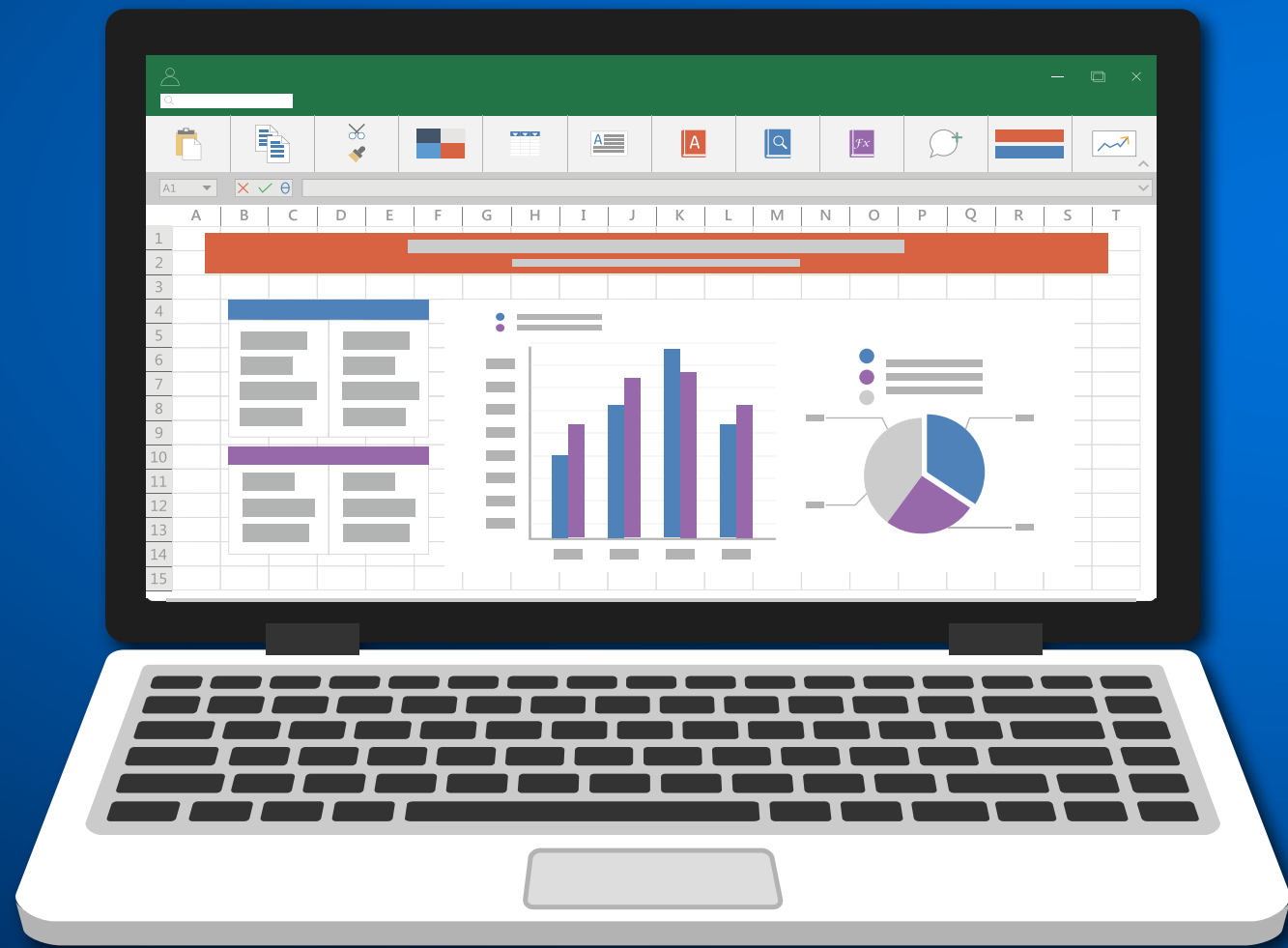


# INTRODUCTORY SECTION Budget Calendar



# INTRODUCTORY SECTION

## Budget Policies and Procedures



### Budget Control

Accounting Basis Budgetary control is maintained at the “Budget Group” level as presented in the budget ordinance. During the fiscal year the Mayor may approve the transfer of funds within a budget group; however, any transfers required between Budget Groups must be approved by the City Council via a Budget Ordinance. Any change in the total budget amount requires the approval of the City Council.

The final budget amounts are reported based on the original budget adjusted for authorized transfers and amendments. Annual operating budgets are appropriated for the general fund, water sewer fund, marina fund, and parking fund. Any excess of total expenditures and encumbrances over total budgeted appropriations by individual departments is in violation of certain legal provisions.



# **INTRODUCTORY SECTION** Budget Policies and Procedures

## **Capital Program**

Budgetary control for Capital Projects is achieved through a capital improvements program for all capital projects funds. Capital Projects funds are maintained as Multiyear funds where appropriations are maintained at the end of year.

## **Reporting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Entity-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Proprietary and fiduciary funds also use the accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned and unavailable revenue, and in the presentation of expenses versus expenditures.

## **Encumbrances**

Appropriations which have not been expended or lawfully encumbered lapse at the end of the budget year. Any lawfully encumbered appropriations at year end are carried forward to the following year and increase the following year's budget appropriation by the amount of the encumbrance(s). Encumbrances related to grant-funded contracts may cause a deficit undesignated fund balance in some funds.

This results from a timing difference between the recording of the original encumbrance of the contract and the recognition of the grant revenue when it is measurable and available.

# **INTRODUCTORY SECTION** Budget Policies and Procedures

## **Financial Structure**

The financial transactions of the City are budgeted and recorded in individual funds. A fund is an independent financial and accounting entity. It is a set of interrelated accounts used to record revenues and expenditures associated with a specific purpose. Funds have a balancing set of accounts and records, cash and other financial resources in conjunction with all related liabilities and residual equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. Funds are classified into three basic types: governmental, proprietary or fiduciary.

## **Governmental Funds**

Governmental funds are used to account for all or most of the government's general activities, including the collection and disbursement of earmarked monies, the acquisition or construction of general fixed assets and the servicing of general long-term debt. The following types of governmental funds are utilized by the City: The General Fund is the principal fund of the City of Salisbury and is used to account for all major activities of the government such as Administration, Police, Fire, and Public Works.

Special Revenue Funds are used to account for the proceeds of specific revenue sources legally restricted to expenditures of specific purpose. Examples of Special Revenue funds used by the City of Salisbury include: Curb/Gutter Fund, Sidewalk Fund, Community Development Project Fund, and the Grant Fund. Capital Project Funds are used to account for financial resources for the acquisition, renovation or construction of major capital facilities and improvements.

# **INTRODUCTORY SECTION** Budget Policies and Procedures

## **Proprietary Funds**

Proprietary funds are used to account for activities similar to those found in the private sector. Enterprise funds account for activities that are usually self-sustaining, principally through user charges for services rendered. The City utilizes proprietary funds as follows: Water Sewer Fund, Parking Fund, Marina Fund.

## **Fiduciary Funds**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments or on behalf of other funds within the government. When these assets are held under the terms of a formal trust agreement either a pension trust fund, a nonexpendable trust fund or an expendable trust fund is used. Agency funds generally are used to account for assets that the government holds on behalf of others as their agent.

Traditionally these funds have not been included in the Operating Budget because the receipt of revenue is uncertain. The City maintains fiduciary fund for the Health Care Trust, Police Confiscated Funds, and Bay Restoration Funds.



# INTRODUCTORY SECTION

## Budget Policies and Procedures

### Accounting Basis

The governmental funds are accounted for on the modified accrual basis of accounting. Under this basis, revenues are recognized when they are susceptible to accrual, when they become measurable and available. Likewise, expenditures are recorded as the liabilities are incurred, if measurable. However, principal and interest on general long-term debt are recorded as fund liabilities when due. Revenues susceptible to accrual are property taxes, licenses, interest revenues and charges for service. Fines are not susceptible to accrual generally since they are not measurable until received in cash.

The City considers property taxes as available in the period for which they were levied if they are collected within 60 days after year-end. The accrual basis of accounting is utilized by proprietary fund types, pension trust funds and non-expendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. Estimated uncollectible accounts receivable are reserved at year-end.

### Budgetary Basis

All budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP); except that depreciation is not considered. The General, Special Revenue, and Capital Project funds are developed on a modified accrual basis. Enterprise fund budgets are developed on the accrual basis. All annual appropriations lapse at the fiscal year end.

The basis for budgeting is consistent with the basis for accounting with the difference being encumbrances. Encumbrances represent commitments related to unperformed contracts for goods or services.

Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditures of resources are recorded to reserve that portion of the applicable appropriation, is utilized in governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures because the commitments will be carried forward to subsequent years' budget appropriations.

# INTRODUCTORY SECTION Financial Policies

## Capital Improvement Plan

The City Administrator shall develop and maintain a projection of capital improvement projects (Capital Improvement Plan) for the next five years based on the known and anticipated needs of the City, and on Mayor/ Council-approved projects. The Capital Improvement Plan (CIP) should be tied to projected revenue and expenditure constraints. Future planning should consider periods of revenue surplus and shortfall and adjust future programs accordingly. CIP includes long-term maintenance and rehabilitation requirements for proposed projects. Each fiscal year, the City Administrator will update the CIP to include current information and submit to the Mayor and City Council.

The City's capital plan will take into account the borrowing limitation of the City, as well as the ability of the City to finance the debt.

The CIP process shall include a financial analysis and narrative of the long-term maintenance and rehabilitation requirements for proposed projects.

## Capital Improvement Funding

Within the limitation of existing law, various funding sources may be utilized for capital improvements. Capital projects shall be dictated by the nature of funding available except to the extent that the projects meet an initial test of being required to achieve City goals and to the extent that projects must be placed in priority dictated by the nature of the funds available.

The City shall actively pursue outside funding sources for all projects for the CIP.

## Capital Improvement Financing

The City shall maintain an ongoing monitoring system of the various outstanding bond indebtedness issues and utilize this reporting system as a criterion for the administration of the City's outstanding indebtedness.



# INTRODUCTORY SECTION **Financial Policies**

## Leasing

Lease purchases shall be considered only when the useful life of the item is equal to or greater than the length of the lease.

If the item may become technologically obsolete or is likely to require major repair during the lease purchase period, then the item should be either purchased or placed on a term operation lease.

## Revenues

The city will conduct an annual review of specific programs and services which have been identified as potential candidates for user fees. Where appropriate, user fees will be set at a level sufficient to recover the full costs of the program or service.

The City's enterprise operations shall set their enterprise fees at a level sufficient to recover the full costs of enterprise operations.

## General Fund Budgeting

The basic format of the budget shall identify programs within organizational structures. Programs are defined as specific services provided to the public, other departments or other organizations. All assumptions, transfers, and other relevant budget data shall be clearly stated. The City shall operate under an annual balanced budget ordinance in which the sum of net revenues and appropriated fund balance is equal to appropriations.

The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.

Where possible, the budget and subsequent status reports will integrate performance measurements and productivity indicators. In instances where specific activities/purchases are authorized by the mayor and City Council in a certain fiscal year and remain incomplete and/or unexpended, revenues and/or fund balance may be carried forward, at Mayor and City Council's discretion, into the next fiscal year to support such activities/purchases.

Provisions will be made for adequate maintenance of the capital plant and equipment and for their orderly rehabilitation and replacement, within available revenue and budgetary limits. To show true costs, expenditures (including internal costs) will be allocated directly to the appropriate Fund. Budgetary and accounting procedures will conform to Generally Accepted Accounting Principles (GAAP) for governmental agencies.



# INTRODUCTORY SECTION **Financial Policies**



## Fund Balances/Reserves

The City shall endeavor to maintain an undesignated fund balance equal to 10% of the following Fiscal Year’s General Fund Adopted Budget, with any amount in excess of 10% being credited to a capital project account. These funds are available to be utilized to pay for capital projects with priority being given to those projects that would otherwise be funded through the issuance of debt.

If, at the end of a fiscal year, the undesignated fund balance falls below 10%, then the City shall develop a plan to rebuild the balance. The plan shall include specific time frames not to exceed five (5) years and the amount for each year.

After adoption of the budget, allocation of funds from the undesignated fund balance requires review and approval of the City Council. As a general rule, these monies shall only be used to prevent/alleviate dangerous conditions, to prevent catastrophic disruptions in City services and/or to provide funding for necessary expenditures that were not anticipated at the time that the budget was adopted. The original adopted General Fund Budget shall not utilize the undesignated fund balance (reserve) to fund non-capital expenditures or general operating expenses in excess of 1% of that year’s original adopted General Fund Budget.

Capital items funded in the adopted budget utilizing the undesignated fund balance cannot be cut without a corresponding addition back to the undesignated fund balance, as to prohibit the undesignated fund balance being utilized for general operating expenditures, without a budget amendment.

## Reporting Responsibilities

The Director of Finance will be held accountable for assuring that departmental expenditures stay within the department’s budget appropriation, and will notify the City Administrator immediately of the necessity to amend the budget in the event an over expenditure is anticipated.

The Director of Finance will submit quarterly budgetary reports to the City Administrator for forwarding to the mayor and City Council comparing actual revenues and expenditures to budget estimates.

# INTRODUCTORY SECTION

## Financial Policies

### Auditing

The City shall have its accounts independently audited at the close of each fiscal year by a certified public accountant.

### Equipment Replacement Criteria

Vehicle replacement will be evaluated using the average of the past two years of maintenance for a particular vehicle compared to the expected replacement cost for the same vehicle.

A vehicle replacement schedule will be developed and updated annually based on the current condition of each vehicle and the expected life of each vehicle category. Any vehicle that has an average past two years' maintenance greater than or equal to 80% of the expected replacement cost will be targeted for replacement.

Any vehicle not meeting the 80% threshold will require written justification for replacement, including such reasons as: vehicle obsolescence; parts unavailability; change in vehicle function rendering it unproductive; serious vehicle accident, and low salvage value.

### Investments

The City shall maintain an available funds balance of less than \$1 million to ensure that sufficient funds are available to cover all reasonably anticipated transactions. All other idle funds will be invested daily, except when large monetary transactions are anticipated and a larger balance is necessary.

All City funds (excluding any investments related to Other Post-Employment Benefits obligations) will be maintained in secured bank accounts or invested with the Maryland Local Government Investment Pool.

### Water and Sewer Fund Financial Forecast

Annually, the City will prepare a five-year financial forecast for the water and sewer fund. The target amount for surplus balance in the water and sewer fund will be calculated as the total of 25% of Operating and maintenance budgeted, 100% of the current year's debt service and 100% of the capital expenditures funded through current operations.



# INTRODUCTORY SECTION Debt Policies

The State of Maryland has required that Municipalities establish debt management policies. The City recognizes that it may need to enter into long-term financial obligations to meet the demands of providing a high quality and level of government services to our community. The following long-term debt policy sets the considerations for issuing debt and provides guidance in the timing and structuring of long-term debt commitments by the City.

## General Debt Information

The attached sections of the City Charter (SC 7-45 through SC7-48) form the basis of the City's debt policy. (See attachment A for Charter sections)

## Additional Policy Information:

1. Debt issuance is an acceptable method of financing infrastructure and public facility projects within the City; however, this financial mechanism should only be used if current revenues cannot cover the costs.
2. The City's debt management shall conform to all other budgeting and financial reporting policies where applicable. All debt issuance shall comply with the Federal, State, and City Charter requirements.
3. The City will not use long-term borrowing to finance current operations or normal maintenance. Normal maintenance does not extend the useful life of an asset.
4. The term of any debt issue shall not exceed the useful life of the assets being acquired by the debt issue. The City intends the average maturity of general obligation bonds to be at or below 20 years.
5. As of the effective date of adoption of these policy guidelines, the City of Salisbury has no outstanding variable rate indebtedness, nor has it entered into any municipal derivatives contracts (i.e.; interest rate swap agreements). At this time, these types of debt issuances and/or contracts will not be entered into.
6. The Director of Internal Services along with the City Administrator, and with the assistance of other finance professionals when necessary (e.g., bond counsel, a financial advisor, etc.) oversees and coordinates the timing, issuance process and marketing of the City's borrowing and capital funding activities required in support of its financing and capital improvement plans.

# INTRODUCTORY SECTION Debt Policies

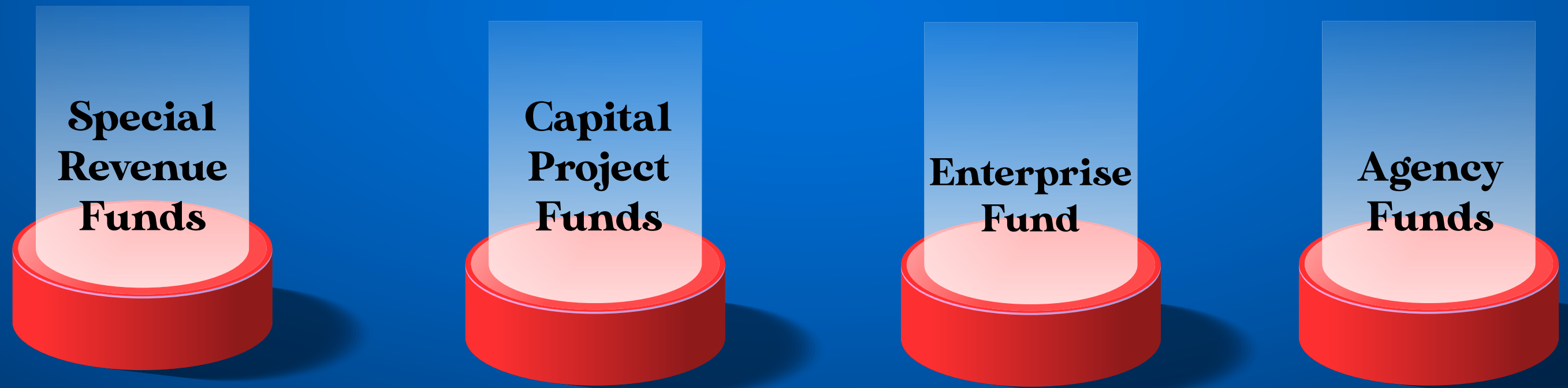
## Additional Policy Information Cont'd:

7. Accompanying each debt issue will be an assessment of the City's capacity to repay the debt. The assessment will address the effects on the current operating budget, commitments to future operations, maintenance costs and will also identify reliable debt retirement sources.
8. In order to maintain the ability to borrow funds for emergency purposes, the City will not borrow funds if such borrowing is within 10% of the City's legal debt margin except in emergencies when authorized by the City Council.
9. General Obligation Debt payments for the General Fund shall not exceed 10% of General Fund operating expenditures.



# INTRODUCTORY SECTION Funds

The financial activity of the City of Salisbury takes place in accounting entities called funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. The General Fund is the City's primary operating fund and accounts for basic governmental services. It accounts for all the financial activity of the general government, except for those required to be accounted in another fund. Other fund types are: Special Revenue, Capital Project, Enterprise and Agency Funds. Funds where appropriations are set with annual budgets include the General Fund, Water Sewer Fund, Marina Fund, Parking Fund, and the Storm Water Fund.



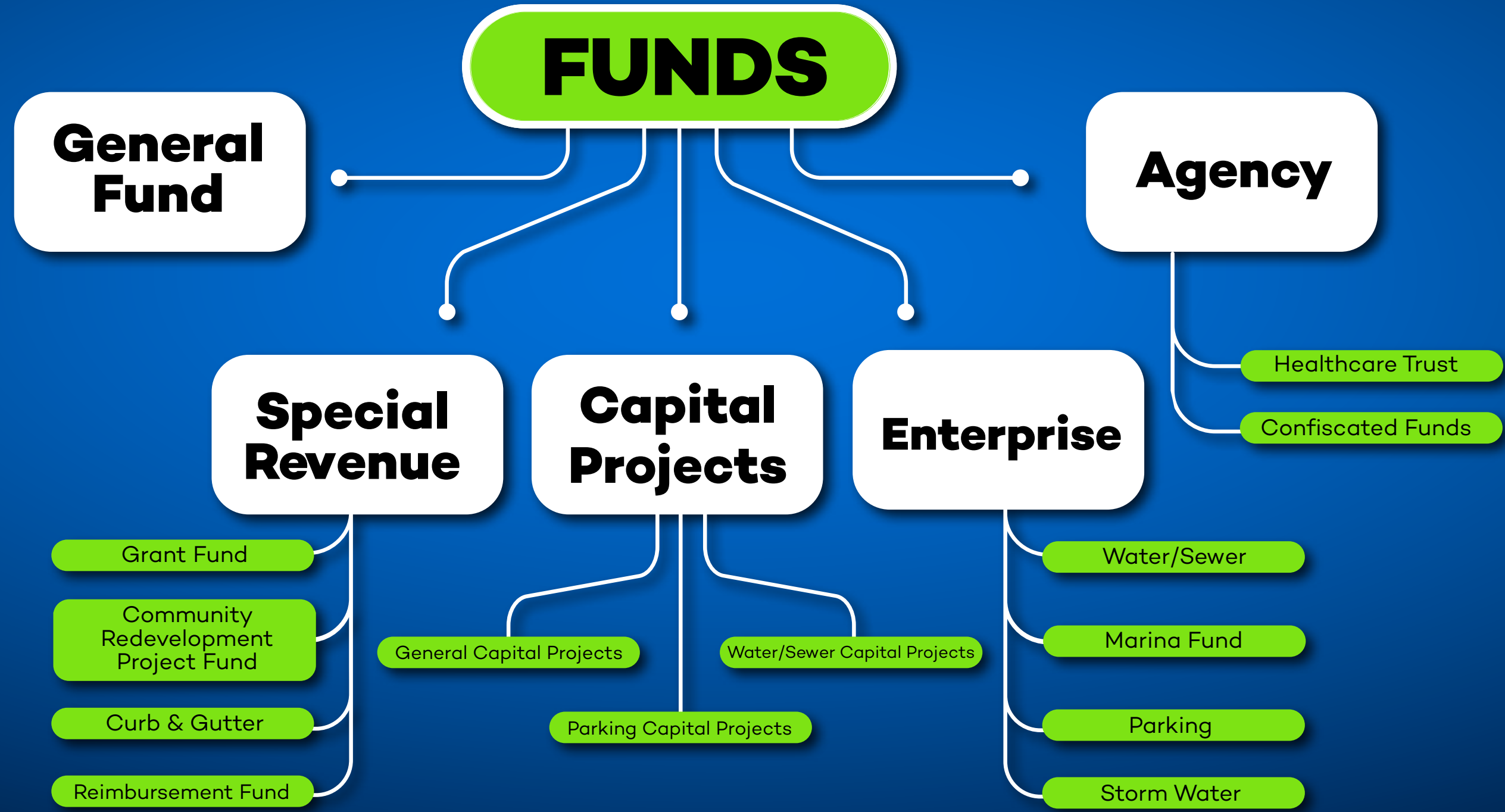
Used to account for revenues derived from specific taxes, grants, or other restricted revenue sources. The use & limitation of special revenue funds are specified by City ordinance or federal or state statutes.

Used to account for the acquisition or construction of major capital investments.

Used to account for operations that are financed in a manner similar to private business.

Used to account for revenues that belong to parties other than the City. The Court is our only Agency Fund.

# INTRODUCTORY SECTION Fund Chart



# INTRODUCTORY SECTION

## Summary of Departments by Function

Council & Clerk	11000	Council	The City Council is the legislative government authority of the City.
	11000	Clerk	Responsible for facilitating and recording council legislative and meeting activity.
Business Development	11600	Development Services	Efforts to enhance downtown and the local economy.
Administrative	12000	Mayor's Office	The Mayor's office is responsible for providing management of the day to day operations, providing visions and leadership to the organization, and carrying out the Council's legislative decisions.
	13000	Elections	
	17000	City Attorney	Responsible for managing the City's legal affairs and overseeing all legal matters.
	18000	Information Services	Provides secure, efficient, innovative, and cost effective data communication services that will support and enhance the daily business operations of the City.
	18500	Human Resources	Provides support for recruiting, hiring, onboarding, professional development, and benefits to all staff.
Finance	15000	Finance Department	Responsible for accounting and financial reporting of all City operations.
	81570	Water Billing	Collects water payments with in-office payment desk, and online/ phone methods.
	85070	Sewer Billing	Handles billing for waste/sewer portion of water/sewer bills.
Procurement	16000	Procurement	Responsible for the contracting and acquisition of the goods and services required to sustain City operations.
	19500	Municipal Buildings	Manages the building operations and maintenance activities for the City's Governmental facilities.



# INTRODUCTORY SECTION

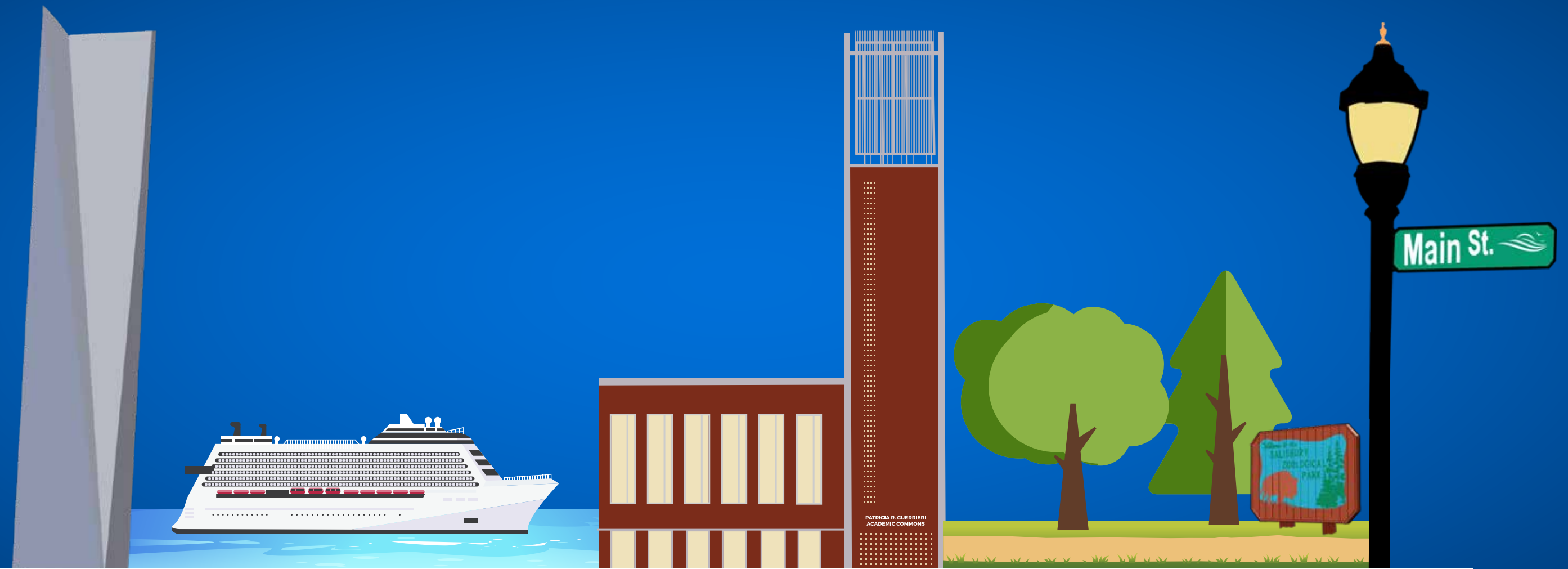
## Summary of Departments by Function

Police	21021	Police Services	Strives to provide the highest quality of Police services while maintaining and improving the quality of life for citizens, businesses, and the motoring public.
	21025	Police Communications	Deliver dispatching and communications as required to deliver police services.
	21029	Animal Control	Responsible for enforcement of animal regulations.
Fire	24035	Firefighting	Serve the citizens of Salisbury by providing fast, efficient safety and rescue resources during emergencies.
	24040	Volunteer Firefighting	Assist the Fire Department on a volunteer basis, supplying manpower during emergencies.
Misc.	70101	Debt Service	
	90500	Other	
Other Financing Uses	91001	Operating Transfers	
Storm Water	60820	Street Sweeping	Sweep 25% of City lane miles each week.
	60850	Storm Drains	Oversees all drainage entry points to ensure clear flow of water, removal of debris.
Facilities	60300	Marina Fund	Moneys collected through slip/dock fees, other means.
	31154	Parking Fund	Moneys collected through parking fees, other means.

# INTRODUCTORY SECTION

## Summary of Departments by Function

Infrastructure and Development	25100	Building Permits	Administration and enforcement of adopted building construction, plumbing, zoning and fire codes of the City of Salisbury.
	31000	Engineering	Development plan review and annexation, stormwater issues, sidewalk maintenance and traffic management. Accepts park reservations.
	81080	Water Engineering	Design/maintenance of water delivery infrastructure.
	84080	Sewer Engineering	Design and maintenance of the City's waste removal systems.
	19000	Planning	Using City law to guide current and future development to ensure it meets best interests of citizens.
Field Operations	22000	Traffic Control	Maintenance and oversight of all traffic control devices to include streetlights.
	30000	Resource Management	Oversight of manpower and mechanical distribution.
	31150	Streets	Maintenance of City's road infrastructure.
	32061	Sanitation Waste Collection	Collection and disposal of citizen household, yard and miscellaneous waste.
	32062	Sanitation Recycling	Curb-side collection and transport to recycling center of all recyclable waste.
	34064	Fleet Management	Maintenance of City's automobile and utility motorized vehicle fleet.
	35000	Carpentry Shop	Handles maintenance and construction in any needed capacity.
Recreation and Culture	40000	Zoo	
	45000	Parks	Maintenance of City parks and playgrounds.
Water Works	82075	Water Treatment	Part of water plant, ensures Salisbury continues to have MD's best tasting drinking water.
	82076	Water Branch	Street-level maintenance of water delivery systems.
	83000	Water Administration	Oversees all water and water removal departments.
	86083	Waste Water Treatment Plant	Purifies the City's wastewater and returns it to the Wicomico River.



## 2.0 SCHEDULES & SUMMARIES



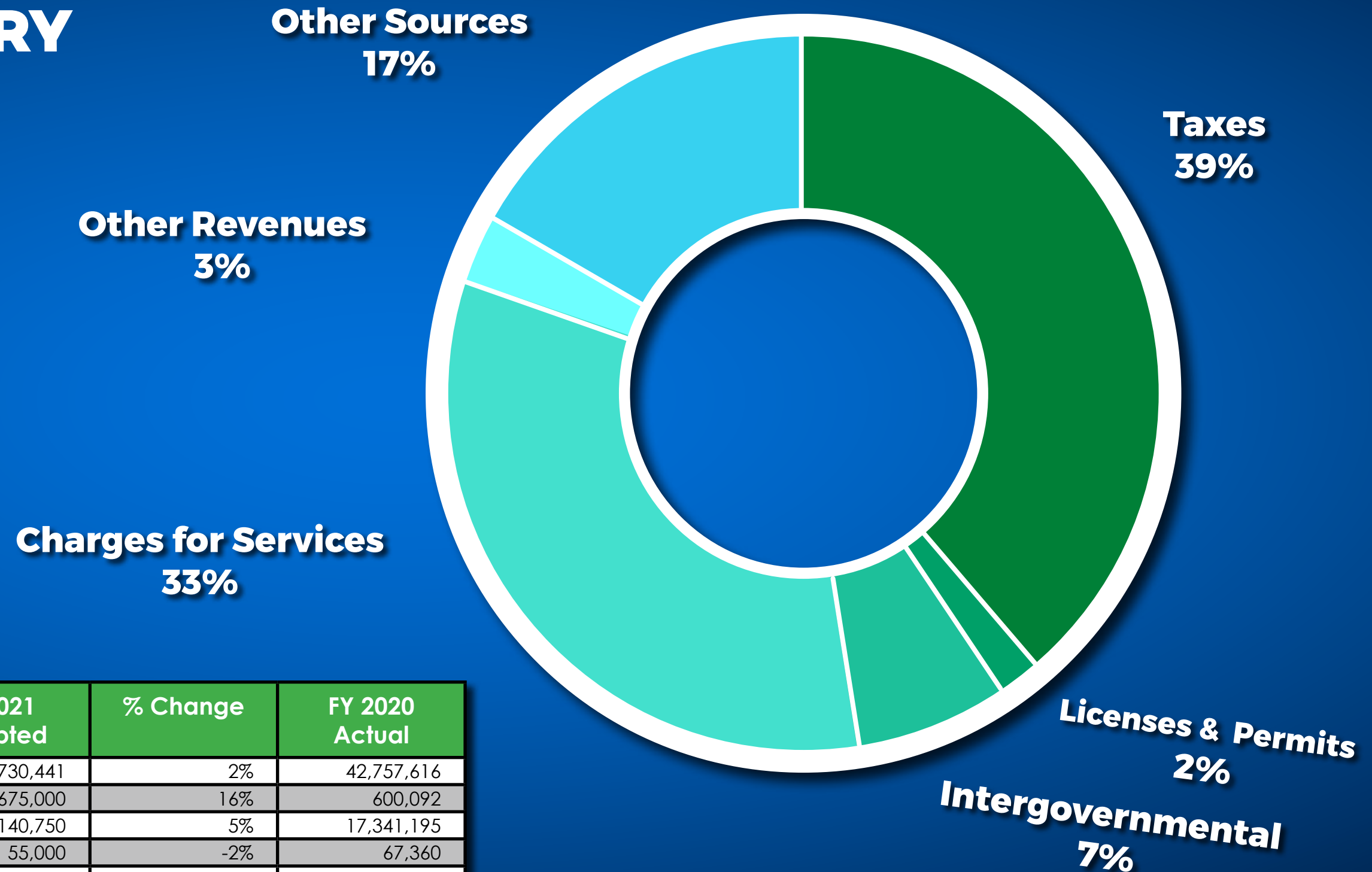
# SCHEDULES & SUMMARIES

## Budget Overview

	General Fund	Capital Improvements Program	Special Revenue Funds	Enterprise Funds	Total Budget
<b>Revenues:</b>					
Taxes	30,517,243				30,517,243
Licenses and Permits	1,865,360				1,865,360
Intergovernmental	3,004,888	2,409,797	7,361,080	350,000	13,125,765
Charges for Services	5,729,683			18,183,599	23,913,282
Other Revenues	1,888,287			378,500	2,266,787
Other Sources	534,000	7,620,876			8,154,876
<b>Total Revenues</b>	<b>43,539,461</b>	<b>10,030,673</b>	<b>7,361,080</b>	<b>18,912,099</b>	<b>79,843,313</b>
Transfers In		2,026,703	489,164		2,515,867
Transfers Out	-786,664			-1729203	-2,515,867
Use of Fund Balance	2,449,217			2165951	4,615,168
<b>Total Financial Resources</b>	<b>45,202,014</b>	<b>12,057,376</b>	<b>7,850,244</b>	<b>19,348,847</b>	<b>84,458,481</b>
<b>Expenditures:</b>					
General Government	3,804,395	188,750	68,000		4,061,145
<b>Public Safety:</b>					
Police	14,812,903		612,967		15,425,870
Fire	9,291,234	1,400,000	2,800,000		13,491,234
<b>Public Works:</b>					
Field Operations	5,806,636	1,915,000			7,721,636
Infrastructure & Development	1,746,793	1,298,826	1,807,523		4,853,142
Water Sewer Operations		6,550,800	255,000	17,363,046	24,168,846
Parking Operations `				845,843	845,843
Other Operations				1,139,958	1,139,958
Economic Development	627,873				627,873
Housing & Community Development	1,308,361		2,306,754		3,615,115
<b>Recreation and Culture:</b>					
Salisbury Zoo	1,573,521				1,573,521
Parks	828,395	704,000			1,532,395
Insurance and Misc	1,064,620				1,064,620
Debt Service	4,337,283				4,337,283
<b>Total Expenditures</b>	<b>45,202,014</b>	<b>12,057,376</b>	<b>7,850,244</b>	<b>19,348,847</b>	<b>84,458,481</b>

# REVENUE SUMMARY

The budgeted revenue in FY 2022 is \$ 79,843,313, which represents a 16% increase from FY 2021. This is primarily due to revenue associated with increases of \$5,015,673 in the Capital Projects Fund and \$3,588,396 in Special Revenue Funds.

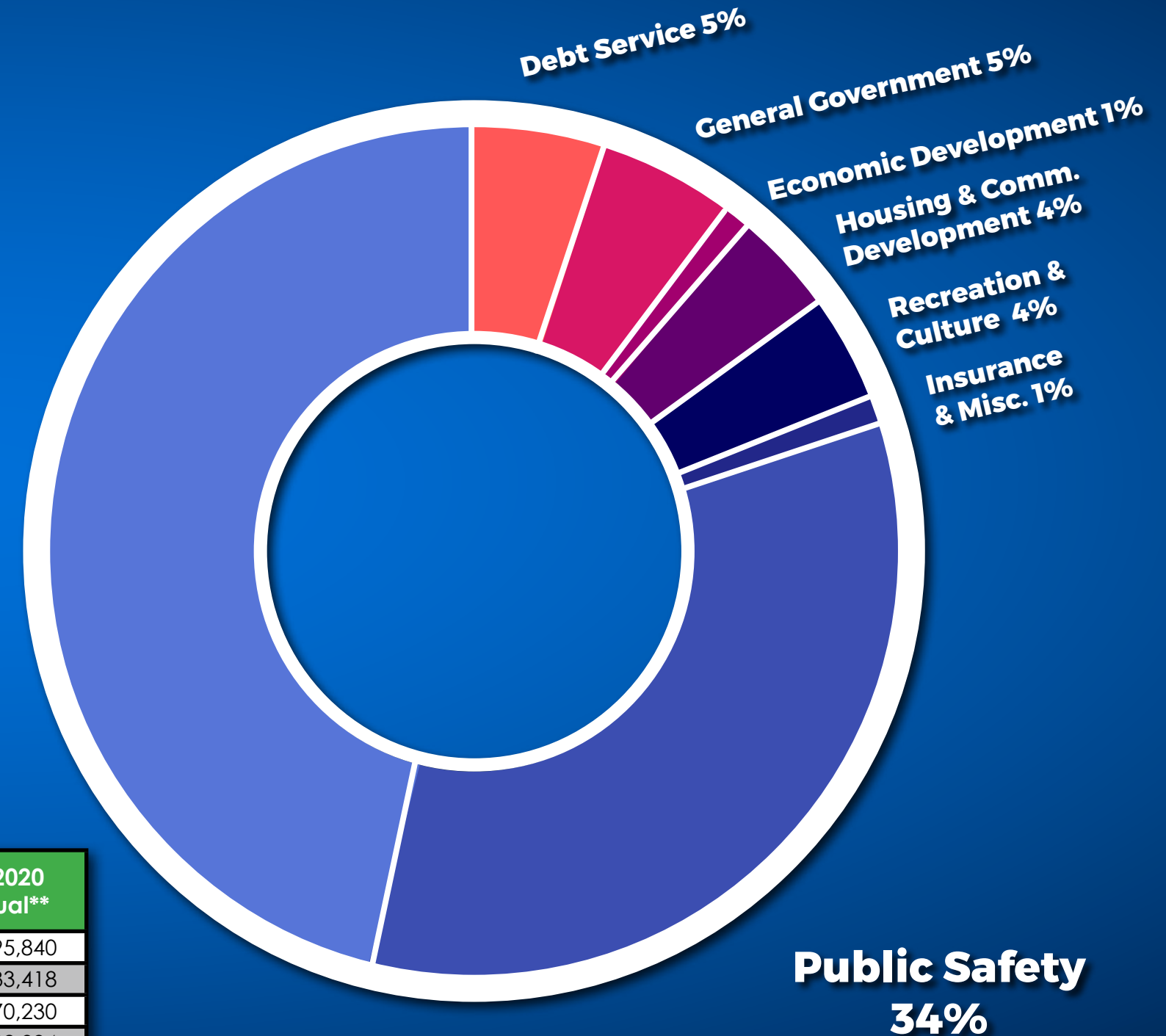


	FY 2022 Adopted	FY2021 Adopted	% Change	FY 2020 Actual
General Fund	43,539,461	42,730,441	2%	42,757,616
Parking Fund	782,810	675,000	16%	600,092
Water Sewer Fund	16,909,350	16,140,750	5%	17,341,195
Marina Fund	54,000	55,000	-2%	67,360
Storm Water Fund	1,165,939	630,000	85%	632,933
Special Revenue Funds*	7,361,080	3,772,684	95%	3,047,327
Capital Project Fund*	10,030,673	5,015,000	100%	11,662,834
<b>Total</b>	<b>79,843,313</b>	<b>69,018,875</b>	<b>16%</b>	<b>76,109,357</b>

# EXPENDITURES SUMMARY

The budgeted expenditures net of transfers in FY 2022 is \$84,458,481. There was a \$ 10,884,918 or 13% increase from FY 2021. This is primarily due to expenditures associated with the Capital Projects Fund which increased \$ 6,886,826 and expenditures associated with Special Revenue Funds which increased \$ 2,718,941.

**Public Works  
46%**



Fund	FY22 Adopted			FY 2021 Adopted	% Change	FY 2020 Actual**
	Per Ordinance	Transfers	Net of Transfers			
General Fund	45,988,678	786,664	45,202,014	43,662,535	3%	41,295,840
Parking Fund	845,843		845,843	831,747	2%	633,418
Water Sewer Fund	18,652,249	1,289,203	17,363,046	18,126,081	-4%	12,670,230
Marina Fund	86,851	-	86,851	111,542	-28%	82,894
Storm Water Fund	1,493,107	440,000	1,053,107	539,805	49%	304,121
Grant Fund & Special Revenue*	7,850,244	-	7,850,244	5,131,303	35%	3,520,199
Capital Projects Fund*	12,057,376		12,057,376	5,170,550	57%	6,084,774
<b>Total</b>	<b>86,974,348</b>	<b>2,515,867</b>	<b>84,458,481</b>	<b>73,573,563</b>	<b>13%</b>	<b>64,591,476</b>



# STATEMENT OF REVENUES, EXPENSES & CHANGES IN FUND BALANCE

## ALL GOVERNMENTAL FUNDS

	Actual			Adopted Budget		
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Revenues</b>						
Taxes	\$ 24,801,665	\$ 26,799,572	\$ 28,160,477	\$29,551,379	\$ 29,563,189	\$ 30,517,243
Other revenue	4,630,361	4,943,355	5,055,687	4,187,018	938,904	1,888,287
Intergovernmental revenues	3,643,335	4,395,878	4,849,957	5,945,700	6,983,000	10,409,968
Service charges	3,041,011	3,791,599	4,604,140	5,073,701	7,665,132	7,595,043
<b>Total Revenues</b>	<b>36,116,372</b>	<b>39,930,404</b>	<b>42,670,261</b>	<b>44,757,798</b>	<b>45,150,225</b>	<b>50,410,541</b>
<b>Expenditures</b>						
General government	3,970,388	4,441,596	4,493,064	4,514,594	7,427,290	8,115,383
Public safety	20,885,690	22,602,253	23,380,521	25,438,101	26,215,955	27,517,104
Public works	4,910,018	4,746,139	4,973,391	4,476,005	8,160,573	9,361,249
Recreation and culture	1,930,038	2,028,685	1,980,652	2,152,670	2,054,151	2,401,916
Nondepartmental	931,423	1,195,661	1,055,539	894,434	1,068,420	1,064,620
Capital outlay	6,677,531	5,958,774	4,899,165	9,223,493	3,764,550	5,506,279
Debt service:						
Principal	2,300,773	2,785,353	2,973,887	3,153,441	2,881,736	2,943,138
Interest	885,103	868,627	798,416	1,048,075	985,713	1,394,145
<b>Total Expenditures</b>	<b>42,490,964</b>	<b>44,627,088</b>	<b>44,554,635</b>	<b>50,900,813</b>	<b>52,558,388</b>	<b>58,303,834</b>
Excess of revenues over (under) expenditures	(6,374,592)	(4,696,684)	(1,884,374)	(6,143,015)	(7,408,163)	(7,893,293)

# STATEMENT OF REVENUES, EXPENSES & CHANGES IN FUND BALANCE

## ALL GOVERNMENTAL FUNDS

	Actual			Adopted Budget		
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Other financing sources (uses)</b>						
Proceeds from sale of capital assets	467,942	185,184	30,905	58,876	-	-
Operating transfers in (out)	75,355	156,948	160,000	120,000	155,550	440,000
Proceeds from extended term financing	-	-		12,651,103	-	5,004,076
Payment to refunding agent	(9,466,692)				-	-
Proceeds from issuance of Debt	12,751,624	5,417,853		38,178	6,367,900	
<b>Total other financing sources (uses)</b>	<b>3,828,229</b>	<b>5,759,985</b>	<b>229,083</b>	<b>12,829,979</b>	<b>6,523,450</b>	<b>5,444,076</b>
<b>Net Change in fund balances</b>	<b>(2,546,363)</b>	<b>1,063,301</b>	<b>-1,655,291</b>	<b>6,686,964</b>	<b>(884,713)</b>	<b>(2,449,217)</b>
<b>Fund Balances, beginning of year</b>	<b>20,551,005</b>	<b>18,004,642</b>	<b>19,808,310</b>	<b>18,153,019</b>		
<b>Fund Balances, end of year</b>	<b>\$ 18,004,642</b>	<b>\$ 19,067,943</b>	<b>\$ 18,153,019</b>	<b>\$24,839,983</b>		

# STATEMENT OF REVENUES, EXPENSES & CHANGES IN FUND BALANCE

## GENERAL FUND

The General Fund's Net Change in Fund Balances for FY17-FY20 was an increase of \$ 498,627 or an average of \$124,657 per year. The FY 2022 budget reflects a Net Change in Fund Balances of (\$2,449,217) since budgeted revenues are under expenditures by the same amount. The City forecast minimal change in fund balance due to expected favorable expenditure variances.

Revenues	Actual				Adopted Budget	
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Taxes</b>	\$24,801,665	\$26,799,572	\$28,160,477	\$29,551,379	\$29,563,189	\$30,517,243
<b>Other revenue</b>	4,250,105	4,212,634	4,456,462	3,941,081	938,904	1,888,287
<b>Intergovernmental revenues</b>	2,428,600	2,925,831	3,203,934	2,981,412	3,120,316	3,004,888
<b>Service charges</b>	2,979,689	3,791,599	4,604,140	5,073,701	7,665,132	7,595,043
<b>Lawsuit proceeds</b>						
<b>Miscellaneous</b>						
<b>Total Revenues</b>	<b>34,460,059</b>	<b>37,729,636</b>	<b>40,425,013</b>	<b>41,547,573</b>	<b>41,287,541</b>	<b>43,005,461</b>
<b>Expenditures</b>						
<b>General government</b>	3,278,547	3,649,691	3,744,655	4,057,856	5,553,770	5,740,629
<b>Public safety</b>	20,435,138	22,180,055	22,593,472	23,677,757	24,348,686	24,104,137
<b>Public Works</b>	4,855,183	4,545,338	4,817,399	4,461,287	6,770,059	7,553,429
<b>Recreation and culture</b>	1,930,038	2,028,685	1,876,312	2,075,796	2,054,151	2,401,916
<b>Nondepartmental</b>	931,423	1,195,661	1,055,539	894,434	1,068,420	1,064,620
<b>Capital outlay</b>	1,778,500	1,888,470	674,292	1,927,194		
<b>Debt service</b>						
<b>Principal</b>	2,300,773	2,785,353	2,973,887	3,153,441	2,881,736	2,943,138
<b>Interest</b>	786,680	868,627	798,416	1,048,075	985,713	1,394,145
<b>Total Expenditures</b>	<b>36,296,282</b>	<b>39,141,880</b>	<b>38,533,972</b>	<b>41,295,840</b>	<b>43,662,535</b>	<b>45,202,014</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(1,836,223)</b>	<b>(1,412,244)</b>	<b>1,891,041</b>	<b>251,733</b>	<b>(2,374,994)</b>	<b>(2,196,553)</b>



# STATEMENT OF REVENUES, EXPENSES & CHANGES IN FUND BALANCE

## GENERAL FUND

	Actual				Adopted Budget	
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Other financing sources (uses)</b>						
Proceeds from sale of capital assets	467,942	178,213	30,905	58,876		
Operating transfers in (out)	(785,416)	(498,509)	(509,270)	(580,702)	(1,358,619)	(786,664)
Proceeds from extended term financing						534,000
Proceeds from Issuance of Debt	2,028,036	24,900	38,178	1,151,167	1,442,900	
<b>Total other financing sources (uses)</b>	<b>1,710,562</b>	<b>(295,396)</b>	<b>(440,187)</b>	<b>629,341</b>	<b>84,281</b>	<b>(252,664)</b>
<b>Net Change in fund balances</b>	<b>(125,661)</b>	<b>(1,707,640)</b>	<b>1,450,854</b>	<b>881,074</b>	<b>(2,290,713)</b>	<b>(2,449,217)</b>
<b>Fund Balances, beginning of year</b>	<b>12,572,234</b>	<b>12,446,573</b>	<b>11,479,300</b>	<b>12,930,154</b>		

### Fund Balance: What is it and why is it important?

Fund Balance is the excess dollars the City owns (assets) over what the City owes (liabilities). It is important for several reasons to maintain a healthy fund balance. Fund Balance is a critical factor in financial planning and budgeting, and it provides funds for unforeseen expenses or emergencies. It reduces the need for short-term borrowing for operations by assuring sufficient cash flows. Finally, Fund Balance demonstrates financial stability and enhances bond rating, thus lowering debt issuance cost.

# STATEMENT OF REVENUES, EXPENSES & CHANGES IN FUND BALANCE

## ENTERPRISE FUNDS

FY22 budgeted revenues, expenses, and change in fund balance are shown here for Enterprise Funds that are assigned annual appropriations. The City does not assign the Mitchell Landing Fund an annual budget. Expenditures for enterprise funds shown decreased by \$260,328 or 1.3%.

	Water Sewer Fund	Parking Fund	Marina Fund	Stormwater Fund
<b>Revenues</b>				
Charges for services	\$16,705,850	\$632,810	\$54,000	\$790,939
Other revenue	203,500	150,000		375,000
<b>Total Revenues</b>	<b>16,909,350</b>	<b>782,810</b>	<b>54,000</b>	<b>1,165,939</b>
<b>Expenditures</b>				
Operating	12,949,712	657,252	86,851	678,107
Capital outlay		-		375,000
Debt service	4,413,334	188,591	-	-
<b>Total Expenditures</b>	<b>17,363,046</b>	<b>845,843</b>	<b>86,851</b>	<b>1,053,107</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(453,696)</b>	<b>(63,033)</b>	<b>(32,851)</b>	<b>112,832</b>
Other financing sources (uses)				
Operating transfers in (out)	(1,289,203)			(440,000)
Proceeds from extended term financing				-
Proceeds from Bond Issuance	-		-	
<b>Total other financing sources (uses)</b>	<b>(1,289,203)</b>	<b>-</b>	<b>-</b>	<b>(440,000)</b>
<b>Net Change in fund balances FY22 Adopted Budget</b>	<b>(1,742,899)</b>	<b>(63,033)</b>	<b>(32,851)</b>	<b>(327,168)</b>
<b>Net Change in fund balances FY21 Adopted Budget</b>	<b>(1,985,331)</b>	<b>(156,747)</b>	<b>(56,542)</b>	<b>(65,355)</b>
<b>Fund Balances, 6/30/20</b>	<b>75,082,363</b>	<b>1,734,166</b>	<b>1,444,243</b>	<b>465,733</b>
<b>Fund Balances, end of year (projected)</b>	<b>\$71,354,133</b>	<b>\$1,514,386</b>	<b>\$1,354,850</b>	<b>\$73,210</b>

# SUMMARY OF FY22 DEBT SERVICE

## *ALL FUNDS*

### **Debt Limit**

The City's Charter provides that total bonded or other indebtedness of the City payable from its general tax revenues shall at no time exceed the total of two percent of the assessed valuation of all real property and five percent of the assessed valuation of all personal and corporate property subject to taxation by the City. The legal debt limit permitted at June 30, 2020 totaled \$55,354,239. After considering general obligations including mortgages and notes outstanding of \$29,742,373, the available additional debt margin was \$25,611,866.

### **Debt Budgeted to be Issued in FY22**

The City's FY22 Budget includes \$4,550,076 in capital outlay to be funded from issuance of bonds. The City's FY21 Budget includes \$1,654,000 in capital outlay to be funded from a FY22 bond issuance as well. The total bond issuance scheduled for FY22 is \$6,204,076.



# SUMMARY OF FY22 DEBT SERVICE

## GENERAL FUND

### General Fund Debt Service

The following schedule lists the principle and interest payment budgeted for payment in the General Fund for FY2022.

Issue	FY 22 Budget Debt Service		
	Principal	Interest	Total
2011 General Obligation Bonds	338,804	68,389	407,193
2011 General Obligation Bonds	213,300	12,085	225,385
2013 General Obligation Bonds	210,000	52,248	262,248
2014 MD Water Quality	4,714	474	5,188
2016 General Obligation Bonds	375,938	38,705	414,643
2017 General Obligation Bonds	945,535	229,222	1,174,757
2018 General Obligation Bonds	339,647	106,478	446,125
2020 General Obligation Bonds	515,200	366,850	882,050
2022 General Obligation Bonds		519,694	519,694
	<b>2,943,138</b>	<b>1,394,145</b>	<b>4,337,283</b>

# SUMMARY OF FY22 DEBT SERVICE

## ENTERPRISE FUNDS

### Enterprise Fund Debt Service

The following schedule lists the principle and interest payments budgeted for payment in each Enterprise Fund for FY21.

Issue	FY 22 Budget Debt Service		
	Principal	Interest	Total
Water Fund	338,823	58,768	397,591
Sewer Fund	3,926,062	487,272	4,413,334
Total Water Sewer Fund	4,264,885	546,040	4,810,925
Parking Fund	142,432	46,159	188,591
Marina Fund	-	-	-
Storm Water Fund	-	-	-
	4,407,317	592,199	4,999,516

# SUMMARY OF PERSONNEL AND POSITION CHANGES

## Step Increases

A one step increase was awarded for all personnel.

## Merit Pay, Career Ladder Updates, Positions Added, Positions Removed

- A schedule providing a Summary of Position Changes is provided on the following page.
- Market adjustments were made to various positions in all departments.
- Career ladder restructuring made to be more consistent among departments.
- Various title changes in several departments.
- Added 5 additional steps to salary scale.

Department	Merit Pay Awarded	Reclassifications	Career Ladders	Positions Added	Positions Deleted	Other
Finance		Revenue Supervisor to Tax Revenue Specialist and Utility Billing Supervisor grade change	Various career ladder adjustments for Revenue Clerk, Cashier, Utility Billing Clerk, Grants, A/P	Revenue Supervisor		
City Clerk		Records Admin to Assistant City Clerk				
Business Dev	Bus Dev Director					
Human Resources			Career ladder adjustment for HR Specialist			
Procurement		Senior Buyer changed to Contract Specialist				
Information Services		Computer Technician to System Administrator		2 Computer Technicians		
Field Operations		Safety Manager to Risk Manager, Materials Manager to Logistics Coordinator, MEO's and Parks Maint Workers to Field Operations Technicians, Carpenter Supervisor to Special Projects Supervisor, Horticulturist to Crew Leader, Meter Reader to Meter Tech	Career ladder adjustments for Field Operations Technicians, Auto Mechanics, Education Technician, Zookeeper, Groundskeeper, Utility Tech, Utility Locator, Meter Tech	Asset Management and Facilities Specialist	Administrative Assistant	Various Market Adjustments



# SUMMARY OF PERSONNEL AND POSITION CHANGES

Department	Merit Pay Awarded	Reclassifications	Career Ladders	Positions Added	Positions Deleted	Other
HCDD		Title changes to include Community Relations Manager, Code Compliance Officer, Community Program Coordinator, and Code Compliance Technician	Career ladder adjustment for Community Program Coordinator			
DID		Planning Permits Coordinator to Office Manager	Career ladder adjustments for Planning Tech, Sustainability Coordinator, Transportation Project			
Fire			Career ladder adjustment for Fire Inspector			
Mayor	City Administrator and Deputy City Administrator	Administrative Assistant changed to Executive Administrative Assistant	Career ladder adjustment for Media Specialist			
Police			Career ladder adjustments for Victim Witness Coordinator, Evidence and Property Control Coordinator, Groundskeeper, and PCO's	Logistics Manager		
Water Works	Lab Technician		Career ladder adjustments for Water Treatment Plant Operator, Quality Control, Water Works Program, CMMS Tech, Wastewater Treatment Plant Operator, Plant Mechanic, Lab Tech, Groundskeeper, Biosolids, Pretreatment Tech	Water Plant Maintenance Operator		Various Market Adjustments

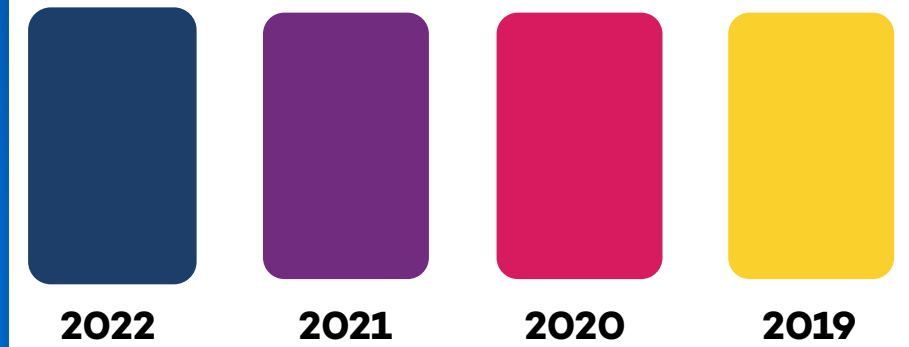
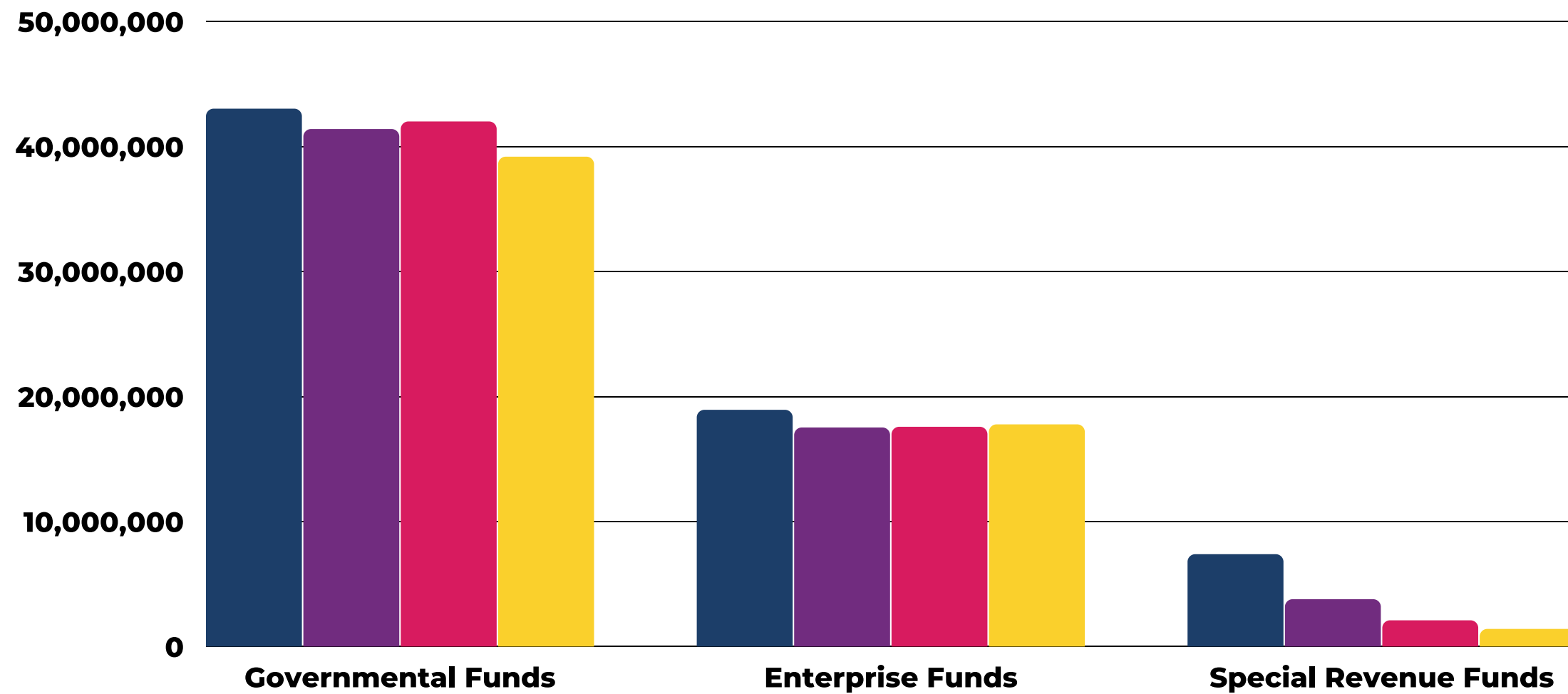
# REVENUE OVERVIEW

Total revenue for FY 2022 is \$79.8 million, which includes \$69.3 million in operating revenue and \$10.6 million in revenue from other sources. FY 2022 operating revenues are estimated to increase 10.6% from the prior year. This increase is primarily due to an increase in property tax assessments and charges for services throughout the City.

	FY 2019	FY 2020	FY 2021	FY 2022	2022 vs. 2021
<b>Operating revenue:</b>					
<b>Governmental Funds</b>					
Taxes	27,556,597	28,637,436	29,563,189	30,517,243	3.2%
Licenses and Permits	1,613,650	1,715,200	1,888,450	1,865,360	-1.2%
Intergovernmental	3,245,309	4,752,685	3,210,316	3,004,888	-6.4%
Charges for Services	5,733,691	5,842,956	5,776,682	5,729,683	-0.8%
Other Revenue	1,018,148	1,035,143	938,904	1,888,287	101.1%
<b>Enterprise Funds</b>					
Charges for Services	17,648,137	17,556,950	17,493,250	18,183,599	3.9%
Other Revenue	100,926		7,500	728,500	9613.3%
<b>Special Revenue Funds</b>					
Intergovernmental	1,405,758	2,090,823	3,772,684	7,361,080	95.1%
<b>Total Operating Revenue</b>	<b>58,322,216</b>	<b>61,631,193</b>	<b>62,650,975</b>	<b>69,278,640</b>	<b>10.6%</b>
<b>Other financing sources:</b>					
Bond Proceeds	11,148,200	3,398,190	4,925,000	7,620,876	54.7%
Grants				2,409,797	
Cap Lease	969,000	822,463	1,442,900	534,000	-63.0%
<b>Total other financing sources</b>	<b>12,117,200</b>	<b>4,220,653</b>	<b>6,367,900</b>	<b>10,564,673</b>	<b>65.9%</b>
<b>Total Revenue</b>	<b>70,439,416</b>	<b>65,851,846</b>	<b>69,018,875</b>	<b>79,843,313</b>	<b>15.7%</b>

# REVENUE OVERVIEW

## Operating Revenue by Fund Type

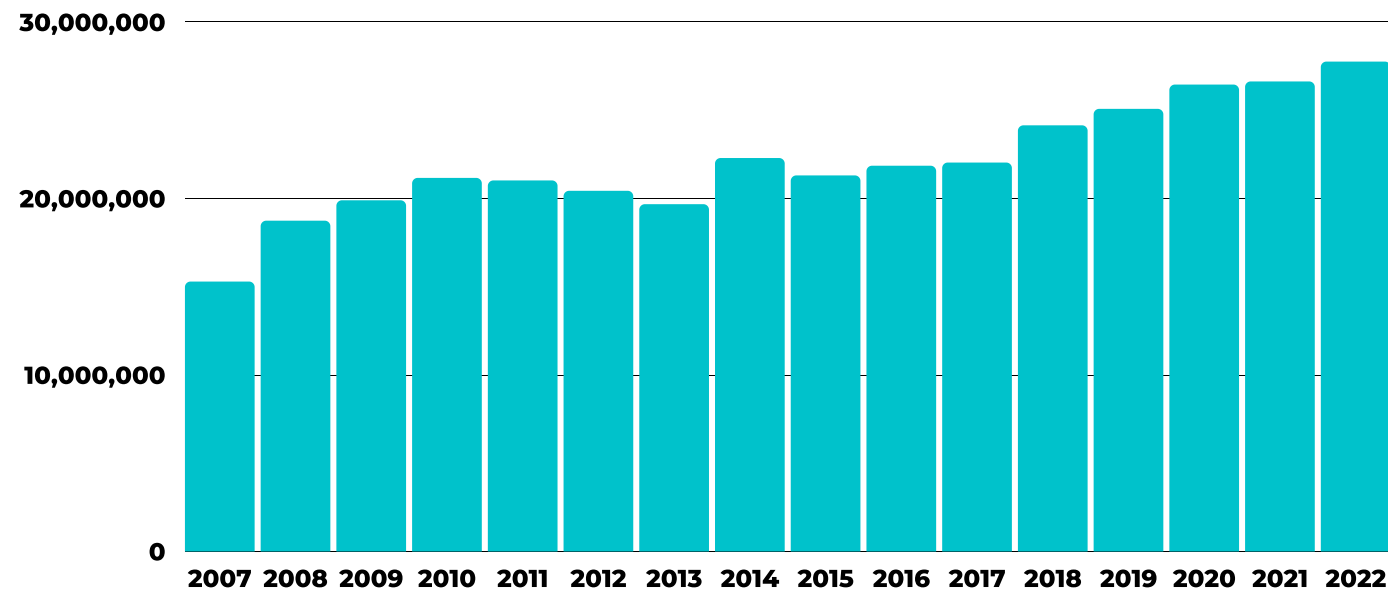




# REVENUES

## General Fund Revenues: Taxes

**Taxes: 15-Year Trend**

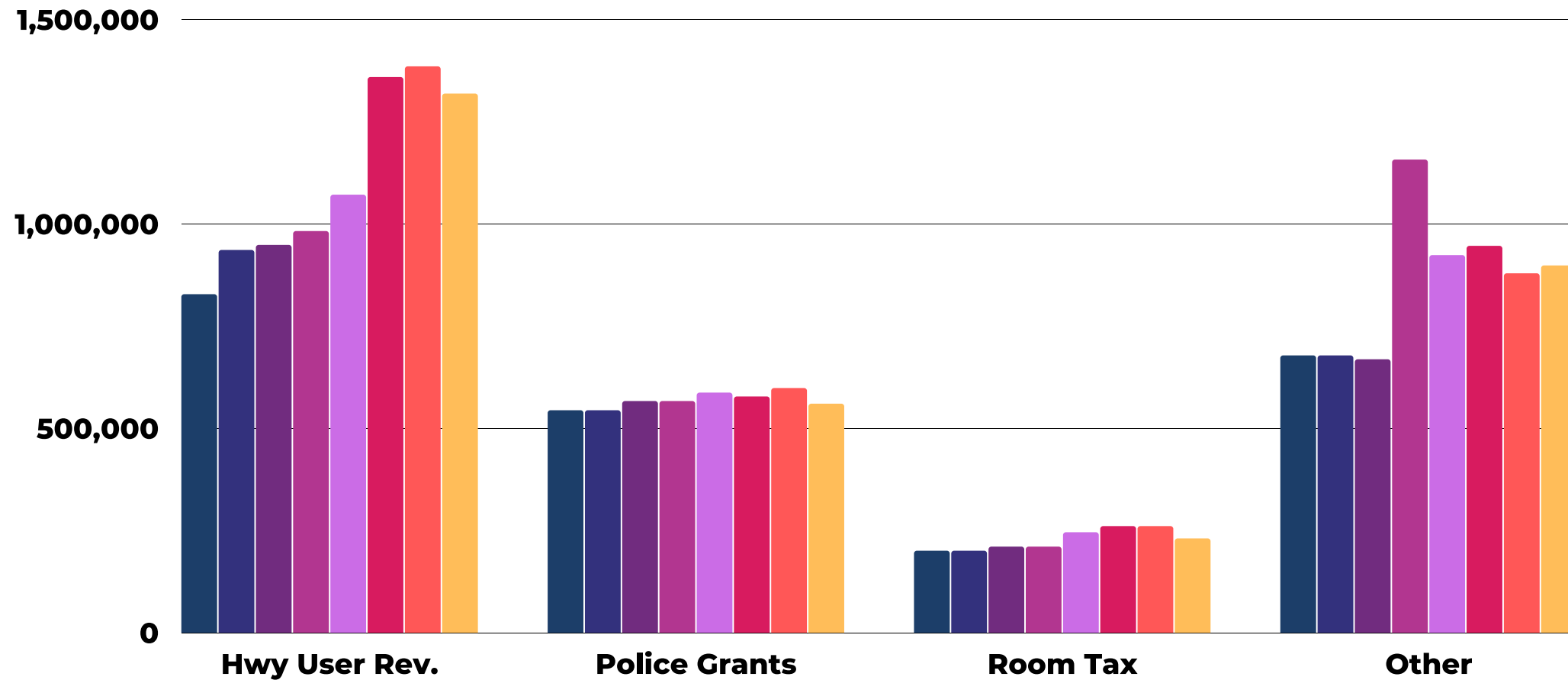


Fiscal Year	Assessments				Tax Rate		Tax Levy
	Real	Personal	Corporations	Total	Personal Property	Real Property	
2007	1,558,315,846	3,719,000	270,458,220	1,832,493,066	1.82	0.729	15,275,387
2008	1,782,450,011	3,215,350	294,114,320	2,079,779,681	2.04	0.819	18,724,251
2009	2,015,985,078	2,966,990	281,162,310	2,300,114,378	2.04	0.819	19,880,167
2010	2,219,277,746	2,697,220	279,352,590	2,501,327,556	2.04	0.819	21,148,255
2011	2,050,805,168	2,058,140	277,866,040	2,330,729,348	2.04	0.819	21,004,804
2012	1,988,451,318	2,513,100	263,974,200	2,254,938,618	2.04	0.819	20,417,152
2013	1,963,683,547	2,029,930	262,591,170	2,228,304,647	2.04	0.819	19,659,327
2014	1,775,307,203	2,397,520	268,737,410	2,046,442,133	2.21	0.884	22,274,445
2015	1,748,436,713	2,467,580	265,493,170	2,016,397,463	2.21	0.937	21,289,136
2016	1,787,044,569	3,017,040	279,087,700	2,069,149,309	2.21	0.937	21,838,233
2017	1,793,459,946	2,866,060	283,109,800	2,079,435,806	2.21	0.943	22,017,568
2018	1,852,099,222	3,105,050	296,391,770	2,151,596,042	2.40 PP 2.81 RR	0.9832	24,127,199
2019	1,930,891,071	3,058,170	294,411,710	2,228,360,951	2.40 PP 2.81 RR	0.9832	25,059,823
2020	2,009,236,346	3,247,210	300,143,030	2,312,626,586	2.40 PP 3.51 RR	0.9832	26,436,227
2021 (EST)	2,006,602,922	3,250,000	243,034,188	2,252,887,110	2.40 PP 3.51 RR	0.9832	26,612,423
2022 (EST)	2,129,946,313	2,541,667	245,324,074	2,377,812,054	2.40 PP 3.51 RR	0.9832	27,737,423

Taxes are generated on the estimated assessed value of real property, historical collections and distribution of personal income taxes. The tax rate is the amount charged per \$100 of assessed value as determined by the Maryland State Department of Assessments and Taxation. The Mayor and City Council establish the tax rate each year through the adoption of an ordinance. The budget is determined by previous year trends.

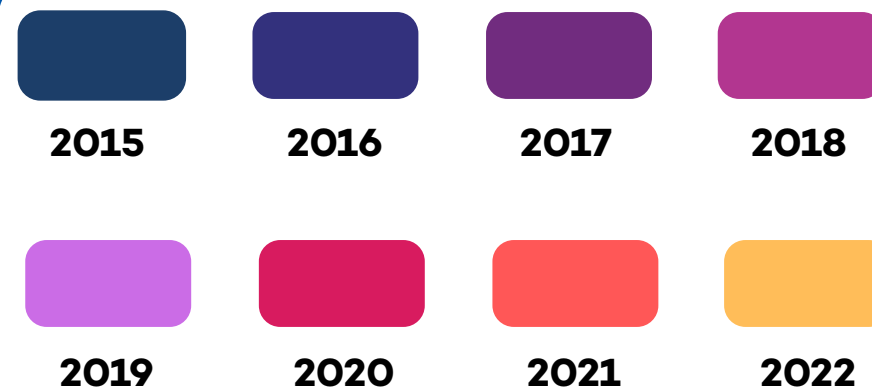
# REVENUES

## General Fund Revenues: Intergovernmental



Intergovernmental Revenue is derived from various funding agreements and grants from other governmental agencies. Grants vary from year to year based on their availability. State Highway User Revenue had increased each year since 2015 until FY22, in which there will be a slight decrease.

Fiscal Year	State Highway User Revenue	Police Grants	Room Tax	Other	Total
2015	827,495	543,397	200,00	677,802	2,248,694
2016	935,561	543,397	200,00	677,802	2,356,760
2017	948,000	565,885	210,000	668,302	2,392,187
2018	981,773	565,885	210,000	1,156,302	2,913,960
2019	1,070,682	586,509	245,000	922,968	2,825,159
2020	1,358,201	577,063	260,000	945,521	3,140,785
2021	1,384,293	597,629	260,000	878,394	3,120,316
2022	1,317,857	559,405	230,000	897,626	3,004,888



# REVENUES Water and Sewer Fund

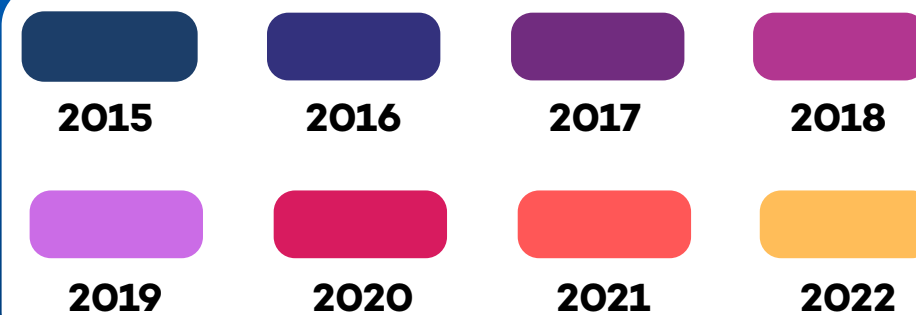


The Water & Sewer Fund's revenue consist of fees which include usage, water and sewer connections, special meter readings, and other miscellaneous charges, Rates are set annually by the Mayor and City Council to maintain all water and sewer servcies to customers. Customers are billed on a quarterly basis based on actual usage.

Budget projections are determined based on a trend from pervious year's revenue and procted growth for new customers.

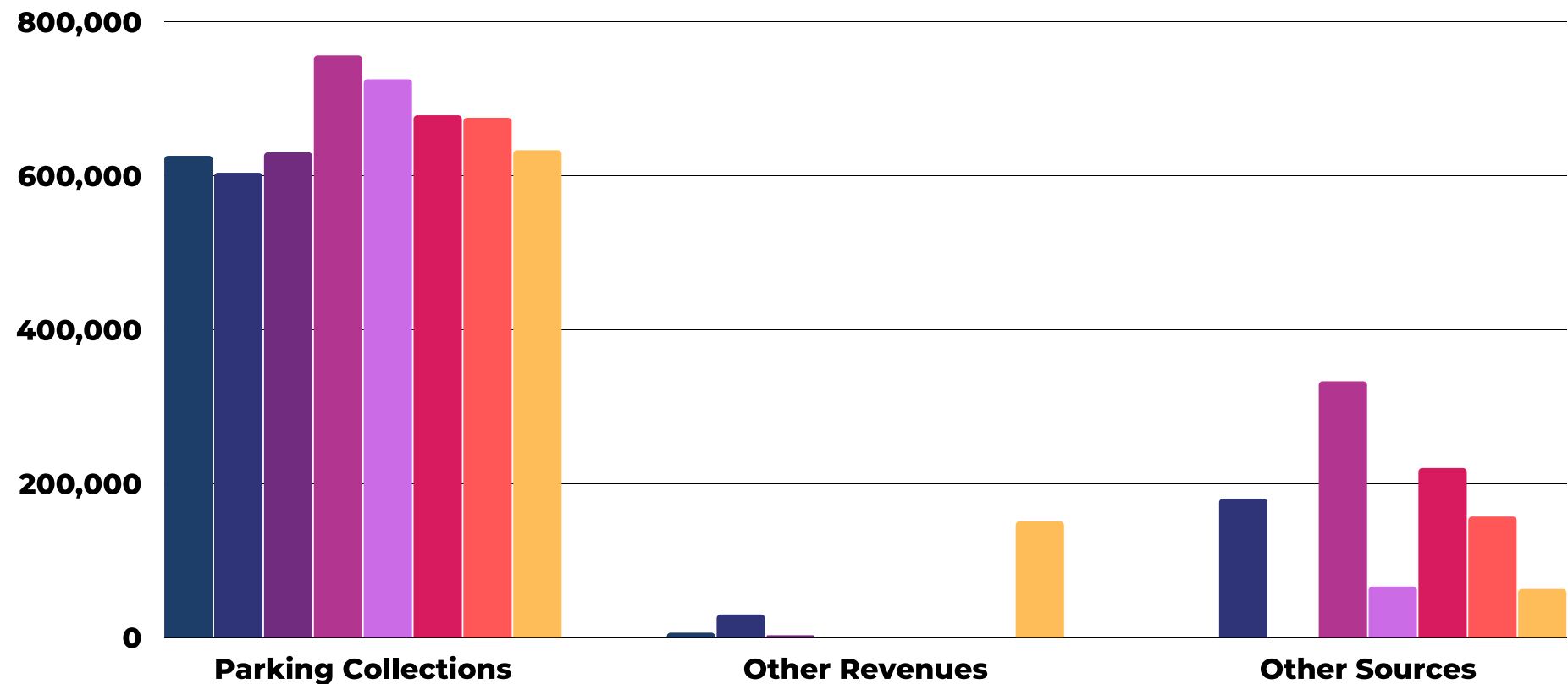
The FY22 Proposed Budget includes a 6% water sewer rate increase.

Fiscal Year	Water Fees	Sewer Fees	Other	Total
2015	4,083,785	10,349,871	11,000	14,444,656
2016	4,078,700	10,245,679	311,000	14,635,379
2017	4,194,350	10,590,425	189,500	14,974,275
2018	4,524,225	11,676,238	9,500	16,209,963
2019	4,690,950	11,575,987	100,926	16,367,863
2020	4,630,250	11,566,000	2,216,912	18,413,162
2021	4,625,250	11,508,000	1,992,831	18,126,081
2022	4,811,450	11,894,400	1,946,399	18,652,249

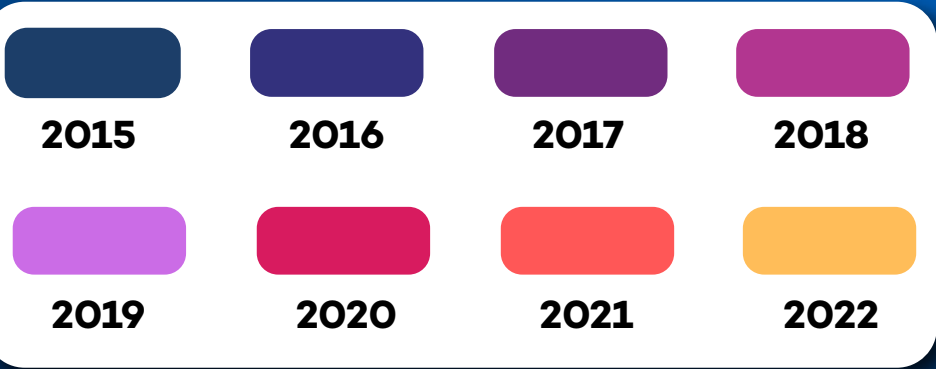




# REVENUES Parking Fund

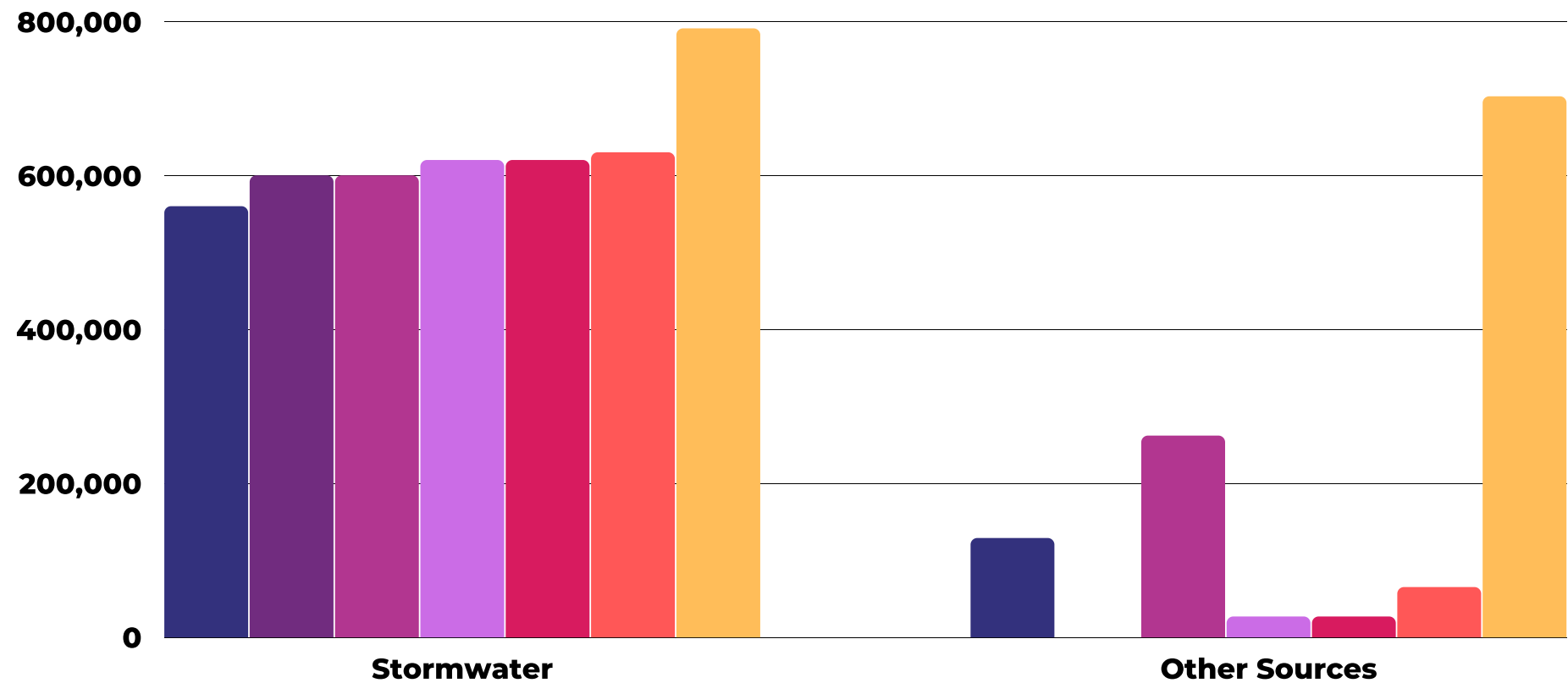


The Parking Fund’s revenue source consist of customer fees for the City’s parking meters, lots, and garage located in the surrounding and downtown areas of Salisbury. The rates are set by the Mayor and City Council. The budget projects are based on the previous year’s revenue.



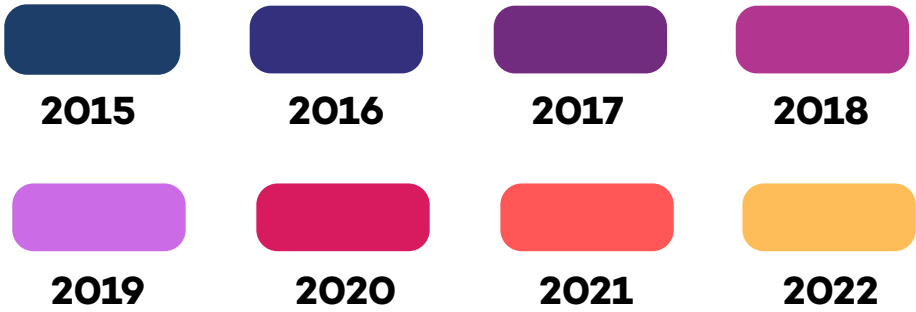
Fiscal Year	Parking Collections	Other Revenues	Other Sources	Total
2015	625,500	6,330	-	631,830
2016	603,500	29,830	180,000	813,330
2017	630,000	3,000	-	633,000
2018	756,000	-	331,900	1,087,900
2019	725,000	-	66,131	791,131
2020	678,200	-	219,591	897,791
2021	675,000	-	156,747	831,747
2022	632,810	150,000	63,033	845,843

# REVENUES Stormwater Fund

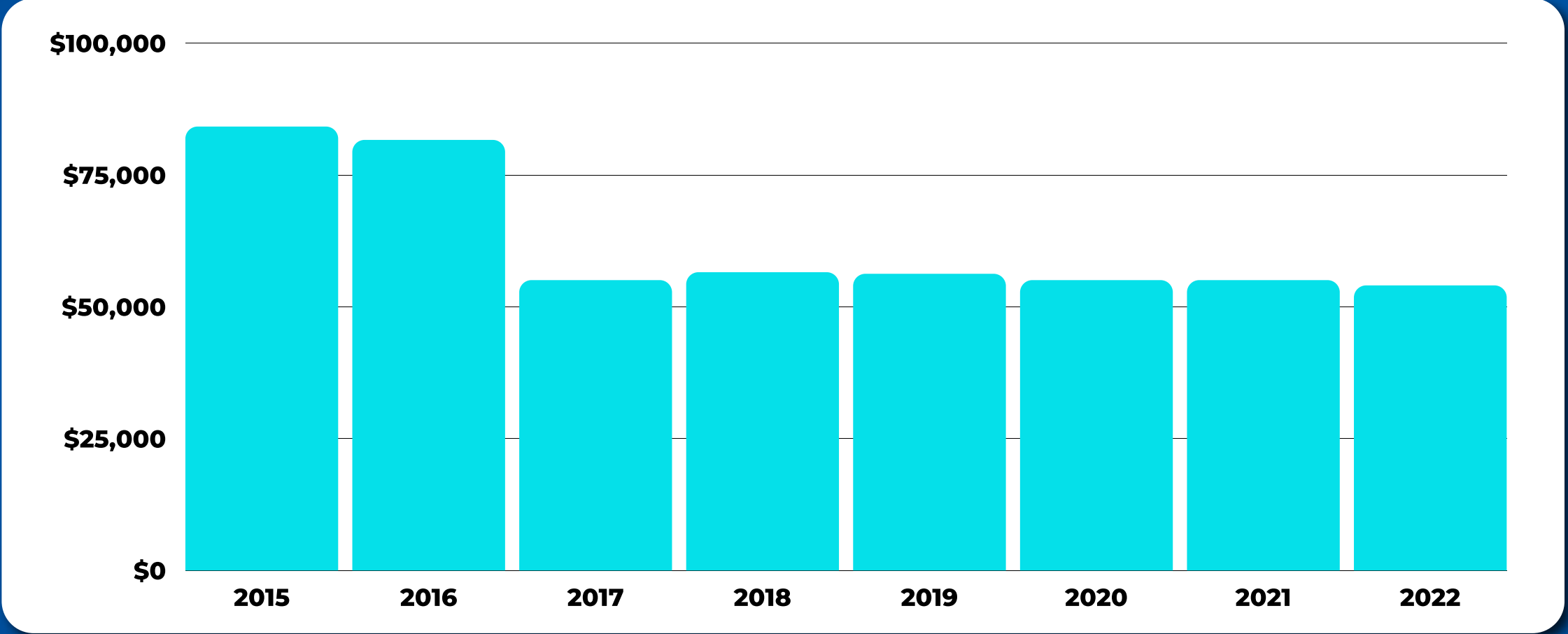


The City’s Stormwater Fund is a dedicated enterprise fund used only to fund Stormwater management, storm drainages and water resource programs and services. Revenues are projected based on previous year activity and estimated service area.

Fiscal Year	Stormwater	Other Sources	Total
2015	-	-	-
2016	-	-	-
2017	560,000	129,000	689,000
2018	600,000	-	600,000
2019	600,000	261,899	861,899
2020	620,000	27,165	647,165
2020	620,000	27,165	647,165
2021	630,000	65,354	695,354
2022	790,939	702,168	1,493,107



# REVENUES Marina Fund



The Marina Fund’s revenue is generated through slip rental and operational fees that pertain to boat docking in the City of Salisbury. Revenues are projected based on previous year activity and estimated future use.

Fiscal Year	Revenue
2015	84,114
2016	81,582
2017	55,000
2018	56,500
2019	56,200
2020	55,000
2021	55,000
2022	54,000



# 4.0 CAPITAL PROJECTS



# CAPITAL PROJECTS 5-Year Overview

The City’s Capital Improvement Plan (CIP) is a multi-year plan for the City’s capital investments. The proposed CIP includes 5 years of projected capital needs. The current year of the program is adopted during the regular budget process, and the remaining 5 years serve as a guideline for future planning.

## FY 22-26 Capital Improvement Plan

The schedule below represents the totals by funding source for projects funded in each of the City’s major funds over the period from FY 2022 - FY 2026.

	General Revenues	Grants Donations	Lease	Bond	Revolving Funds on Hand	Total
General Fund	12,155,840	19,489,000	8,307,000	24,803,750	0 -	64,755,590
Water Sewer Fund	7,490,550		-	5,210,800	0	12,701,350
Parking Fund	150,000		0	0		150,000
Total	19,796,390	19,489,000	8,307,000	30,014,550	-	77,606,940

# CAPITAL PROJECTS

The schedules on the following pages present the Capital Projects included in the City’s proposed FY 22 Budget. Not all projects included in the Capital Improvement Plan are automatically approved to be included in the Proposed Budget, just as not all Capital Projects included in the Proposed Budget were in the City’s Capital Improvement Plan.

## CIP Totals for Projects Included in the FY 2022 Budget

The schedule below represents the totals by funding source for projects funded in each of the City’s major funds for the 2022 Adopted Budget.

	General Revenues	Grants & Donations	Lease	Bond	Reallocate Prior Bond Proceeds	Water Sewer Impact Funds	Total
General Capital Projects	737,500	299,000	0	4,470,076		0	5,506,576
Water Sewer Capital Projects	0	2,110,797		3,150,800		1,289,203	6,550,800
Parking Fund Capital Projects	0		0	0			0
<b>Total</b>	<b>737,500</b>	<b>2,409,797</b>	<b>0</b>	<b>7,620,876</b>	<b>0</b>	<b>1,289,203</b>	<b>12,057,376</b>

# CAPITAL PROJECTS

## Effect on Future Operating Budgets

The schedule below provides comments for significant projects included in the FY22 Proposed Budget that have the potential to increase or reduce operating costs. The operational impact has not been quantified; however the following projects will have an operational impact:

		Operational Impact		
Project	Project Amount	Maintenance Cost	Operational Cost	Description
Government Office Building:				
GOB Air Handler Replacement	178,750	None	None	Replacement
GOB Security Enhancements	10,000	None	None	
Public Safety				
Apparatus Replacement - Aerial Ladder	1,400,000	None	None	Replacement Vehicle
Field Operations:				
Exterior: Siding Repair and Painting Phase I	50,000	None	None	Repair
Special Events Pavilions	120,000	Increases	Increases	New building requires additional costs to maintain.
Field Operations Facility Plan - Phase 3 Garage	1,890,000	None	None	Maintenance project
Infrastructure & Development:				
Street Light Additions and Replacement	25,000	None	Decreases	Replacing with LED lights
Bridge Maintenance - South Division Street Bridge	100,000	None	None	Maintenance project
Vision Zero- Crosswalk Program	12,500	None	None	
Vision Zero- Pedestrian Signal Program	25,000	None	Increases	Adds ped signals at intersections
Skatepark Phase 2b	134,000	Increases	None	Additional skate park facilities
Street Reconstuction (Milling and Paving)	45,000	None	None	
City Park Master Plan Improvements	400,000	None	Decreases	Installation of new LED lights in the park
Bicycle Master Plan Improvements	475,000	Increases	Increases	Installation of additional bike facilities

# CAPITAL PROJECTS

## Effect on Future Operating Budgets

		Operational Impact		
Project	Project Amount	Maintenance Cost	Operational Cost	Description
Urban Greenway Improvements	450,000	Increases	Increases	Installation of additional trails
Rail Trail Master Plan Implementation	300,000	Increases	Increases	Installation of additional bike facilities/trails
Downtown Street Scaping	600,000	Increases	Increases	Installation of Town Square and street furniture
Market Street Shoreline Improvements	330,000	None	None	
Vision Zero - ADA Upgrades	50,000	None	None	
Vision Zero- Speed Awareness and Safety Program	12,500	None	None	
Vision Zero- Slow Zone Program	12,500	None	None	
Johnson Pond Dam Improvements	90,000	None	None	
Impervious Surface Reduction	100,000	Increases	None	Adds stormwater facilities for City maintenance
Stream Restoration along Beaverdam Creek	100,000	None	None	



# CAPITAL PROJECTS

## General Capital Projects

		Schedule B: General Capital Projects								General Fund - Capital Outlay			
		Funding Source								Account		Funding Source	
Dept	Project Description	CIP Amount	Adj	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	Reallocation	FY 22 Bond	Org	Acct	General Revenues	Lease Proceeds
GOB	GOB Air Handler Replacement	178,750		178,750					178,750				
GOB	GOB Security Enhancements		10,000	10,000	10,000								
Police	Patrol Vehicles	368,000	(138,000)	230,000						21021	577025		230,000
Police	CID Vehicles	48,000	(24,000)	24,000	-					21021	577025		24,000
Fire	Radio Paging System Replacement	100,000	(100,000)	-									
Flre	Fire Station - North Side	395,000	(395,000)	-									
Fire	Apparatus Replacement - Aerial Ladder	1,400,000	-	1,400,000					1,400,000	24035	577025		
IT	High Availability Virtual Environment	57,900	-	57,900						18000	577030	57,900	
HCDD	EnerGov Software & Implementation	60,000	(60,000)	-						25200	577036		
HCDD	Housing First Vehicle Replacement	25,000		25,000						25200	577025	25,000	
Field Op	Pathway Paving - Zoo	20,000	(20,000)	-	-								
Field Op	Exterior: Siding Repair and Painting Phase I	50,000		50,000	50,000								
Field Op	City Park Bandstand Bathrooms	55,000	(55,000)	-									
Field Op	Dump Truck	170,000	(170,000)	-						31150	577025		-
Field Op	Multipurpose Mower w/attachments	63,000	-	63,000						45000	577030	63,000	-
Field Op	Front End Loader	185,000	(185,000)	-						31150	577030		-
Field Op	Rear Load Trash Truck	227,000	(227,000)	-						32061	577025		-
Field Op	Automated Side Load Trash Truck	280,000		280,000						32061	577025		280,000
Field Op	Special Events Pavilions	100,000	20,000	120,000			120,000						
Field Op	Field Operations Facility Plan - Phase 3 Garage	2,520,000	(630,000)	1,890,000					1,890,000				
I & D	Street Reconstuction (Milling and Paving)	625,000	(125,000)	500,000						31000	534318	500,000	
I & D	Surface Maintenance (Crack Sealing, Microsurfacing)	250,000	(125,000)	125,000						31000	534318	125,000	
I & D	Concrete Program (Curb, Gutter and Sidewalk)	50,000	(25,000)	25,000						31000	534307	25,000	
I & D	Street Light Additions and Replacement	50,000	(25,000)	25,000	25,000								
I & D	Tennis Complex on Beaverdam Drive	50,000	(50,000)	-	-								
I & D	Bridge Maintenance - South Division Street Bridge	100,000		100,000	100,000								
I & D	Vision Zero- Crosswalk Program	12,500		12,500	12,500								
I & D	Vision Zero- Pedestrian Signal Program	25,000		25,000	25,000								
I & D	Skatepark Phase 2b	134,000		134,000			134,000						

CAPITAL PROJECTS

General Capital Projects

		Schedule B: General Capital Projects								General Fund - Capital Outlay			
		Funding Source								Account		Funding Source	
Dept	Project Description	CIP Amount	Adj	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	Reallocation	FY 22 Bond	Org	Acct	General Revenues	Lease Proceeds
I & D	Street Reconstuction (Milling and Paving)	45,000		45,000			45,000						
I & D	City Parks Masterplan	75,000	(75,000)	-			-						
I & D	City Park Master Plan Improvements	400,000		400,000				400,000					
I & D	Bicycle Master Plan Improvements	475,000		475,000				475,000					
I & D	Urban Greenway Improvements	450,000		450,000				450,000					
I & D	Rail Trail Master Plan Implementation	400,000	(100,000)	300,000				300,000					
I & D	Downtown Street Scaping	570,000	30,000	600,000				218,674	381,326				
I & D	Market Street Shoreline Improvements	330,000		330,000					330,000				
I & D	MainStreet Master Plan		(1,843,674)	(1,843,674)				1,843,674					
I & D	Eastern Shore Drive Promenade	375,000	(375,000)	-									
I & D	Vision Zero - ADA Upgrades	125,000	(75,000)	50,000	50,000								
I & D	Vision Zero- Speed Awareness and Safety Program	12,500		12,500	12,500								
I & D	Vision Zero- Slow Zone Program	12,500		12,500	12,500								
I & D-SW	Johnson Pond Dam Improvements	90,000		90,000		90,000							
I & D-SW	Impervious Surface Reduction	100,000		100,000		100,000							
I & D-SW	Stream Restoration along Beaverdam Creek	100,000		100,000		100,000							
I & D-SW	Northwood and Brewington Branch Culvert	600,000		600,000		150,000		160,000	290,000				
I & D	E MainStreet Drain at BU		(160,000)	(160,000)				(160,000)					
I & D-SW	Skid Steer Loader	125,000	(125,000)	-									-
	North Prong Strategic Acquisition		-	-									
Total General Fund & Capital Projects		11,884,150	(5,047,674)	6,836,476	297,500	440,000	299,000	-	4,470,076			795,900	534,000

# CAPITAL PROJECTS

## Water/Sewer, Parking, Stormwater

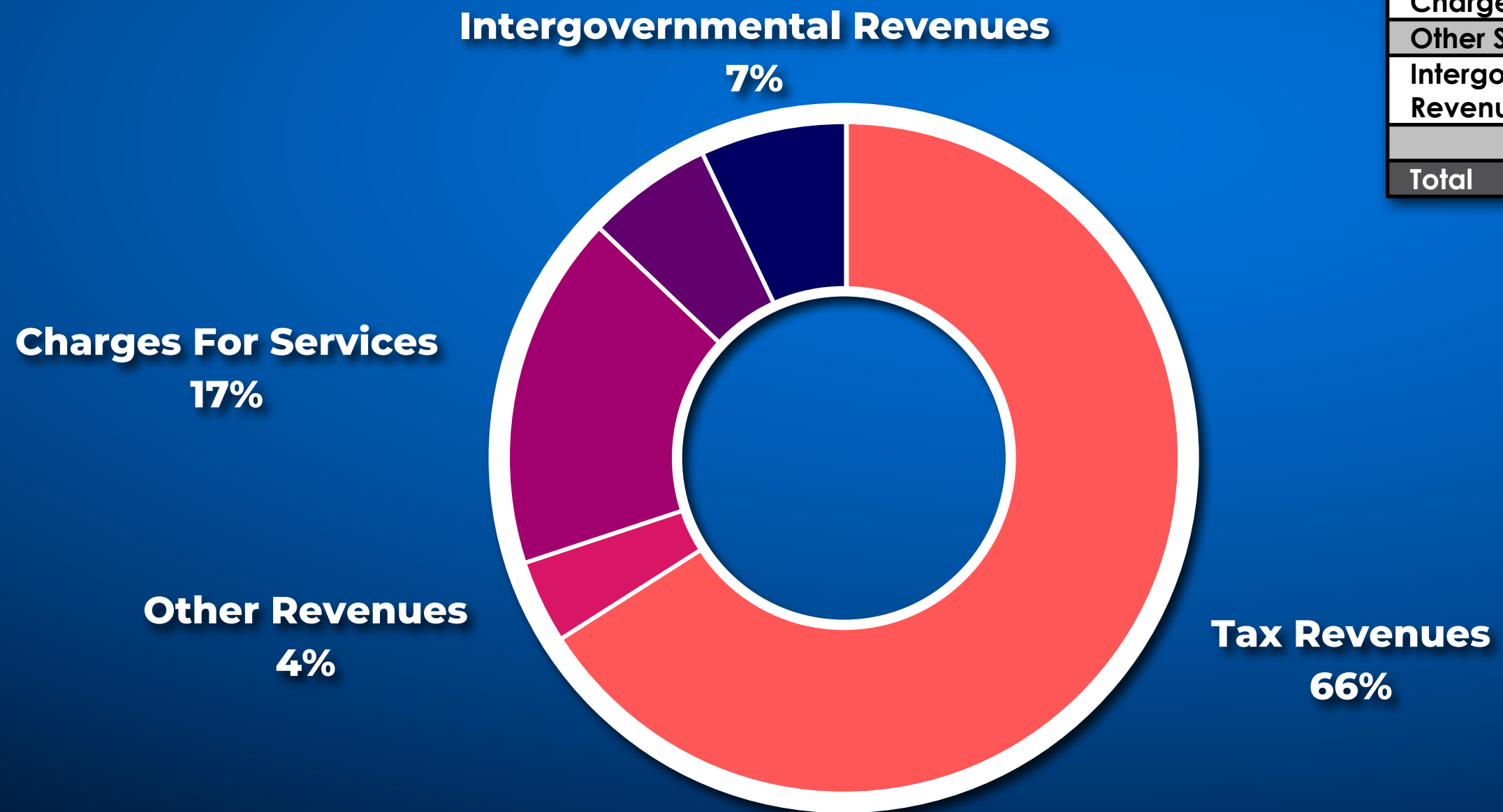
				Capital Projects - Funding Source						Enterprise Fund - Capital Outlay		
Project	CIP Amount	Mayor Adj	Approved Amount	Pay-GO	Fed Recovery Grant	FY23 Bond DOOI	Impact Funds	Revolving Funds	Bond	Account	Enterprise Revenue	Lease Proceeds
Fiber Backbone Expansion	225,000		225,000		225,000							
EnerGov Software & Implementation	60,000	(60,000)	-		-							
Restore Park Well Field	175,000		175,000		175,000							
Paleo Ground Storage Tank Painting	70,000		70,000		70,000							
Dump Truck	185,000		185,000		185,000							
Structural Study	150,000		150,000		150,000							
Replace Distribution Piping & Valves	100,000		100,000		50,797			49,203				
Sewer Infiltration and Inflow Remediation	500,000		500,000					500,000				
Filter Replacement Project	3,150,800		3,150,800			3,150,800						
Mini Excavator w/Trailer	60,000		60,000		60,000							
Pipe Line Inspection Camera	65,000		65,000		65,000							
FO WS Share III Service Center - Garage 25%		630,000	630,000		630,000							
FO WS Share II Service Center - Admin 25%		500,000	500,000		500,000							
Transfer to Revolving Fund		740,000					740,000					
<b>Water Sewer Fund Total</b>	<b>4,740,800</b>	<b>1,810,000</b>	<b>5,810,800</b>	<b>0</b>	<b>2,110,797</b>	<b>3,150,800</b>	<b>740,000</b>	<b>549,203</b>	<b>0</b>			
<b>Storm Water Fund</b>												
Street Sweeper	250,000	-	250,000							60820-577025		250,000
Skid Steer Loader	125,000	-	125,000							60820-577025		125,000
<b>Storm Water Fund Total</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>			<b>250,000</b>



# 5.0 GENERAL FUND



# GENERAL FUND Revenue Chart



General Fund Revenues	
Tax Revenues	30,517,243
Other Revenues	1,888,287
Charges For Services	7,595,043
Other Sources	2,983,217
Intergovernmental Revenues	3,004,888
Total	\$45,988,678

# GENERAL FUND Revenue Detail

		20 Actual	21 Revised	22 Adopted
403100	Real Property	18,736,793	19,946,423	20,966,423
403201	Local Personal Property - Curr	83,904	78,000	61,000
403301	OBC - Current Year	5,226,827	4,200,000	4,110,000
403302	Railroad/Utilities	2,388,703	2,388,000	2,600,000
403360	Aydelotte Fee	-	-	6,750
403510	Local Income Taxes	2,260,354	2,050,000	2,100,000
403605	Admission & Amusement Taxes	214,053	300,000	50,000
403610	Water & Sewer Utility	214,009	215,493	217,248
403611	PILOT-Housing Auth.	2,151	2,000	2,000
403612	PILOT Univ Village	141,741	159,700	177,660
403613	PILOT Parking Authority	109,974	108,573	111,162
403910	Interest-Delinquent Taxes	172,871	115,000	115,000
413101	Amusement Licenses	-	3,000	3,000
413102	Trader's Licenses	81,867	140,000	120,000
413104	Towing Companies	3,600	4,200	4,500
413105	Billboard Licenses	19,050	19,000	21,000
413106	Cable TV Franchise Fee	391,278	385,000	390,000
413109	Restaurant Licenses	16,647	28,000	16,500
413110	Natural Gas Franchise	5,000	5,000	5,000
413112	Multi-Family Dwelling Fee	623,340	733,000	730,500
413113	Multifamily Landlord License	102,601	117,000	116,250
413118	Hotel License	450	800	800
413201	Building Permits	349,106	371,000	350,000
413202	Grading Permits	300	400	600
413203	Peddlers License	1,270	550	1,000
413205	Park Meters	-	-	1,335
413207	Plumbing Permits	47,800	50,000	45,000
413208	Other Misc Permits	4,443	-	-
413209	Street Breaking Permits	725	700	700
413210	Sign Permits	16,875	20,000	20,000
413211	Well Permits	450	600	600

# GENERAL FUND Revenue Detail

		20 Actual	21 Revised	22 Adopted
413212	Zoning/Variances	4,353	2,500	2,500
413215	Fence Permits	-	-	3,500
413216	Temporary Sign Permits	525	500	500
413217	Demolition Permits	1,250	1,000	1,000
413218	Pool Permits	1,778	500	500
413219	Tent Permits	480	300	300
413224	Mechanical Permit	5,775	-	-
413225	Crit Area Pm Cert of Complnce	4,000	-	1,000
413226	Crit Area Pm FeeInLieu	-	-	20,000
413227	Small Wireless Fac Permits	500	5,400	9,275
424101	Police Regular Grant	301,222	328,406	299,932
424102	Supplement	77,315	82,023	82,023
424103	Municipal	165,436	187,200	177,450
424201	Highway User	1,252,672	1,384,293	1,317,857
424202	MDOT Reimbursements	101,179	41,570	44,000
424250	Developer Reimbursements	35,000	-	-
425400	Enterprise Zone	76,937	84,000	77,000
427100	Bank Shares Tax	18,302	18,300	18,300
427301	WiCHD Reimbursements	10,000	7,500	-
427403	EMS from County	752,814	734,524	758,326
427600	Zoo-Hotel Room Tax	225,536	260,000	230,000
433101	Filing Fees	115	100	100
433102	Advertising Fees	115	100	100
433103	Plan Review Fees	32,761	25,000	43,200
433104	Administrative Fees	562,156	642,145	645,424
433107	Housing Board Appeal Fee	-	400	-
433108	Housing Application Fee	525	-	792
433209	False Fire Alarms	180	500	200
433210	False Alarms	25,619	25,000	25,000
433225	Ambulance Claims Revenue	-	-	1,820,837

# GENERAL FUND Revenue Detail

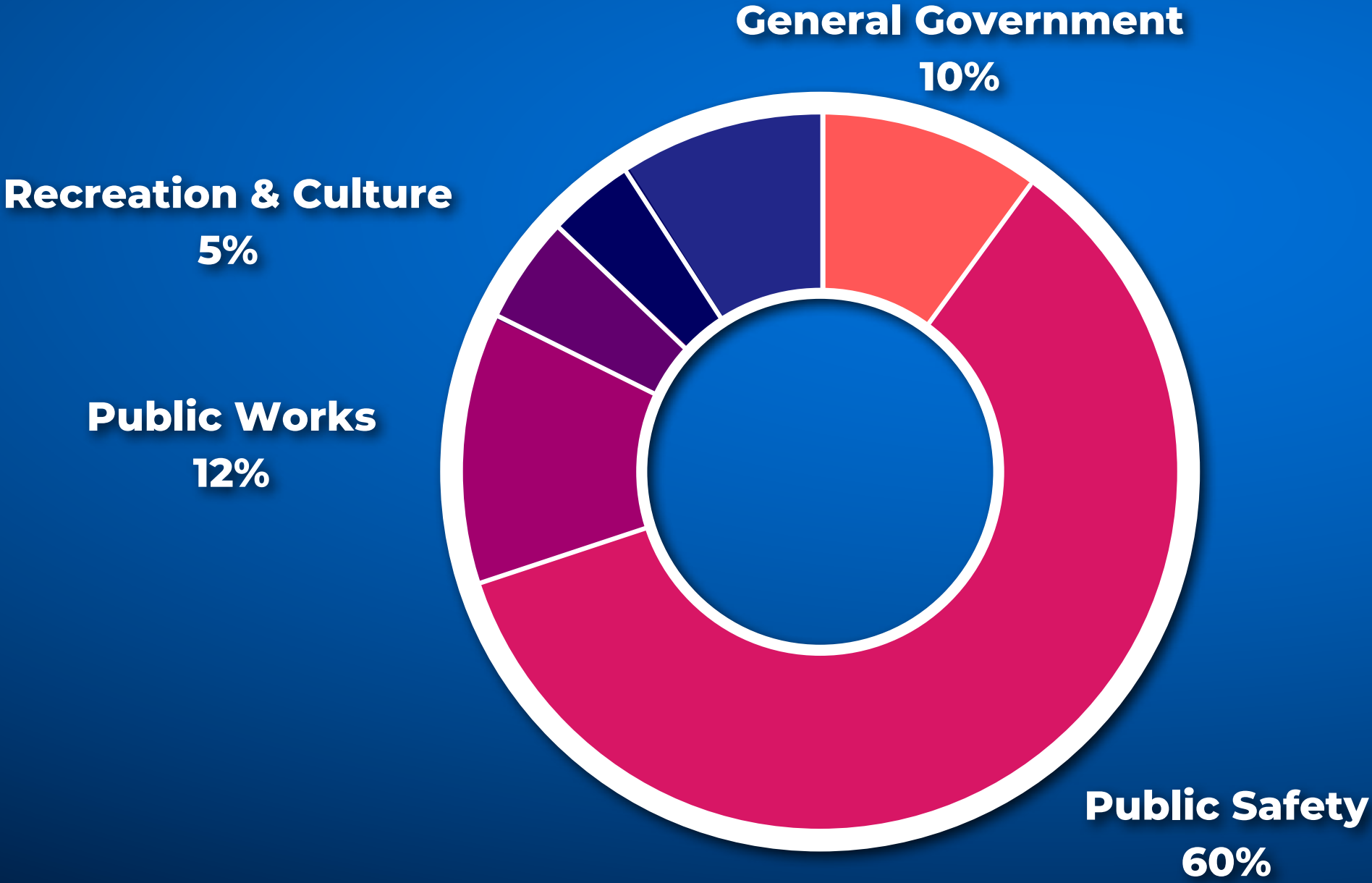
		20 Actual	21 Revised	22 Adopted
433228	Lifequest Revenue	2,437,599	1,820,837	-
433230	Fire Prevention - Plan Review	125,864	125,000	125,000
433231	Fire Prevention - Permits&Fees	20,634	23,000	25,325
433232	Fire Inspections	30,663	15,000	20,274
433233	Fire Marshal Citations/Fines	500	-	-
433234	Hazmat Special Op Revenue	37,498	10,000	10,000
433235	Fire Report Fees	-	-	1,440
433250	Weed Cleaning/Removal	21,468	50,000	55,000
433251	Clean It/Lien It Fees	9,296	13,000	14,500
433260	Inspection Fees	1,050	600	1,000
433261	Reinspection Fees	(200)	500	5,000
433270	Reports	19,615	19,000	19,000
433272	Adm Fees-Towing	90	500	100
434505	Delmarva/Salisbury Scrp Recycl	9,546	6,000	4,500
434610	Trash Fees	1,745,810	1,938,000	2,062,391
434613	Bulk Trash Pickup	2,868	3,000	3,000
434717	City Merchandise	1,238	2,000	2,000
445130	Municipal Infractions	29,704	36,000	50,000
445134	Vacant Building Registration	44,525	20,000	45,000
445135	Foreclosed Property	525	1,000	500
445140	School Zone Camera	808,565	1,000,000	750,000
445300	Trolley Rentals	450	400	1,000
445301	Ice Rink Rentals	150	-	-
456110	Investment Interest	151,264	2,500	2,500
456120	Other Interest	12,719	10,000	10,000
456130	Trash Disposal Fee	12,050	11,000	9,000
456300	Rent Earnings	135,185	110,000	135,000
456301	Rent Earnings - Park Events	7,801	36,000	30,000
456303	Rent Fees Truitt St Comm Ctr	5,305	-	-
456305	Perdue Dock Lease SalKap	-	-	18,000
456400	Donations	103,607	103,607	100,000
456415	Donations-Other	28,167	24,667	24,667



# GENERAL FUND Revenue Detail

		20 Actual	21 Revised	22 Adopted
456450	Federal Recovery Funds	-	-	1,052,710
456909	POWER SAVINGS PROGRAM	2,751	-	-
456911	Other Misc. Receipts	36,210	70,000	70,000
456912	Cash Over/Short	(164)	-	-
456913	Returned Check Fee	400	200	300
456914	Bad Debt Collections	930	1,000	1,000
456916	Sale of Maps and Codes	90	200	50
456918	Zoo Commission FT	164,257	179,954	93,408
456919	Zoo Commission PT	78,149	109,376	-
456851	Zoo Commissions Events	-	-	264,700
456926	Compensated Allowance Adj.	(29,355)	-	-
456935	Insurance Proceeds	28,451	13,898	-
456940	Bad Debt Collections-Claim Aid	647	-	-
469113	Transfers from Health Care	-	280,000	-
469167	Transfer from Anex Reinvest	135,000	-	-
469193	Transfer In - Drain Impv Fund	-	-	75,952
469200	Sale of Fixed Assets	58,876	-	-
469311	Capital Lease Proceeds	1,034,637	1,442,900	534,000
469312	Debt Proceeds	116,530	-	-
469810	Current Surplus Available	-	1,810,713	1,355,817
469811	Capital Surplus	-	480,000	1,093,400
<b>Total General Fund</b>		<b>42,303,689</b>	<b>45,042,552</b>	<b>45,988,678</b>

# GENERAL FUND Expenditure Chart



General Fund Expenditures	
General Government	4,537,489
Public Safety	27,469,088
Public Works	5,391,619
Recreation & Culture	2,401,916
Other Uses	1,851,284
Debt Service	4,337,283
Total	45,988,679

# GENERAL FUND Expenditure Comparison

Department/Division	FY21 Original BUDGET	FY21 Revised BUDGET	FY22 Adopted BUDGET	FY 22 Adopted VS FY 21 Revised
City Council	89,567	89,567	89,841	274
City Clerk	167,237	167,237	171,391	4,154
Development Services	845,373	847,150	627,873	-219,277
Mayor's Office	646,139	646,139	676,680	30,541
Internal Services - Finance	745,209	754,293	828,998	74,705
Internal Services - Procurement	284,642	289,540	299,472	9,932
City Attorney	355,000	355,000	360,000	5,000
Information Services	611,061	611,891	700,535	88,644
Human Resources	381,353	381,353	391,796	10,443
Planning & Zoning	225,226	257,161	105,221	-151,940
Municipal Buildings	226,524	440,182	229,832	-210,350
Poplar Hill Mansion	53,137	53,137	55,850	2,713
Police Services	12,989,970	13,253,482	13,611,911	358,430
Police Communications	963,654	987,049	978,841	-8,207
Police Animal Control	215,000	215,000	222,151	7,151
Traffic Control	1,622,479	1,641,958	1,704,961	63,003
Fire Fighting	9,790,491	9,812,516	8,889,501	-923,015
Fire Volunteer	389,571	389,715	401,733	12,018
Building, Permits & Inspection	337,976	337,976	351,628	13,652
HCDD	1,148,528	1,273,116	1,308,361	35,245
Resource Management	498,192	498,192	552,394	54,202
Engineering	1,024,638	1,291,312	1,289,944	-1,369
Streets	889,550	894,324	935,444	41,120
Waste Collection/Disposal	1,424,903	1,424,903	1,845,941	421,038
Recycling	162,906	162,906	165,566	2,660
Fleet Management	449,245	449,245	470,227	20,982
Carpenter Shop	134,943	134,943	132,103	-2,840
Municipal Zoo	1,363,682	1,366,945	1,573,521	206,576
Parks	690,469	694,946	828,395	133,449
Debt Service	3,867,449	3,876,149	4,337,283	461,134
Insurance	817,420	808,720	817,620	8,900
Miscellaneous	251,000	251,000	247,000	-4,000
Operating Transfers	1,358,619	1,358,619	786,664	-571,955
General Fund Total	45,021,154	46,015,666	45,988,678	(26,988)



# 5.0 GENERAL GOVERNMENT



# GENERAL GOVERNMENT

## City Council

### Goals

1. Establish and amend all necessary laws to achieve the stated goals of the City
2. Maintain open communication between City Council, Administration and citizens
3. Invest necessary resources to achieve all stated City goals
4. Revitalize downtown
5. Improve public safety
6. Enhance and preserve the environment

### Priorities

1. Promote a healthy and inclusive community that provides opportunity for growth for residents, businesses and visitors
2. Prudently manage the City's resources to secure short and long term financial stability
3. Support the resources that allow the City's neighborhoods to be viable and appealing
4. Host quarterly Coffee With Your Council in varying Council Districts to hear from the citizens

### Budget Detail

11000 - Legislative (City Council)	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	60,141	73,308	73,582	73,582
Operating Expenses	10,072	16,259	16,259	16,259
<b>TOTAL Legislative (City Council)</b>	<b>70,213</b>	<b>89,567</b>	<b>89,841</b>	<b>89,841</b>



# GENERAL GOVERNMENT

## City Clerk

### Goals

1. Manage the legislative process to provide the Council Packet to City Council at least 4 days prior to the Council meeting
2. Implement updates to the online Charter and Code on a quarterly basis
3. Work with departments to amend Record Retention Schedules to include electronic records
4. Maximize public access to local government

### Priorities

1. Provide efficient and professional services to the public, elected officials, City departments and community organizations
2. Provide updates to City's website, maintain transparency and encourage citizen participation in City government
3. Prudently administer the budgets of the Council and Clerk's Office to be good stewards of the public's monies
4. Accurately record and carefully preserve and safeguard the legislative history of the City

### Budget Detail

11100 - City Clerk	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	150,028	152,346	156,500	156,500
Operating Expenses	10,203	14,891	14,891	14,891
Capital Outlay	319	-	-	-
<b>TOTAL City Clerk</b>	<b>160,550</b>	<b>167,237</b>	<b>171,391</b>	<b>171,391</b>

**Director of  
Business Development**

**Business Development  
Office Associate**



# GENERAL GOVERNMENT

## Business Development

### Goals

1. Wicomico County will have a monthly average of 49,000 employed persons
2. Respond within 2 business days to all requests for information about starting a business in Salisbury
3. Increase the total number of restaurants, retail establishments and craft manufacturers in Downtown Salisbury by 5% in FY22

### Priorities

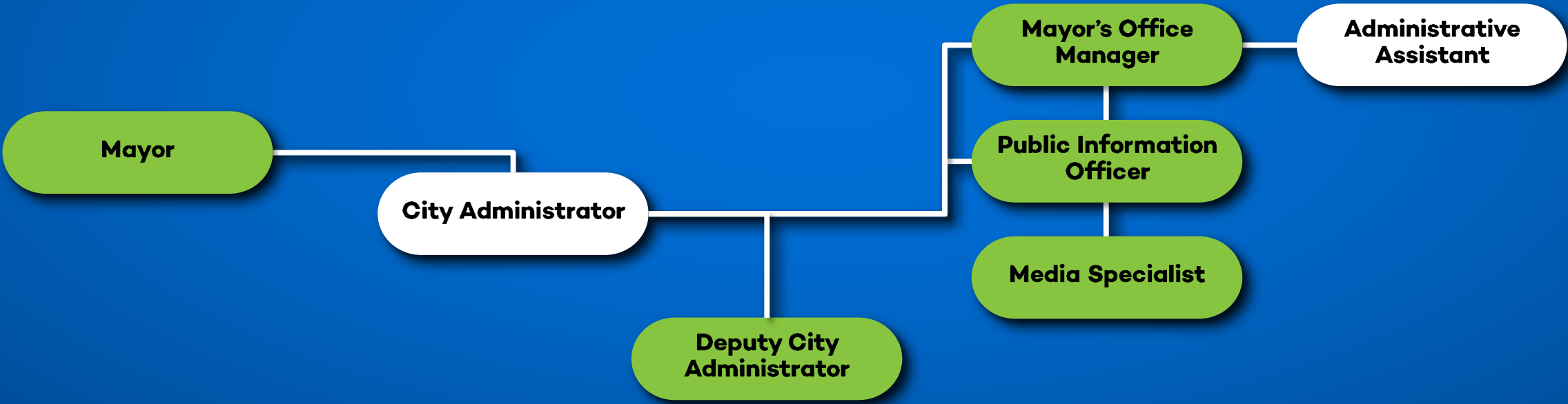
1. Transition CCDC into a 'Downtown Committee' with new responsibilities and roles in partnership with Downtown business community
2. Assist in advocating on behalf of Downtown development projects through City processes
3. Establish a Port of Salisbury governance and development program for a multi-user terminal project
4. Improve perception about doing business in Salisbury
5. Provide assistance to people trying to open a business in Salisbury to help them through the licensing and permitting process
6. Manage the Main Street Program for Downtown Salisbury
7. Participate in business recruitment fairs and economic development and revitalization related events
8. Advertise the City and State's incentives to open a business

### Budget Detail

11600 - Development Services	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	177,868	201,978	207,810	141,310
Operating Expenses	576,740	639,982	643,150	483,150
Capital Outlay	1,550	3,413	3,413	3,413
<b>TOTAL Development Services</b>	<b>756,158</b>	<b>845,373</b>	<b>854,373</b>	<b>627,873</b>

# GENERAL GOVERNMENT

## Mayor's Office



### Goals

1. Respond to all constituent inquiries within 48 hours
2. Host twice monthly Mayor's Open Office Hours in partnership with local coffee shops
3. Survey all employees every other year and evaluate results to implement improvements

### Priorities

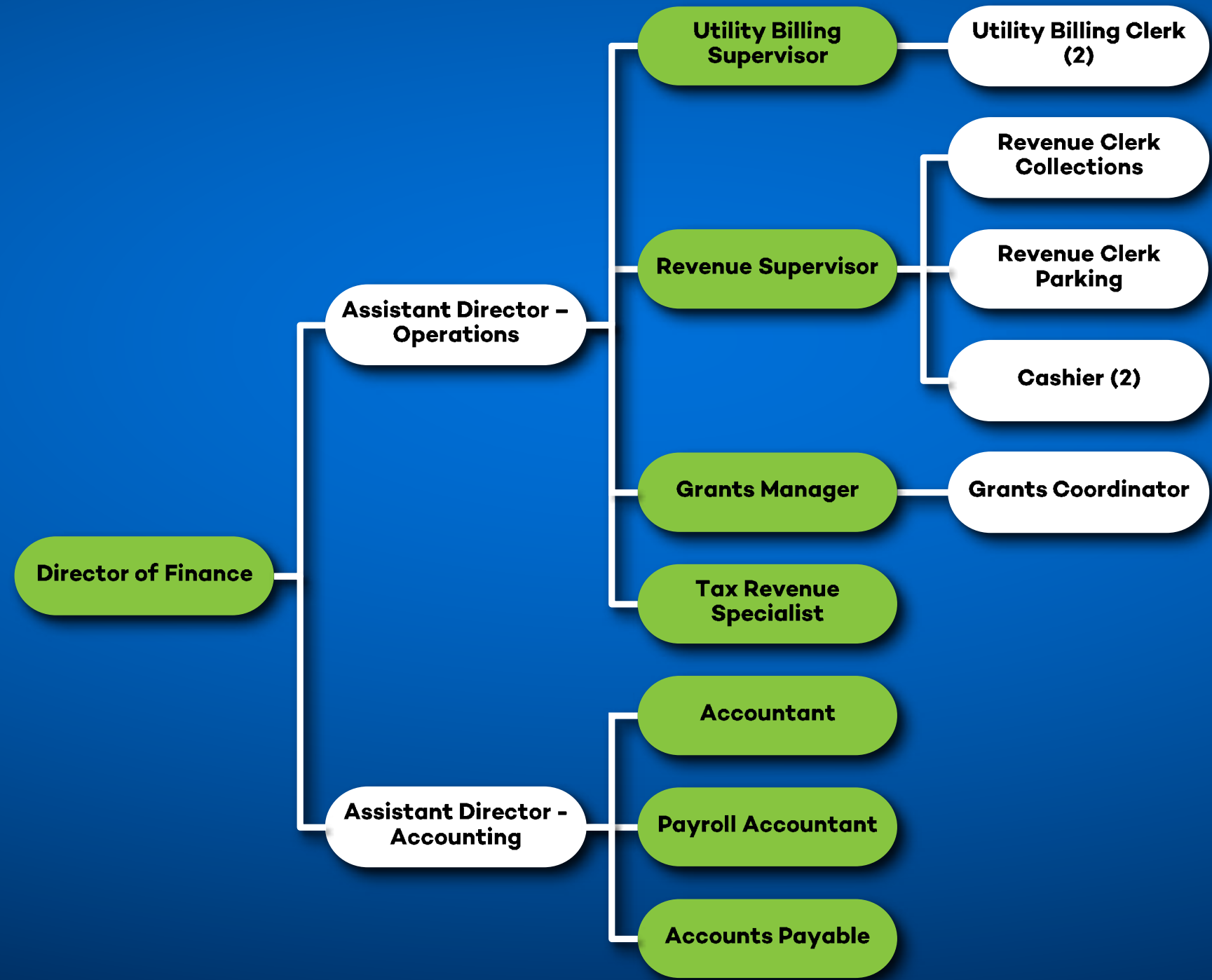
1. Provide frequent updates to the public on the COVID-19 Pandemic
2. Foster economic development throughout the City through both short-term and long-term projects
3. Combat brain drain by developing programs and initiatives for Salisbury's brightest minds
4. Enhance transparency between City government and the community through events and improved technology
5. Provide opportunities for local neighborhoods and housing not only to meet all City codes and regulations, but also thrive
6. Track and encourage fiscal discipline in all City departments
7. Prioritize public safety through community events, cross-departmental collaboration, and consistent evaluation
8. Maintain constant care and assessment of our local environment
9. Encourage development of improved transportation & infrastructure inside City limits
10. Raise morale among constituents and employees; improve customer service and management skills for City employees



## Budget Detail

12000 - Executive (Mayor)	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	500,738	571,356	601,671	601,417
Operating Expenses	69,353	71,023	71,503	71,503
Capital Outlay	10,854	3,760	3,760	3,760
<b>TOTAL Executive (Mayor)</b>	<b>580,945</b>	<b>646,139</b>	<b>676,934</b>	<b>676,680</b>

# GENERAL GOVERNMENT Finance



# GENERAL GOVERNMENT Finance

## Goals

1. Reduce the amount of Personal Property Receivables over 120 days old by 5%
2. Reduce the amount of Miscellaneous Receivables over 120 days old by 5%
3. Develop hardship programs which recognize influences of COVID
4. Increase number of online payments by 10%

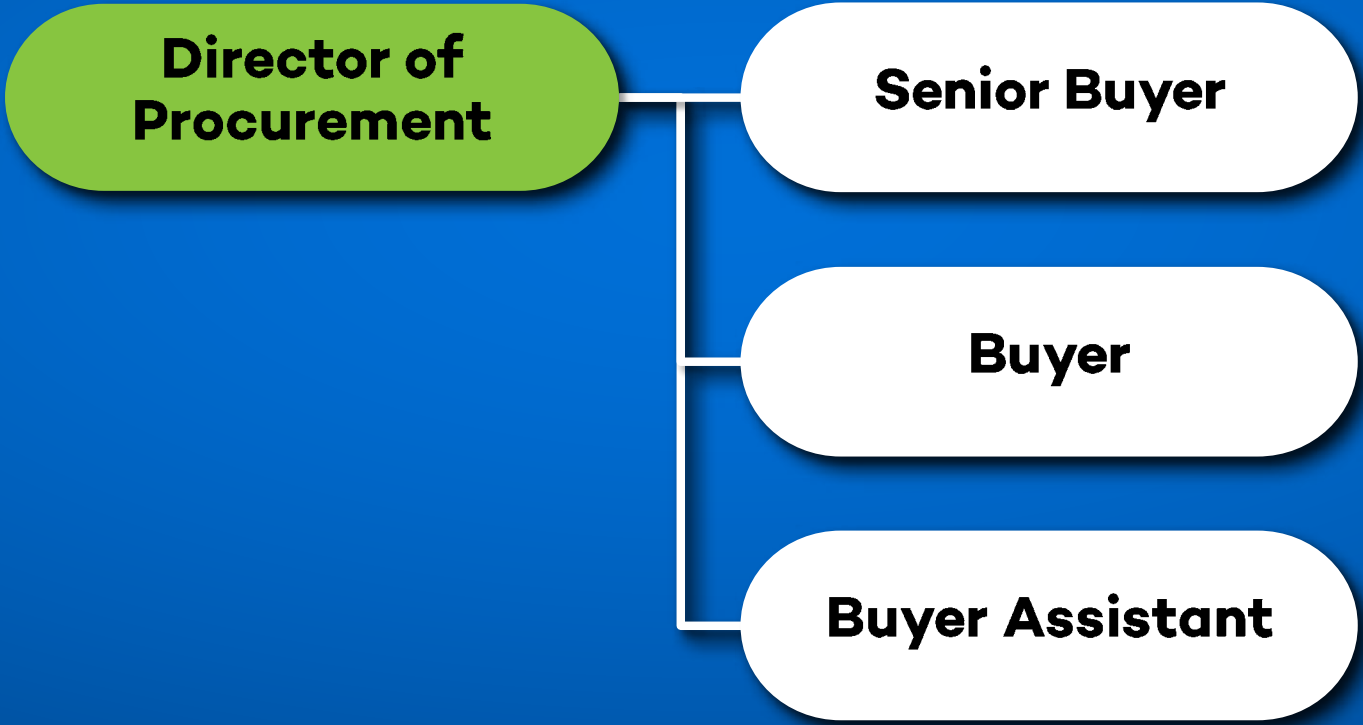
## Priorities

1. Implement online payment capabilities provided by Paymentus Software
2. Centralize Receipt Processing.
3. Enhance the City Budget document by following GFOA best practices
4. Work with the Parking Committee to improve the financial health of the Parking Fund
5. Research options to improve funding of Fire Services

## Budget Detail

15000 - Internal Services - Finance	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	574,346	599,879	681,229	679,668
Operating Expenses	89,481	143,770	143,770	147,770
Capital Outlay	4,072	1,560	1,560	1,560
<b>TOTAL Internal Services - Finance</b>	<b>667,899</b>	<b>745,209</b>	<b>826,559</b>	<b>828,998</b>

# GENERAL GOVERNMENT Procurement





# GENERAL GOVERNMENT Procurement

## Goals

1. Achieve an annual savings of 10% on informal competitive solicitations (< \$25,000) and an annual savings of 20% of formal competitive solicitations (\$25,000+)
2. Track local spending and realize a local spend rate of 20%
3. Achieve an ITB cycle time of 120 days; achieve an RFP cycle time of 150 days

## Priorities

1. Promote effective, economic and efficient acquisition of goods and services while being responsible stewards of public funds
2. Act and conduct business with honesty and integrity, upholding ethical procurement standards and full legal compliance
3. Treat suppliers equitably and be open, fair, impartial and non-discriminatory in the procurement processes
4. Promote the highest professional standards and seek continuous improvement through on going procurement training, education and skill enhancement
5. Maintain a customer-focus while meeting the needs, and protecting the interests, of the City of Salisbury operations and the public
6. Provide timely access to procurement policies, procedures, and records

## Budget Detail

16000 - Procurement	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	222,814	241,257	247,198	248,167
Operating Expenses	37,778	41,825	46,985	46,985
Capital Outlay	58	1,560	4,320	4,320
<b>TOTAL Procurement</b>	<b>260,651</b>	<b>284,642</b>	<b>298,503</b>	<b>299,472</b>

# GENERAL GOVERNMENT City Attorney

## Goals

1. Respond to all Mayor's Office inquiries within 24 hours on business days, and within 48 hours of notice of the inquiry on non-business days
2. Respond to all other staff requests within 4 days, 100% of the time
3. Report on all research projects within 14 days, complete within an agreed upon deadline on a project-by-project basis 90% of the time
4. Complete all ordinance/resolution draft projects within 15 calendar days, 90% of the time
5. Complete all contract reviews in 21 calendar days, 90% of the time
6. Achieve favorable outcome in 95% of litigation involving City

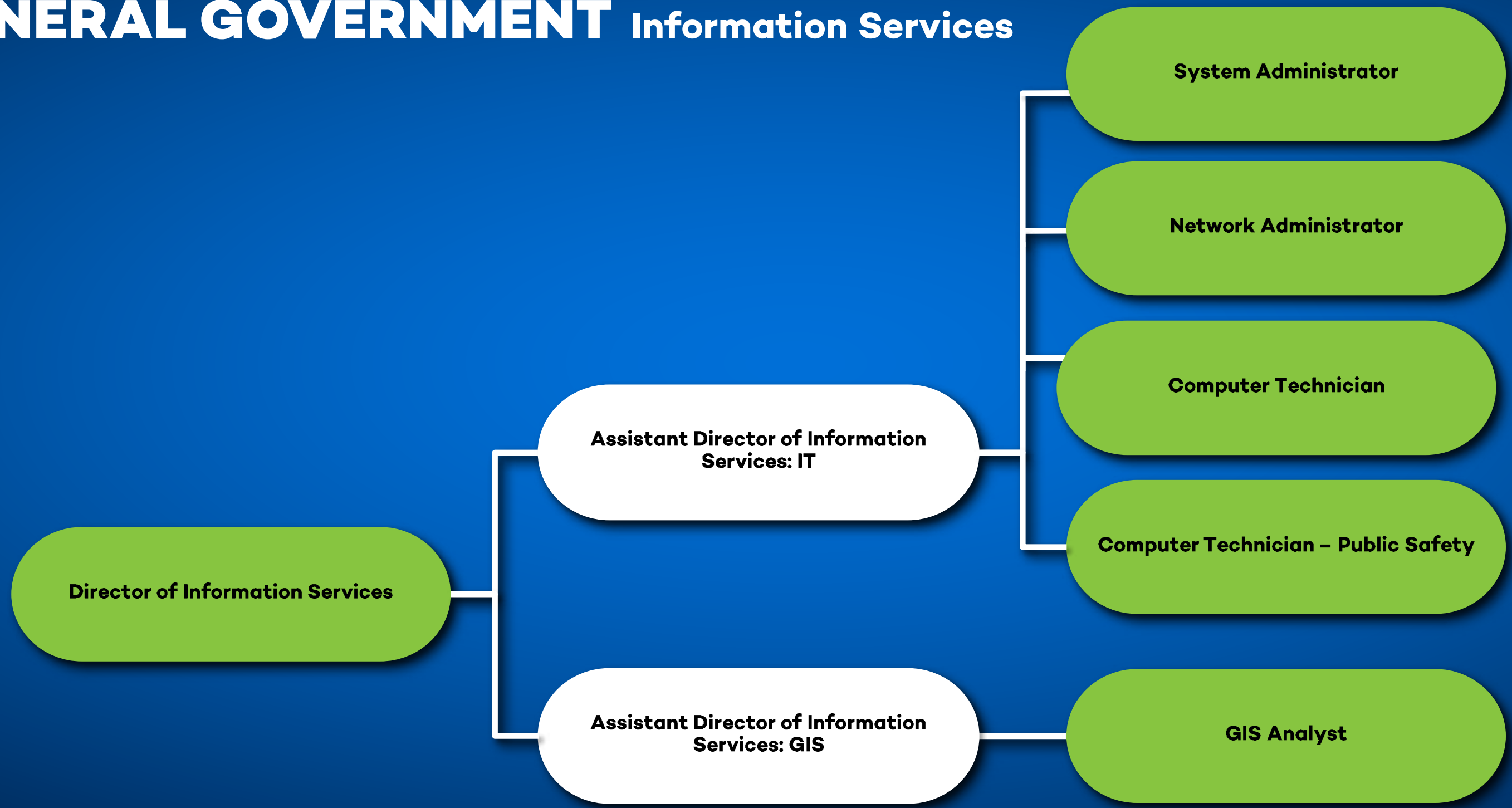
## Priorities

1. Assist all departments by preparing ordinances and resolutions as requested
2. Review and respond to all litigation filed against the City, or send to LGIT as appropriate
3. Provide legal advice and assistance to the Mayor, City Council and Staff
4. Review contracts, agreements, deeds and other legal documents
5. Provide all services in a cost-efficient manner

## Budget Detail

17000 - City Attorney	20 Actual	21 Original	22 Proposed	22 Adopted
Operating Expenses	361,424	355,000	360,000	360,000
<b>TOTAL City Attorney</b>	<b>361,424</b>	<b>355,000</b>	<b>360,000</b>	<b>360,000</b>

# GENERAL GOVERNMENT Information Services





# GENERAL GOVERNMENT Information Services

## Goals

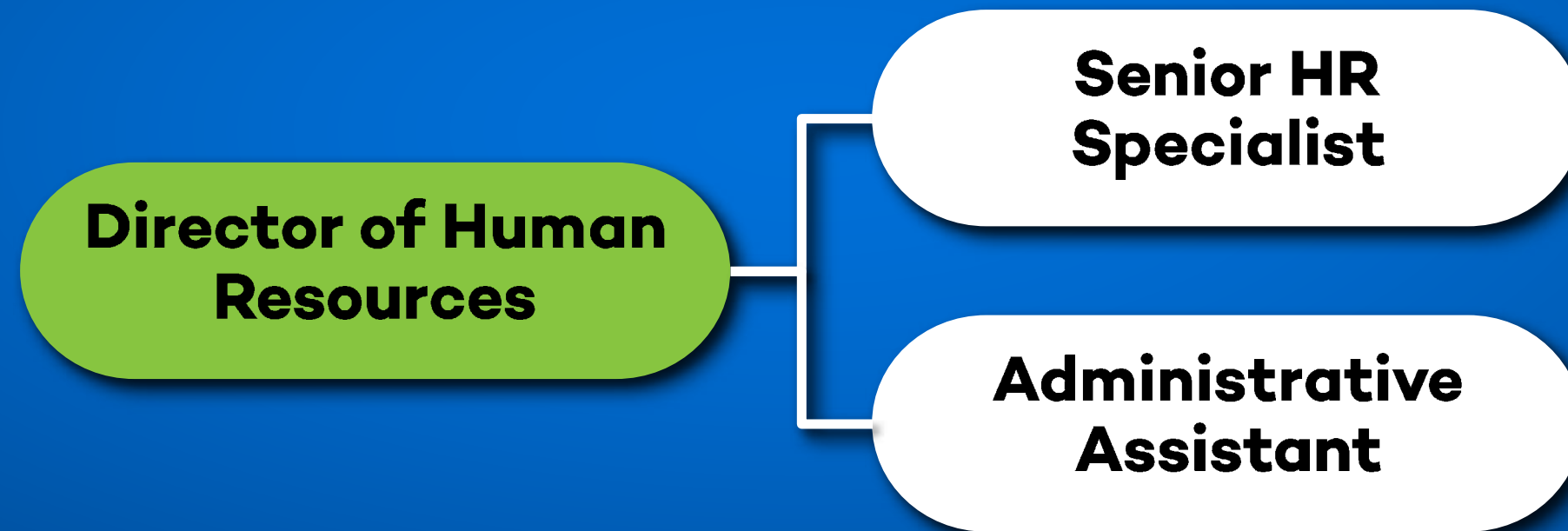
1. Ensure that application servers remain online and available 95% of the time
2. Ensure the WAN connecting remote office locations is online and operational no less than 95% of the time
3. Ensure that organizational helpdesk tickets are resolved the 1st time no less than 95% of the time
4. Ensure GIS services are reliably distributed to internal and external customers no less than 95% of the time

## Priorities

1. Ensure operation and availability of all City computerized systems and services
2. Provide IS services to city departments in an efficient and reliable fashion
3. Ensure current level of GIS support for existing internal and external customers while scope continues to increase
4. Implement vision/plan for improved Citywide connectivity solutions
5. Continue Implementing cyber security best practices

## Budget Detail

18000 - Information Technology	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	391,867	414,099	501,609	506,435
Operating Expenses	103,567	138,362	131,790	131,790
Capital Outlay	52,901	58,600	62,310	62,310
<b>TOTAL Information Technology</b>	<b>548,335</b>	<b>611,061</b>	<b>695,709</b>	<b>700,535</b>



# GENERAL GOVERNMENT Human Resources

## Goals

1. Increase enrollment in the City's 457 (b) Program by 20%
2. Reduce Average Clinical Risk Profile to below 2%
3. Reduce annual turnover rate to below 3%
4. Reduce annual average days to fill vacant positions to below 40 days

## Priorities

1. Ensure 100% of newly hired employees attend mandatory on-boarding process, including defensive driving training within 6 months of hire for those operating a City vehicle
2. Monitor mandatory on-boarding process for new employees and identify opportunities for improvement
3. Develop a new internal mentorship program
4. Continue internal customer service improvement processes
5. Continue to improve the City-wide employee recognition program with new incentives
6. Continue the support of an employee wellness program by assisting with programming
7. Implement annual City-wide training program through Traliant platform
8. Assist CareFirst members in improving health status through a variety of means such as education, literature, increased awareness of Patient Centered Home Health Programs via their primary care practitioner

## Budget Detail

18500 - Human Resources	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	278,978	312,099	313,775	323,775
Operating Expenses	27,502	69,254	71,136	68,021
Capital Outlay	3,492	-	-	-
<b>TOTAL Human Resources</b>	<b>309,971</b>	<b>381,353</b>	<b>384,911</b>	<b>391,796</b>

# GENERAL GOVERNMENT

## Municipal Buildings

### Goals

1. Increase operational effectiveness & efficiency of the Government Office Building through a comprehensive maintenance program
2. Provide proper physical security measures for Government Office Building employees while maintaining a business-friendly environment for use by citizens
3. Monitor energy usage and seek continual improvement through creative conservation efforts
4. Seek cost savings through an effective procurement plan of goods and services for the Government Office Building

### Budget Detail

19500 - Municipal Buildings	20 Actual	21 Original	22 Proposed	22 Adopted
Operating Expenses	188,628	226,524	229,832	229,832
Capital Outlay	-	-	-	-
<b>TOTAL Municipal Buildings</b>	<b>188,628</b>	<b>226,524</b>	<b>229,832</b>	<b>229,832</b>



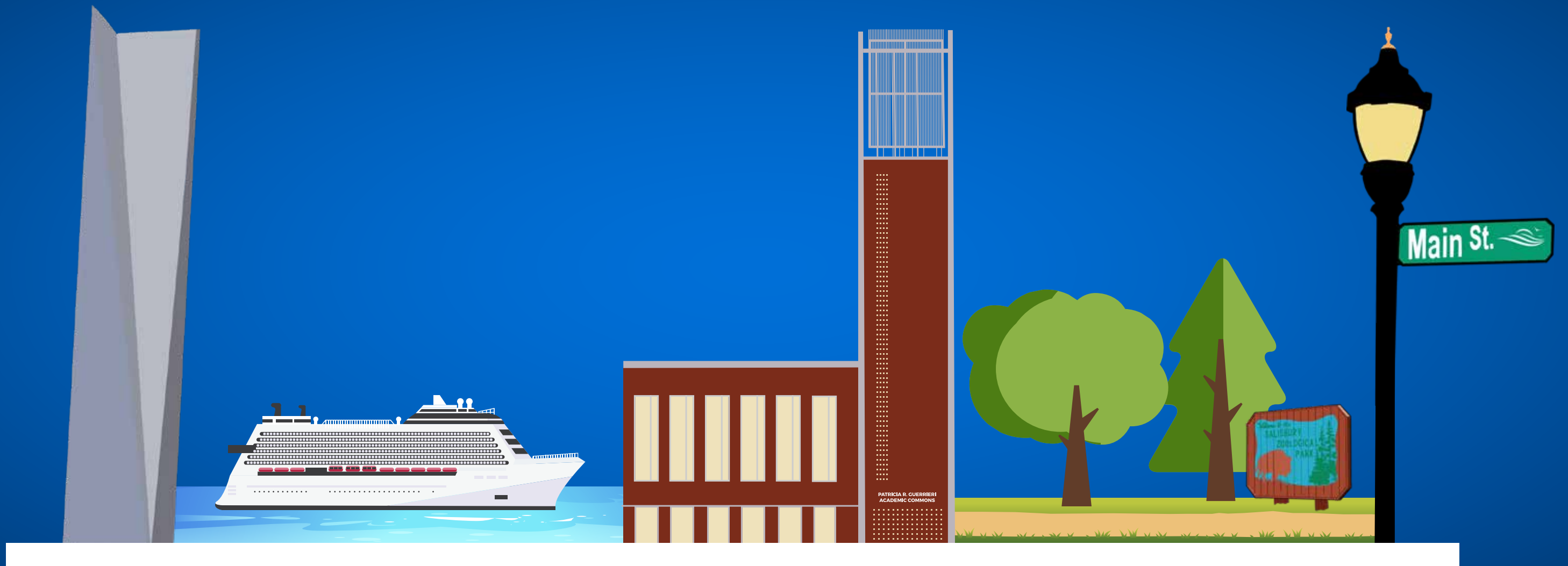
# GENERAL GOVERNMENT Poplar Hill Mansion

## Goals

1. Increase operational effectiveness & efficiency of the Government Office Building through a comprehensive maintenance program
2. Provide proper physical security measures for Government Office Building employees while maintaining a business-friendly environment for use by citizens
3. Monitor energy usage and seek continual improvement through creative conservation efforts
4. Seek cost savings through an effective procurement plan of goods and services for the Government Office Building

## Budget Detail

19600 - Poplar Hill Mansion	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	28,062	29,611	31,874	31,874
Operating Expenses	12,425	23,526	23,976	23,976
<b>TOTAL Poplar Hill Mansion</b>	<b>40,487</b>	<b>53,137</b>	<b>55,850</b>	<b>55,850</b>



## 5.7 PUBLIC SAFETY

# PUBLIC SAFETY Salisbury Police Department



## **Goals**

1. Continue to build on the reduction of Part I crimes to less than 1700 in FY22
2. Meet a response time 6 minutes for major calls
3. Reduce thefts in all categories (from motor vehicles, bicycles and shoplifting) by 8%
4. Reduce burglaries by 5%
5. Reduce robberies by 10%
6. Conduct four (4) joint Maryland Criminal Intelligence Network law enforcement operations directed towards narcotics enforcement, reduction of prostitution and gangs
7. Conduct two (2) community policing programs to promote positive interaction between citizens and police, i.e. Citizen Police Academy, Doverdale Youth Program, and the Explores Program
8. Maintain the availability of the Animal Control Officers to handle calls for service within a twenty (20) minute response time window to better serve our community, conduct investigations, and handle violations in an expeditious manner
9. Have updated crime statistics online every month and calls for service online daily
10. Charge suspects in 60% of Part 1 crime cases within 90 days
11. Close 75% of violent Part 1 crime cases through conviction within 6 months
12. Close 50% of non-violent Part 1 crimes through conviction within 6 months



## **Priorities**

1. Continue to improve the Quality of Life in the neighborhoods while serving as ambassadors of the City
2. Promote and support legislation directed at the reduction of crime and improvement of quality of life livability within our neighborhoods
3. Secure opportunities for professional development/ training for all levels of supervision
4. Continue to analyze allocated positions to best meet needs of the department in order to provide optimum service to our public
5. Continue to evaluate and purchase fuel efficient vehicles for use on routine patrol
6. Continue Implementation of take home care program
7. Continue to utilize social media platforms which were established during FY13 to educate, advise and connect with our community
8. Evaluate and implement ways to support the Scholarship and Police Animals fund established through the Community Foundation of the Eastern Shore
9. Continue to update maps of our service area to insure we provide police services to newly annexed areas
10. Continue the liaison between the Animal Control Officers and the Wicomico County Humane Society with a focus on maximizing the services related to animal control and to improve the overall health and safety of animals and residents
11. Continue the use of analytic tools in policing to use intelligence and data to drive and support the deployment of police resources
12. Re-constitute the Neighborhood Policing, as manpower permits to provide rapid response and flexible approaches to neighborhood crime as identified by community members and squad commanders
13. Increase wellness awareness among agency members and work to improve employee welfare, health and morale
14. Continue to research online crime reporting software and programs for minor/quality of life crimes and crime tips in FY22
15. Reduce number of programs Patrol officers must access while in-car by adopting programs that provide functionality of multiple programs
16. Adopt robust intelligence collection, management and sharing system that empowers officers and detectives to solve and close cases
17. Reduce number of overdoses in City to under 90 in FY22
18. Reduce Response times by 2.5% (Average now is 6 min. & 45 Secs)
19. Increase Narcotics arrests by 2%
20. Increase Gang/serious violent criminal arrests by 2%
21. Continue to train Officers in Peer to Peer Support and grow our internal program
22. Work in partnership with Maryland State Police, in accordance with the developed plan to complete audit/inventory of the property room
23. Implement recommendations from the Maryland State Police in regards to property room audit and inventory

## Budget Detail

21021 - Police Services	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	10,417,036	11,602,135	11,965,040	11,945,216
Operating Expenses	1,306,112	1,230,834	1,412,525	1,412,695
Capital Outlay	345,533	157,000	254,000	254,000
<b>TOTAL Police Services</b>	<b>12,068,681</b>	<b>12,989,970</b>	<b>13,631,565</b>	<b>13,611,911</b>

# **PUBLIC SAFETY** Salisbury Police Department Communications

## Goals

1. Reduce call-to-dispatch time under 60 seconds (85% of the time)

## Priorities

1. Continue to update maps of our service area ensuring operating areas within SPD & allied agencies are kept current
2. Continue working on the create a unit culture that recognizes the importance of officer safety and customer service including focusing on CIT and working through calls involving personality disability
3. Establish and promote uniformity of standards for professional standardized performance
4. Integrate geographic tracking of all units from within Public Safety Communications room

## Budget Detail

21025 - Police Communications	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	666,827	823,100	826,628	833,335
Operating Expenses	136,133	140,554	145,506	145,506
<b>TOTAL Police Communications</b>	<b>802,960</b>	<b>963,654</b>	<b>972,134</b>	<b>978,841</b>



# PUBLIC SAFETY Salisbury Police Department Animal Control

## Goals

1. Animal Control Officers will be available to handle calls for service within twenty (20) minutes and violations in an expeditious manner
2. Reduce animal bites/ injuries by 25% in FY22

## Priorities

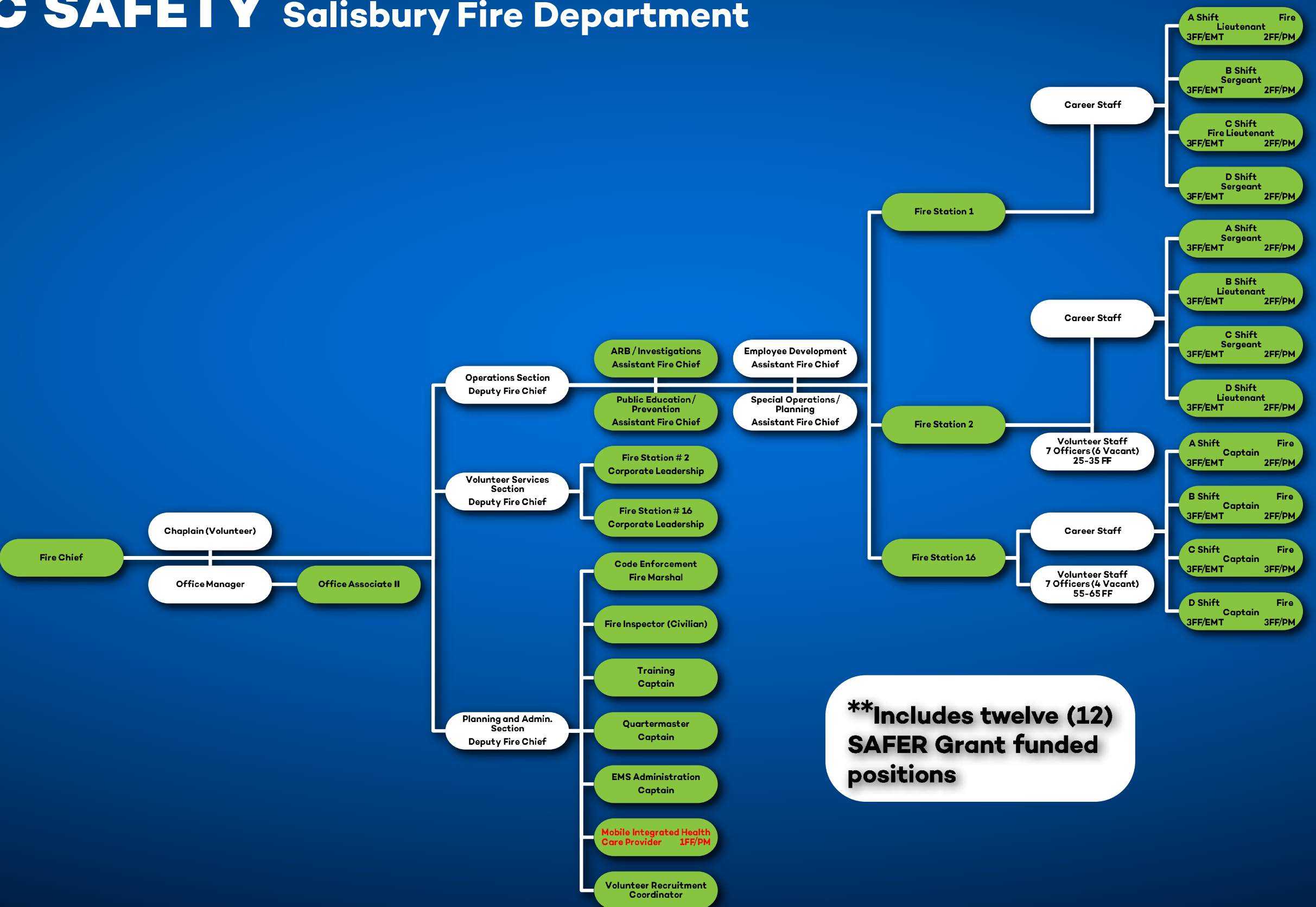
1. Maintain liaison with the Wicomico County Humane Society to maximize services related to animal control and improve the health and safety of animals and residents
2. Continue to work closely with Housing & Community Development to address animal issues in problem areas
3. Animal Control Officers will attend and participate in squad level community meetings with the direction of supervisors. ACO's answer questions and educate the public regarding animal issues as it pertains to city code & refer public to other resources when necessary
4. Advance legislation that reduces animal abuse and risk of human/animal injury related to animals

## Budget Detail

21029 - Police Animal Control	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	75,025	94,635	96,752	101,786
Operating Expenses	112,556	120,365	120,365	120,365
<b>TOTAL Police Animal Control</b>	<b>187,582</b>	<b>215,000</b>	<b>217,117</b>	<b>222,151</b>

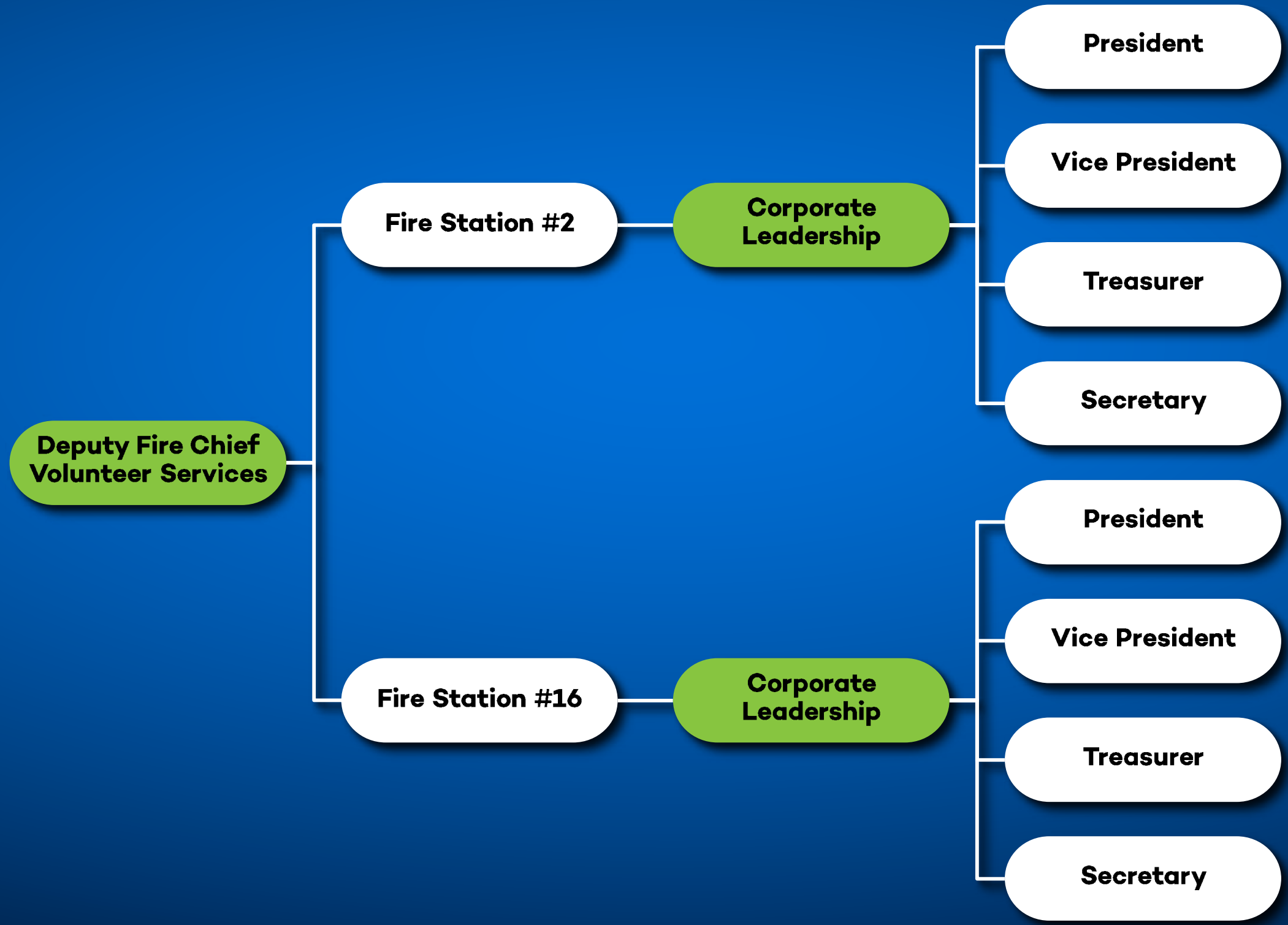


# PUBLIC SAFETY Salisbury Fire Department



**\*\*Includes twelve (12) SAFER Grant funded positions**

# **PUBLIC SAFETY** Salisbury Fire Department



## **Goals**

1. To confine structure fires to the room of origin 50% of the time. The International City County Management Association (ICMA) reports that the national average is 40%
2. Complete travel time to the scene of emergency incidents, measured from time of enroute to arrival on the scene, within 4 minutes 90% of the time for both Fire & EMS events
3. To deliver an effective response force to all structure fires within 9 minutes of dispatch 90% of the time to allow for the initiation of essential tasks to adequately control developing fires
4. Respond to all priority medical calls within 4 minutes for BLS, 90% of the time
5. Respond to all priority medical calls within 8 minutes for ALS, 90% of the time
6. For patients suffering from cardiac arrest in the field, deliver them to a definitive care facility with a pulse and respirations 20% of the time
7. Reduce incidence of overdose deaths to 1 per 20
8. Enroll at least 50 patients per year as part of the SWIFT program
9. Reduce total number of transports for SWIFT patients by 30% in FY21
10. Respond to all requests for public education and outreach and make contact with 45% or more of the population served by the department
11. Limit firefighter and EMS first responder reportable injuries to less than 0.05 per 100 calls for service

## **Priorities**

1. Maintain a highly responsive and effective fire suppression force helping to ensure that all Salisbury citizens are safe and receive the best in class emergency response
2. Maintain a highly responsive and effective emergency medical services force helping to ensure that all Salisbury citizens are safe and receive the best in pre-hospital care
3. Maintain a highly responsive and effective fire prevention and inspections force to ensure that our businesses and homes remain compliant with all fire and life safety codes designed to ensure that all Salisbury citizens are safe
4. Devise new mechanisms for balancing revenues and expenses related to fire service in the Salisbury



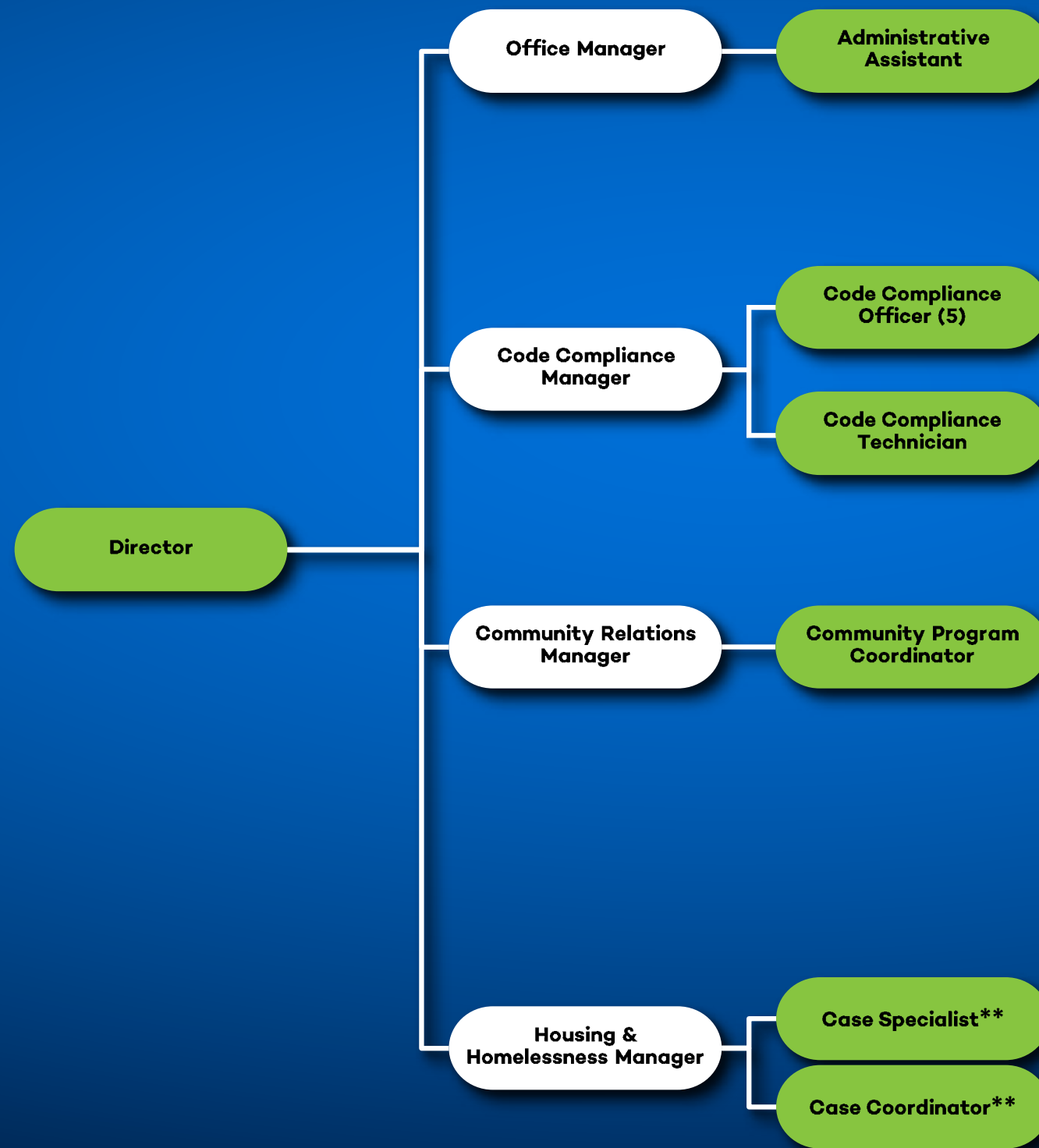
## Budget Detail

24035 - Fire Fighting	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	6,782,246	7,040,169	7,445,229	7,409,479
Operating Expenses	1,438,838	1,477,043	1,460,412	1,460,702
Capital Outlay	739,975	1,273,280	19,320	19,320
<b>TOTAL Fire Fighting</b>	<b>8,961,059</b>	<b>9,790,491</b>	<b>8,924,961</b>	<b>8,889,501</b>

24040 - Fire Volunteer	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	260,303	327,483	319,128	319,128
Operating Expenses	103,411	62,088	82,605	82,605
<b>TOTAL Fire Volunteer</b>	<b>363,715</b>	<b>389,571</b>	<b>401,733</b>	<b>401,733</b>



# HOUSING AND COMMUNITY DEVELOPMENT



**\*\*Grant-Funded Position**

# HOUSING AND COMMUNITY DEVELOPMENT

## Goals

1. Complete (3) three owner occupied compliance projects
2. Complete (3) three compliance beautification projects
3. Identify and acquire (2) two properties in Salisbury for rehabilitation with community partners to serve as single family homes.
4. Promote increased percentage of Homeownership in the City
5. House (5) five additional chronically homeless individuals and maintain the (20) twenty currently housed, under the Housing First Program
6. Locate and acquire additional funding sources to support the City Housing First Program
7. Conduct at least (4) four pop-up bus stops / school events
8. Conduct at least (8) eight neighborhood walks
9. Serve through community centers and youth athletic programs annually

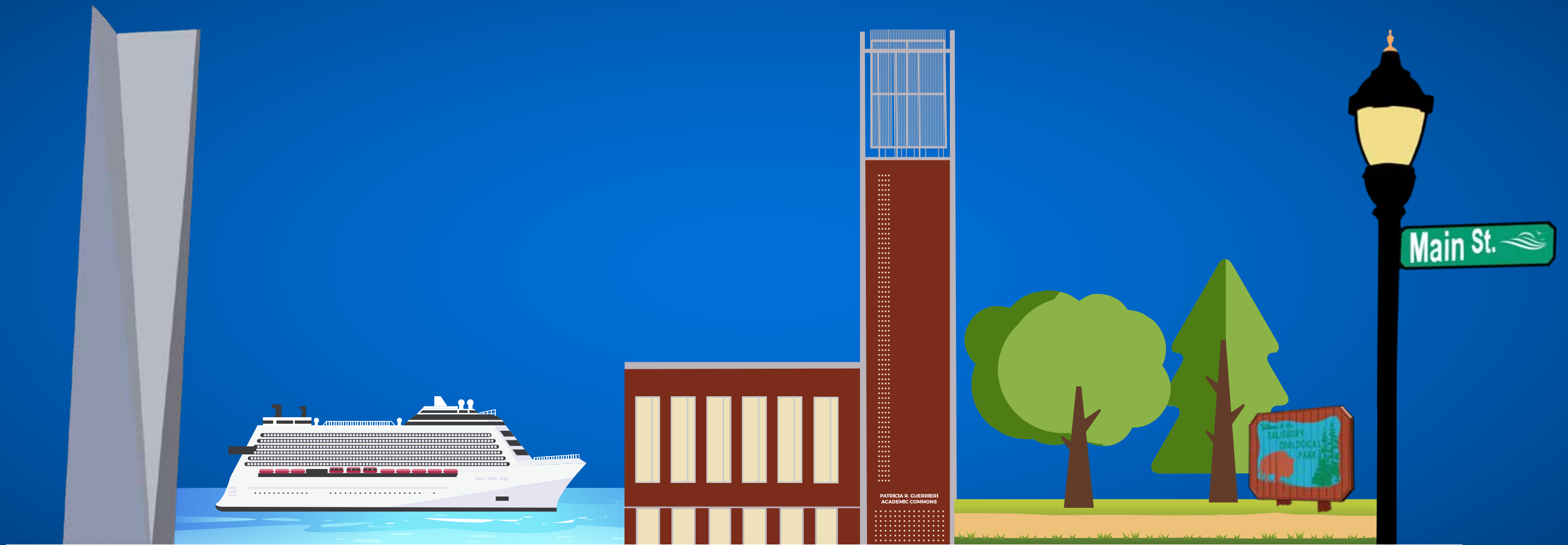
## Priorities

1. Identify, support and effectively communicate programs to connect home owners and tenants experiencing financial hardships as a result of the COVID-19 pandemic.
2. Promote and support programs that support and assist single family home ownership
3. Improve the effectiveness and efficiency of processes regarding vacant building registrations, rental registrations and renewals, new unit inspections, random rental inspections, and landlord licensing
4. Increase public awareness about code enforcement policies and procedures in Salisbury
5. Increase public awareness about homelessness and the programs in place to support those effected in Salisbury
6. Develop and implement ESOL and adult education programs with community educational partners at the Newton and Truitt Street Community Centers
7. Implement unified youth development programs
8. Develop and implement a full spectrum of community relations programs at the Newton and Truitt Community Centers with after-school, weekend and summer programming
9. Implement full spectrum of neighborhood relations programs

# HOUSING AND COMMUNITY DEVELOPMENT

## Budget Detail

25200 - Neighborhood Serv.& Code Compl	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	821,073	851,464	939,228	963,012
Operating Expenses	248,638	296,465	447,406	298,149
Capital Outlay	35,660	600	47,200	47,200
<b>TOTAL Neighborhood Serv.&amp; Code Compl</b>	<b>1,105,371</b>	<b>1,148,528</b>	<b>1,433,834</b>	<b>1,308,361</b>



## 5.9 PUBLIC WORKS



# PUBLIC WORKS Infrastructure and Development



# **PUBLIC WORKS** Infrastructure and Development

## **Goals**

1. Development Plan submittals will be reviewed within 30 days of submission (90% goal)
2. Building Permit Plan submittals will be reviewed within 7 days of submission (90% goal).
3. Target issuance of 250 building permits in 2021.
4. Target creation of \$50,000,000 of construction value in the City in FY22.
5. Infrastructure project change order will be less than 5% of the total contract price.
6. Perform annual inspection of 20% of all stormwater outfalls.

## **Priorities**

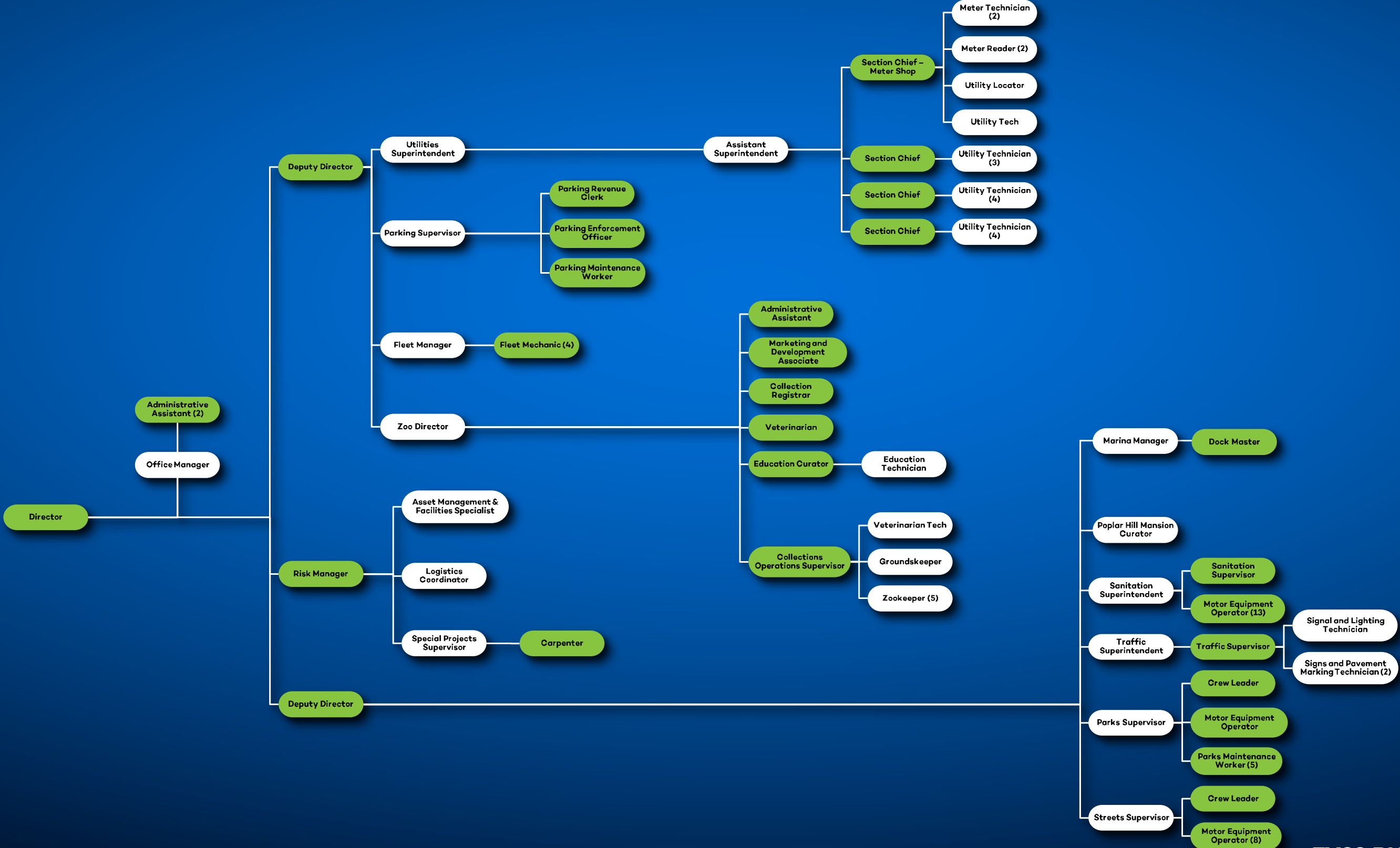
1. Provide one stop for Developers entering the City to have projects reviewed through all phases including Planning, Engineering, Traffic Control, Building Permits, Fire Marshall and Construction Inspection.
2. Ensure that construction projects meet building, fire, mechanical, and sanitary standards to ensure the health and safety of the general public.
3. Provide plan review and construction administration for all City funded construction projects.
4. Administer the Stormwater Utility and achieve permit compliance with the Municipal Separate Stormwater System Phase II Permit.
5. Perform triennial inspections of all Private Stormwater Management Facilities with Maintenance and Inspection Agreements.
6. Apply for funding and administer all grants and loans for municipal infrastructure projects.
7. Monitor construction in floodplain areas and ensure compliance with new floodplain standards to reduce loss to flooding.
8. Implement the City Park Master Plan, Rail Trail Master Plan, Urban Greenway Plan and Bicycle Master Plan.

## Budget Detail

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>19000 - Planning &amp; Zoning</b>				
Personal Services	94,776	97,226	95,221	95,221
Operating Expenses	51,665	128,000	10,000	10,000
<b>TOTAL Planning &amp; Zoning</b>	<b>146,440</b>	<b>225,226</b>	<b>105,221</b>	<b>105,221</b>
<b>31000 - Engineering</b>				
Personal Services	530,375	559,060	572,031	574,366
Operating Expenses	895,651	465,578	715,578	715,578
<b>TOTAL Engineering</b>	<b>1,426,026</b>	<b>1,024,638</b>	<b>1,287,609</b>	<b>1,289,944</b>
<b>25100 - Building Permits &amp; Inspection</b>				
Personal Services	304,158	309,876	323,359	323,928
Operating Expenses	19,375	28,100	27,700	27,700
<b>TOTAL Building Permits &amp; Inspection</b>	<b>323,533</b>	<b>337,976</b>	<b>351,059</b>	<b>351,628</b>

# PUBLIC WORKS

## Field Operations





## **Goals**

1. Increase parking revenue collected by 10%
2. Perform maintenance of each park, playground, or similar asset (1X per week, 48 locations X 52 weeks = 2,496 visits)
3. Perform major park landscape pass 1 X per year X 34 park locations = 34 visits
4. Inspect all City playground equipment (1X per year at minimum, 15 assets)
5. Remove rubbish and other debris from the Wicomico River (3 X per week X 52 weeks = 156 visits)
6. Remove rubbish and other debris from US 13 debris curtain (1 X per week = 52 visits)
7. Temporarily patch, all reported potholes (within 2 business days of notification, 95% of the time)
8. Permanently repair, all reported potholes (within 30 days of notification, 85% of the time)
9. Repair all water/sewer breaks within 12 hours of notification 90% of the time
10. Replace 10% of all water meters (1,150 meters)
11. Inspect/clean each storm drain-inlet (quarterly, 4,747 inlets X 4 = 18,988 visits)
12. Clean 1/4 of all sanitary sewer mains (317,000 feet per year)
13. Repair all reported outages of City-owned street lights within 2 business days of notification, 95% of the time
14. Respond to all reported traffic signal malfunctions (within 2 hours of notification)
15. Service all City owned rubbish containers April - October, 2,656 (cans serviced) and March - November, 1,080 (cans serviced) Total 3,736
16. Increase the amount of cardboard collected by 10%
17. Sweep 25% of City lane miles every week, 210 lane miles = 52.5/lane miles per week, (track tonnage)
18. Increase the amount of debris swept from City streets by 10% (measure in tonnage)
19. Perform basic landscape maintenance activities, 100% of Zoo grounds monthly

## **Priorities**

1. Complete implementation of the MUNIS Materials Management and Work Order software
2. Partner with Sustainability Specialist to continue promoting the benefits of recycling and work to expand citizen participation
3. Attempt to relabel and Geo-Locate 20% of all “City” owned streetlights 1,470
4. Continue expanding our park rental/registration program
5. Continue developing our park and public space maintenance rhythm
6. Continue to enhance our safety and training programs
7. Further enhance Career Ladder advancement program and work toward creating Supervisor Career Ladders
8. Continue working to improve public perception of Downtown parking regimen
9. Implement plan for Zoo wayfinding, fencing, paving, building and grounds improvements.
10. Flush All Fire Hydrants (at minimum), once per year (1,577, total)
11. Work to create opportunities to relocate 4 signs disrupting freedom of movement on sidewalks to the back of curb or back of sidewalk (as appropriate)
12. Develop cross-training plan with anticipated roll-out on or before 12/31/21
13. Full implementation of Adopt-a-Park Program
14. Work toward regaining AZA (or other) accreditation for the Zoo
15. Development maintenance rhythm for the Zoo
16. Work toward moving financial processes for the Zoo to an internal operation
17. Continue developing recruitment and retention opportunities

# PUBLIC WORKS Field Operations

## Budget Detail

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>22000 - Traffic Control &amp; Highway Lighting</b>				
Personal Services	396,910	426,371	429,427	452,245
Operating Expenses	1,142,693	1,196,108	1,252,716	1,252,716
Capital Outlay	104,239	-	-	-
<b>TOTAL Traffic Control &amp; Highway Lighting</b>	<b>1,643,842</b>	<b>1,622,479</b>	<b>1,682,143</b>	<b>1,704,961</b>
<b>30000 - Resource Management</b>				
Personal Services	423,589	447,467	451,096	451,096
Operating Expenses	43,605	50,725	62,093	63,178
Capital Outlay	5,490	-	38,120	38,120
<b>TOTAL Resource Management</b>	<b>472,685</b>	<b>498,192</b>	<b>551,309</b>	<b>552,394</b>
<b>31150 - Streets</b>				
Personal Services	532,168	590,267	632,537	639,060
Operating Expenses	303,307	299,284	296,384	296,384
Capital Outlay	327,693	-	-	-
<b>TOTAL Streets</b>	<b>1,163,168</b>	<b>889,550</b>	<b>928,921</b>	<b>935,444</b>

## Budget Detail

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>32061 - San-Waste Collection/Disposal</b>				
Personal Services	491,643	604,914	608,098	624,276
Operating Expenses	873,079	819,989	941,665	941,665
Capital Outlay	279,864	-	280,000	280,000
<b>TOTAL San-Waste Collection/Disposal</b>	<b>1,644,586</b>	<b>1,424,903</b>	<b>1,829,763</b>	<b>1,845,941</b>
<b>34064 - Fleet Management</b>				
Personal Services	231,445	300,666	311,287	319,068
Operating Expenses	149,793	148,579	146,479	146,479
Capital Outlay	2,012	-	4,680	4,680
<b>TOTAL Fleet Management</b>	<b>383,250</b>	<b>449,245</b>	<b>462,446</b>	<b>470,227</b>
<b>32062 - San-Recycling</b>				
Personal Services	105,321	115,373	118,032	118,032
Operating Expenses	42,533	47,534	47,534	47,534
<b>TOTAL San-Recycling</b>	<b>147,854</b>	<b>162,906</b>	<b>165,566</b>	<b>165,566</b>

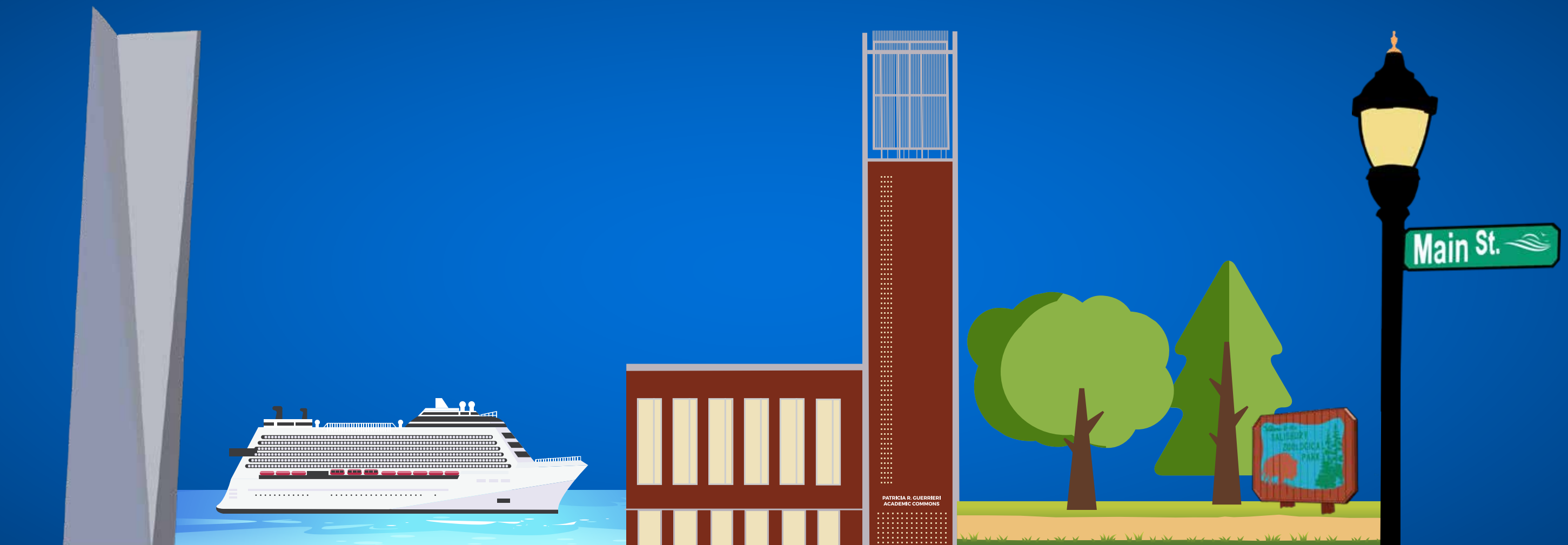


## Budget Detail

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>35000 - Carpenter Shop</b>				
Personal Services	86,158	110,465	107,695	107,695
Operating Expenses	24,211	24,478	24,408	24,408
<b>TOTAL Carpenter Shop</b>	<b>110,368</b>	<b>134,943</b>	<b>132,103</b>	<b>132,103</b>
<b>40000 - Zoo</b>				
Personal Services	804,024	1,049,559	1,050,142	1,019,508
Operating Expenses	301,790	311,003	371,303	507,773
Capital Outlay	3,546	3,120	114,240	46,240
<b>TOTAL Zoo</b>	<b>1,109,361</b>	<b>1,363,682</b>	<b>1,535,685</b>	<b>1,573,521</b>
<b>45000 - Parks</b>				
Personal Services	381,545	469,053	460,691	481,294
Operating Expenses	178,159	221,416	215,316	216,101
Capital Outlay	9,936	-	63,000	131,000
<b>TOTAL Parks</b>	<b>569,640</b>	<b>690,469</b>	<b>739,007</b>	<b>828,395</b>

# PUBLIC WORKS Debt Service

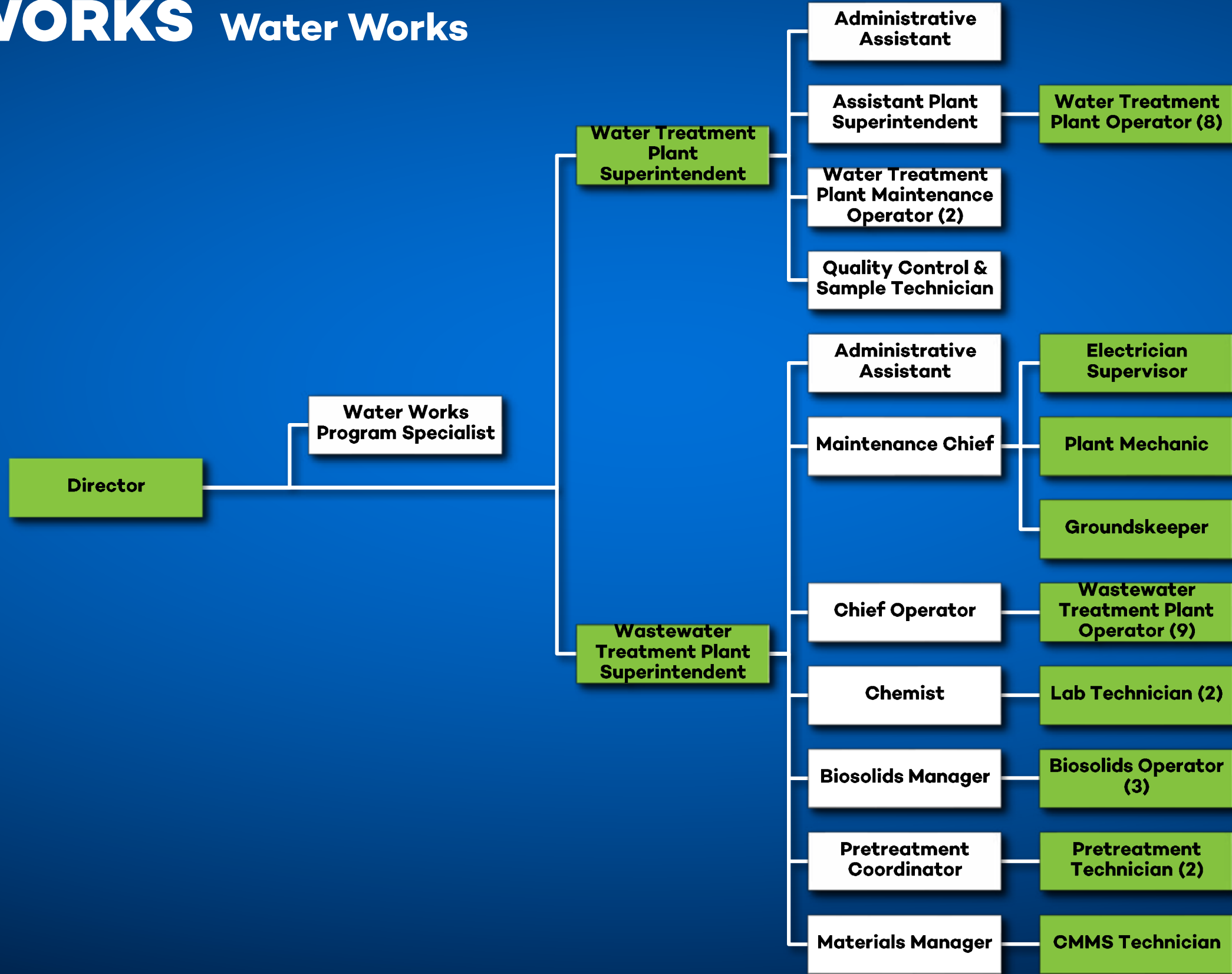
			20 Actual	21 Approved	22 Mayor
<b>Principal</b>					
70101	588111	Principal FY 11 Bonds	345,945	327,822	338,804
70101	588114	Principal - 2011B 4828000	251,978	257,666	213,300
70101	588117	Principal FY13 PIB 3178000	198,000	204,000	210,000
70101	588122	Principal - 2016 GOB	360,062	367,917	375,938
70101	588123	Principal - 2017 GOB	865,386	900,734	945,535
70101	588124	Principal 2018	323,209	331,330	339,647
70101	588131	Principal - Waverly WQ Inlets	4,621	4,667	4,714
70101	588140	Principal 2019	-	487,600	515,200
		<b>Total Principal</b>	<b>2,349,201</b>	<b>2,881,736</b>	<b>2,943,138</b>
<b>Interest</b>					
70101	588211	Interest 2011	90,359	79,555	68,389
70101	588214	Interest 2011B 4828000	25,934	18,700	12,085
70101	588217	Interest 2013	64,326	58,376	52,248
70101	588222	Interest 2016 Bond	54,748	46,814	38,705
70101	588223	Interest 2017 GOB	318,284	275,033	229,222
70101	588224	Interest 2018 GOB	122,904	114,794	106,478
70101	588231	Interest - Waverly WQ Inlets	567	521	474
70101	588240	Interest 2020 GOB	160,521	391,920	366,850
70101	588241	Interest 2022 GOB	-	-	519,694
70101	588900	Bond Issuance Cost	160,859	-	-
		<b>Total Interest</b>	<b>998,503</b>	<b>985,713</b>	<b>1,394,145</b>
		<b>Total Debt Service</b>	<b>3,347,705</b>	<b>3,867,449</b>	<b>4,337,283</b>



# 6.0 WATER WORKS

# PUBLIC WORKS

## Water Works





## Goals

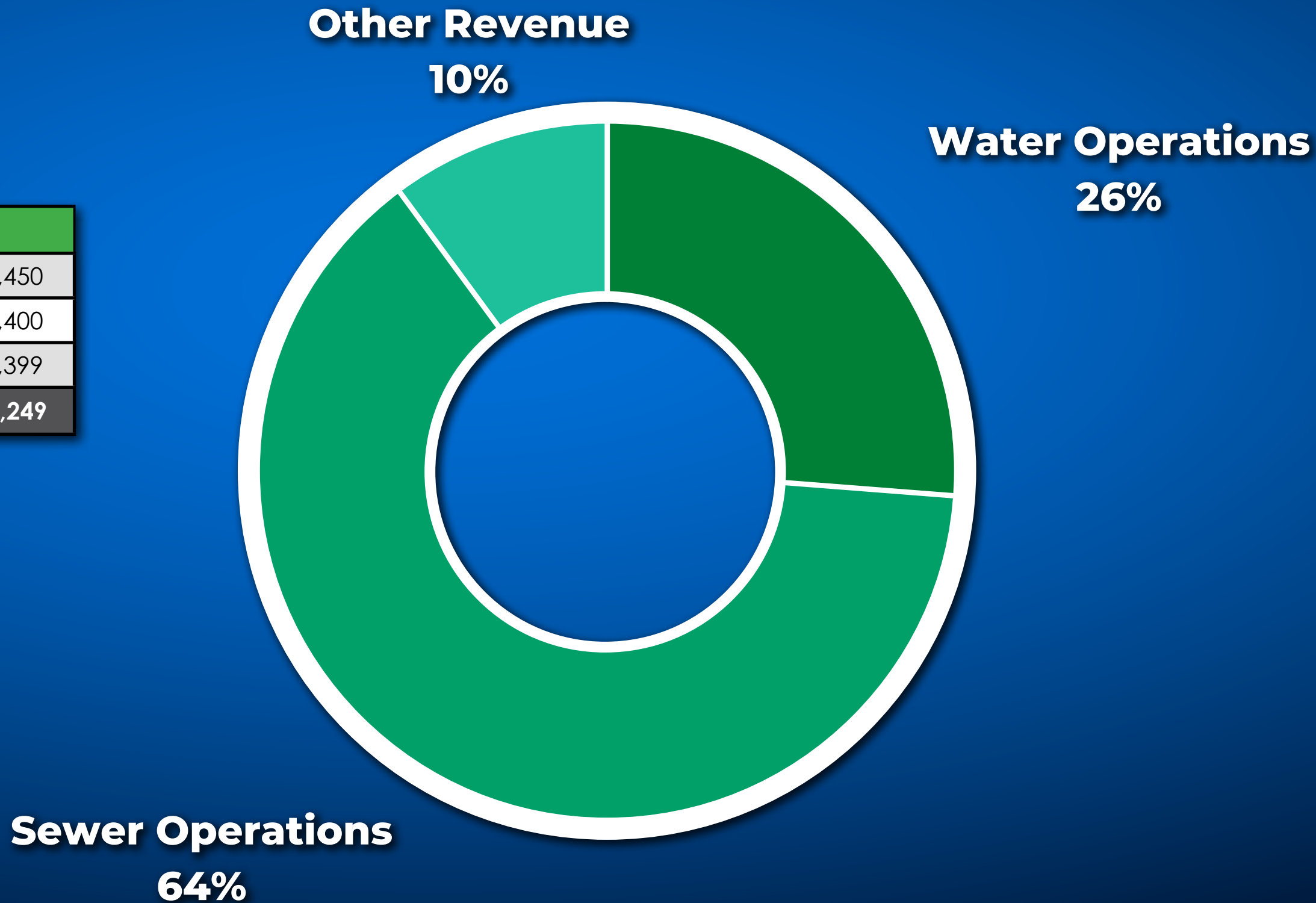
1. Produce drinking water to meet/exceed Federal drinking water standards 100% of the time.
2. Reduce unaccounted water use to under 10% of annual production.
3. Operate WWTP in compliance with NPDES Permit Standards 100% of the time.
4. Respond to water and wastewater emergencies within one hour, 100% of the time.
5. Maintain the quality of the WWTP sludge at a level that allows its use and disposal in compliance with applicable state regulations.
6. Prevent the introduction of pollutants into the municipal wastewater treatment works which may result in physical, biological or monetary damage to the works.
7. Improve drinking water access by installing public bottle filling stations.

## Priorities

1. Openly and regularly communicate with citizens of the City by distributing annual Water Quality Report.
2. Improve communication with the public through a more robust online presence.
3. Provide water conservation outreach and education at City festivals, fairs and Earth Day.
4. Respond to all water quality complaints.
5. Provide for well field rehabilitation and expansion.
6. Ensure the quality of the WWTP effluent discharge entering the receiving waters of the Wicomico River meets National Pollutant Discharge Elimination System Permit requirements.
7. Facilitate ability of the WWTP to maintain compliance with State and Federal requirements.
8. Reduce the risk of storm related Sanitary Sewer Overflows through use of best management practices and improvements.
9. Promote a cooperative relationship between industrial users and the City through education in pretreatment requirements and procedures while preventing the introduction of pollutants into the city wastewater system.

# WATER SEWER FUND Revenue Chart

Revenues	
Water Operations	4,811,450
Sewer Operations	11,894,400
Other Revenue	1,946,399
Total	18,652,249

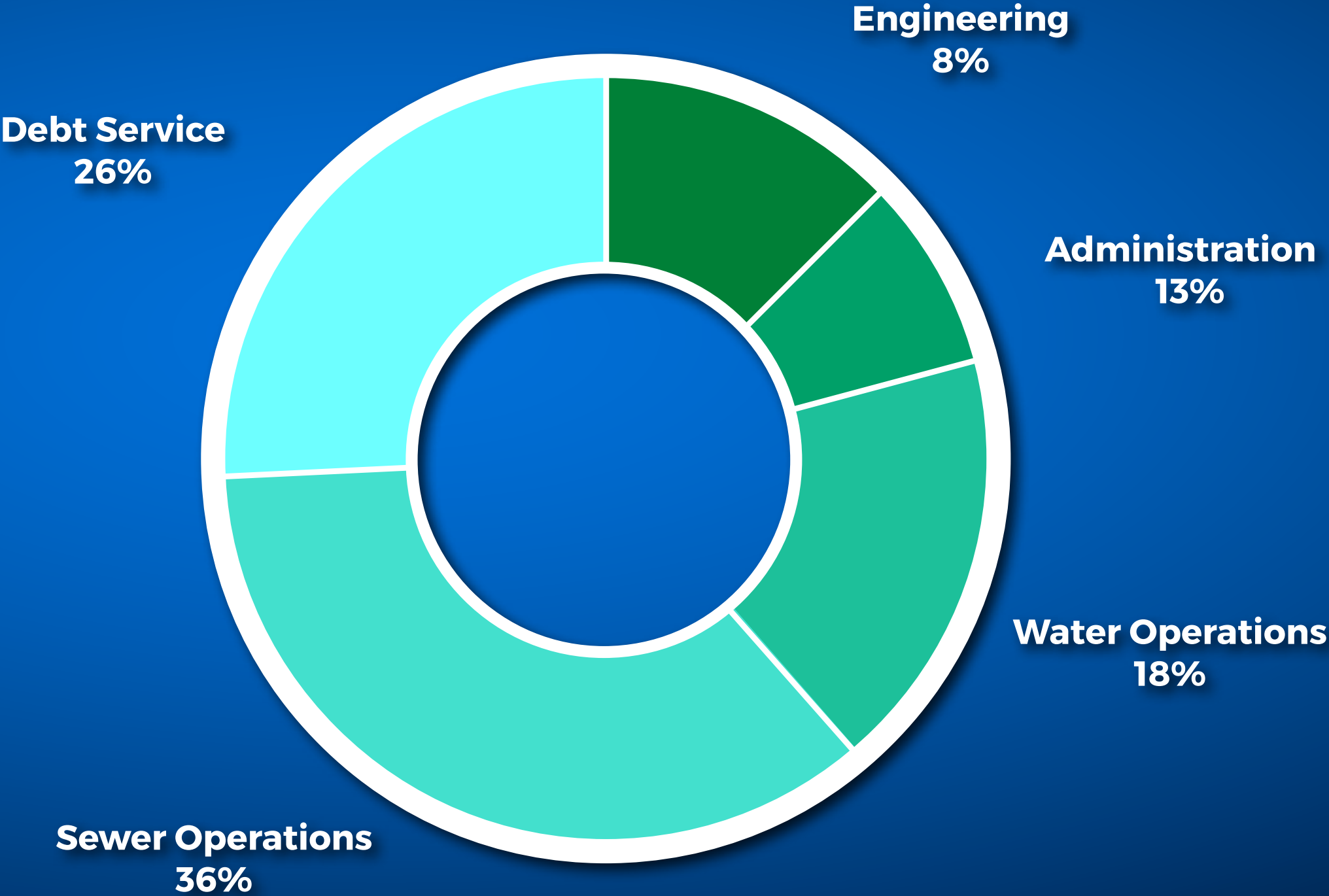


# WATER SEWER FUND Revenue Summary

		20 Actual	21 Revised	22 Adopted
425800	Maryland Dept. of Environment	560,847	-	-
425805	MD Department of Transportatio	(106,413)	-	-
433260	Inspection Fees	5,202	40,000	30,000
434310	Water Sales	4,368,920	4,360,000	4,556,200
434315	Penalties	14,700	22,500	22,500
434316	Administrative Fees	76,841	96,000	77,000
434340	Fire Flow Tests	700	(7,500)	3,000
434341	Fire Service	20,888	21,500	30,000
434342	Meter Tests	330	250	250
434350	Special Meter Readings	21,225	20,000	20,000
434360	Sundry	65,360	60,000	60,000
434370	Turn On Charges	12,300	12,500	12,500
434410	Sewer Sales	10,778,672	10,880,000	11,265,100
434415	Penalties	34,080	50,000	50,000
434440	Pretreatment Monitoring	181,981	190,000	190,000
434450	Urban Services	394,114	389,000	389,000
434460	Sundry	180	(1,000)	300
456110	Investment Interest	316,304	-	-
456120	Other Interest	19	-	-
456450	Federal Recovery Funds	-	-	200,000
456911	Other Misc. Receipts	63	6,000	2,000
456912	Cash Over/Short	-	-	-
456913	Returned Check Fee	880	1,500	1,500
456926	Compensated Allowance Adj.	(32,386)	-	-
456935	Insurance Proceeds	4,298	-	-
469161	Transfers from Water & Sewer	367,000	-	-
469162	Transfers from W&S Revolving	662,000	-	-
469810	Current Surplus Available	-	1,985,331	1,742,899
TOTAL Water & Sewer Fund		17,748,105	18,126,081	18,652,249

# WATER SEWER FUND Expenditure Chart

EXPENDITURES	
Administration	2,370,611
Engineering	1,537,356
Water Operations	3,290,424
Sewer Operations	6,642,933
Capital Outlay	0
Debt Service	4,810,925
Total	18,652,249





# WATER SEWER FUND Debt Service

70107 - Debt Ser-Sewer	20 Actual	21 Original	22 Proposed	22 Adopted
	-	-	-	-
Debt Service	517,826	4,423,953	4,413,334	4,413,334
<b>TOTAL Debt Ser-Sewer</b>	<b>517,826</b>	<b>4,423,953</b>	<b>4,413,334</b>	<b>4,413,334</b>
70102 - Debt Ser-Water				
Debt Service	57,044	411,172	397,591	397,591
<b>TOTAL Debt Ser-Water</b>	<b>57,044</b>	<b>411,172</b>	<b>397,591</b>	<b>397,591</b>

# WATER SEWER FUND Budget Summary

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>81080 - Water Engineering</b>				
Personal Services	599,695	589,688	607,992	610,258
Operating Expenses	105,407	158,346	165,346	165,346
Capital Outlay	11,498	12,410	13,350	13,350
<b>TOTAL Water Engineering</b>	<b>716,601</b>	<b>760,444</b>	<b>786,688</b>	<b>788,954</b>
<b>81570 - Water Billing</b>				
Personal Services	200,562	192,229	198,420	198,113
Operating Expenses	107,509	163,270	228,270	228,270
Capital Outlay	-	-	-	-
<b>TOTAL Water Billing</b>	<b>308,071</b>	<b>355,499</b>	<b>426,690</b>	<b>426,383</b>
<b>82075 - Water Treatment</b>				
Personal Services	847,794	921,540	1,022,690	1,031,221
Operating Expenses	934,458	1,177,360	1,177,360	1,177,625
Capital Outlay	7,681	-	-	-
<b>TOTAL Water Treatment</b>	<b>1,789,933</b>	<b>2,098,900</b>	<b>2,200,050</b>	<b>2,208,846</b>

# WATER SEWER FUND Budget Summary

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>82076 - Water Branch</b>				
Personal Services	762,078	802,283	800,556	808,169
Operating Expenses	329,351	272,209	273,409	273,409
Capital Outlay	3,944	1,560	-	-
<b>TOTAL Water Branch</b>	<b>1,095,373</b>	<b>1,076,051</b>	<b>1,073,964</b>	<b>1,081,577</b>
<b>83000 - Water Administration</b>				
Personal Services	155,852	142,712	148,107	148,107
Operating Expenses	1,008,457	405,428	430,112	430,112
<b>TOTAL Water Administration</b>	<b>1,164,308</b>	<b>548,140</b>	<b>578,219</b>	<b>578,219</b>
<b>84080 - Sewer Engineering</b>				
Personal Services	588,088	579,063	593,974	596,240
Operating Expenses	120,114	138,832	138,812	138,812
Capital Outlay	5,270	12,410	13,350	13,350
<b>TOTAL Sewer Engineering</b>	<b>713,471</b>	<b>730,305</b>	<b>746,136</b>	<b>748,402</b>

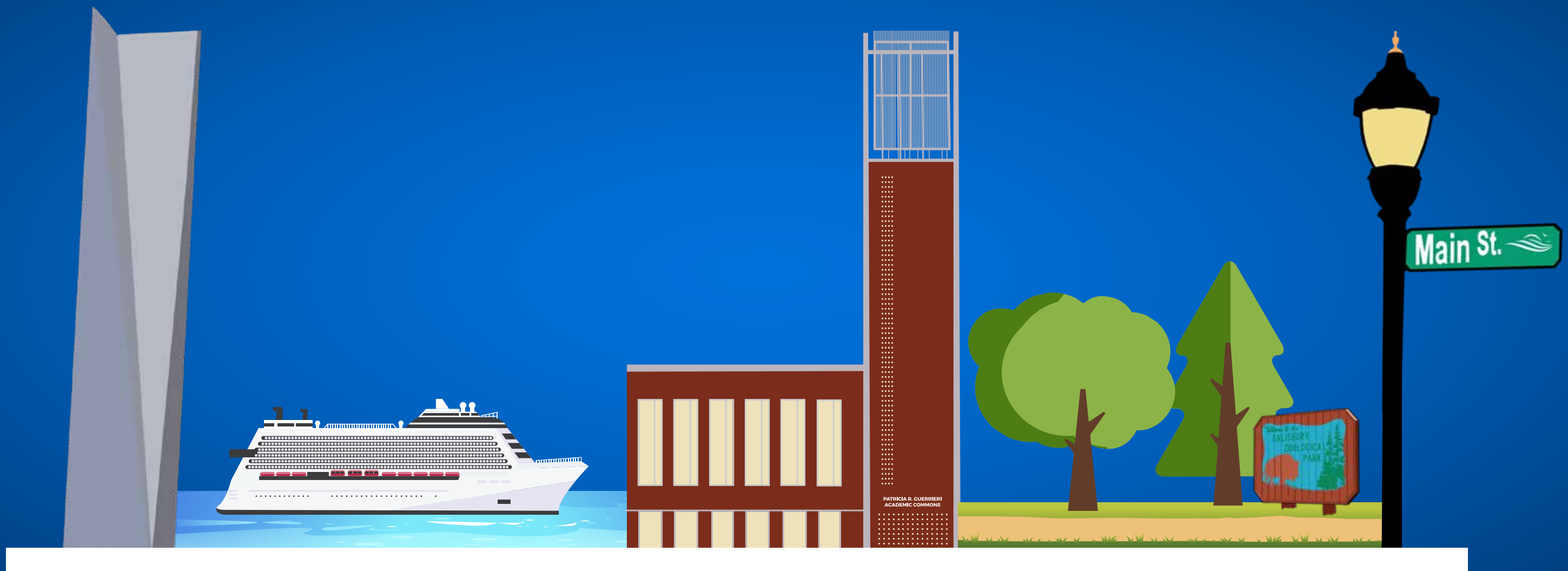
# WATER SEWER FUND Budget Summary

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>85070 - Sewer Billing</b>				
Personal Services	308,983	293,294	304,898	304,351
Operating Expenses	46,199	69,538	209,538	209,538
Capital Outlay	952	-	-	-
<b>TOTAL Sewer Billing</b>	<b>356,133</b>	<b>362,832</b>	<b>514,436</b>	<b>513,889</b>
<b>86083 - Wastewater Treatment Plant</b>				
Personal Services	1,912,662	2,094,236	2,115,998	2,133,090
Operating Expenses	2,784,877	3,220,276	3,190,276	3,191,151
Capital Outlay	29,164	-	-	-
<b>TOTAL Wastewater Treatment Plant</b>	<b>4,726,702</b>	<b>5,314,512</b>	<b>5,306,274</b>	<b>5,324,241</b>
<b>86085 - Sewer Branch</b>				
Personal Services	658,668	741,875	749,625	755,059
Operating Expenses	244,169	308,549	308,749	308,814
Capital Outlay	2,275	-	45,000	45,000
<b>TOTAL Sewer Branch</b>	<b>905,112</b>	<b>1,050,424</b>	<b>1,103,374</b>	<b>1,108,873</b>



# WATER SEWER FUND Budget Summary

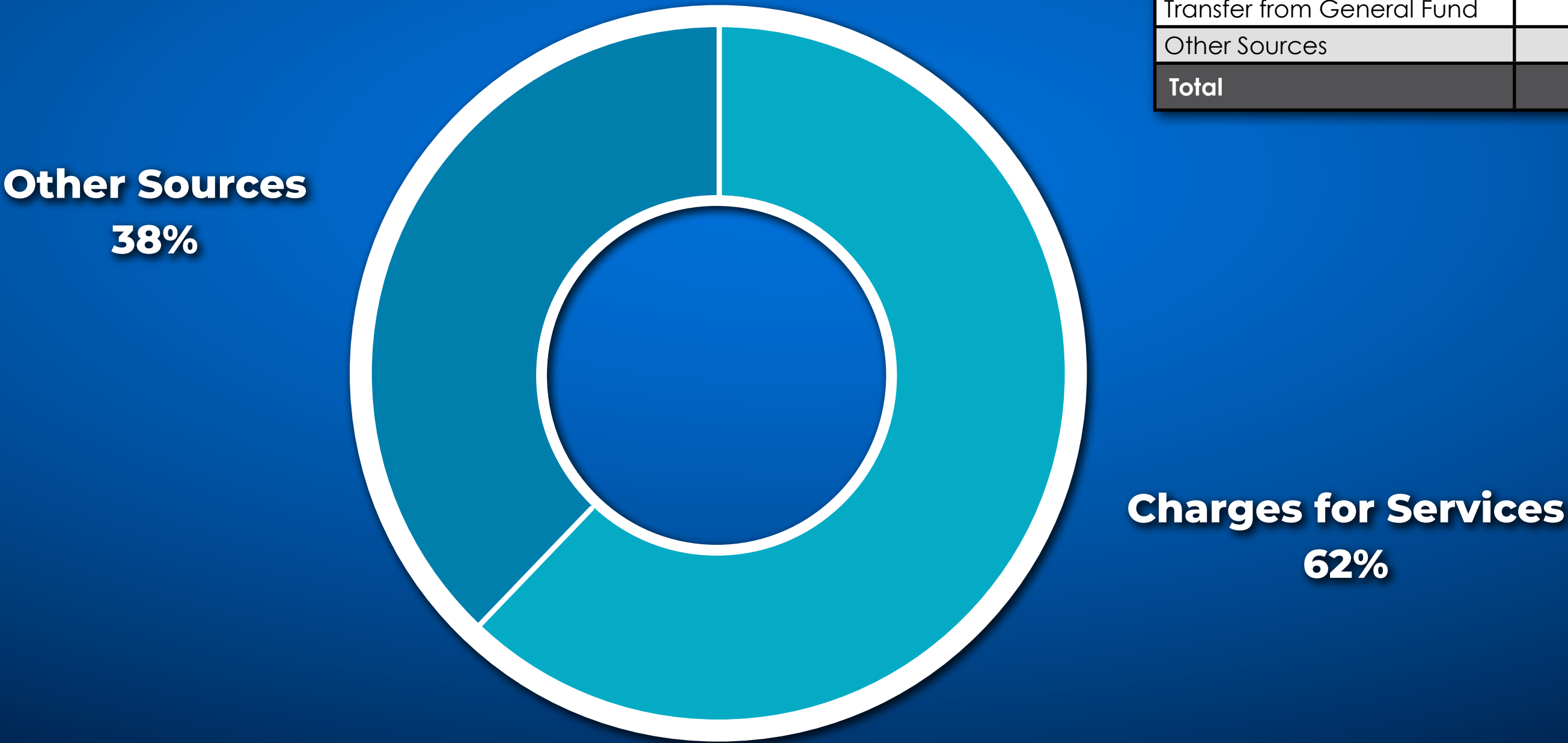
	20 Actual	21 Original	22 Proposed	22 Adopted
<b>86086 - Pretreatment Monitoring</b>				
Personal Services	157,477	170,733	174,217	176,694
Operating Expenses	21,172	33,126	33,126	33,126
<b>TOTAL Pretreatment Monitoring</b>	<b>178,649</b>	<b>203,859</b>	<b>207,343</b>	<b>209,820</b>
<b>87000 - Sewer Administration</b>				
Personal Services	167,515	147,561	153,653	153,653
Operating Expenses	4,608,370	642,429	698,466	698,466
<b>TOTAL Sewer Administration</b>	<b>4,775,885</b>	<b>789,990</b>	<b>852,119</b>	<b>852,119</b>
<b>91002 - Operating Transfers-W&amp;S</b>				
Other	367,000	-	-	-
<b>TOTAL Operating Transfers-W&amp;S</b>	<b>367,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL Water &amp; Sewer Fund</b>	<b>17,672,108</b>	<b>18,126,081</b>	<b>18,606,219</b>	<b>18,652,249</b>



# 7.0 MARINA FUND

MARINA FUND

Revenue Chart



Revenues	
Charges for Services	54,000
Transfer from General Fund	0
Other Sources	32,851
Total	86,851

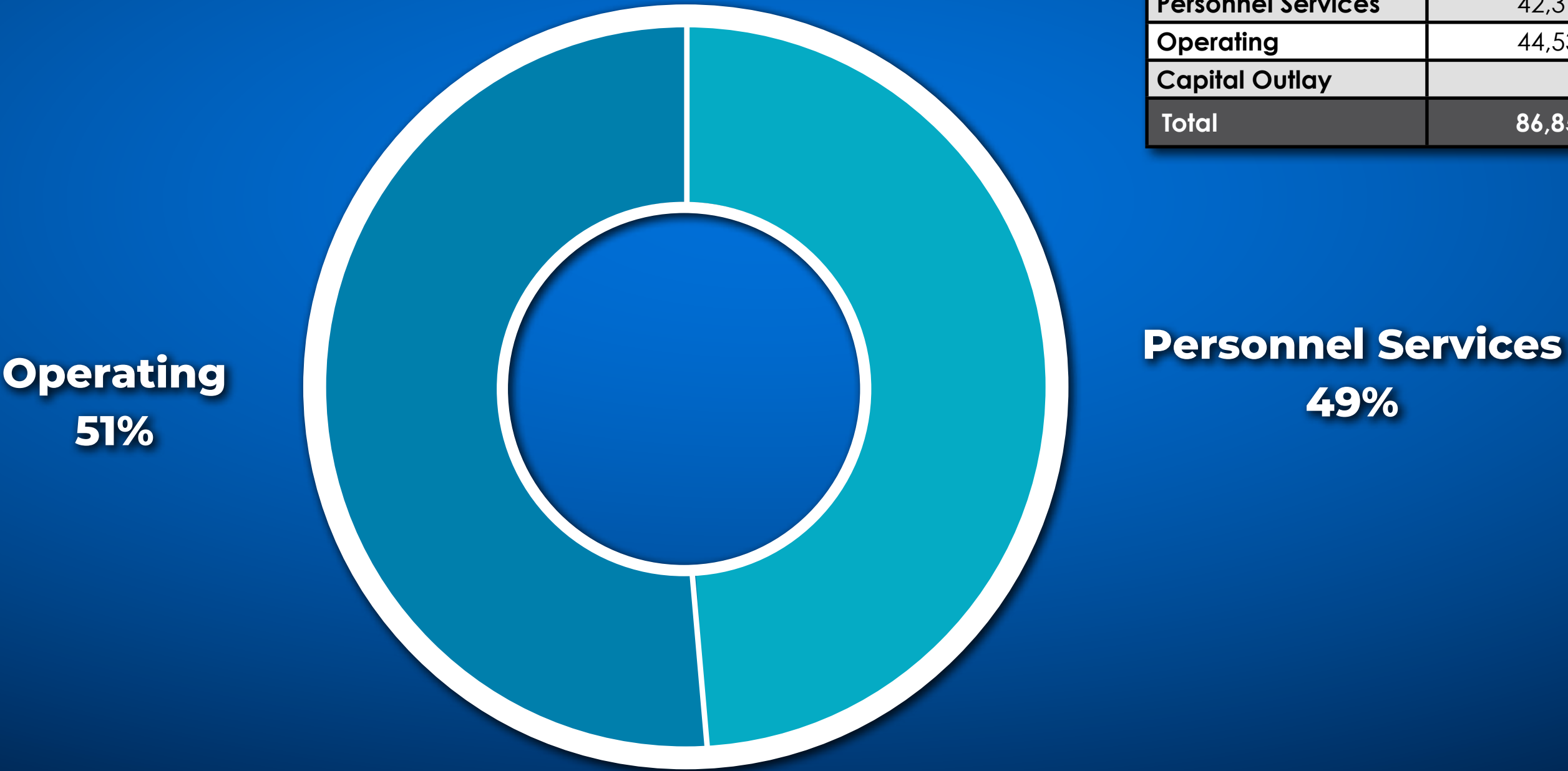
# MARINA FUND Revenue Summary

		20 Actual	21 Revised	22 Adopted
434710	Slip Rental	41,281	33,000	33,000
434711	Boat Gasoline Sales	18,723	16,000	15,000
434712	Boat Diesel Sales	1,658	2,000	2,000
434716	Sewage Pumpout Sales	163	-	-
456927	Electric Fees	4,240	4,000	4,000
456911	Other Misc. Receipts	1,296	-	-
469810	Current Surplus Available	-	56,542	32,851
TOTAL Marina Fund		67,360	111,542	86,851



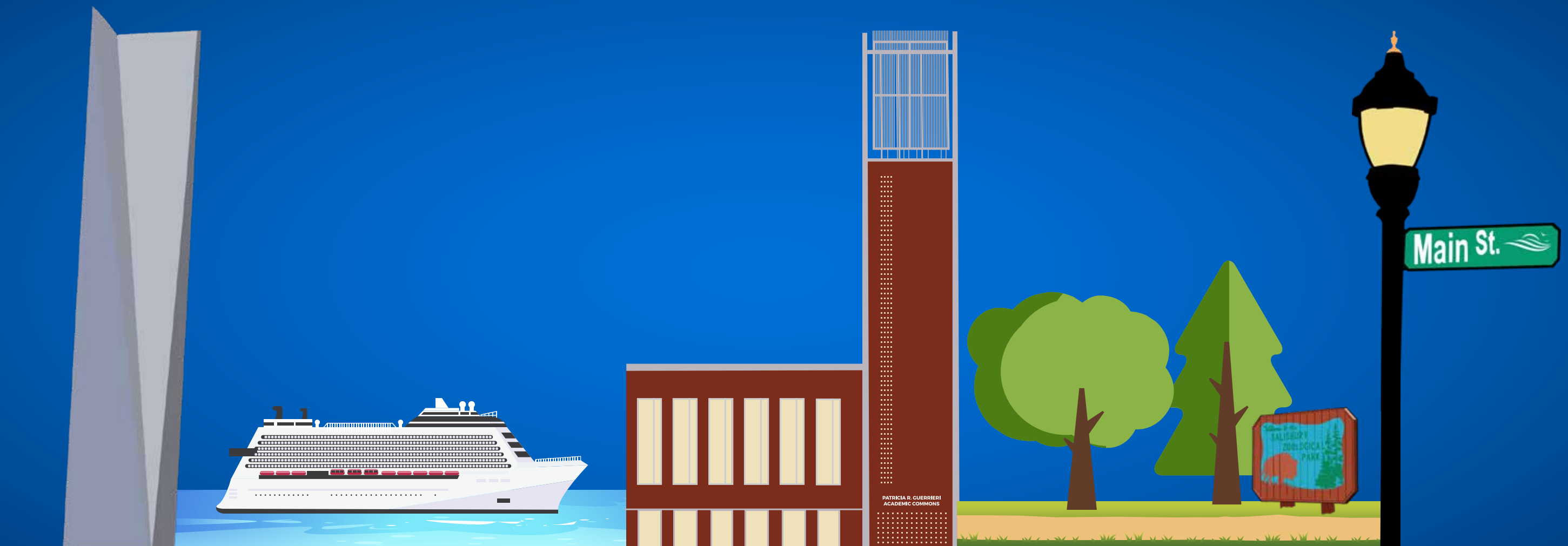
MARINA FUND

Expenditure Chart



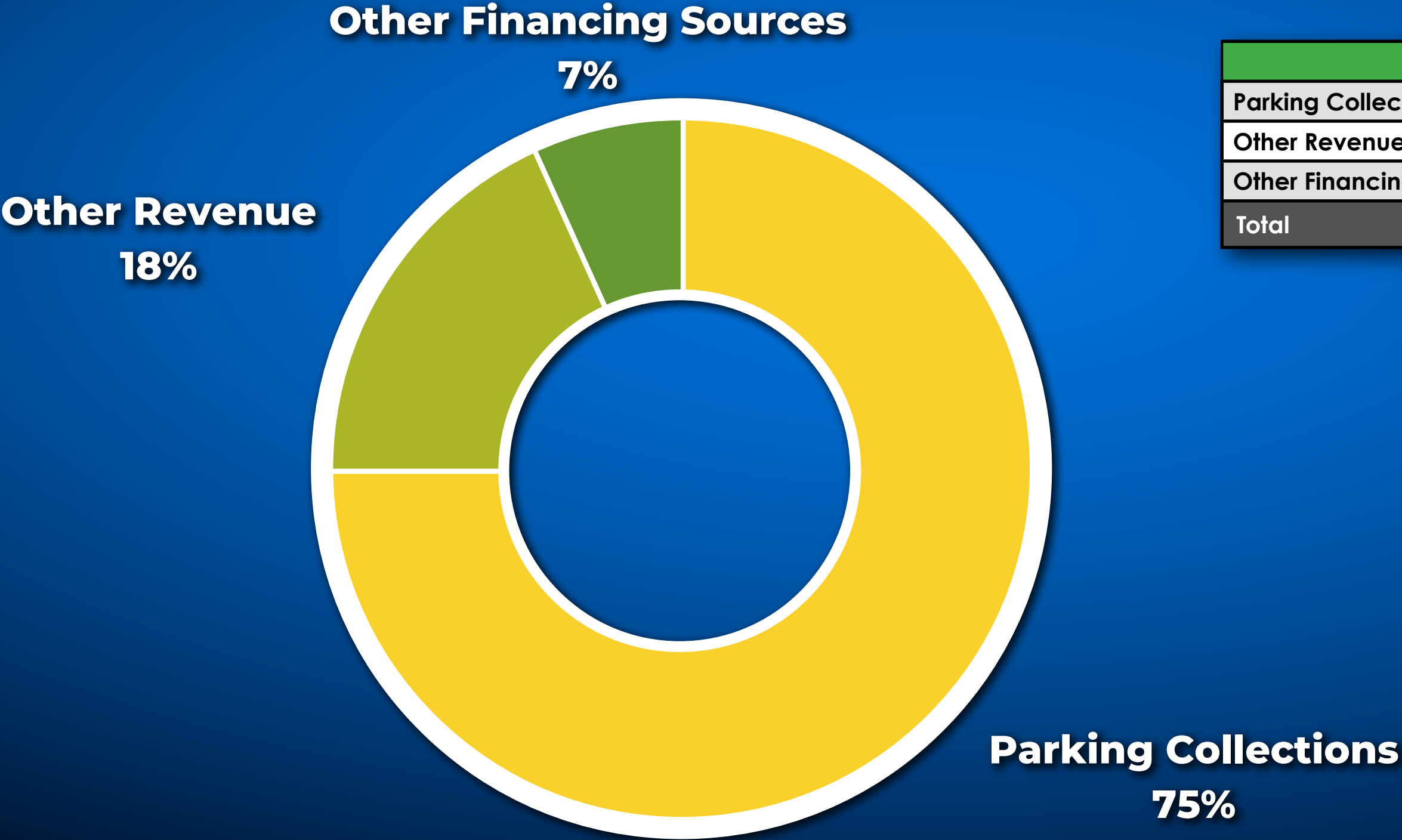
# MARINA FUND Budget Summary

47000 - Marina	20 Actual	21 Original	22 Proposed	22 Adopted
Personal Services	38,514	42,107	42,316	42,316
Operating Expenses	63,687	44,435	44,535	44,535
Capital Outlay	-	25,000	-	-
<b>TOTAL Marina</b>	<b>102,201</b>	<b>111,542</b>	<b>86,851</b>	<b>86,851</b>



# 8.0 PARKING FUND

# **PARKING AUTHORITY** Revenue Chart



Revenues	
Parking Collections	632,810
Other Revenue	150,000
Other Financing Sources	63,033
Total	845,843



# PARKING AUTHORITY Revenue Summary

		20 Actual	21 Revised	22 Adopted
413204	Park Permit Lots	257,326	245,000	268,260
413205	Parking Meters/Coin	31,409	45,000	60,000
413206	Park Permit Garage	233,922	300,000	254,550
445110	Parking Citations	61,436	85,000	50,000
456110	Investment Interest	14,419	-	-
456300	Rent Earnings	100	-	-
456450	Federal Recovery Funds	-	-	150,000
469200	Sale of Fixed Assets	1,480	-	-
469810	Current Surplus Available	-	156,747	63,033
Total Parking Auth. Fund		600,092	831,747	845,843

# PARKING AUTHORITY Expenditure Chart

Expenditures	
Personnel	307,084
Operating	350,168
Capital Outlay	-
Debt Service	188,591
Total	845,843



**Personnel**  
36%

# PARKING AUTHORITY Budget Summary

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>31154 - Parking Authority</b>				
Personal Services	263,057	286,352	301,904	307,084
Operating Expenses	408,791	343,001	349,308	350,168
Capital Outlay	7,775	-	-	-
<b>TOTAL Parking Authority</b>	<b>679,623</b>	<b>629,353</b>	<b>651,212</b>	<b>657,252</b>
<b>70154 - Debt Ser-Parking Authority</b>				
	12,903	-	-	-
Debt Service	40,789	202,394	188,591	188,591
<b>TOTAL Debt Ser-Parking Authority</b>	<b>53,692</b>	<b>202,394</b>	<b>188,591</b>	<b>188,591</b>
<b>TOTAL Parking Authority</b>	<b>733,315</b>	<b>831,747</b>	<b>839,803</b>	<b>845,843</b>



# 9.0 STORMWATER FUND



# STORMWATER FUND Revenue Chart

Other Financing Sources  
47%

Revenues	
Storm Water Fees	790,939
Other Revenue	0
Other Financing Sources	702,168
Total	1,493,107

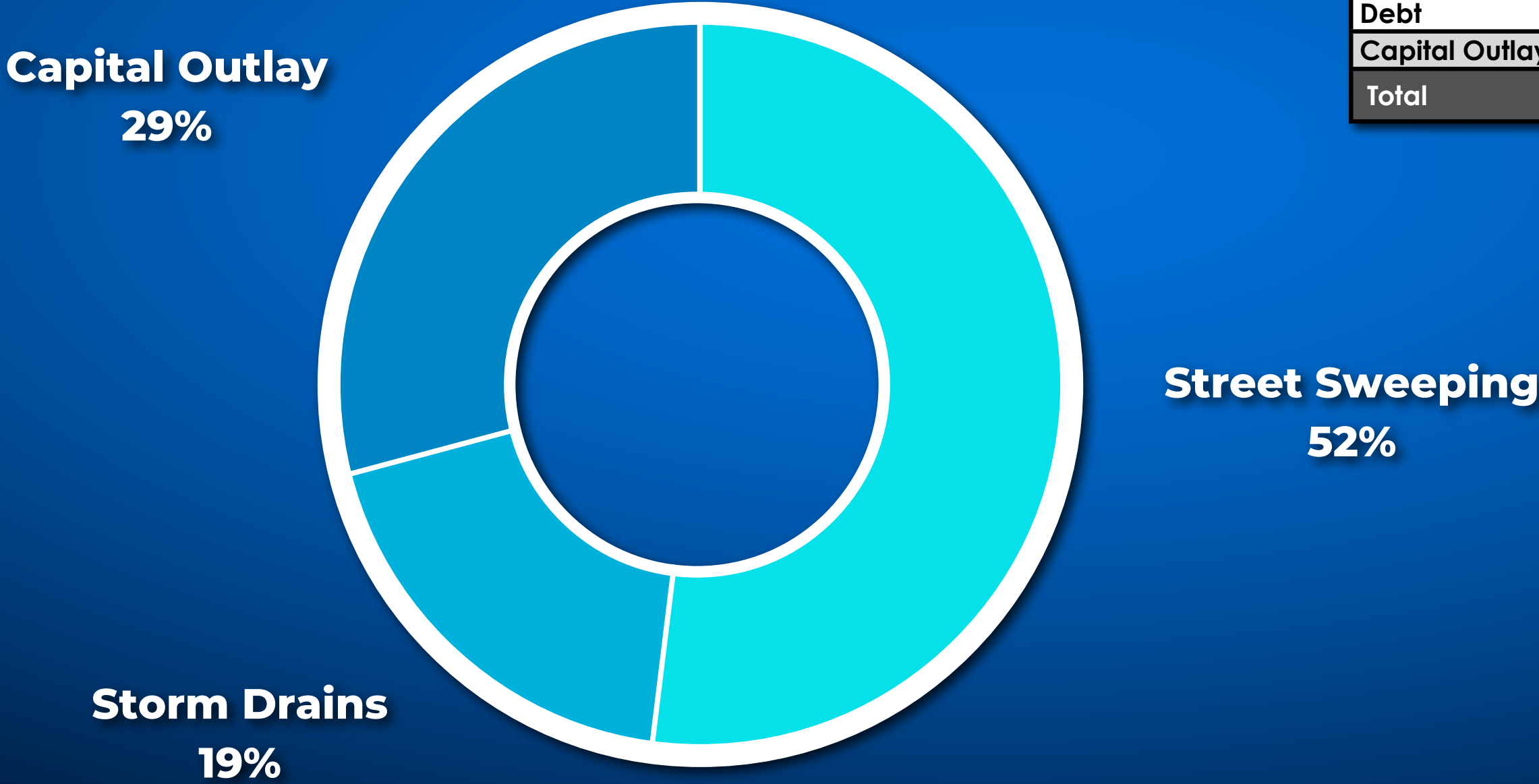


Storm Water Fees  
53%

# STORMWATER FUND Revenue Summary

		20 Actual	21 Revised	22 Adopted
434588	Storm Water Fees	632,933	630,000	790,939
469311	Capital Lease Proceeds	-	-	375,000
469312	Debt Proceeds	-	-	-
469700	Revenue - Capital Contribution	-	-	-
469810	Current Surplus Available	-	65,354	327,168
Total Stormwater Fund		632,933	695,354	1,483,107

# STORMWATER FUND Expenditure Chart

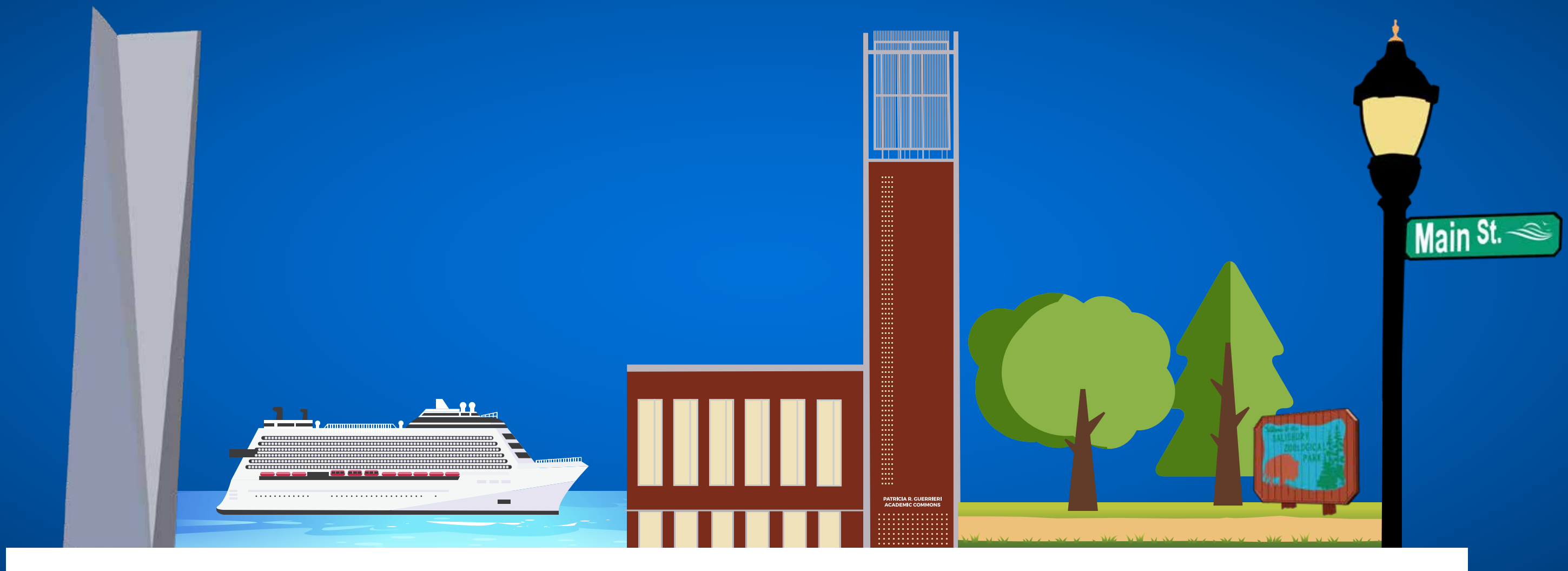


Expenditures	
Street Sweeping	770,607
Storm Drains	282,500
Debt	-
Capital Outlay	440,000
Total	1,493,107

# STORMWATER FUND Budget Summary

	20 Actual	21 Original	22 Proposed	22 Adopted
<b>60820 - Storm Wtr - Street Sweeping</b>				
Personal Services	122,903	160,201	154,514	154,514
Operating Expenses	124,160	108,103	241,093	241,093
Capital Outlay	-	-	375,000	375,000
<b>TOTAL Storm Wtr - Street Sweeping</b>	<b>247,063</b>	<b>268,304</b>	<b>770,607</b>	<b>770,607</b>
<b>60850 - Storm Wtr - Storm Drains</b>				
Operating Expenses	149,553	271,500	277,500	282,500
<b>TOTAL Storm Wtr - Storm Drains</b>	<b>149,553</b>	<b>271,500</b>	<b>277,500</b>	<b>282,500</b>
<b>60890 - Storm Wtr - Transfers</b>				
Other	120,000	155,550	440,000	440,000
<b>TOTAL Storm Wtr - Transfers</b>	<b>120,000</b>	<b>155,550</b>	<b>440,000</b>	<b>440,000</b>
<b>TOTAL Storm Water Utility</b>	<b>516,617</b>	<b>695,354</b>	<b>1,488,107</b>	<b>1,493,107</b>





# APPENDICES

# APPENDICES Budget Ordinance

AS AMENDED ON APRIL 26, 2021 AND JUNE 15, 2021  
ORDINANCE NO. 2660

**AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2021 TO JUNE 30, 2022, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA, AND STORM WATER FUNDS.**

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022 to fund operations of the City of Salisbury, Maryland.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule B – Capital Project Appropriations are hereby appropriated for Capital Projects.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule C – Anticipated Grant Expenditures are hereby appropriated for the grants listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule D – Anticipated Special Revenue Fund Expenditures are hereby appropriated for the activities listed, and the Mayor is authorized to enter into any necessary agreements or memoranda in order to receive and expend these funds.

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$ .9832 per \$100 of assessed valuation of all real property, at \$3.51 per \$100 of assessed valuation for all personal property categorized as utilities, and at \$2.40 per \$100 of assessed valuation for all other personal property subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2021 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended.

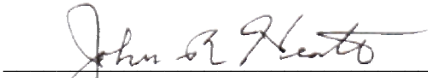
AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at 6:00 PM on May 10, 2021 “via Zoom Video Conference” ~~in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.~~

AND BE IT FURTHER ORDAINED by the Salisbury City Council that this Ordinance shall take effect upon final passage.


**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 26<sup>th</sup> day of April, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the 14<sup>th</sup> day of June, 2021.

ATTEST:

  
Kimberly R. Nichols, City Clerk

  
John R. Heath, City Council President

Approved by me, this 22nd day of June, 2021.

  
Jacob R. Day, Mayor

# APPENDICES Budget Ordinance

## Schedule A - Operating Budget Appropriations |

1)	General Fund – for the general municipal purposes of the City of Salisbury:		
	City Council / City Clerk	261,232	261,232
	Mayor's Office/ Development Services	1,916,217	1,696,349
	Finance	826,559	828,998
	Procurement / Municipal Buildings	584,185	585,154
	City Attorney	360,000	360,000
	Information Technology	695,709	700,535
	Police	14,820,816	14,812,903
	Fire	9,326,694	9,291,234
	Housing and Community Development	1,433,835	1,308,361
	Infrastructure and Development	1,743,889	1,746,793
	Field Operations	8,026,943	8,208,552
	Debt Service & Other Uses	5,962,067	6,188,567
	Total	45,958,146	45,988,678
2)	Parking Authority Fund – for the special assessment district known as the Parking Authority		
	Total	839,803	845,843
3)	Water Sewer Fund - for operations of the water and sewer departments		
	Total	18,606,219	18,652,249
4)	Marina Fund – for the operations of the enterprise known as the City Marina		
	Total	86,851	86,851
5)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund		
	Total	1,488,107	1,493,107
	Grand Total	66,979,126	\$ 67,066,728

# APPENDICES Budget Ordinance

Project Description	Funding Source					
	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	Reallocation	FY 22 Bond
GOB Air Handler Replacement	178,750					178,750
GOB Security Enhancements	10,000	10,000				
Apparatus Replacement - Aerial Ladder	1,400,000					1,400,000
Exterior: Siding Repair and Painting Phase I	50,000	50,000				
Special Events Pavilions	120,000			120,000		
Field Operations Facility Plan - Phase 3 Garage	1,890,000					1,890,000
Street Light Additions and Replacement	25,000	25,000				
Bridge Maintenance - South Division Street Bridge	100,000	100,000				
Vision Zero- Crosswalk Program	12,500	12,500				
Vision Zero- Pedestrian Signal Program	25,000	25,000				
Skatepark Phase 2b	134,000			134,000		
Street Reconstuction (Milling and Paving)	45,000			45,000		
City Park Master Plan Improvements	400,000				400,000	
Bicycle Master Plan Improvements	475,000				475,000	
Urban Greenway Improvements	450,000				450,000	
Rail Trail Master Plan Implementation	300,000				300,000	
Downtown Street Scaping	600,000				218,674	381,326
Market Street Shoreline Improvements	330,000					330,000
MainStreet Master Plan	(1,843,674)				(1,843,674)	
Vision Zero - ADA Upgrades	50,000	50,000				
Vision Zero- Speed Awareness and Safety Program	12,500	12,500				
Vision Zero- Slow Zone Program	12,500	12,500				
Johnson Pond Dam Improvements	90,000		90,000			
Impervious Surface Reduction	100,000		100,000			
Stream Restoration along Beaverdam Creek	100,000		100,000			
Northwood and Brewington Branch Culvert	600,000		150,000		160,000	290,000
E MainStreet Drain at BU	(160,000)				(160,000)	
<b>General Fund &amp; Capital Projects</b>	<b>5,506,576</b>	<b>297,500</b>	<b>440,000</b>	<b>299,000</b>	<b>-</b>	<b>4,470,076</b>

Project	Approved Amount	Capital Projects - Funding Source					
		PayGO	Fed Recovery Grant	FY23 Bond DOOI	Impact Funds	Revolving Funds	Bond
<b>Water Sewer Capital Project Fund:</b>							
Fiber Backbone Expansion	225,000		225,000				
EnerGov Software & Implementation	-		-				
Restore Park Well Field	175,000		175,000				
Paleo Ground Storage Tank Painting	70,000		70,000				
Dump Truck	185,000		185,000				
Structural Study	150,000		150,000				
Replace Distribution Piping & Valves	100,000		50,797			49,203	
Sewer Infiltration and Inflow Remediation	500,000					500,000	
Filter Replacement Project	3,150,800			3,150,800			
Mini Excavator w/Trailer	60,000		60,000				
Pipe Line Inspection Camera	65,000		65,000				
FO WS Share III Service Center - Garage 25%	630,000		630,000				
FO WS Share II Service Center - Admin 25%	500,000		500,000				
Transfer to Revolving Fund	740,000				740,000		
<b>Water Sewer Capital Project Fund Total &gt;&gt;</b>	<b>6,550,800</b>	<b>0</b>	<b>2,110,797</b>	<b>3,150,800</b>	<b>740,000</b>	<b>549,203</b>	<b>0</b>

## Note:

The above schedule authorizes transfer of \$740,000 from the Sewer Impact Fund to the Revolving Fund in order to fund maintenance projects.



APPENDICES

Budget Ordinance

Schedule C: City Fiscal Year 2022 Appropriations for Grant-Funded Expenditures										
Grant Name	Appropriation					Grant Dates		Funding		
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	CFDA #	Dept/Agency
	Total	Prior Yrs	FY 2022	Amount	Account					
Comcast - Public, Educational & Governmental (PEG) Fees										
FY22 - PEG Fees from Comcast	68,000		68,000	N/A	N/A	7/1/2021	6/30/2022	Private	N/A	Comcast
Housing & Community Development Department										
FY22 - Homeless Solutions Program - Federal Funds (ESG)	20,000		20,000	N/A	N/A	7/1/2021	6/30/2022	Federal	14.231	DHCD
FY22 - Homeless Solutions Program - State Funds	25,000		25,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	DHCD
FY22 - Projects for Assistance in Transition from Homelessness (PATH)	30,000		30,000	N/A	N/A	7/1/2021	6/30/2022	Federal	93.150	SAMHSA
FY22 - State Revitalization Programs (SRP) - Community Legacy / Strategic Demolition	350,000		350,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	DHCD
FY21 - Community Development Block Grant (CDBG)	388,000		388,000	N/A	N/A	7/1/2021	N/A	Federal	14.218	HUD
FY19 - POS - Zoo Special Events Pavilion, Phase 1 / Bathroom Renovations (DNR - Wic. Co.)	90,000		90,000	10,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - POS - Resurfacing of Existing Tennis Courts (DNR - Wic. Co.)	99,000		99,000	11,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - POS - New Tennis Complex (DNR - Wic. Co.)	540,000		540,000	60,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - CP&P - Salisbury Skatepark, Phase 2-B (Final)	170,200		170,200	6,000	91001-599120	7/1/2021	6/30/2022	State	N/A	DNR
FY22 - CP&P - Zoo Special Events Pavilion, Phase 2	172,357		172,357	N/A	N/A	7/1/2021	6/30/2022	State	N/A	DNR
				87,000						
Infrastructure & Development Department										
FY21 - MEA Maryland Smart Energy Communities (MSEC)	55,000		55,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MEA /MSEC
FY22 - MD Dept. of Transportation - State Aid Funds	44,000		44,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MD Critical Area Commission - Grant-In-Aid Funds	4,000		4,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MCAC
FY22 - Chesapeake Bay Trust Green Streets, Green Jobs, Green Towns - Carroll Street	100,000		100,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	CBT
FY22 - MDOT Bikeways - Northwest Bikeways Phase 2	100,000		100,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MDOT Bikeways - Eastern Shore Drive	322,000		322,000	64,400	31000-534318	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MDOT Bikeways - Carroll Street	460,000		460,000	92,000	98119-513026-48048	7/1/2021	6/30/2022	State	N/A	MDOT
FY22 - MDOT Transportation Alternatives Program (TAP) - Rail Trail Phase 7B	722,523		722,523	180,631	98119-513026-48046	7/1/2021	6/30/2022	Federal	N/A	MDOT
Water Works Department										
FY21 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	255,000		255,000	N/A	N/A	7/1/2020	6/30/2022	State	N/A	MDE / BRF
Salisbury Fire Department										
FY20 - Staffing -Adequate Fire & Emergency Response (SAFER)	2,800,000		2,800,000	N/A	N/A	8/24/2021	8/24/2024	Federal	97.083	DHS / FEMA
Salisbury Police Department										
FY17, 18 & 19 - COPS Grant	250,000	250,000		N/A	N/A					
FY22 - Bulletproof Vest Partnership	25,000		25,000	N/A	N/A	10/1/2021	9/30/2023	Federal	16.607	Dept. of Justice
FY22 - MD Criminal Intelligence Network (MCIN)	300,000		300,000	30,000	91001-599121	7/1/2021	6/30/2022	State	N/A	GOCCP
FFY21 - Edward Byrne Memorial JAG	26,000		26,000	N/A	N/A	10/1/2021	9/30/2024	Federal	16.738	Dept. of Justice
FY22 - Gun Violence Reduction Initiative	30,000		30,000	3,500	91001-599121	7/1/2021	6/30/2022	State	N/A	GOCCP
FFY22 - MD Highway Safety Office - Impaired Driver (DUI)	6,000		6,000	5,084	91001-599121	10/1/2021	9/30/2022	Federal	20.616	US DOT / MHSO
FFY22 - MD Highway Safety Office - Aggressive Driver	4,000		4,000	3,398	91001-599121	10/1/2021	9/30/2022	Federal	20.600	US DOT / MHSO
FFY22 - MD Highway Safety Office - Distracted Driver	3,000		3,000	2,555	91001-599121	10/1/2021	9/30/2022	Federal	20.600	US DOT / MHSO
FY22 - Wicomico County Circuit Court - Drug Court	8,000		8,000	6,000	91001-599121	7/1/2021	6/30/2022	County	N/A	Circuit Court
FY22 - Exploring Predictive Policing w/ Machine Learning (BIAG / GOCCP)	100,000		100,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	GOCCP
FY22 - Police Recruitment & Retention Grant (PRAR / GOCCP)	24,000		24,000	N/A	N/A	7/1/2021	6/30/2022	State	N/A	GOCCP
FY18 - Wicomico County Adult Drug Treatment Court	443,469	443,469		N/A	N/A	1/1/2020	12/31/2022	Federal	16.585	Dept. of Justice
FFY22 - U.S. Marshals Program	20,000		20,000	16,430	91001-599121	10/1/2021	9/30/2022	Federal	16.111	US Marshals
Total	\$ 8,054,549	\$ 693,469	\$ 7,361,080	\$ 577,998						
Some of the Community Development grants will require an FY22 match totaling \$87,000, which will be transferred from account number 91001-599120										
The City's Housing First / Homeless Program will require a transfer from the General Fund in the amount of \$108,697, which will be transferred from account number 91001-599200										
Some of the Police Dept. grants will require an FY22 match, totaling \$66,967, which will be transferred from account number 91001-599121.										
The Infrastructure & Development Dept. has applied for a FY21 - MEA Maryland Smart Energy Communities (MSEC) grant. The match for this grant of \$11,000 will be covered by Traffic (Org 22000) in kind labor.										
One of the Infrastructure & Development Dept. grants will require an FY22 match, totaling \$64,400, which will be transferred from account number 31000-534318.										
One of the Infrastructure & Development Dept. grants will require an FY22 match, totaling \$92,000, which will be transferred from account number 98119-513026-48048.										
One of the Infrastructure & Development Dept. grants will require a match, totaling \$180,631, which is currently available in account number 98119-513026-48046.										
This schedule serves to appropriate funds up to the amount listed and authorize the Mayor to expend grant funds for these programs up to the appropriation amount. Accounts will only be budgeted up to the amount included in the award letter. Awards that exceed the appropriation amount will require further council action. This also serves to authorize the Mayor to enter into any necessary agreements, contracts, or memoranda.										

# APPENDICES Fee Ordinance

AS AMENDED ON APRIL 26, 2021 AND JUNE 14, 2021  
ORDINANCE NO. 2662

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET FEES  
FOR FISCAL YEAR 2022 AND THEREAFTER UNLESS AND UNTIL  
SUBSEQUENTLY REVISED OR CHANGED.

## RECITALS

WHEREAS, the fees charged by the City of Salisbury are reviewed and then revised in accordance with the adoption of the Fiscal Year 2022 Budget of the City of Salisbury; and

WHEREAS, the fee amounts set forth in the "FY 2022 Fee Schedule" attached hereto and incorporated herein as Exhibit 1, identify and list all fee amounts to be charged and otherwise assessed by the City of Salisbury for the period of the Fiscal Year 2022, in accordance with the adoption of the Fiscal Year 2022 Budget of the City of Salisbury; and

WHEREAS, some fee amounts to be charged and otherwise assessed by the City of Salisbury in Fiscal Year 2022 may have been inadvertently omitted from the FY 2022 Fee Schedule attached hereto and incorporated herein as Exhibit 1, and any fee amount not listed in the said FY 2022 Fee Schedule shall be and remain the fee amount set forth in the City of Salisbury Municipal Code.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY as follows:

Section 1. The fee amounts set forth in the FY 2022 Fee Schedule (the "FY22 Fee Schedule") attached hereto as Exhibit 1 and incorporated herein, as if fully set forth in this Section 1, are hereby adopted by the Council of the City of Salisbury; and, furthermore, the fee amounts set forth in the FY22 Fee Schedule shall supersede the corresponding fee amounts set forth in the City of Salisbury Municipal Code until one or more of such fee amounts are subsequently amended.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, as follows:

Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

Section 4. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

Section 5. This Ordinance shall become effective as of July 1, 2021.

Section 6. A public hearing on the proposed ordinance will be held at 6:00 PM on May 10, 2021 via Zoom Video Conference.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 26<sup>th</sup> day of April, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the 14<sup>th</sup> day of June, 2021.

ATTEST:

  
Kimberly R. Nichols, City Clerk

  
John R. Heath, City Council President

Approved by me, this 22nd day of June, 2021.

  
Jacob R. Day, Mayor

# APPENDICES

## Fee Schedule

Licenses			
Alarm Company	80	Per year, Per Code 8.040.30	Police Dept
<b>Amusement</b>		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
<b>Billboard License</b>	0.55	Per Year, per square foot	Finance
<b>Transient Merchants and Mobile Vendors</b>		Per Code 5.32.070	Bus Dev
New application	100		
Renewal	50	Per year	
<b>Hotel License</b>	50	Per Code 5.68.060	Bus Dev
<b>Door to Door Solicitors</b>	50	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
<b>Pool Table</b>		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
<b>Restaurant</b>	80	Per year, Per Code 5.52.060	Finance
<b>Theatre</b>	75	Per year, Per Code 5.60.040	Police Dept
<b>Towing Company</b>			Police Dept
Application Fee	80		
License	80	Per Code 5.64.030	
Misc. Fees (by Business Development)			

<b>Food Truck Pad Rental</b>	50	Per month	
<b>Trolley Rental Fee</b>			
Hourly rate	150	Per hour, private event or for-profit business	
Hourly rate	125	Per hour, non-profit or government entity	
Misc. Fees (by Finance)			
<b>Return Check Fee</b>	40		
Misc. Fees (by City Clerk)			
<b>Sale of Code Book</b>		Each, Set by Resolution, Per Code 1.04.080	
<b>Financial Disclosure Statement Late Fee</b>	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060	
<b>Circus or Horsemanship Event Fee</b>	75	Per day, Per Code 5.44.010	
<b>Other Exhibitions</b>	5	Per day, Per Code 5.44.010	
<b>Commercial Sound Truck Operation Fee</b>	1	Per Code 8.20.080	
<b>Filing Fee (Mayoral Candidates)</b>	25	SC-8	
<b>Filing Fee (City Council Candidates)</b>	15	SC-8	
<b>Bankrupt, Fire and Close-out sales</b>	5	Per month, Renewal – \$50/month, Per code 5.16.010	
Landlord Licenses and Other Misc. fees (by the HCDD Department)			
<b>Landlord License Fee 1st Year</b>		Per Code 15.26.050	
If paid within 60 days	120		
If paid by between 61-150 days	185		
If paid after 150 days	315		
<b>Landlord License Unit Registration 1st Year</b>		Per Code 15.26.040	
If paid within 60 days	120		
If paid by between 61-150 days	185		
If paid after 150 days	315		



# APPENDICES

## Fee Schedule

<b>Landlord License Fee Renewal</b>		Per Code 15.26.060	
if paid by March 1st	75 60		
if paid 3/2 - 7/1	140 125		
if paid > 7/1	270 255		
<b>Landlord License Unit Registration Renewal</b>		Per Code 15.026.060	
if paid by March 1st	75 60	per unit	
if paid 3/2 - 7/1	140 125	For first unit plus \$88 for each additional unit	
if paid > 7/1	270 255	For first unit plus \$96 for each additional unit	
<b>Administrative Fee for Fines</b>	100		
<b>Fore Closed Property Registration</b>	25	One time fee, Per Code 15.21.040	
<b>Re-inspection Fee</b>	100	On each citation, Per Code 15.27.030	
<b>Vacant Building Registration</b>	200	Per year, Per Code 15.22.040	
<b>Vacant Building Registration 1st Year, prorated</b>			
<b>If registered/paid:</b>			
<b>7/1-9/30</b>	200		
<b>10/1-12/31</b>	150		
<b>1/1-3/31</b>	100		
<b>4/1-6/30</b>	50		
<b>Community Center Rental Fee</b>			
Truitt Community Center – Gymnasium	35	Per hour	
Truitt Community Center – Multi-purpose Field	10	Per hour	
Newton Community Center – Community Room	20	Per hour	
Newton Community Center – Kitchen	20	Per hour	
Newton Community Center – Resource Office	15	Per hour	
Community Center – Supplies, per Item	Vary	Each	

Community Center – Equipment, per Item	Vary	Each	
<b>Misc. Fees (by Field Operations)</b>			
<b>Outdoor Rental Space – Small Family Functions, up to 20 people</b>			
Park Pavilion	25	Per day	
<b>Outdoor Rental Space – Large Private Function or Public Events</b>			
Park Pavilion (with restrooms)	75	Per Day W/O RR	
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR	
Amphitheater	160	Per day	
Amphitheater Hourly Rental	25	Per hour weekend (max 2 hour block) as is	
Amphitheater Hourly Rental	10	Per hour weekday (max 2 hour block) as is	
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street, Newton-Camden Tot Lot, Waterside	50	Per day	
Streets /Parking Lots	100 1st St and 50 each add	Per day	
5K Race	150	Per day	
City park, designated park area or amenity not listed	50	Per day	
Ball field/ Basketball Court / Tennis Court	10 and 40 w/lights	Per hour	
<b>Personnel</b>			
Site Supervisor Suggest \$25.00/ Site Coordinator	15	Per hour	
Maintenance Labor	15	Per hour	
Security/Police/EMS/FIRE (per person)	55	Per hour. 3 hours minimum or \$165	
<b>Supplies &amp; Equipment</b>			
Maintenance Supplies (as required)	Vary		



# APPENDICES

## Fee Schedule

Sports Equipment	Vary		
Additional Trash Cans - Events with over 200 people require additional trashcans, recycle or compost bin and a recycling plan.	5	Per Container	
Barrier Fence (Snow Fence)	1	Per Linear Foot	
<b>Traffic Control Devices</b>			
Hard Stop Dump truck/other	50	Per day	
Digital Msg. Board	50	Per day	
Street Barricades	10	Each per day	
Cones	1	Each per day	
Traffic Control Sign	10	Each per day	
Jersey Barrier	600	Minimum 4, delivery, set-up and remove	
<b>Waste Disposal Fees (by Field Operations)</b>			
<b>Trash Service</b>	59 63	Per quarter, Per Code 8.16.090	
Bulk Trash Pick up	25	For three items, additional amounts for specific items, Per Code 8.16.060	
Trash Cans	74	Per can (plus \$4.44 tax), Per Code 8.16.060	
<b>Water/Sewer Misc. Fees (by Water Works)</b>			
<b>Water &amp; Sewer Admin Fee (Late Charge)</b>	50	Per occurrence, Per Code 13.08.040	
<b>Water Turn On Fee</b>	80	For after hours, Per Code 13.08.040	
<b>Water Meter Reading Fee</b>	25	Per request, Per Code 13.08.030	
<b>Water Turn On Fee</b>	20	Per request, Per Code 13.08.040	
<b>Fire Service</b>	746	Annually per property, Per Code 13.08.050	
<b>Meter Test</b>			
In City Limits	40	Per request, Per Code 13.08.030	
Out of City Limits	50	Per request, Per Code 13.08.030	

<b>Water and Sewer Services</b>		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090	
<b>WWTP Pretreatment Program Fees (by Water Works)</b>			
<b>Significant Industrial Users: (Per Code 13.12.110)</b>			
IA discharges flow <sup>3</sup> 5% of WWTP flow	8,700	30 units	
IB discharges flow <sup>3</sup> 50,000 gpd	7,250	25 units	
IC categorical user which discharges	5,800	20 units	
ID discharges flow <sup>3</sup> 25,000 gpd	4,350	15 units	
IE categorical user which does not discharge	2,900	10 units	
<b>Minor Industrial Users: (Per Code 13.12.110)</b>			
IIA-1 discharges flow <sup>3</sup> 5,000 gpd or hospitals, campus	2,030	7 units	
IIA-2 discharges flow <sup>3</sup> 5,000 gpd or light industry, hotels	1,450	5 units	
IIB discharges flow <sup>3</sup> 1,000 gpd or fast food, large restaurants, large garages	580	2 units	
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units	
IID discharges flow <sup>3</sup> 500 gpd or restaurants that are carry out only no fryer	290	1 unit	
IIE photographic processor which discharges silver rich wastewater	290	1 unit	
<i>Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.</i>			
<b>Towing Fees</b>			
<b>Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)</b>			
Accident Vehicle Tow	200		
Disabled Vehicle Tow	80		
Emergency Relocation Tow	80	Per Code 5.64.100	
Impound Vehicle Tow	135		

# APPENDICES

## Fee Schedule

Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	65	Per hour	
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour	
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120	
Administrative Fee – Accidents and Impounds Only	30		
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	30		
Release Fee (After hours only, at tower's discretion) – Normal business hours defined as M-F, 9am-6pm	55		

### Building Fees (by the Department of Infrastructure and Development)

<b>Building Plan Review Fees (Per Code 15.04.030)</b>		Residential, Commercial, Accessory	
<i>Fees based on cost of construction:</i>			
Up to \$ 3,000	50		
\$3,001 to \$100,000	90		
\$100,001 to \$500,000	210		
\$500,001 to \$1,000,000	260		
\$1,000,001 and Up	310		
<b>Building Permit Fees (Per Code 15.04.030)</b>		Residential, Commercial, Accessory, Fence	
<i>Fees based on cost of construction:</i>			
Up to \$ 3000	50		
\$3001 and Up	60	Plus (.0165 * Cost of Construction)	
\$100,001 to \$500,000	1,200	Plus (\$10 for each \$1,000 over \$100,000)	
\$500,001 to \$1,000,000	4,500	Plus (\$9 for each \$1,000 over \$500,000)	
\$1,000,001 and Up	8,100	Plus (\$6 for each \$1,000 over \$1,000,000)	
<b>Fence Permit Fees: (Per Code 15.04.030)</b>			

<i>Fees based on cost of construction:</i>			
Up to \$ 3,000	40		
\$3,000 to \$100,000	50		
<b>Outdoor Advertising Structure Fee (Per Code 17.216.240)</b>	0.5	Per SF foot of sign surface per year	
<b>Other Building Fees:</b>			
Historic District Commission Application	25 50		
Board of Zoning Appeals	50	County Fee \$100, Per Code 17.12.110	
Demo - Residential	125	Per Code 15.04.030	
Demo - Commercial	175	Per Code 15.04.030	
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b	
Grading	100	Per Code 15.20.050	
Maryland Home Builders Fund	50	Per new SFD	
Mechanical	50	Per Code 15.04.030	
Occupancy Inspection	50	Per Code 15.04.030	
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b	
Sidewalk Sign		Set by resolution, Per Code 12.40.020	
Sidewalk Café Fee		Set by ordinance, Per Code 12.36.020	
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238	
Temp Sign	25	Per month, Per Code 17.216.238	
Temp Trailer	25	Per month, Per Code 15.36.030b	
Tent	40	Per Code 15.04.030	
Well	50	Per Code 13.20.020	
Zoning Authorization Letter	50	Per Code 17.12.040	
Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030	
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020	
Outdoor Advertising Structure Fee	0.5	Per sq ft of sign surface area, Per Code 17.216.240	

# APPENDICES Fee Schedule

Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040	
Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100	
Administrative Fee – renew temporary certificate of occupancy	100		
<b>Annexation Fees:</b>			
Up to five (5) acres	2,000		
Five (5) acres or more but less than ten (10) acres	10,000		
Ten (10) acres or more but less than twenty five (25) acres	25,000		
Twenty five (25) acres or more but less than fifty (50) acres	35,000		
Fifty (50) acres or more	50,000		
<b>Critical Area Program</b>			
<b>Certificate of Compliance (Per Code 12.20.110)</b>		Ordinance No. 2578	
Building Permits	75		
Major Subdivision: Preliminary	100		
Major Subdivision: Final	100	Plus (\$25 per lot)	
Minor Subdivisions	50		
Plan approval/special projects	50		
Site Plans	50		
Sketch Plat	50		
Resubdivision	50		
Buffer Management Plan	50		
<b>Fee-In-Lieu (Per Code 12.20.540)</b>			
	1.5	\$1.50 per square foot of mitigation area	
<b>License to Encumber Program</b>			
Application – Installation of Service Line	75	\$25 per additional service line in project area, defined as ¼ mile radius from primary address	

Application – Large Boring Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial	
Application – Large Open/Cut	250	Includes up to 500 linear feet. \$100 for additional 250 linear feet above the initial	
Application – Micro-Trenching Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial	
Application – Installation of New Utility Pole (excluding Small Cell facilities)	500		
Application – Underground utility project replacing overhead utilities and removing utility poles	Waived		
<b>License to Encumber Program - Small Wireless Facilities</b>			
Application	500	Ordinance No. 2580	
Application – additional facilities	100	For up to five (5) small wireless facilities	
Access to the Right of Way fee	1,000	For each additional small wireless facility addressed in the application beyond five	
Annual fee for access to the Right of Way	270	Per each new small wireless facility pole	
		Per year per small wireless facility after year 1	
<b>Storm Water Utility (2306)</b>			
Fee to maintain City storm water facilities	20 25		
		Per year per Equivalent Residential Unit	
<b>Stormwater Utility Credit Application (2306)</b>			
Fee to apply for credit to Stormwater Utility	150		
		Per application	
<b>Street Break Permit (Per Code 12.12.020)</b>			
Permit for breaking City public streets and way	25 50		
		Per break location	

# APPENDICES

## Fee Schedule

Install new or replace existing sidewalk, residential	50		
Install new or replace existing sidewalk, commercial	100		
Install new driveway, residential	150		
Install new driveway, commercial	300		
Excavate street or sidewalk to conduct maintenance of underground facilities	150	\$50 per additional "break" in project area	
Excavate street or sidewalk to replace existing utility pole	250	\$100 per additional pole replaced in project area	
Excavate street or sidewalk to replace or remove utility pole permanently	Waived		
<b>Obstruction Permit (Per Code 12.12.020)</b>			
Permit for obstructing City public streets and ways.	40 50	Per location	
Dumpster – residential, obstruction permit	50	Renewal fee of \$25 after 30 days	
Dumpster – commercial, obstruction permit	100	Renewal fee of \$50 after 30 days	
Sidewalk closure	50	\$5 per day over 30 days	
Lane closure (including bike lane)	100	\$10 per day over 30 days	
Street closure	250	\$25 per day over 30 days	
Street closure for Block Party or Community Event	Waived	Fee under Outdoor Rental Space Public Events - Streets	
<b>Water and Sewer Capacity Connection Fee (Per Code 13.02.070)</b>			
Comprehensive Connection Charge of Capacity Connection fee for the Developer's share in the equity of the existing utility system cost of growth related infrastructure improvements.	3,710.00 3,533.00	Per Equivalent Dwelling Unit (water \$1,513 \$1,925, sewer \$2,020 \$1,785)	
<b>Water and Sewer Infrastructure Reimbursement Facility Fee (Per Code 13.02.070)</b>			

Comprehensive Connection Charge for Infrastructure Reimbursement Facility Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Facility Infrastructure Reimbursement Fee is the prorated share of the cost of the water and sewer mains based on this project's percentage of the capacity of the proposed infrastructure project.	
<b>Infrastructure Reimbursement Administrative Fee (Per Code 13.02.090)</b>			
Administrative fee assessed on Infrastructure Reimbursement Facility Fee for processing	*	0.1 percent of the Infrastructure Reimbursement Facility Fee	
<b>Water and Sewer Line Fee (Per Code 13.020.070)</b>			
Comprehensive Connection Charge of Line fee is based on the actual costs of the public water and sewer.		* Fee amount is project dependent	
<b>Central System Line Fee (Per Code 13.02.070)</b>			
Comprehensive Connection Charge of Central System Line Fee for water and sewer services connecting directly to the City's Central System.	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet	
<b>Development Plan Review Fee (1536)</b>			
Fee for review of development plans and traffic control plans	\$1,000 450	Plus \$50 per disturbed acre, \$500 minimum. Subsequent submittals, which generate additional comments, may be charged an additional \$500.	
Stormwater Management Waiver Reviews	400		
<b>Water and Sewer Inspection Fee (R 1341)</b>			



# APPENDICES

## Fee Schedule

Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements	
<b>Public Works Agreement recording fee (Per County Court)</b>			
Recording fee for Public Works Agreements			
For 9 pages or less	60	Per request	
For 10 pages or more	115	Per request	
<b>Stormwater Management As-Built recording fee (Per County Court)</b>			
Recording fee for Stormwater Management As-Built.	10	Per sheet	
<b>Subdivision review fee (1536)</b>			
Fee for Subdivision review	200.00 25.00	Per subdivided acre, (\$25.00-minimum, \$200.00 maximum)	
<b>Subdivision recording fee (Per County Court)</b>			
Recording fee for Subdivision plans	10	Per page	
<b>Resubdivision review fee (1536)</b>			
Fee for Resubdivision reviews	200.00 25.00	Per subdivided acre, (\$25.00-minimum, \$200.00 maximum)	
<b>Resubdivision recording fee (Per County Court)</b>			
Recording fee for Resubdivision plans	10	Per page	
<b>Administrative Fee for Connection Capacity-Fee payment Plans (R 2029)</b>			
Administrative Fee for Connection Capacity Fee payment Plans	25		
<b>Maps and Copying Fees</b>			
City Street Map	5	Ea	

Street Map Index	1	Ea	
Property Maps	3	Ea	
Sanitary Sewer Utility Maps (400 Scale)	3	Ea	
Storm Water Utility Maps (400 Scale)	3	Ea	
Water Main Utility Maps (400 Scale)	3	Ea	
Sanitary Sewer Contract Drawings	1	Ea	
Storm Water Contract Drawings	1	Ea	
Water Main Contract Drawings	1	Ea	
Black and White Photocopying (Small Format)	0.25	Sq. ft	
Black and White Photocopying (Large Format)	0.5	Sq. ft	
Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft	
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft	
Port of Salisbury Marina Fees (by Field Operations)			
<b>Transient</b>			
Slip Fees based on size of vessel	1	Per foot per day	
Electric 30-amp service	5	Per day	
Electric 50-amp service	10	Per day	
<b>Slip Rental – Monthly</b>			
Fees based on size of vessel			
October through April	3.85	Per foot + electric	
May through September	5.5	Per foot + electric	
<b>Slip Rental – Annual*</b>		*Annual rates are to be paid in full up front, electric can be billed monthly	
Boats up to and including 30 feet long	1,150	+ electric	
Boats 31 feet and longer	49	Per foot + electric	

# APPENDICES

## Fee Schedule

Fuel	0.4	Per gallon more than the cost per gallon purchase price by the City	
Electric Service	0.4	Per gallon more than the cost per gallon purchase price by the City	
Fees per meter			
Electric 30-amp service	30	Per month	
Electric 50-amp service	50	Per month	
EMS Services			
	Resident	Non-Resident	
BLS Base Rate	800.00 <del>600.00</del>	900.00 <del>690.00</del>	
ALS1 Emergency Rate	950.00 <del>700.00</del>	1,000.00 <del>900.00</del>	
ALS2 Emergency Rate	1,100.00 <del>800.00</del>	1,200.00 <del>1,050.00</del>	
Mileage (per mile)	18.00 <del>14.00</del>	18.00 <del>16.20</del>	
Oxygen	Bundle <del>65.00</del>	Bundle <del>65.00</del>	
Spinal immobilization	Bundle <del>124.00</del>	Bundle <del>124.00</del>	
BLS On-scene Care	250.00 <del>200.00</del>	300.00 <del>200.00</del>	
ALS On -scene Care	450	550	
Water Works			
Temporary connection to fire hydrant (Per Code 13.08.120)			
Providing temporary meter on a fire hydrant for use of City water	64.5	Per linear foot based on the area of the property and is the square root of the lot area, in square feet	
In City	40	Plus charge for water used per current In City rate, \$10 minimum	

Out of City	50	Plus charge for water used per current Out of City rate, \$10 minimum	
Hydrant flow test (Per Code 13.08.030)			
To perform hydrant flow tests			
In City	125	Per request	
Out of City	160	Per request	
Fire flush and Fire pump test (Per Code 13.08.030)			
To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.			
In City	125	Per request	
Out of City	160	Per request	
Meter tests (Per Code 13.08.030)			
To perform meter tests on ¾" and 1" meters.			
In City	40	Per request	
Out of City	50	Per request	
Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)			
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.	
Water Tapping Fees - In City:			
3/4 Water Meter	3,850	Per Connection	
1" Water Meter	4,160	Per Connection	
1 ½" Water Meter T-10 Meter	5,810	Per Connection	
2" Water Meter - T-10 Meter	6,200	Per Connection	
2" Water Meter - Tru Flo	7,320	Per Connection	
Water Tapping Fees - Out of City			
3/4 Water Meter	4,810	Per Connection	
1" Water Meter	5,200	Per Connection	
1 ½" Water Meter T-10 Meter	7,265	Per Connection	

# APPENDICES

## Fee Schedule

2" Water Meter - T-10 Meter	7,750	Per Connection	
2" Water Meter - Tru Flo	9,155	Per Connection	
<b>Sanitary Sewer Tapping Fees - In City:</b>			
6" Sewer Tap	3,320	Per Connection	
8" Sewer Tap	3,380	Per Connection	
6" or 8" Location & Drawing Fee	45	Per Connection	
<b>Sanitary Sewer Tapping Fees – Out of City</b>			
6" Sewer Tap	4,150	Per Connection	
8" Sewer Tap	4,225	Per Connection	
6" or 8" Location & Drawing Fee	60	Per Connection	
Water Meter Setting Fee (Per Code 13.02.070)			
Water meter setting fee for installation of water meter when tap is done by a contractor.			
<b>Meter Setting Fees - In City:</b>			
3/4 Water Meter	400	Per Connection	
1" Water Meter	525	Per Connection	
1 ½" Water Meter T-10 Meter	785	Per Connection	
2" Water Meter - T-10 Meter	905	Per Connection	
2" Water Meter - Tru Flo	2,030	Per Connection	
<b>Meter Setting Fees - Out of City</b>			
3/4 Water Meter	495	Per Connection	
1" Water Meter	655	Per Connection	
1 ½" Water Meter T-10 Meter	980	Per Connection	
2" Water Meter - T-10 Meter	1,130	Per Connection	
2" Water Meter - Tru Flo	2,535	Per Connection	
<b>Parking Violations, False Alarms, Infractions, Scofflaw, MPIA Fees (by the Police &amp; Fire Departments)</b>			
<b>Animal Control</b>	50-100		Police Dept
<b>MPIA Request Fees</b>			Police Dept
First two hours processing request	Waived		

Work exceeding two hours, SPD will charge attorney hourly fee and hourly fee for Records Tech	75	Attorney hourly fee	
	30	Records Tech hourly fee	
Black and white copy of paper document and photographs	0.25	Per copy	
DVD production	15	Per DVD produced	
<b>False Police Alarms (Per Code 8.040.050)</b>			Police Dept
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3rd incident	50		
4th incident	90		
Greater than 4 each incident	130		
<b>False Fire Alarms (Per Code 8.040.050)</b>			Fire Dept
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3rd incident	45		
4th incident	90		
Greater than 4 each incident	135		
<b>Scofflaw</b>			Police Dept
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		
<b>Parking Permits and Fees</b>			
	UOM	1-Jul-21 Rate	1-Jul-21 Non-Profit Rate
Parking Permits (Per Code 10.04.010)			

# APPENDICES

## Fee Schedule

Lot #1 - lower lot by library	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
<del>Top Lot #1 - upper lot by library</del>	<del>Monthly</del>	<del>40.00</del>	<del>30.00</del>
Lot #4 - behind City Center	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
Lot #5 - Market St. & Rt. 13	Monthly	40.00 <del>35.00</del>	31.25 <del>26.25</del>
Lot #7 & 13 - off Garrettson Pl.	Monthly	15.00 <del>10.00</del>	12.50 <del>7.50</del>
Lot #9 - behind GOB	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
Lot #10 - near State bldg/SAO	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
Lot #11 - behind library	Monthly	40.00 <del>35.00</del>	31.26 <del>26.25</del>
Lot #12 - beside Market St. Inn	Monthly	40.00 <del>35.00</del>	31.25 <del>26.25</del>
<del>Lot #14 - by Holiday Inn</del>	<del>Monthly</del>	<del>25.00</del>	<del>18.75</del>
Lot #15 - across from Feldman's	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
Lot #16 - by Avery Hall	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
Lot #20 - Daily Times	Monthly	45.00 <del>40.00</del>	35.00 <del>35.00</del>
Lot #30 - by drawbridge	Monthly	20.00 <del>15.00</del>	16.25 <del>11.25</del>
Lot #33 - east of Brew River	Monthly	20.00 <del>15.00</del>	16.25 <del>11.25</del>
Lot #35 - west of Brew River	Monthly	20.00 <del>15.00</del>	16.25 <del>11.25</del>
Lot SPS - St. Peters St.	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
E. Church St.	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
W. Church St.	Monthly	45.00 <del>40.00</del>	35.00 <del>30.00</del>
Parking Garage	Monthly	50.00 <del>40.00</del>	40.00 <del>30.00</del>
<b>Transient Parking Options</b>			
Parking Lot #1 (first 2-hrs of parking are FREE)	Hourly	1	
Parking Garage	Hourly	1	
Parking Meters	Hourly	2.00 <del>1.00</del>	

<b>Pay Stations</b>			
For hours 1-2	Hourly	1	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3	
<b>Miscellaneous Charges (Per Code 10.04.010)</b>			
Replacement Parking Permit Hang Tags	Per Hang Tag	5	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5	
New Parking Garage Access Card	Per Card	10	
Replacement Parking Garage Access Card	Per Card	10	
<b>Fire Prevention Fees (by the Fire Department)</b>			
Plan review and Use & Occupancy Inspection			
Basic Fee – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.	60% of the building permit fee;		
	\$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)		
Expedited Fees – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days	20% of the basic fee; \$500 minimum (This is in addition to the basic fee)		
After – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum	
<b>Fire Permit Fees</b>			
Fire Alarm & Detection Systems – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.			
· Fire Alarm System	\$100	Per system	
· Fire Alarm Control Panel	\$75	Per panel	
· Alarm Initiating Device	\$1.50	Per device	
· Alarm Notification Device	\$1.50	Per device	



# APPENDICES Fee Schedule

• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.	
Sprinkler, Water Spray and Combined Sprinkler & Standpipe Systems – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.			
• NFPA 13 & 13R	\$1.50	Per sprinkler head; \$125 150 minimum	
• NFPA 13D	\$100 75.00	Per Dwelling	
• Sprinkler Counter Permit	\$75	For additions and alterations to existing systems involving less than 20 heads.	
<u>Standpipe Systems</u> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.			
	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum	
<u>Fire Pumps &amp; Water Storage Tanks</u> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.			
• Fire Pumps	\$0.50	Per gpm or rated pump capacity; \$125 minimum	

• Fire Protection Water Tank	\$75	Per tank	
<u>Gaseous and Chemical Extinguishing Systems</u> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.		Per pound of extinguishing agent; \$100 125 minimum; or	
		\$150 per wet chemical extinguishing system	
• Gaseous and Chemical Extinguishing System Counter Permit	\$75	To relocate system discharge heads	
<u>Foam Systems</u> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum	
<u>Smoke Control Systems</u> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.		Per 30,000 cubic feet of volume or portion thereof of protected or controlled space;	
		\$200 minimum	

# APPENDICES

## Fee Schedule

Flammable and Combustible Liquid Storage Tanks – This includes review and one inspection of the tank and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.	\$.005 .01	Per gallon of the maximum tank capacity; \$75 100 minimum	
Emergency Generators – Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100		
Marinas and Piers	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum	
Reinspection and Retest Fees			
• 1st Reinspection and Retest Fees	\$100		
• 2nd Reinspection and Retest Fees	\$250		
• 3rd and Subsequent Reinspection and Retest Fees	\$500		
Consultation Fees – Fees for consultation technical assistance.	\$75	Per hour	
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency			
Assembly Occupancies (including outdoor festivals):			
• Class A (>1000 persons)	\$300		
• Class B (301 – 1000 persons)	\$200		
• Class C (51 – 300 persons)	\$100		
• Fairgrounds (<= 9 buildings)	\$200		
• Fairgrounds (>= 10 buildings)	\$400		
• Recalculation of Occupant Load	\$75		
• Replacement or duplicate Certificate	\$25		
Education Occupancies:			
• Elementary School (includes kindergarten and Pre-K)	\$100		

• Middle, Junior, and Senior High Schools	\$150		
• Family and Group Day-Care Homes	\$75		
• Nursery or Day-Care Centers	\$100		
Health Care Occupancies:			
• Ambulatory Health Care Centers	\$150	Per 3,000 sq.ft. or portion thereof	
• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes	\$100	Per building; plus \$2.00/ patient bed	
• Detention and Correctional Occupancies	\$100	Per building; plus \$2.00/bed	
Residential:			
• Hotels and Motels	\$75	Per building; plus \$2.00/guest room	
• Dormitories	\$2	Per bed; \$75 minimum	
• Apartments	\$2	Per apartment; \$75 minimum	
• Lodging or Rooming House	\$75	Plus \$2.00/bed	
• Board and Care Home	\$100	Per building; plus \$2.00/bed	
Mercantile Occupancies:			
• Class A (> 30,000 sq.ft.)	\$200		
• Class B (3,000 sq.ft. – 30,000 sq.ft.)	\$100		
• Class C (< 3,000 sq.ft.)	\$75		
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof	
Industrial or Storage Occupancies:			
• Low or Ordinary Hazard	\$75	Per 5,000 square feet or portion thereof	
• High-Hazard	\$100	Per 5,000 square feet or portion thereof	
Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)	\$45	Per 10,000 sq.ft. or portion thereof	
Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	\$100	Per acre or portion thereof	
Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof	
Marinas and Piers	\$100	Per facility; plus \$1.00/slip	

# APPENDICES

## Fee Schedule

Mobile Vendor	\$35	Plus \$.56/mile for inspections outside of the City of Salisbury	
Sidewalk Café	\$35	If not part of an occupancy inspection	
Unclassified Inspection	\$75	Per hour or portion thereof	
Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected			
• 2nd Reinspection	\$100		
• 3rd Reinspection	\$250		
• 4th and Subsequent	\$500		
<b>Fire Protection Water Supply Fees</b>			
Witnessing Fire Main Flush	\$75		
Witness Underground Water Main Hydrostatic Tests	\$75		
Fire Protection Flow Test (in-City)	\$125		
Fire Protection Flow Test (out-of-City)	\$160		
<b>Display Firework Permit</b>			
Firework Display - Includes plan review and associated inspections for any firework display.	\$250		
<b>Fire Report Fees</b>			
1st Page	\$20	To provide hard or electronic copies of fire reports	
• Each Additional Page	\$5		

# APPENDICES Water/Sewer Ordinance

AS AMENDED ON APRIL 26, 2021  
ORDINANCE NO. 2661

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO AMEND WATER AND SEWER RATES TO INCREASE RATES BY 6% AND MAKING SAID CHANGES EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2021 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.

RECITALS

WHEREAS, the water and sewer rates must be revised in accordance with the proposed Fiscal Year 2022 Budget of the City of Salisbury and the appropriations thereby made and established for purposes of the Water and Sewer Departments.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY THAT, the water and sewer rate schedule set forth herein shall be adopted as follows:

Section 1.

A. Water and Sewer Rate Schedules:

Schedule I	Metered Water Changes – In City Rates		
	Residential and Small Commercial		
	Minimum Charge	<del>\$22.45</del>	\$23.80/ quarter
	Commodity Charge	<del>\$3.35</del>	\$3.55/ thousand gallons
	Commercial		
	Customer Charge	<del>\$420.08</del>	\$445.29/ quarter
	Commodity Charge	<del>\$1.95</del>	\$2.06/ thousand gallons
	Large Commercial/Industrial		
	Customer Charge	<del>\$649.22</del>	\$688.17/ quarter
Schedule II	Metered Water Charges – Outside City Rates		
	Residential and Small Commercial		
	Minimum Charge	<del>\$44.90</del>	\$47.60/ quarter
	Commodity Charge	<del>\$6.70</del>	\$7.10/ thousand gallons
	Commercial		
	Customer Charge	<del>\$840.17</del>	\$890.58/ quarter
	Commodity Charge	<del>\$3.90</del>	\$4.14 /thousand gallons
	Large Commercial/Industrial		
	Customer Charge	<del>\$1,298.45</del>	\$1,376.36/ quarter

Schedule III	Commodity Charge		<del>\$3.14</del> \$3.33 /thousand gallons
	Metered Water Charges – Wor-Wic Community College and Urban Service District Rates		
	Residential and Small Commercial		
	Minimum Charge	<del>\$33.66</del>	\$35.68/ quarter
	Commodity Charge	<del>\$5.03</del>	\$5.33/ thousand gallons
	Commercial		
	Customer Charge	<del>\$630.13</del>	\$667.94/ quarter
	Commodity Charge	<del>\$2.92</del>	\$3.10/ thousand gallons
	Large Commercial/Industrial		
Schedule IV	Sewer Charges – In City Rates		
	Residential and Small Commercial		
	Minimum Charge	<del>\$55.45</del>	\$58.77/ quarter
	Commodity Charge	<del>\$8.31</del>	\$8.81/ thousand gallons
	Commercial		
	Customer Charge	<del>\$1,047.42</del>	\$1,110.26/ quarter
	Commodity Charge	<del>\$4.84</del>	\$5.13/ thousand gallons
	Large Commercial/Industrial		
	Customer Charge	<del>\$1,615.69</del>	\$1,712.63/ quarter
Schedule V	Sewer Charges – Outside City Rates		
	Residential and Small Commercial		
	Minimum Charge	<del>\$110.91</del>	\$117.56/ quarter
	Commodity Charge	<del>\$16.64</del>	\$17.63 thousand gallons
	Commercial		
	Customer Charge	<del>\$2,094.82</del>	\$2,220.51/ quarter
	Commodity Charge	<del>\$9.65</del>	\$10.23/ thousand gallons
	Large Commercial/Industrial		
	Customer Charge	<del>\$3,231.39</del>	\$3,425.27/ quarter
	Commodity Charge	<del>\$7.76</del>	\$8.23/ thousand gallons



# APPENDICES Water/Sewer Rates

## Schedule VI Sewer Charges – Wor-Wic Community College and Urban Service District Rates

Residential and Small Commercial	
Minimum Charge	<del>\$83.18</del> <b>\$88.17/</b> quarter
Commodity Charge	<del>\$12.48</del> <b>\$13.23/</b> thousand gallons
Commercial	
Customer Charge	<del>\$1,571.12</del> <b>\$1,665.39/</b> quarter
Commodity Charge	<del>\$7.23</del> <b>\$7.66/</b> thousand gallons
Large Commercial/Industrial	
Customer Charge	<del>\$2,423.53</del> <b>\$2,568.94/</b> quarter
Commodity Charge	<del>\$5.83</del> <b>\$6.18/</b> thousand gallons

## Schedule VII Sewer Charges – Sewer Only Customers

Rate	Number of fixtures	Quarterly In City Rate	Quarterly Outside City Rate	Quarterly Urban Service District Rate
1	One to two fixtures	<del>\$70.92</del> <b>\$75.17</b>	<del>\$141.84</del> <b>\$150.35</b>	<del>\$106.38</del> <b>\$112.77</b>
2	Three to five fixtures	<del>\$106.38</del> <b>\$112.77</b>	<del>\$212.77</del> <b>\$225.54</b>	<del>\$159.57</del> <b>\$169.15</b>
3	Six to twenty fixtures	<del>\$152.90</del> <b>\$162.07</b>	<del>\$305.79</del> <b>\$324.14</b>	<del>\$229.34</del> <b>\$243.10</b>
	For every five fixtures over twenty	<del>\$63.05</del> <b>\$66.84</b>	<del>\$126.09</del> <b>\$133.66</b>	<del>\$94.57</del> <b>\$100.24</b>

## Schedule VIII Commercial and Industrial Activities

	Annual In City Rate	Annual Outside City Rate
1) For each fire service	\$373	\$746
2) For each standby operational service	\$373	\$746

### B. Definitions:

Residential and Small Commercial Customers – These customers have average water utilization of less than 300,000 gallons in a quarter.

Commercial Customers – These customers have average water utilization of 300,000 gallons to 600,000 gallons per quarter.

Large Commercial/Industrial – These customers have average water utilization over 600,000 gallons per quarter.

Average Water Utilization Per Quarter – This will be based on annual consumption divided by 4 to get average quarterly water utilization.

### C. Calculation of Bills:

For Residential and Small Commercial Customers – The minimum charge for both water and sewer will apply if water service is turned on at the water meter and usage is 0-6,000 gallons per quarter. Only the City can turn a meter on and off. For usage of 7,000 gallons and above, the commodity charge will be applied for each 1,000 gallons used and the minimum charge will not be applied.

For Commercial and Large Commercial/Industrial Customers – Every quarterly bill will receive a customer charge for both water and sewer. Then for each thousand gallons used the appropriate commodity charge will be applied.

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY**, as follows:

**Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

**Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

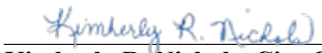
**Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

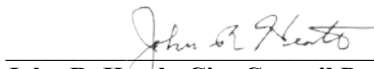
**Section 5.** This Ordinance shall become effective with the bills dated October 1, 2021 and after.

**Section 6.** A public hearing on the proposed ordinance will be held at 6:00 PM on May 10, 2021 via Zoom Video Conference.

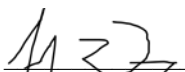
**THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 26<sup>th</sup> day of April, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the 14<sup>th</sup> day of June, 2021.

**ATTEST:**

  
Kimberly R. Nichols, City Clerk

  
John R. Heath, City Council President

Approved by me, this 22<sup>nd</sup> day of June, 2021.

  
Jacob R. Day, Mayor

# APPENDICES

## Pay Plan: Min, Mid, Max

Grade	Min	Mid	Max
1	22,235	31,134	35,763
2	24,013	33,624	38,623
3	25,935	36,315	41,714
4	28,009	39,220	45,051
5	30,251	42,359	48,657
6	32,670	45,746	52,548
7	35,283	49,405	56,751
8	38,107	53,359	61,293
9	41,155	57,628	66,196
10	44,447	62,236	71,490
11	48,003	67,216	77,210
12	51,844	72,594	83,387
13	55,991	78,401	90,058
14	60,470	84,673	97,262
15	65,309	91,448	105,045
16	70,532	98,762	113,447
17	76,174	106,663	122,522
18	82,269	115,197	132,325

# APPENDICES

## Pay Plan: Salary Scale (steps 1-15)

	Team Member - Starting Salary Range					Supervisor - Starting Salary Range					Specialty Position or Supervisor w/ Exo permission*				
Grade	Minimum Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	22,235	22,679	23,133	23,596	24,067	24,549	25,040	25,541	26,051	26,572	27,104	27,646	28,199	28,763	29,338
2	24,013	24,493	24,983	25,483	25,992	26,512	27,042	27,583	28,135	28,698	29,272	29,857	30,454	31,063	31,685
3	25,935	26,453	26,982	27,522	28,073	28,634	29,207	29,791	30,387	30,994	31,614	32,246	32,891	33,549	34,220
4	28,009	28,570	29,141	29,724	30,318	30,925	31,543	32,174	32,817	33,474	34,143	34,826	35,523	36,233	36,958
5	30,251	30,856	31,473	32,103	32,745	33,400	34,068	34,749	35,444	36,153	36,876	37,613	38,366	39,133	39,916
6	32,670	33,324	33,990	34,670	35,363	36,071	36,792	37,528	38,278	39,044	39,825	40,621	41,434	42,263	43,108
7	35,283	35,989	36,709	37,443	38,192	38,956	39,735	40,529	41,340	42,167	43,010	43,870	44,748	45,643	46,555
8	38,107	38,869	39,647	40,439	41,248	42,073	42,915	43,773	44,648	45,541	46,452	47,381	48,329	49,295	50,281
9	41,155	41,979	42,818	43,674	44,548	45,439	46,348	47,275	48,220	49,185	50,168	51,172	52,195	53,239	54,304
10	44,447	45,336	46,242	47,167	48,111	49,073	50,054	51,055	52,076	53,118	54,180	55,264	56,369	57,497	58,647
11	48,003	48,963	49,943	50,942	51,960	53,000	54,060	55,141	56,244	57,369	58,516	59,686	60,880	62,098	63,339
12	51,844	52,881	53,938	55,017	56,117	57,240	58,384	59,552	60,743	61,958	63,197	64,461	65,750	67,065	68,407
13	55,991	57,111	58,253	59,418	60,606	61,819	63,055	64,316	65,602	66,914	68,253	69,618	71,010	72,430	73,879
14	60,470	61,679	62,913	64,171	65,455	66,764	68,099	69,461	70,850	72,267	73,713	75,187	76,691	78,224	79,789
15	65,309	66,615	67,947	69,306	70,692	72,106	73,548	75,019	76,519	78,050	79,611	81,203	82,827	84,484	86,173
16	70,532	71,943	73,382	74,849	76,346	77,873	79,431	81,019	82,640	84,293	85,978	87,698	89,452	91,241	93,066
17	76,174	77,698	79,252	80,837	82,454	84,103	85,785	87,500	89,250	91,035	92,856	94,713	96,608	98,540	100,510
18	82,269	83,914	85,593	87,305	89,051	90,832	92,648	94,501	96,391	98,319	100,286	102,291	104,337	106,424	108,552

# APPENDICES

## Pay Plan: Salary Scale (steps 16-35)

Grade	16	17	18	19	20	21	22	23	24	Maximum Step 25	26	27	28	29	30	31	32	33	34	35
1	29,925	30,523	31,134	31,756	32,392	33,039	33,700	34,374	35,062	35,763	36,478	37,208	37,952	38,711	39,485	40,275	41,080	41,902	42,740	43,595
2	32,318	32,965	33,624	34,296	34,982	35,682	36,396	37,124	37,866	38,623	39,395	40,183	40,987	41,807	42,643	43,496	44,366	45,253	46,158	47,081
3	34,905	35,603	36,315	37,041	37,782	38,538	39,308	40,094	40,896	41,714	42,548	43,399	44,267	45,153	46,056	46,977	47,916	48,875	49,852	50,849
4	37,697	38,451	39,220	40,004	40,804	41,620	42,453	43,302	44,168	45,051	45,952	46,871	47,808	48,765	49,740	50,735	51,749	52,784	53,840	54,917
5	40,714	41,528	42,359	43,206	44,070	44,951	45,850	46,767	47,703	48,657	49,630	50,623	51,635	52,668	53,721	54,796	55,892	57,009	58,150	59,313
6	43,970	44,849	45,746	46,661	47,594	48,546	49,517	50,508	51,518	52,548	53,599	54,671	55,764	56,880	58,017	59,178	60,361	61,568	62,800	64,056
7	47,487	48,436	49,405	50,393	51,401	52,429	53,478	54,547	55,638	56,751	57,886	59,044	60,225	61,429	62,658	63,911	65,189	66,493	67,823	69,179
8	51,287	52,313	53,359	54,426	55,515	56,625	57,757	58,913	60,091	61,293	62,519	63,769	65,045	66,346	67,672	69,026	70,406	71,815	73,251	74,716
9	55,390	56,498	57,628	58,780	59,956	61,155	62,378	63,625	64,898	66,196	67,520	68,870	70,248	71,653	73,086	74,547	76,038	77,559	79,110	80,693
10	59,819	61,016	62,236	63,481	64,750	66,046	67,366	68,714	70,088	71,490	72,920	74,378	75,866	77,383	78,931	80,509	82,120	83,762	85,437	87,146
11	64,606	65,898	67,216	68,561	69,932	71,331	72,757	74,212	75,697	77,210	78,754	80,329	81,936	83,575	85,246	86,951	88,690	90,464	92,273	94,119
12	69,775	71,170	72,594	74,045	75,526	77,037	78,578	80,149	81,752	83,387	85,055	86,756	88,491	90,261	92,066	93,907	95,785	97,701	99,655	101,648
13	75,356	76,864	78,401	79,969	81,568	83,200	84,864	86,561	88,292	90,058	91,859	93,696	95,570	97,482	99,431	101,420	103,448	105,517	107,628	109,780
14	81,385	83,012	84,673	86,366	88,093	89,855	91,652	93,485	95,355	97,262	99,207	101,191	103,215	105,280	107,385	109,533	111,723	113,958	116,237	118,562
15	87,897	89,655	91,448	93,277	95,142	97,045	98,986	100,966	102,985	105,045	107,146	109,289	111,475	113,704	115,978	118,298	120,664	123,077	125,538	128,049
16	94,927	96,826	98,762	100,737	102,752	104,807	106,903	109,041	111,222	113,447	115,716	118,030	120,391	122,799	125,255	127,760	130,315	132,921	135,580	138,291
17	102,521	104,571	106,663	108,796	110,972	113,191	115,455	117,764	120,119	122,522	124,972	127,472	130,021	132,622	135,274	137,980	140,739	143,554	146,425	149,354
18	110,723	112,938	115,197	117,501	119,851	122,248	124,692	127,186	129,730	132,325	134,972	137,671	140,424	143,233	146,097	149,019	152,000	155,040	158,141	161,303



# APPENDICES

## Police Pay Plan: Min, Mid, Max

Grade	Job Title	Min	Mid	Max
1	Cadet / Blue Shirt	44,192		
2	Police Officer	44,192	59,015	77,077
3	Police Officer 1st Class (PFC)	49,423	64,645	84,430
4	Senior Police Officer (SPO)	50,852	66,583	86,961
5	Master Police Officer (MPO)	52,324	68,580	89,569
6	Corporal (Secondary Squad Supervisor)	58,842	77,007	100,575
7	Senior Corporal (Secondary Squad Supervisor)	60,607	79,317	103,592
8	Sergeant (Squad Supervisor)	62,425	82,972	108,366
9	Lieutenant (Squad Commander)	68,170	89,304	116,636
10	Captain (Division Commander)	76,706	100,487	131,242
11	Major (Division Commander)	82,561	108,157	141,258
12	Colonel (Assistant Chief of Police)	89,677	117,478	153,433
13	Chief of Police (Department Head)	95,125	124,615	162,753

# APPENDICES

## Police Pay Plan: Salary Scale (steps 1-12)

Grade	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
1	Cadet / Blue Shirt	44,192											
2	Police Officer	44,192	46,203	47,243	48,305	49,392	50,504	51,640	52,802	53,990	55,205	56,447	57,717
3	Police Officer 1st Class (PFC)	49,423	50,562	51,725	52,916	54,104	55,321	56,566	57,839	59,140	60,471	61,831	63,223
4	Senior Police Officer (SPO)	50,852	52,023	53,220	54,444	55,697	56,980	58,262	59,573	60,913	62,284	63,685	65,118
5	Master Police Officer (MPO)	52,324	53,529	54,761	56,021	57,311	58,630	59,979	61,360	62,740	64,152	65,595	67,071
6	Corporal (Secondary Squad Supervisor)	58,842	60,197	61,582	63,000	64,450	65,900	67,383	68,899	70,449	72,034	73,655	75,312
7	Senior Corporal (Secondary Squad Supervisor)	60,607	62,002	63,429	64,890	66,384	67,877	69,404	70,966	72,562	74,195	75,865	77,571
8	Sergeant (Squad Supervisor)	62,425	63,862	65,332	66,837	68,376	71,005	72,603	74,236	75,906	77,614	79,361	81,146
9	Lieutenant (Squad Commander)	68,170	69,738	71,344	72,986	74,666	76,385	78,143	79,901	81,699	83,537	85,417	87,339
10	Captain (Division Commander)	76,706	78,472	80,278	82,126	84,017	85,951	87,929	89,907	91,930	93,999	96,114	98,276
11	Major (Division Commander)	82,561	84,461	86,405	88,394	90,429	92,510	94,640	96,769	98,947	101,173	103,449	105,777
12	Colonel (Assistant Chief of Police)	89,677	91,741	93,853	96,013	98,223	100,484	102,797	105,109	107,474	109,893	112,365	114,893
13	Chief of Police (Department Head)	95,125	97,313	99,553	101,845	104,189	106,587	109,041	111,494	114,003	116,568	119,191	121,873

# APPENDICES

## Police Pay Plan: Salary Scale (steps 12-24)

Grade	Job Title	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
1	Cadet / Blue Shirt	44,192												
2	Police Officer	59,015	60,343	61,701	63,089	64,509	65,960	67,445	68,962	70,514	72,100	73,722	75,381	77,077
3	Police Officer 1st Class (PFC)	64,645	66,100	67,587	69,108	70,663	72,252	73,878	75,540	77,240	78,978	80,755	82,572	84,430
4	Senior Police Officer (SPO)	66,583	68,081	69,613	71,180	72,781	74,419	76,093	77,805	79,556	81,346	83,176	85,048	86,961
5	Master Police Officer (MPO)	68,580	70,123	71,701	73,314	74,964	76,650	78,375	80,138	81,942	83,785	85,670	87,598	89,569
6	Corporal (Secondary Squad Supervisor)	77,007	78,740	80,511	82,323	84,175	86,069	88,005	89,986	92,010	94,080	96,197	98,362	100,575
7	Senior Corporal (Secondary Squad Supervisor)	79,317	81,102	82,926	84,793	86,700	88,651	90,646	92,685	94,771	96,903	99,083	101,313	103,592
8	Sergeant (Squad Supervisor)	82,972	84,839	86,748	88,700	90,695	92,736	94,823	96,956	99,138	101,368	103,649	105,981	108,366
9	Lieutenant (Squad Commander)	89,304	91,313	93,368	95,469	97,617	99,813	102,059	104,355	106,703	109,104	111,559	114,069	116,636
10	Captain (Division Commander)	100,487	102,748	105,060	107,424	109,841	112,313	114,840	117,424	120,066	122,767	125,529	128,354	131,242
11	Major (Division Commander)	108,157	110,591	113,079	115,623	118,225	120,885	123,605	126,386	129,229	132,137	135,110	138,150	141,258
12	Colonel (Assistant Chief of Police)	117,478	120,122	122,824	125,588	128,414	131,303	134,257	137,278	140,367	143,525	146,754	150,056	153,433
13	Chief of Police (Department Head)	124,615	127,419	130,286	133,217	136,214	139,279	142,413	145,617	148,894	152,244	155,669	159,172	162,753

# APPENDICES

## Fire Pay Plan: Min, Mid, Max

	Grade	Min	Mid	Max
Probationary FF/EMT	1	37,500		
Probationary FF/PM	1P	42,900		
FF/EMT 1	2	39,375	51,954	69,924
FF/PM 1	2P	45,045	59,436	79,993
Driver/EMT	3	40,556	53,513	72,022
Driver/PM	3P	46,396	61,219	82,393
Sergeant	4	42,584	56,189	75,623
Sergeant	4P	48,716	64,280	86,512
LT	5	51,639	68,137	91,703
CPT	6	54,841	72,361	97,389
AC	7	58,131	76,703	103,232
DC	8	61,619	81,305	109,426
FC	9	65,316	86,183	115,991



# APPENDICES

## Fire Pay Plan: Salary Scale (steps 1-15)

	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Probationary FF/EMT	1	37,500														
Probationary FF/PM	1P	42,900														
FF/EMT 1	2	39,375	40,163	40,966	41,785	42,621	43,473	44,343	45,229	46,134	47,057	47,998	48,958	49,937	50,936	51,954
FF/PM 1	2P	45,045	45,946	46,865	47,802	48,758	49,733	50,728	51,743	52,777	53,833	54,910	56,008	57,128	58,271	59,436
Driver/EMT	3	40,556	41,367	42,195	43,039	43,899	44,777	45,673	46,586	47,518	48,468	49,438	50,427	51,435	52,464	53,513
Driver/PM	3P	46,396	47,324	48,271	49,236	50,221	51,225	52,250	53,295	54,361	55,448	56,557	57,688	58,842	60,019	61,219
Sergeant	4	42,584	43,436	44,304	45,191	46,094	47,016	47,957	48,916	49,894	50,892	51,910	52,948	54,007	55,087	56,189
Sergeant	4P	48,716	49,690	50,684	51,698	52,732	53,787	54,862	55,960	57,079	58,220	59,385	60,572	61,784	63,020	64,280
LT	5	51,639	52,672	53,725	54,800	55,896	57,014	58,154	59,317	60,503	61,714	62,948	64,207	65,491	66,801	68,137
CPT	6	54,841	55,938	57,056	58,197	59,361	60,549	61,760	62,995	64,255	65,540	66,851	68,188	69,551	70,942	72,361
AC	7	58,131	59,294	60,480	61,689	62,923	64,182	65,465	66,774	68,110	69,472	70,862	72,279	73,724	75,199	76,703
DC	8	61,619	62,851	64,108	65,391	66,698	68,032	69,393	70,781	72,197	73,641	75,113	76,616	78,148	79,711	81,305
FC	9	65,316	66,623	67,955	69,314	70,700	72,114	73,557	75,028	76,528	78,059	79,620	81,213	82,837	84,494	86,183

# APPENDICES

## Fire Pay Plan: Salary Scale (steps 15-30)

	Grade	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Probationary FF/EMT	1															
Probationary FF/PM	1P															
FF/EMT 1	2	52,994	54,053	55,135	56,237	57,362	58,509	59,679	60,873	62,090	63,332	64,599	65,891	67,209	68,553	69,924
FF/PM 1	2P	60,625	61,837	63,074	64,335	65,622	66,935	68,273	69,639	71,031	72,452	73,901	75,379	76,887	78,424	79,993
Driver/EMT	3	54,583	55,675	56,789	57,924	59,083	60,264	61,470	62,699	63,953	65,232	66,537	67,868	69,225	70,609	72,022
Driver/PM	3P	62,443	63,692	64,966	66,265	67,591	68,943	70,321	71,728	73,162	74,626	76,118	77,640	79,193	80,777	82,393
Sergeant	4	57,313	58,459	59,628	60,821	62,037	63,278	64,543	65,834	67,151	68,494	69,864	71,261	72,686	74,140	75,623
Sergeant	4P	65,566	66,877	68,214	69,579	70,970	72,390	73,837	75,314	76,820	78,357	79,924	81,523	83,153	84,816	86,512
LT	5	69,499	70,889	72,307	73,753	75,228	76,733	78,268	79,833	81,430	83,058	84,719	86,414	88,142	89,905	91,703
CPT	6	73,808	75,285	76,790	78,326	79,893	81,490	83,120	84,783	86,478	88,208	89,972	91,772	93,607	95,479	97,389
AC	7	78,237	79,802	81,398	83,026	84,686	86,380	88,108	89,870	91,667	93,500	95,370	97,278	99,223	101,208	103,232
DC	8	82,931	84,590	86,282	88,007	89,767	91,563	93,394	95,262	97,167	99,110	101,093	103,114	105,177	107,280	109,426
FC	9	87,907	89,665	91,458	93,288	95,153	97,056	98,998	100,978	102,997	105,057	107,158	109,301	111,487	113,717	115,991

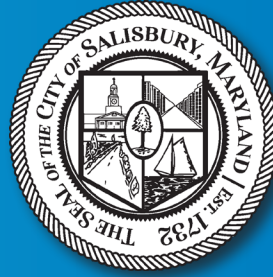
# APPENDICES

## Schedule of Current Insurance

POLICIES	POLICY #	DATE	COST	COVERAGE
<b>AVERY HALL</b>				
<b>Accident Policies</b>				
	#42SR344016	9/16/20-21	\$340	Covers Auxiliary Police, PD, SPARC
	#40SR344024	1/22/21-22	\$432	Covers Zoo volunteers
	#42SR344022	11/13/21-22	\$340	Covers Ladies Auxiliary
	#42SR344015	10/23/20-21	\$340	Covers Fire Dept. Cadets
	Suspended due to COVID	8/1/20-21	\$1,753.50	City Volunteers & NFF. The reinstated policy cost may increase.
<b>Boat Policies</b>				
	ZOH14R7729620ND	6/10/20-21	\$33,147	Fire Boat liability & hull coverage
	ZOX14R7731520ND	6/10/20-21	\$5,280	Fire Boat/Excess Coverage
<b>Pollution</b>				
	G46796287003	7/27/20-21	\$359	Pollution for the marina tanks
<b>Fire Department Package</b>				
	VFNUTR000754601	3/27/21-22	\$6,541	Liability, Crime and Umbrella
<b>Workers Compensation</b>				
	2108403	7/1/20-21	\$1,165,858	
<b>LOCAL GOVERNMENT INSURANCE TRUST</b>				
<b>Scheduled Coverages</b>	PLP-502500-2020/21-07	7/1/20-21	\$535,351	The lump sum covers multiple ins. companies that LGIT brokers on the City's behalf.
	* LGIT estimates a 7.0 % increase for 7/1/21-22			



# City of Salisbury MARYLAND



Capital Improvement Plan 2022-2026



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Market St.

Main St.





# TEAM WORK

## City Council



John R. "Jack" Heath  
Council President, District 3



Muir Boda  
Council Vice President,  
District 2



April Jackson  
District 1



Angela Blake  
District 5



Michele Gregory  
District 4

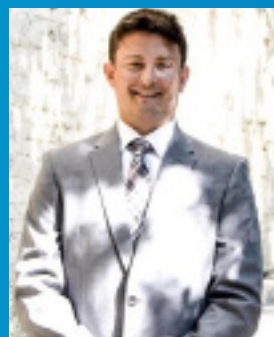
## City Administration



Jacob R. Day  
Mayor



Julia Glanz  
City Administrator



Andy Kitzrow  
Deputy City Administrator

# MAYOR'S MESSAGE

Dear Friends,

Over the past 4 years, we have refined Salisbury's Capital Improvement Plan to provide you a document which more accurately reflects our priorities in the near future and the long term. The purpose of the document is to apportion tax dollars as effectively as possible, that we may maximize our capital assets, perform necessary upkeep and maintenance, improve upon the things that make our City function, and fund new projects which will continue to enhance our way of life in the future.

The 2021-2025 CIP has been crafted at a moment of economic uncertainty – for Salisbury, and for the Nation – and presents an even more conservative outlook than previous CIP documents. The myriad challenges imposed upon us by COVID-19 comprise a storm unlike any we've experienced in the past. We will weather it. Smart, careful planning will put us in the best position to enter the post-COVID world, and this CIP document will be our roadmap to continued success as we navigate that world.



# MAYOR'S MESSAGE

The City of Salisbury remains dedicated to the pursuit of excellence in all things. We are still, and will continue to be the best small city in America. The challenges we face today are historic, but they are temporary, and we will eventually see them in the rear-view mirror of our memory. Until then, we turn, as one, and march head-on into the storm, knowing that brighter days await us on the other side.

In Service,



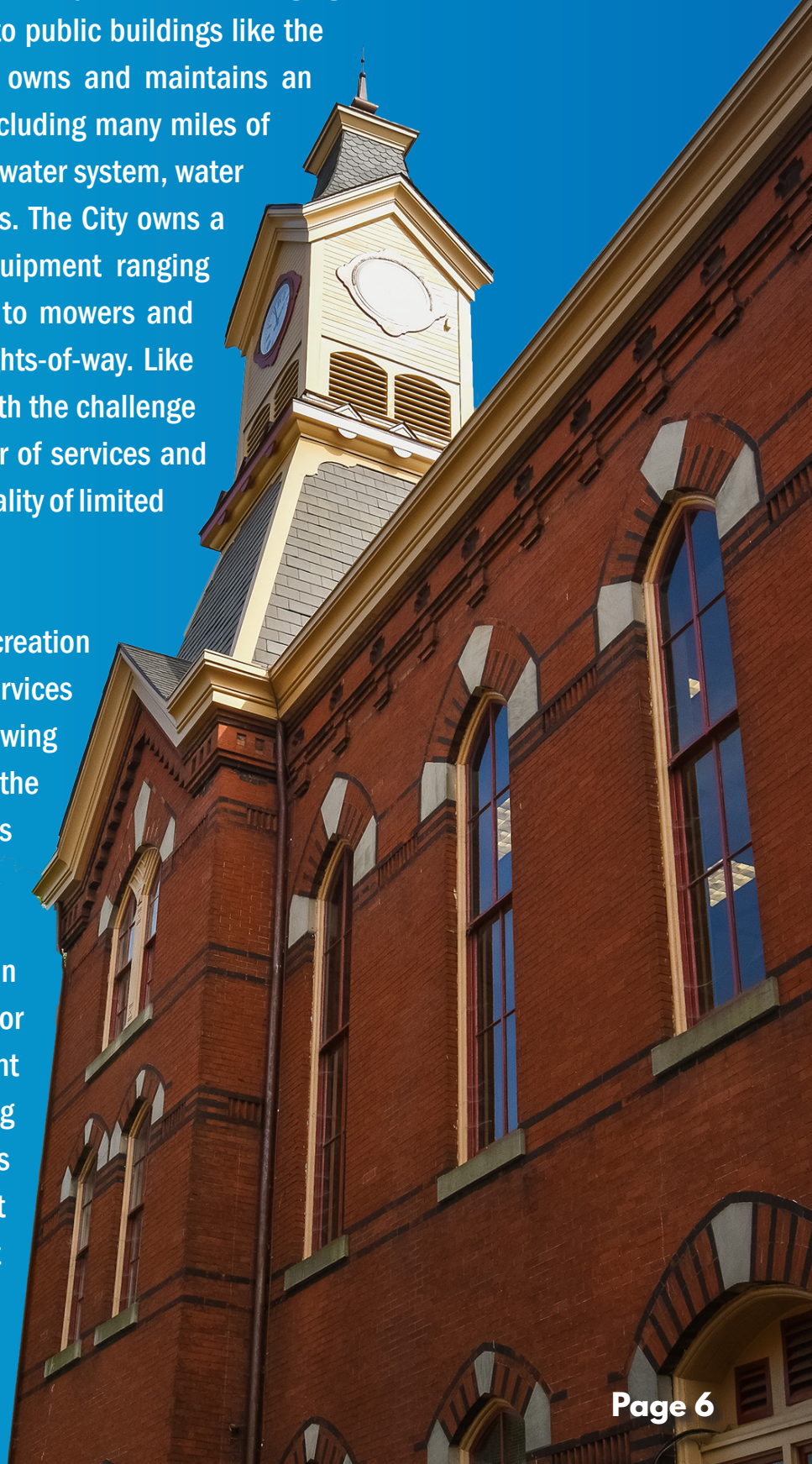
Julia Glanz  
City Administrator,  
Acting Mayor



# ABOUT THE CIP

Salisbury's capital assets are the physical foundation of our service delivery. The City owns and maintains a variety of facilities, ranging from recreational assets like the city parks to public buildings like the Government Office Building. The City owns and maintains an expansive network of infrastructure, including many miles of streets, a growing storm water system, water system, water storage tanks, and miles of sewer lines. The City owns a fleet of vehicles and inventory of equipment ranging from a police communication system to mowers and tractors for maintaining Salisbury's rights-of-way. Like many other cities, Salisbury is faced with the challenge of providing an ever-increasing number of services and facilities, while being sensitive to the reality of limited financial resources.

The improvement of streets, recreation facilities, public safety facilities and services must not only keep pace with the growing population, but should also match the level of quality that Salisbury's citizens have come to expect and appreciate. It is essential that the city has a comprehensive approach, not only in planning for future assets, but also for maintaining and replacing its current inventory. A long-range plan for funding these expenditures is vital, as decisions about investments in these assets affect the availability and quality of most government services.





# ABOUT THE CIP

## Capital Planning

The Capital Improvement Program (CIP) is the tool that allows Salisbury's decision makers to plan how, when and where future improvements should be made. The document itself is a snapshot into the next five years of existing and anticipated capital needs and the funding needed to make them a reality.

## Salisbury's Capital Improvement Policy

A CIP covering a five-year period is developed, reviewed and updated annually. To be considered in the CIP, a project should have an estimated cost of at least \$25,000. Projects are not combined to meet the minimum standard unless they are dependent upon each other. Items that are operating expenses, such as maintenance agreements and personal computer software upgrades, are not considered within the CIP. The City identifies the estimated costs and potential funding sources for each capital project prior to inclusion in the CIP.

The operating costs to maintain capital projects are considered prior to the decision to undertake the projects. Each project is scored and ranked according to specific criteria.



# ABOUT THE CIP



Capital projects and capital asset purchases will receive a higher priority based on conformance with the following criteria (in no particular order):

- It is a mandatory project
- It is a maintenance project based on approved replacement schedules
- It will improve efficiency
- It is mandated by policy
- It lengthens the expected useful life of a current asset
- It has a positive effect on operation and maintenance costs
- There are grant funds available
- It will eliminate hazards and improve public safety
- There are prior commitments
- It replaces an asset lost to disaster or damage
- Project implementation is feasible
- It is not harmful to the environment
- It conforms to and/or advances the City's goals and plans
- It assists with the implementation of departmental goals and policies
- It provides cultural, aesthetic and/or recreational value

The CIP is presented annually to the City Council for approval. As the CIP is a financial and resource planning tool, it does not represent final budgets for any projects or indicate there is a commitment to proceed with the project. When the City is ready to undertake a project, it will be incorporated into the annual budget.



# ABOUT THE CIP

## Development of the CIP

Many projects are the recommendation of citizens, Council Members and staff. Others are developed as part of a larger planning effort such as the City's Downtown Master Plan. Department heads review their projects and rank the projects in order to prioritize them.

Revenue available for capital improvements are not sufficient to fund all improvement opportunities. In order for the Capital Improvement Plan to be realistic, the following framework is used as a guide to determine the level of funding by year:

### General Fund Revenues

Based on current operating budgets, the City has set \$1,600,000 as an annual target for the use of General Fund Revenues as a funding source in this Capital Improvement Plan.

### Bond Debt

The funding level by year for projects from Bond Debt is influenced by the debt service guidelines included in the City's Financial Policy.

### Leases

No set threshold amount for leases is incorporated. Leases are often appropriate as a funding source where a department has sufficient fall off of existing payments resulting in no additional increase of operating expense.



# SUMMARY BY PROGRAM

Summary by Program	Fiscal Year					Total
	FY 22	FY 23	FY 24	FY 25	FY 26	
<b>General Government</b>						
Procurement - Government Office Building	178,750					178,750
Housing and Community Development	85,000	77,000				162,000
<b>Information Services</b>						
Information Technology	57,900	6,000				63,900
GIS		400,000	300,000	250,000	75,000	1,025,000
Connectivity				225,000		225,000
Storm Water						-
<b>Public Safety</b>						
Police	416,000	495,030	516,000	416,000	416,000	2,259,030
Fire	1,895,000	1,415,000	1,750,000	755,000	1,425,000	7,240,000
<b>Field Operations</b>						
General Projects	2,575,000	830,000		525,000		3,930,000
Vehicles	927,000	35,000				962,000
Equipment	373,000					373,000
Traffic Control		45,550	74,040	160,750	62,370	342,710
Zoo	120,000	70,000	147,250	895,300	870,000	2,102,550
Poplar Hill Mansion	50,000	50,000	32,000	25,000		157,000
Storm Water						-
<b>Infrastructure &amp; Development</b>						
General Projects	1,489,000	1,185,000	1,340,000	1,275,000	3,305,000	8,594,000
Transportation	2,977,500	5,570,350	7,427,800	2,536,100	3,653,900	22,165,650
Bridge Maintenance	100,000		3,500,000	2,250,000		5,850,000
New Streets			620,000	410,000	3,030,000	4,060,000
Storm Water	1,015,000	1,550,000	1,700,000	800,000		5,065,000
<b>General Capital Projects</b>	<b>12,259,150</b>	<b>11,728,930</b>	<b>17,407,090</b>	<b>10,523,150</b>	<b>12,837,270</b>	<b>64,755,590</b>
<b>Parking Authority Fund</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>150,000</b>
<b>Water &amp; Sewer Fund</b>						
Water Production Maintenance	3,395,800	539,550	1,529,000	175,000	175,000	5,814,350
Water Distribution Maintenance	100,000	100,000	1,030,000	734,000	734,000	2,698,000
Wastewater Collection Maintenance	500,000	500,000				1,000,000
Treat Wastewater	335,000	1,774,000	110,000	685,000		2,904,000
GIS						-
Connectivity	225,000					225,000
HCDD	60,000					60,000
<b>Water &amp; Sewer Fund Total</b>	<b>4,615,800</b>	<b>2,913,550</b>	<b>2,669,000</b>	<b>1,594,000</b>	<b>909,000</b>	<b>12,701,350</b>
<b>Grand Total</b>	<b>17,834,950</b>	<b>15,306,480</b>	<b>19,810,090</b>	<b>11,513,150</b>	<b>13,142,270</b>	<b>77,606,940</b>

# DETAIL PROJECT LIST BY SOURCE

Project Description	Fiscal Year					Total
	FY22	FY23	FY24	FY25	FY26	
<b>General Revenues</b>						
Apparatus Replacement - Dive Trailer				25,000		25,000
Apparatus Replacement - Staff Vehicle						-
Apparatus Replacement				20,000		20,000
EnerGov Software & Implementation	60,000					60,000
High Availability Virtual Environment	57,900	6,000				63,900
Fiber Backbone Expansion				225,000		225,000
<b>Municipal Broadband</b>						-
City Park Master Plan Improvements		130,000	220,000	270,000	50,000	670,000
Wayfinding and Signage		40,000		40,000		80,000
Waterside Playground				15,000	30,000	45,000
North Prong Park Improvements	-	75,000	75,000	100,000		250,000
Street Light Additions and Replacement	50,000	50,000	50,000	50,000	50,000	250,000
River Place Riverwalk Replacement		90,000				90,000
Tennis Complex on Beaverdam Drive	50,000	275,000				325,000
Market Street Shoreline Improvements						-
Riverwalk Street Light Replacement		450,000				450,000
Riverwalk String Lights						-
Street Reconstuction (Milling and Paving)	625,000	849,650	829,700	766,500	659,450	3,730,300
Surface Maintenance (Crack Sealing, Microsurfacing)	250,000	438,200	373,100	399,600	399,450	1,860,350
Concrete Program (Curb, Gutter and Sidewalk)	50,000	100,000	100,000	100,000	100,000	450,000
Bridge Maintenance - South Division Street Bridge	100,000					100,000
Naylor Mill Road Bridge Replacement			700,000			700,000
Mill Street Bridge Rehabilitation				450,000		450,000
Georgia Avenue Utilities and Street				80,000		80,000
Vision Zero- Speed Awareness and Safety Program						-
Vision Zero- Slow Zone Program						-
Vision Zero- Crosswalk Program	12,500	12,500	25,000	25,000	25,000	100,000
Vision Zero- Pedestrian Signal Program	25,000	25,000	50,000	50,000	50,000	200,000
Naylor Mill Road Corridor Study					50,000	50,000
Johnson Road/Robins Ave Traffic Shed Study					75,000	75,000
City Park Bandstand Bathrooms						-
Transport Van for Zoo		35,000				35,000
East Main/Snow Hill/Ward		45,550				45,550

# DETAIL PROJECT LIST BY SOURCE

Project Description	Fiscal Year					Total
	FY22	FY23	FY24	FY25	FY26	
Snow Hill/Vine/S. Schumaker			36,450			36,450
Eastern Shore Dr./East Vine St.			37,590			37,590
Camden Ave/South Blvd Upgrade				160,750		160,750
LIDAR Street Sign Inventory					62,370	62,370
Electrical Transformers				51,500		51,500
Jaguar Exhibit - Phase I		50,000	50,000			100,000
North American Ducks - Exhibit Improvements				61,800		61,800
Pathway Paving	20,000	20,000	20,000	20,000	20,000	100,000
East Parking Lot Redesign				12,000	100,000	112,000
Red Wolf Building Improvements			77,250			77,250
Exterior: Siding Repair and Painting Phase I	50,000					50,000
Exterior: Siding Repair and Painting Phase II		50,000				50,000
Shutter Installation			32,000			32,000
Attic HVAC				25,000		25,000
Asphalt Parking Lot and Burton Street		39,700				39,700
Fencing SPD Overflow Parking Lot		39,330				39,330
SPD On-Site Garages			100,000			100,000
Armored Rescue Vehicle						-
<b>Storm Water Fund PayGO</b>						-
Impervious Surface Reduction						-
Waste Shark						-
Johnson Pond Dam Improvements	90,000					90,000
Impervious Surface Reduction	100,000	100,000	100,000	100,000		400,000
Stream Restoration along Beaverdam Creek	100,000					100,000
						-
Special Events Pavilions	100,000					100,000
Tennis Complex on Beaverdam Drive			275,000			275,000
Skatepark Phase 2b	134,000					134,000
Waterside Playground				200,000		200,000
Street Reconstuction (Milling and Paving)	45,000	45,000	45,000	45,000	45,000	225,000
Eastern Shore Drive Promenade		500,000	500,000			1,000,000
Naylor Mill Road Bridge Replacement			2,800,000			2,800,000
Mill Street Bridge Rehabilitation				1,800,000		1,800,000
City Parks Masterplan	75,000					75,000
Impervious Surface Reduction		100,000	100,000	100,000		300,000
Stream Restoration along Beaverdam Creek		250,000	250,000			500,000

# DETAIL PROJECT LIST BY SOURCE

Project Description	Fiscal Year					Total
	FY22	FY23	FY24	FY25	FY26	
<b>Bonded Debt</b>						-
Computer Aided Dispatch (CAD) Replacement		400,000	300,000	250,000	75,000	1,025,000
GOB Air Handler Replacement	178,750					178,750
Fire Station - North Side						-
Apparatus Replacement - Rescue 16		1,200,000				1,200,000
Radio Paging System Replacement	100,000					100,000
City Park Master Plan Improvements	400,000					400,000
Bicycle Master Plan Improvements	475,000	475,000	475,000	475,000	475,000	2,375,000
Urban Greenway Improvements	450,000	75,000	500,000	100,000	500,000	1,625,000
North Prong Park Improvements				500,000	500,000	1,000,000
Beaverdam Creek Bulkhead Replacement			220,000		2,100,000	2,320,000
Rail Trail Master Plan Implementation	400,000	400,000	400,000	400,000	400,000	2,000,000
Downtown Street Scaping	570,000	775,000	905,000			2,250,000
Vision Zero - ADA Upgrades	125,000	125,000	125,000	125,000	125,000	625,000
Eastern Shore Drive Promenade						-
North Mill Street Reconstruction				150,000	1,200,000	1,350,000
Georgia Avenue Utilities and Street					600,000	600,000
Market Street Shoreline Improvements	330,000					330,000
Field Operations Facility Plan - Phase 3	2,520,000					2,520,000
Field Operations Facility Plan - Phase 4		515,000				515,000
Field Operations Facility Plan - Phase 5		315,000				315,000
Field Operations Facility Plan - Phase 6				525,000		525,000
Beaglin Park Dam Improvements				400,000		400,000
Johnson Pond Dam Improvements		200,000	350,000			550,000
Impervious Surface Reduction		200,000	200,000	200,000		600,000
Stream Restoration along Beaverdam Creek		700,000	700,000			1,400,000
Northwood and Brewington Branch Culvert	600,000					600,000
<b>Contributions</b>						-
Eastern Shore Drive Promenade	375,000	1,800,000	3,600,000			5,775,000
Naylor Mill Road Corridor Study					50,000	50,000
Fire Station - North Side		150,000				150,000
City Park Bandstand Bathrooms	55,000					55,000
Vision Zero- Speed Awareness and Safety Program	12,500	12,500				25,000
Vision Zero- Slow Zone Program	12,500	12,500				25,000
Jaguar Exhibit - Phase I				750,000	750,000	1,500,000
Fire Station - North Side	395,000					395,000



# DETAIL PROJECT LIST BY SOURCE

Project Description	Fiscal Year					Total
	FY22	FY23	FY24	FY25	FY26	
Apparatus Replacement - Tanker				650,000		650,000
Lemmon Hill Standpipe Lights					75,000	75,000
Jasmine Drive			620,000			620,000
Jasmine Drive to Rt. 13 Connector Road				110,000	730,000	840,000
Culver Road				220,000	1,700,000	1,920,000
<b>Lease Purchase</b>						-
Dump Truck	170,000					170,000
Housing First Vehicle Replacement	25,000	25,000				50,000
Code Enforcement Vehicle Replacement		52,000				52,000
Apparatus Replacement - Staff Vehicle		65,000				65,000
Apparatus Replacement - EMS Units					1,425,000	1,425,000
Apparatus Replacement - Engine			1,750,000			1,750,000
Apparatus Replacement - Aerial Ladder	1,400,000					1,400,000
Apparatus Replacement				60,000		60,000
Multipurpose Mower w/attachments	63,000					63,000
Front End Loader	185,000					185,000
Mini Excavator w/Trailer	60,000					60,000
Pipe Line Inspection Camera	65,000					65,000
Rear Load Trash Truck	227,000					227,000
Automated Side Load Trash Truck	280,000					280,000
Street Sweeper	250,000					250,000
Skid Steer Loader	125,000					125,000
Patrol Vehicle	368,000	368,000	368,000	368,000	368,000	1,840,000
CID Vehicles	48,000	48,000	48,000	48,000	48,000	240,000
<b>General Fund &amp; Capital Projects</b>	<b>12,259,150</b>	<b>11,728,930</b>	<b>17,407,090</b>	<b>10,523,150</b>	<b>12,837,270</b>	<b>64,755,590</b>
<b>Recap:</b>						
General Fund Revenue	1,350,400	2,820,930	2,776,090	2,947,150	1,671,270	11,565,840
Storm Water PayGO	290,000	100,000	100,000	100,000	-	590,000
Grants	354,000	895,000	3,970,000	2,145,000	45,000	7,409,000
Bond	6,148,750	5,380,000	4,175,000	3,125,000	5,975,000	24,803,750
Contributions, Inkind	850,000	1,975,000	4,220,000	1,730,000	3,305,000	12,080,000
Lease	3,266,000	558,000	2,166,000	476,000	1,841,000	8,307,000

# DETAIL PROJECT LIST BY SOURCE

Project Description	Fiscal Year					Total
	FY22	FY23	FY24	FY25	FY26	
<b>Parking Authority Fund</b>						
<b>General Fund Revenue</b>						
Parking Software	30,000	30,000	30,000	30,000	30,000	150,000
<b>Lease/Purchase</b>						
Parking Garage Security Cameras						
<b>Bonded Debt</b>						
<b>Parking Authority Fund Total</b>						
<b>Water Sewer Fund</b>						
<b>Enterprise Fund Revenue</b>						
Fiber Backbone Expansion	225,000					225,000
Impervious Surface Reduction						
EnerGov Software & Implementation	60,000					60,000
Restore Park Well Field	175,000	175,000	175,000	175,000	175,000	875,000
Restore Paleo Well Field			217,000			217,000
Tank and Reservoir Mixing System		90,350				90,350
Paleo Ground Storage Tank Painting	70,000					70,000
Nitrate Monitoring and Study			107,000			107,000
Paleo Equalization Basin Liner		68,000				68,000
Decommision Edgemore Water Tower		100,000				100,000
Elevated Water Tank Maintenance		106,200				106,200
WWTP Outfall Inspection and Repairs		500,000				500,000
Dump Truck	185,000			185,000		370,000
Pump Station Improvements			110,000	110,000		220,000
Internal Recycle Pump Replacement		190,000		190,000		380,000
Structural Study	150,000			200,000		350,000
Ford F350		54,000				54,000
Replace Distribution Piping & Valves	100,000	100,000	100,000	100,000	100,000	500,000
Automated Metering Infrastructure			930,000	634,000	634,000	2,198,000
Mobile LIDAR and Imagery - Street Level						
Sewer Infiltration and Inflow Remediation	500,000	500,000				1,000,000
Aerial LIDAR and Imagery						
<b>Grant</b>						
Aerial LIDAR and Imagery						
Mobile LIDAR and Imagery - Street Level						
<b>Lease/Purchase</b>						
Dump Truck						
<b>Bonded Debt</b>						
Southside Pump Station Force Main		1,030,000				1,030,000
Park Well Field Raw Water Main & Valve Rplc			1,030,000			1,030,000
Filter Replacement Project	3,150,800					3,150,800
<b>Water Sewer Fund Total &gt;&gt;</b>	<b>4,615,800</b>	<b>2,913,550</b>	<b>2,669,000</b>	<b>1,594,000</b>	<b>909,000</b>	<b>12,701,350</b>

# DETAIL PROJECT LIST BY SOURCE



Project Description	Fiscal Year					Total
	FY22	FY23	FY24	FY25	FY26	
<b>Water Sewer Fund Recap</b>						
Enterprise Revenue	1,561,940	1,883,550	1,639,000	1,594,000	909,000	7,587,490
Grant						
Lease Purchase	-	-	-	-	-	-
Bond	3,150,800	1,030,000	1,030,000	-	-	5,210,800
Revolving						
Capacity						

**Program Total: General Projects**

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-	-	-	-	-
Grant	-	-	-	-	-	-
Bond	178,750	-	-	-	-	178,750
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	178,750	-	-	-	-	178,750
Engineering	-	-	-	-	-	-
Construction	178,750	-	-	-	-	178,750
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	178,750	-	-	-	-	178,750



# GOVERNMENT OFFICE BUILDING



## GB-GP-21-02 GOB Air Handler Replacement

The GOB utilizes 2 air handlers as the primary equipment that circulates conditioned air throughout the building. Located in the basement's boiler room, they operate by inducing a temperature change as air is passed through the unit. The existing units are original to the building. The service life of new air handlers is 25 to 30 years old.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	178,750					178,750
Lease						-
Contribution						-
Total Revenue	178,750	-	-	-	-	178,750
Engineering						-
Construction	178,750					178,750
Vehicle/ Equip.						-
Other						-
Total Expense	178,750	-	-	-	-	178,750

## Program Total: General Projects

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	57,900	6,000	-	-	-	63,900
Grant	-					-
Bond	-					-
Lease						-
Contribution	-					-
Total Revenue	57,900	6,000	-	-	-	63,900
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip	-	-	-	-	-	-
Other	57,900	6,000	-	-	-	63,900
Total Expense	57,900	6,000	-	-	-	63,900

# INFORMATION SERVICES



## IS-IT-20-01 High Availability Virtual Environment

Create a modern high availability, high resiliency server environment which will support the virtualization of multiple servers enhancing the security maintenance schedule and reducing the need to purchase physical servers while allowing for comprehensive backups of all server states and data.

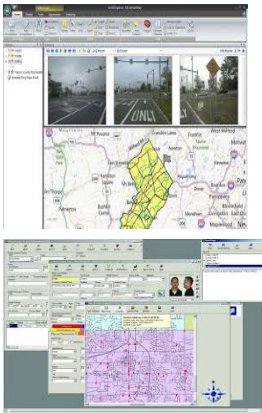
	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	57,900	6,000				63,900
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	57,900	6,000	-	-	-	63,900
Engineering						-
Construction						-
Vehicle/ Equip.						-
Other	57,900	6,000				63,900
Total Expense	57,900	6,000	-	-	-	63,900

## Program Total: GIS

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		-	-	-	-	-
Water & Sewer						
Grant						
Bond		400,000	300,000	250,000	75,000	1,025,000
Lease						
Contribution						
Total Revenue	-	400,000	300,000	250,000	75,000	1,025,000
Engineering						
Construction						
Vehicle/ Equipment						
Other		400,000	300,000	250,000	75,000	1,025,000
Total Expense	-	400,000	300,000	250,000	75,000	1,025,000



# INFORMATION SERVICES



## Computer Aided Dispatch (CAD) Replacement

### IS-GS-21-03 Salisbury Police Department and Fire Department

These funds would be used to procure and implement a new computer aided dispatching (CAD) system for the Police Department. This system would be compliant with NG 911 requirements and be capable of interfacing with State and regional law enforcement and emergency services. This system would allow Salisbury to act as a secondary or fail over PSAT for the Wicomico County CAD system. This system would allow the City to implement technological improvements, improve the flow of data and information, and improve public safety.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						
Grant						
Bond		400,000	300,000	250,000	75,000	1,025,000
Lease						
Contribution						
Total Revenue		400,000	300,000	250,000	75,000	1,025,000
Engineering						-
Construction						-
Vehicle/ Equip.						
Other		400,000	300,000	250,000	75,000	1,025,000
Total Expense		400,000	300,000	250,000	75,000	1,025,000

## Program Total: Connectivity

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-	-	225,000	-	225,000
Water & Sewer	225,000	-	-	-	-	225,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	225,000	-	-	225,000	-	450,000
Engineering	-	-	-	-	-	-
Construction	225,000	-	-	225,000	-	450,000
Vehicle/ Equipment	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	225,000	-	-	225,000	-	450,000

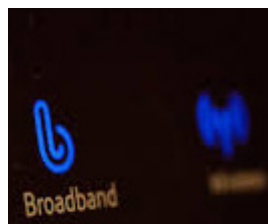
# INFORMATION SERVICES



## IS-CN-20-01 Fiber Backbone Expansion

Expansion of fiber-optic backbone between city facilities. This project will connect the Wastewater Treatment, Paleo and Park Plants, and the City Zoo to the main City fiber-optic network. This will allow for higher speed, more reliable communications between facilities, also allowing for off-site backups to occur.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-	-	225,000	-	225,000
Water & Sewer	225,000	-	-	-	-	225,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	225,000	-	-	225,000	-	450,000
Engineering	-	-	-	-	-	-
Construction	225,000	-	-	225,000	-	450,000
Vehicle/ Equipment	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	225,000	-	-	225,000	-	450,000



## IS-CN-20-02 Municipal Broadband

The City desires to offer low-cost municipal broadband Internet service to its citizens. This project consists of securing a feasibility study to see if the overall investment is worthwhile, and then using the selected vendor to assist in selecting the correct model and developing an RFP for continuance of

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Water & Sewer						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	-	-
Engineering						-
Construction						-
Vehicle/ Equipment						-
Other						-
Total Expense	-	-	-	-	-	-



## **Program Total: General Projects**

	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>Total</b>
General	60,000	-	-	-	-	60,000
Grant	-	-	-	-	-	-
Water/Sewer	60,000	-	-	-	-	60,000
Bond	-	-	-	-	-	-
Lease	25,000	77,000	-	-	-	102,000
Contribution	-	-	-	-	-	-
Total Revenue	145,000	77,000	-	-	-	222,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip	25,000	77,000	-	-	-	102,000
Other	120,000	-	-	-	-	120,000
Total Expense	145,000	77,000	-	-	-	222,000



# HOUSING AND COMMUNITY DEVELOPMENT



## HCDD-SW-22-01 EnerGov Software & Implementation



Purchase of 15 user licenses for energov. The energov software platform is the recommended replacement for HCDD's current comcate system and would allow for HCDD's integration of their inspections and enforcement into our primary MUNIS modules (i.e. Finance Module for tracking and billing of citations). This platform would also be used in DID by their inspectors, as well as tracking and reporting within our MUNIS modules. With 15 licenses it was determined that we would be able to provide licensing to additional departments, including Field Operations and the Fire Department.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	60,000					60,000
Water/Sewer	60,000					60,000
Grant						
Bond						-
Lease						-
Contribution						-
Total Revenue	120,000	-	-	-	-	120,000
Engineering						-
Construction						-
Vehicle/ Equip.						-
Other	120,000					120,000
Total Expense	120,000	-	-	-	-	120,000

## HCDD-VE-19-01 Housing First Vehicle Replacements



The Housing First Division currently has two Jeep Liberty vehicles in use requiring immediate replacement needs. HCDD-6 is a 2003 Jeep Liberty Sport with 97,000 miles and HCDD-13 is a 2006 Jeep Liberty Sport with 80,000 miles. Dues to the age of the vehicles paired with relatively high milage and consistent repair work needed the Housing First Division has been negatively impacted by decreased efficiency in completing task in the field. The impacts are not limited to Housing First as borrowing vehicles from Code Enforcement and Community Relations has effected their operations as well. We are requesting two new SUV's to replace these vehicles which is estimated to cost \$25,000 per vehicle

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	25,000	25,000				50,000
Contribution						-
Total Revenue	25,000	25,000	-	-	-	50,000
Engineering						-
Construction						-
Vehicle/ Equip.	25,000	25,000				50,000
Other						-
Total Expense	25,000	25,000	-	-	-	50,000



## HCDD-VE-19-02 Project 3

The Code Enforcement Division currently has two aging and high milage Ford Rangers requiring replacement in the near future. HCDD-5 is a 2001 Ford Ranger with 103,000 miles and HCDD-12 is a 2006 Ford Ranger with 110,00 miles. Dues to the age of the vehicles paired with relatively high milage and consistent repair work needed the Code Enforcement division has been negatively impacted by decreased efficiency in completing task in the field. We are requesting the purchase of two new Mid-Size Pick-Up Trucks estimated to cost \$26,000 per vehicle.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease		52,000				52,000
Contribution						-
Total Revenue	-	52,000	-	-	-	52,000
Engineering						-
Construction						-
Vehicle/ Equip.		52,000				52,000
Other						-
Total Expense	-	52,000	-	-	-	52,000

## Program Total: General Projects

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	79,030	100,000	-	-	179,030
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	416,000	416,000	416,000	416,000	416,000	2,080,000
Contribution	-	-	-	-	-	-
Total Revenue	416,000	495,030	516,000	416,000	416,000	2,259,030
Engineering	-	-	100,000	-	-	100,000
Construction	-	79,030	-	-	-	79,030
Vehicle/ Equipment	416,000	416,000	416,000	416,000	416,000	2,080,000
Other	-	-	-	-	-	-
Total Expense	416,000	495,030	516,000	416,000	416,000	2,259,030



## PD-22-01

### Project 1

SPD has 40 marked patrol vehicles assigned to our Operations Division. Twenty-six (26) of the 40 are assigned as take homes. As vehicles age and miles increase costly repairs mount. We are requesting 10 SUV's including emergency lights, sirens, computer, computer stand, arbitrator in-car camera, security petition, etc.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	368,000	368,000	368,000	368,000	368,000	1,840,000
Contribution						-
Total Revenue	368,000	368,000	368,000	368,000	368,000	1,840,000
Engineering						-
Construction						-
Vehicle/ Equip.	368,000	368,000	368,000	368,000	368,000	1,840,000
Other						-
Total Expense	368,000	368,000	368,000	368,000	368,000	1,840,000



## PD-22-02

### Project 2

SPD is requesting 3 smaller SUV's to continue to to replace an aging Criminal Investigation Division fleet. Each sedan with equipment is approximately \$24,000.00. Equipment includes emergency lights, sirens, etc.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	48,000	48,000	48,000	48,000	48,000	240,000
Contribution						-
Total Revenue	48,000	48,000	48,000	48,000	48,000	240,000
Engineering						-
Construction						-
Vehicle/ Equip.	48,000	48,000	48,000	48,000	48,000	240,000
Other						-
Total Expense	48,000	48,000	48,000	48,000	48,000	240,000



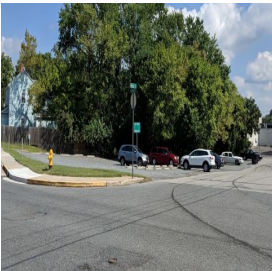


## PD-23-02

### Project 3: Asphalt Parking Lot and Burton St

Refurbish & install 8,500 sf. 1 1/2 compacted surface asphalt on Burton St. along north-side of SPD as well as installing 13,000 sf of 2 in. surface asphalt on SPD overflowing parking lot adjacent to Delaware Ave & Burton St. Stripe lot and install a total of 370 tons of asphalt & mitigate groundwater drain-off. Rezone section of Burton St. adjacent to SPD to become a private drive & incorporate maintenance of private drive into SPD annual operating budget.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		39,700				39,700
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue		39,700	-	-	-	39,700
Engineering						-
Construction		39,700				39,700
Vehicle/ Equip.						-
Other						-
Total Expense	-	39,700	-	-	-	39,700



## PD-23-02

### Project 5: Fencing SPD Overflow Parking Lot

Install perimeter fence along SPD overflow parking lot & an electronic gate system across Burton St to control vehicular and pedestrian traffic flow in parking lots of SPD used for employee personal vehicles and SPD owned property. The fence will be a 7ft., 3 rail, black metal industrial grade construction design and approx. 447 ft in circumference. The goal of SPD is to provide protection for city resources and to match the fence already installed in the main parking area.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		39,330				39,330
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue		39,330	-	-	-	39,330
Engineering						-
Construction		39,330				39,330
Vehicle/ Equip.						-
Other						-
Total Expense	-	39,330	-	-	-	39,330



**PD-24-01 On-Site Garages**

The Salisbury Police Department's on-site garages were constructed in 1996. There is need for additional storage space. SPD requests to add a usable storage space above the existing garage bays at the rear of SPD. The space will be approximately 1200 sq ft. SPD would use this space for equipment and supplies. Our current property is at capacity and the quartermaster nearing capacity. This additional space will be roughed in for future electrical and HVAC.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue		-	100,000	-	-	100,000
Engineering			100,000			100,000
Construction						-
Vehicle/ Equip.						-
Other						-
Total Expense		-	100,000	-	-	100,000

## Program Total: General Projects

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-	-	45,000	-	45,000
Grant	-	-	-	-	-	-
Bond	100,000	1,200,000	-	-	-	1,300,000
Lease	1,400,000	65,000	1,750,000	60,000	1,425,000	4,700,000
Contribution	395,000	150,000	-	650,000	-	1,195,000
Total Revenue	1,895,000	1,415,000	1,750,000	755,000	1,425,000	7,240,000
Engineering	-	150,000	-	-	-	150,000
Construction	-	-	-	-	-	-
Vehicle/ Equip	1,400,000	1,265,000	1,750,000	755,000	1,425,000	6,595,000
Other	495,000	-	-	-	-	495,000
Total Expense	1,895,000	1,415,000	1,750,000	755,000	1,425,000	7,240,000

## FD-09-02

### Fire Station - North Side



The increased residential population and commercial development on the City's north end indicates the need for an additional public safety facility to provide effective and efficient service delivery. The new facility will be designed to house an EMS unit and one other capital unit (engine or ladder) to supplement the Department's current operational profile. This facility will improve response times and increase service delivery efficiency. Land acquisition for this project would require approximately 2.5 acres. Construction would be pushed beyond the current C.I.P. program.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution	395,000	150,000				545,000
Total Revenue	395,000	150,000	-			545,000
Engineering		150,000				150,000
Construction						-
Vehicle/ Equip.						-
Other	395,000					395,000
Total Expense	395,000	150,000	-			545,000

## FD-11-02

### Apparatus Replacement– Dive Trailer



The Department currently maintains a 1992 International 4900 specialized dive response unit. This request is to purchase a specialized response trailer designed to meet the needs of our dive team. The trailer will be equipped with custom cabinets, generators, exterior/interior scene lights and GFI receptacles. An HVAC system will be installed and an area within the trailer will be enclosed to allow divers to prepare in a climate controlled environment. The request will offer additional cost savings and a reduction of the Department's motorized fleet.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				25,000		25,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	25,000	-	25,000
Engineering						-
Construction						-
Vehicle/ Equip.				25,000		25,000
Other						-
Total Expense	-	-	-	25,000	-	25,000



## FD-13-01 Apparatus Replacement– Rescue 16



The Department currently operates a 2001 American LaFrance Metropolitan as its primary apparatus to deliver technical rescue services throughout the Fire District and other areas when requested. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. Although the annual FD apparatus evaluation has found that the current condition of this unit is listed as “Fair”, it is becoming increasingly difficult to make repairs due to lack of available parts.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond		1,200,000				1,200,000
Lease						-
Contribution						-
Total Revenue	-	1,200,000	-			1,200,000
Engineering						-
Construction						-
Vehicle/ Equip.		1,200,000				1,200,000
Other						-
Total Expense	-	1,200,000	-			1,200,000

## FD-17-01 Apparatus Replacement - Tanker



This project is to replace a 1997 Engine/Tanker that serves primarily as an engine but has a larger water tank (2000 gals). In an effort to improve the ISO rating in the county portion of our fire district, the Department must have the ability to provide adequate water. Funding will be provided by the volunteer corporation and the revenue generated from the sale of the current Engine/Tanker. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution				650,000		650,000
Total Revenue	-	-	-			650,000
Engineering						-
Construction						-
Vehicle/ Equip.				650,000		650,000
Other						-
Total Expense	-	-	-			650,000



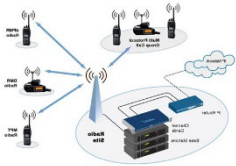
## FD-19-03 Apparatus Replacement - Staff Vehicle

Refurbish & install 8,500 sf. 1 1/2 compacted surface asphalt on Burton St. along north-side of SPD as well as installing 13,000 sf of 2 in. surface asphalt on SPD overflowing parking lot adjacent to Delaware Ave & Burton St. Stripe lot and install a total of 370 tons of asphalt & mitigate groundwater drain-off. Rezone section of Burton St. adjacent to SPD to become a private drive & incorporate maintenance of private drive into SPD annual operating budget.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease		65,000				65,000
Contribution						-
Total Revenue	-	65,000	-			65,000
Engineering						-
Construction						-
Vehicle/ Equip.		65,000				65,000
Other						-
Total Expense	-	65,000	-			65,000

## FD-20-03 Radio Paging System Replacement

This project is to replace an outdated analog paging system used to activate fire department tones/pagers. Wicomico County has recently switched to a state of the art digital radio system and because of this, the department's analog system is unable to work properly. This project would include the necessary equipment, implementation, civil work, project management and engineering cost. A new paging antenna would be placed on the County's new radio antenna to improve radio coverage area. This project would enhance our interoperability among the system.



	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	100,000					100,000
Lease						-
Contribution						-
Total Revenue	100,000	-	-			100,000
Engineering						-
Construction						-
Vehicle/ Equip.						-
Other	100,000					100,000
Total Expense	100,000	-	-			100,000

## FD-22-01 Apparatus Replacement - Engine



This project is to replace two (2) 2009 fire engines. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The annual FD apparatus evaluation has found that the current condition of these engines is such that it will allow the department to postpone replacement of these vehicles past the ten (10) years. Continued evaluations will be conducted to identify the best time to replace this unit.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease			1,750,000			1,750,000
Contribution						-
Total Revenue	-	-	1,750,000			1,750,000
Engineering						-
Construction						-
Vehicle/ Equip.			1,750,000			1,750,000
Other						-
Total Expense	-	-	1,750,000			1,750,000

## FD-23-01 Apparatus Replacement - Aerial Ladder



This project is to replace a 2009 aerial ladder that operates as the primary aerial device throughout the Salisbury Fire District. This vehicle is equipped with specialized tools, multiple size ground ladders, pumping capabilities & a 75' aerial ladder. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The annual FD apparatus evaluation has found that the current condition of this aerial ladder is listed as "Fair" condition.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	1,400,000					1,400,000
Contribution						-
Total Revenue	1,400,000	-	-			1,400,000
Engineering						-
Construction						-
Vehicle/ Equip.	1,400,000					1,400,000
Other						-
Total Expense	1,400,000	-	-			1,400,000

## FD-25-01 Apparatus Replacement



This project is to replace a 2000 Ford F-450 XL Super Duty Utility vehicle. This vehicle is the main towing vehicle used to deliver the Department's numerous emergency response trailers to the scene. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life. The annual FD apparatus evaluation has found that the current condition of this aerial ladder is listed as "Fair" condition.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				20,000		20,000
Grant						-
Bond						-
Lease				60,000		60,000
Contribution						-
Total Revenue	-	-	-	80,000	-	80,000
Engineering						-
Construction						-
Vehicle/ Equip.				80,000		80,000
Other						-
Total Expense	-	-	-	80,000	-	80,000



## FD-26-01 Apparatus Replacement - EMS Units

This project is to purchase (3) vehicles to take advantage of cost and to keep the vehicle standardization for front line EMS units intact for efficiency of service delivery. The Department maintains six (6) advanced life support (ALS) equipped transport ambulances. The Department has developed a systematic vehicle replacement program based on historical data including mileage and condition, repair expenses, and available value after service life.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease					1,425,000	1,425,000
Contribution						-
Total Revenue	-	-	-	-	1,425,000	1,425,000
Engineering						-
Construction						-
Vehicle/ Equip.					1,425,000	1,425,000
Other						-
Total Expense	-	-	-	-	1,425,000	1,425,000



## Program Total: General Projects

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant	-	-	-	-	-	-
Bond	2,520,000	830,000	-	525,000	-	3,875,000
Lease	-	-	-	-	-	-
Contribution	55,000	-	-	-	-	55,000
Total Revenue	2,575,000	830,000	-	525,000	-	3,930,000
Engineering	-	-	-	-	-	-
Construction	2,575,000	830,000	-	525,000	-	3,930,000
Vehicle/ Equip.	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	2,575,000	830,000	-	525,000	-	3,930,000

# FIELD OPERATIONS



## FO-GP-18-01 Field Operations Master Plan - Phase III

### New Vehicle Maintenance Facility

Construct 14,000 sq.ft. Vehicle Maintenance Facility. The existing structure has long served it's useful purpose. This presents logistical and safety challenges. The building will provide more vehicle service space, to include specialized bays for today's larger and more complex vehicles and equipment. An enlarged parts storage area will affect faster turn-arounds. Also planned are offices, a break room and incidental supplementary spaces.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	2,520,000					2,520,000
Lease						-
Contribution						-
Total Revenue	2,520,000	-	-	-	-	2,520,000
Engineering						-
Construction	2,520,000					2,520,000
Vehicle/ Equip.						-
Other						-
Total Expense	2,520,000	-	-	-	-	2,520,000



## FO-GP-20-02 Field Operations Master Plan - Phase IV

### New Utilities Division Maintenance Facility

Construct 10,000 sq. ft. Utility Division maintenance building. Replaces 80+ year old 5,300 sq. ft. structure. Intended uses are vehicle and equipment storage and supporting administrative functions. Also being considered is a new "shared use" parking lot on an adjacent parcel (509 Mack Ave.) That property is owned and operated by the St. James United Methodist Church.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond		515,000				515,000
Lease			-			-
Contribution						-
Total Revenue	-	515,000	-	-	-	515,000
Engineering						-
Construction		515,000				515,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	515,000	-	-	-	515,000

# FIELD OPERATIONS



## FO-GP-20-03 Field Operations Master Plan - Phase V

### Construct New Sanitation & Streets Division Building

Demolish the existing dilapidated 13,200 sq. ft. steel frame structure, which currently houses both the Sanitation and Streets divisions. The new administrative building (Proposed in Phase II, above) will replace the forfeited administrative, training and break room spaces. Replacement includes a new modernized 15,000 sq. ft. steel frame clear span structure. The majority of this space will house vehicles, equipment and items used for day to day operations.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond		315,000				315,000
Lease						-
Contribution						-
Total Revenue	-	315,000	-	-	-	315,000
Engineering						-
Construction		315,000				315,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	315,000	-	-	-	315,000



## FO-GP-20-04 Field Operations Master Plan - Phase VI

### Construct New Salt Barn

Phase VI includes the design and construction of a new salt shed.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond				525,000		525,000
Lease						-
Contribution						-
Total Revenue	-	-	-	525,000	-	525,000
Engineering						-
Construction				525,000		525,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	525,000	-	525,000

# FIELD OPERATIONS



**PD-24-01**

## On-Site Garages

### Demo and Update Bandstand Bathrooms

Demo the existing 2 restrooms within the bandstand which includes new paint, water closet, lavatory, spigots, polished stainless mirror, electric hand dryer, surface mounted ceiling light fixture and ADA hardware. Will expand the 2nd restroom to meet ADA guidelines. A new water heater will be fed to both restrooms.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution	55,000					55,000
Total Revenue	55,000	-	-	-	-	55,000
Engineering						-
Construction	55,000					55,000
Vehicle/ Equip.						-
Other						-
Total Expense	55,000	-	-	-	-	55,000



## Program Total: Vehicles

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	35,000	-	-	-	35,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	927,000	-	-	-	-	927,000
Contribution	-	-	-	-	-	-
Total Revenue	927,000	35,000	-	-	-	962,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip.	927,000	35,000	-	-	-	962,000
Other	-	-	-	-	-	-
Total Expense	927,000	35,000	-	-	-	962,000

# FIELD OPERATIONS



**FO-VE-21- 06 Dump Truck**

Three-ton dump trucks are used in both the Street and Parks Division. They serve multiple functions; such as hauling material and plowing and salting streets. These trucks require specialized equipment and/or attachments. The fleet is monitored annually for suggested replacements. Several trucks are over 10 years old. S-5 is a 2004 model. This truck can be purchased under a government contract.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	170,000					170,000
Contribution						-
Total Revenue	170,000	-	-	-	-	170,000
Engineering						-
Construction						-
Vehicle/ Equip.	170,000					170,000
Other						-
Total Expense	170,000	-	-	-	-	170,000



**FO-VE-18- 07 Rear Load Trash Truck**

The Sanitation Division is in need of a rear packer trash truck. With this type of equipment and use, mileage is not a good indicator of the need for replacement. This truck has the ability to dump the 90 gallon residential cans and can double as a cardboard collection unit. The truck and body can be purchased under a government contract.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	227,000					227,000
Contribution						-
Total Revenue	227,000	-	-	-	-	227,000
Engineering						-
Construction						-
Vehicle/ Equip.	227,000					227,000
Other						-
Total Expense	227,000	-	-	-	-	227,000

# FIELD OPERATIONS

## FO-VE-21- 08 Automated Side Load Trash Truck



The Sanitation Division is requesting funds to purchase a Heil Automated Side Load Garbage Truck. Purchase of a new truck would permit the department to replace SAN 4 a 2014 side load truck with 48,577 miles that requires frequent repairs. The Sanitation Department currently has four side load trucks, three are used on a daily basis with the 4th serving as a spare and/or utilized on days when trash volumes are extreme.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	280,000					280,000
Contribution						-
Total Revenue	280,000	-	-	-	-	280,000
Engineering						-
Construction						-
Vehicle/ Equip.	280,000					280,000
Other						-
Total Expense	280,000	-	-	-	-	280,000

## FO-VE-21- 09 Street Sweeper



The Sanitation Department is requesting funds to purchase a Tymco Street Sweeper Model 600. Purchase of this Sweeper would allow the City to retire a 2009 Elgin Freightliner Sweeper that has been plagued with multiple costly repairs and has been out of service during the entire 2020 calendar year due to an excessive repair estimate from an outside source. The Elgin Sweeper is of an older less effective generation of sweepers and operates off of air pressure versus hydraulics. The February 2020 repair estimate came in at \$7,300 with the possibility of the repair exposing additional issues.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	250,000					250,000
Contribution						-
Total Revenue	250,000	-	-	-	-	250,000
Engineering						-
Construction						-
Vehicle/ Equip.	250,000					250,000
Other						-
Total Expense	250,000	-	-	-	-	250,000

# FIELD OPERATIONS



## FO-VE-21- 10      Transport Van for Zoo

The Zoo is requesting a vehicle that is suited for animal transport with rear A/C. A sprinter type high top enclosed van would allow the contained transport of crated “code red” animals, large animals, transporting animal food products, and would be suited for longer distance transports. The purchase would replace its 8 passenger van with 93,244 miles. This vehicle has been inspected by Fleet Maintenance through a vehicle inspection form and has been recommended for replacement.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		35,000				35,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	35,000	-	-	-	35,000
Engineering						-
Construction						-
Vehicle/ Equip.		35,000				35,000
Other						-
Total Expense	-	35,000	-	-	-	35,000



## Program Total: Equipment

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-	-	-	-	-
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	373,000	-	-	-	-	373,000
Contribution	-	-	-	-	-	-
Total Revenue	373,000	-	-	-	-	373,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip.	373,000	-	-	-	-	373,000
Other	-	-	-	-	-	-
Total Expense	373,000	-	-	-	-	373,000

# FIELD OPERATIONS



## FO-EQ-18- 11 Multipurpose Mower w/ Attachements

Park Maintenance is requesting funds for a lawn mower with attachments. During the summer months it can be utilized as a mower and in the winter months it can function as a snow removal machine utilizing attachments such as a plow, salt spreader, and power broom.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	63,000					63,000
Contribution						-
Total Revenue	63,000	-	-	-	-	63,000
Engineering						-
Construction						-
Vehicle/ Equip.	63,000					63,000
Other						-
Total Expense	63,000	-	-	-	-	63,000

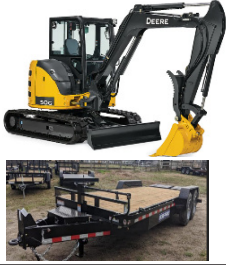
## FO-EQ-22- 12 Front End Loader



Streets Division is requesting funds for a front end loader for everyday use, cement barrier placement and unforeseen emergencies. The machine would have the capability to utilize our current attachments, bucket forks, JIB unit for (cement barriers). With the increasing request for cement barriers at events, a larger machine is needed to effectively and safely help in this process. We are currently using our loader with forks and it is breaking the bottoms of the barriers. In the unfortunate ecounter of bad weather like a tornado or hurricane this type of equipment will be imperative to clear the roads for first responders, utility services, etc. The purchase of airless tires will also be essential when clearing debris (boards, nails, screws, pipe, cable) off the roadways.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	185,000					185,000
Contribution						-
Total Revenue	185,000	-	-	-	-	185,000
Engineering						-
Construction						-
Vehicle/ Equip.	185,000					185,000
Other						-
Total Expense	185,000	-	-	-	-	185,000

# FIELD OPERATIONS



## FO-EQ-22- 13 Mini Excavator w/ Trailer

Utility Branch currently utilizes a 19xx John Deere Backhoe and is in need of replacement. As the age, along with the wear and tear on the vehicle increases the ability to find parts becomes harder to do. We are requesting a Mini excavator and trailer to replace the the current backhoe.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	60,000					60,000
Contribution						-
Total Revenue	60,000	-	-	-	-	60,000
Engineering						-
Construction						-
Vehicle/ Equip.	60,000					60,000
Other						-
Total Expense	60,000	-	-	-	-	60,000



## FO-EQ-22- 14 Pipe Line Inspection Camera

Utility Branch is looking to replace the current pipe line inspection camera. The system now in use has been problematic since the original purchase. Continuous issues with electronics and mechanical break-downs cause it to be in the shop weeks and sometimes months at a time. With a current backlog of mains and laterals waiting to be inspected on the failing systems the new working camera would help our efforts to prioitize which projects need to be moved to the forefront before major issues arise.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease	65,000					65,000
Contribution						-
Total Revenue	65,000	-	-	-	-	65,000
Engineering						-
Construction						-
Vehicle/ Equip.	65,000					65,000
Other						-
Total Expense	65,000	-	-	-	-	65,000

## Program Total: Traffic

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	45,550	74,040	160,750	62,370	342,710
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	-	45,550	74,040	160,750	62,370	342,710
Engineering	-	-	-	-	-	-
Construction	-	45,550	74,040	160,750	-	280,700
Vehicle/ Equip.	-	-	-	-	-	-
Other	-	-	-	-	62,370	62,370
Total Expense	-	45,550	74,040	160,750	62,370	343,070



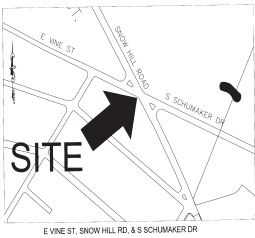
# FIELD OPERATIONS



## FO-TC-18- 15 East Main St./Snow Hill Rd./Ward Rd.

To upgrade the intersection to video detection East Main St., Snow Hill Rd., and Ward Rd., convert all loops to video detection. Replace TS1 cabinet with new NEMA standard TS2 cabinet. This intersection is the top priority for video detection improvements.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		45,550				45,550
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	45,550	-	-	-	45,550
Engineering						-
Construction		45,550				45,550
Vehicle/ Equip.						-
Other						-
Total Expense	-	45,550	-	-	-	45,550



## FO-TC-18- 16 Snow Hill Rd./Vine St./S. Schumaker Dr.

To upgrade the intersection Snow Hill Rd., Vine St., and S. Schumaker Dr. to video detection instead of loop system. Install new video detection for all approaches.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	36,450	-	-	36,450
Engineering						-
Construction			36,450			36,450
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	36,450	-	-	36,450

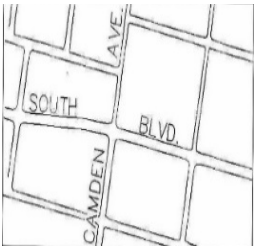
# FIELD OPERATIONS



## FO-TC-18- 17 Eastern Shore Dr./East Vine St.

To upgrade the intersections Eastern Shore Dr. and Vine St. to video detection instead of loop system. Install new video detection for all approaches.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General			37,590			37,590
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	37,590	-	-	37,590
Engineering						-
Construction			37,590			37,950
Vehicle/ Equip.						-
Other						-

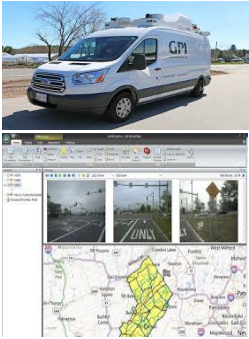


## FO-TC-18- 18 Camden Ave./South Blvd. Upgrade

The signal is being upgraded from the existing span mount to a mast arm design. The upgrade will remove the aging poles and provide more clearance. Construction cost includes changing to video detection. Stripe Camden Ave. north to South Blvd. to indicate the street narrowing.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				160,750		160,750
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	160,750	-	160,750
Engineering						-
Construction				160,750		160,750
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	160,750	-	160,750

# FIELD OPERATIONS



## FO-TC-21- 19 LIDAR Street Sign Inventory

These services would provide the City complete street sign inventory from data captured during the Mobile LIDAR and Imagery project. GPI will provide sign asset collection for all roads/streets within the municipal limits of the City of Salisbury (approximately 200 miles) from Mobile LiDAR data collected under a separate contract by GPI. Each sign will be extracted, attributed, and incorporated into an ESRI geodatabase using mobile LiDAR data and imagery. This has been a known issue since 2013 and has not been resolved. This project cannot occur without the Mobile LIDAR and Imagery project being performed.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General					62,370	62,370
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	62,370	62,370
Engineering						-
Construction						-
Vehicle/ Equip.						-
Other					62,370	62,370
Total Expense	-	-	-	-	62,370	62,370

# FIELD OPERATIONS



## Program Total: Zoo

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	20,000	70,000	147,250	145,300	120,000	502,550
Grant	100,000	-	-	-	-	100,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	750,000	750,000	1,500,000
Total Revenue	120,000	70,000	147,250	895,300	870,000	2,102,550
Engineering	-	-	-	12,000	-	12,000
Construction	120,000	70,000	147,250	883,300	870,000	2,090,550
Vehicle/ Equip.	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	120,000	70,000	147,250	895,300	870,000	2,102,550



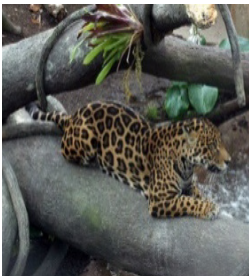
# FIELD OPERATIONS



## FO-SZ-18- 20 Electrical Transformers

Electrical service for the Zoo is provided through two primary service points. The oldest service on the SE corner includes pole mounted transformers adjacent to the bear exhibit that feed underground cables servicing two interior distribution transformers. The exact route of the cables is unknown and believed to be 40+ years old. This service also supports a waste water pumping station located on Zoo grounds. It is recommended that the transformers be moved to pad mounted transformers positioned outside of the Zoo perimeter.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				51,500		51,500
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	51,500	-	51,500
Engineering						-
Construction				51,500		51,500
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	51,500	-	51,500

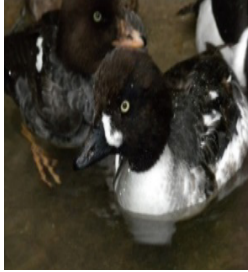


## FO-SZ-18- 21 Jaguar Exhibit - Phase I

The current exhibit for the jaguar does not match current industry standards. We request a series of phased improvements to expand the current space by adding integrated 'wings'. The phased improvements will allow continued exhibition during renovations and will support husbandry options to manage a breeding program.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		50,000	50,000			100,000
Grant						-
Bond						-
Lease						-
Contribution				750,000	750,000	1,500,000
Total Revenue	-	50,000	50,000	750,000	750,000	1,600,000
Engineering						-
Construction		50,000	50,000	750,000	750,000	1,600,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	50,000	50,000	750,000	750,000	1,600,000

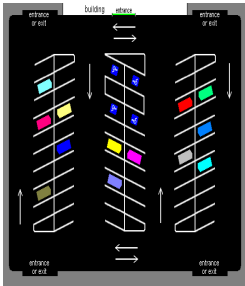
# FIELD OPERATIONS



## FO-SZ-18- 22 North American Ducks - Exhibit Improvements

This exhibit occupies a prominent place along the Zoo's main path and was originally supported through the Ward Museum and Foundation. The current facility is suffering from some structural deterioration and is in need of improvements to support improved animal husbandry and health maintenance. The improvement would create better viewing opportunities as well as better options for exhibit cleaning and disinfection.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				61,800		61,800
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	61,800	-	61,800
Engineering						-
Construction				61,800		61,800
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	61,800	-	61,800



## FO-SZ-18- 23 East Parking Lot Redesign

The East Entrance Gate has traditionally been identified as the main Zoo entrance. The current lot is readily overwhelmed during the Zoo's busy attendance dates and during special events. The goal would be to increase the net available parking spots, ensure compliance with handicap parking requirements, improve the entrancing experience, and support parking associated with general park usage.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				12,000	100,000	112,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	12,000	100,000	112,000
Engineering				12,000		12,000
Construction					100,000	100,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	12,000	100,000	112,000

# FIELD OPERATIONS



## FO-SZ-18- 24 Special Events Pavilions

The construction of pavilions along the Wicomico River would support special events. Improvement would include water and electric service upgrades. Two new structures covering 2,000 sq. ft. would support events up to 125 guests. Structures would be linked by dedicated walkways, landscape and night lighting, and existing washrooms would need to be renovated.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant	100,000					100,000
Bond						-
Lease						-
Contribution						-
Total Revenue	100,000	-	-	-	-	100,000
Engineering						-
Construction	100,000					100,000
Vehicle/ Equip.						-
Other						-
Total Expense	100,000	-	-	-	-	100,000



## FO-SZ-18- 25 Pathway Paving

Major public pathways within the Zoo are worn and heavily patched. This causes uneven walking surfaces, low spots that harbor significant amounts of water, and an unbecoming appearance not beneficial to the Zoo. A multi-phase paving program has been developed that minimizes disruptive impact by spreading the replacement of Zoo pathways over a 5 year period. The program replaces all major pathways and themed trails.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	20,000	20,000	20,000	20,000	20,000	100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	20,000	20,000	20,000	20,000	20,000	100,000
Engineering						-
Construction	20,000	20,000	20,000	20,000	20,000	100,000
Vehicle/ Equip.						-
Other						-
Total Expense	20,000	20,000	20,000	20,000	20,000	100,000

# FIELD OPERATIONS



## FO-SZ-18- 26 Red Wolf Building Improvements

The sheltered viewing area that supports both the wolves and the deer has aged significantly and needs repairs to sustain its functionality. Modest improvements can allow the space to support a broader range of Zoo activities and exhibits. A previous modification added viewing of a honey bee hive. Additional improvements could include things such as the state reptile - the Diamond Back Terrapin.

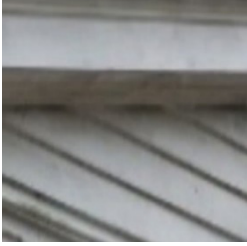
	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General			77,250			77,250
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	77,250	-	-	77,250
Engineering						-
Construction			77,250			77,250
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	77,250	-	-	77,250



## Program Total: Poplar Hill Mansion

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	50,000	50,000	32,000	25,000	-	157,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	50,000	50,000	32,000	25,000	-	157,000
Engineering	-	-	-	-	-	-
Construction	50,000	50,000	32,000	25,000	-	157,000
Vehicle/ Equip.	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	50,000	50,000	32,000	25,000	-	157,000

# FIELD OPERATIONS



## FO-PH-17- 27 Exterior: Siding Repair & Painting Phase I

The Mansion's wood exterior is in need of some board replacements (siding) due to deterioration. After completion, it will need to be prepared and painted with several coats of paint.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	50,000					50,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	50,000	-	-	-	-	50,000
Engineering						-
Construction	50,000					50,000
Vehicle/ Equip.						-
Other						-
Total Expense	50,000	-	-	-	-	50,000



## FO-PH-21- 28 Exterior: Siding Repair & Painting Phase II

The Mansion's wood exterior is in need of board replacements (siding) due to deterioration. After completion, it will need to be prepared and painted with several coats of paint.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		50,000				50,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	50,000	-	-	-	50,000
Engineering						-
Construction		50,000				50,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	50,000	-	-	-	50,000

# FIELD OPERATIONS



## FO-PH-15- 29 Shutter Installation

The front of the Mansion is in need of new shutters in an effort to maintain the historic design. According to MHT's 2019 inspection, the shutters must be replaced.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General			32,000			32,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	32,000	-	-	32,000
Engineering						-
Construction			32,000			32,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	32,000	-	-	32,000



## FO-PH-15- 30 Attic HVAC

The attic space in the Mansion lacks proper HVAC and air ventilation. The attic is used to store antique furnishings that are used in rotation in museum exhibits. The attic space, is planned for the location for a new exhibit featuring the lives and stories of the enslaved people. Currently, conditions are not ideal from a conservation standpoint for an exhibit space or proper storage. The attic needs to be fitted with positive ventilation to allow for better air flow and a dehumidifier.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				25,000		25,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	25,000	-	25,000
Engineering						-
Construction				25,000		25,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	25,000	-	25,000

## Program Total: Water

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	100,000	100,000	1,030,000	734,000	734,000	2,698,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	100,000	100,000	1,030,000	734,000	734,000	2,698,000
Engineering	-	-	250,000	-	-	-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Vehicle/ Equip.	-	-	680,000	-	-	-
Other	-	-	-	-	-	-
Total Expense	100,000	100,000	1,030,000	734,000	734,000	2,698,000



# FIELD OPERATIONS



## FO-WD-09- 31 Replace Distribution Piping & Valves

This project includes replacement of 2" and smaller galvanized water mains throughout the system. It is estimated that there is approx. 14,000 feet of 2" and smaller water mains. The purpose of the project is to increase pressures, reduce lead connections, and reduce unscheduled water repairs. This project will replace water valves that are inoperable. The work will either be completed in house by the Utilities Division or subcontracted to a Utilities Contractor.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	100,000	100,000	100,000	100,000	100,000	500,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	100,000	100,000	100,000	100,000	100,000	500,000
Engineering						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
Vehicle/ Equip.						-
Other						-
Total Expense	100,000	100,000	100,000	100,000	100,000	500,000



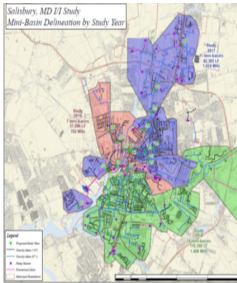
## FO-WD-21-32 Automated Metering Infrastructure

There are approximately 13,000 water meters installed throughout the City's water distribution system. Aside from those that have already been replaced (approx. 1,500) the balance currently deployed (11,500) have exceeded their 10 year lifespan. Currently, on average meters are failing at a rate of 80-100/month. Reliable metering is essential for accurate water and sewer invoicing, lost water control and most importantly customer satisfaction. A study conducted in 2016 recommends transitioning from Automated Meter Reading (AMR) to Automated Metering Infrastructure (AMI). AMI technology will improve the efficiency of data collection, identify leaks more quickly and vastly improve the customer experience. AMI technology coupled with Neptune 360; a cloud based mobile app can put customers directly in touch with their account by simply accessing their mobile device.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General			930,000	634,000	634,000	2,198,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue			930,000	634,000	634,000	2,198,000
Engineering			250,000			250,000
Construction						-
Vehicle/ Equip.			680,000	634,000	634,000	1,948,000
Other						-
Total Expense			930,000	634,000	634,000	2,198,000

## Program Total: Sewer

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	500,000	500,000	-	-	-	1,000,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	500,000	500,000	-	-	-	1,000,000
Engineering	-	-	-	-	-	-
Construction	500,000	500,000	-	-	-	1,000,000
Vehicle/ Equip.	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	500,000	500,000	-	-	-	1,000,000



### FO-SD-10-34 Sewer Infiltration & Inflow Remediation

A study was done in 2015 which divided the sewer into 34 small basins then evaluated them. Funds are requested for additional study and flow monitoring. Construction funds are requested for rehabilitation of manholes and sewer mains per the study recommendations. Phase 1 of the study was conducted in 2016.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	500,000	500,000				1,000,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	500,000	500,000	-	-	-	1,000,000
Engineering						-
Construction	500,000	500,000				1,000,000
Vehicle/ Equip.						-
Other						-
Total Expense	500,000	500,000	-	-	-	1,000,000

## Program Total: Parking

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	30,000	30,000	30,000	30,000	30,000	150,000
Grant	-	-	-	-	-	-
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	30,000	30,000	30,000	30,000	30,000	150,000
Engineering	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Vehicle/ Equip.	30,000	30,000	30,000	30,000	30,000	150,000
Other	-	-	-	-	-	-
Total Expense	30,000	30,000	30,000	30,000	30,000	150,000



### FO-PK-21-36

### Parking Software

Initiate new software to work closely with the City's Munis program. This software also allows for ticket production, illegal parking detection, permit to tag identification and the removal of toll booths and operators.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	30,000	30,000	30,000	30,000	30,000	150,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	30,000	30,000	30,000	30,000	30,000	150,000
Engineering						-
Construction						-
Vehicle/ Equip.	30,000	30,000	30,000	30,000	30,000	150,000
Other						-
Total Expense	30,000	30,000	30,000	30,000	30,000	150,000

## Program Total: General Projects

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	175,000	1,110,000	345,000	475,000	130,000	2,235,000
Grant	134,000	-	275,000	200,000	-	609,000
Bond	1,180,000	75,000	720,000	600,000	3,100,000	5,675,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	75,000	75,000
Total Revenue	1,489,000	1,185,000	1,340,000	1,275,000	3,305,000	8,594,000
Engineering	175,000	175,000	315,000	135,000	-	800,000
Construction	1,314,000	1,010,000	1,025,000	1,040,000	3,305,000	7,694,000
Vehicle/ Equipment	-	-	-	-	-	-
Other	-	-	-	100,000	-	100,000
Total Expense	1,489,000	1,185,000	1,340,000	1,275,000	3,305,000	8,594,000



# INFRASTRUCTURE & DEVELOPMENT

ID-GP-19-02

## Skatepark Phase 2b



The Skatepark is located at 921 South Park Drive on the edge of the City Park. The specific layout of the park was determined during the design phase of the project, which included input from the local skate-boarders. The project is being constructed in three (3) phases. Phases 1 and 2a have been construction. The City applied for grant funds from the Community Parks and Playgrounds (CP&P) program for Phase 2b, which includes the final remaining 3,000 sq. ft. of skating surface.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant	134,000					134,000
Bond						-
Lease						-
Contribution						-
Total Revenue	134,000	-	-	-	-	134,000
Engineering						-
Construction	134,000					134,000
Vehicle/ Equip.						-
Other						-
Total Expense	134,000	-	-	-	-	134,000



ID-GP-20-04

## Lemmon Hill Standpipe Lights

Construction of uplights attached to the standpipe structure. Includes Delmarva Power service, electrical pedestal, structural steel mounting brackets, and 12 lights. Lights will be mounted fifty feet above grade and are accessible with the City's bucket truck.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution					75,000	75,000
Total Revenue	-	-	-	-	75,000	75,000
Engineering						-
Construction					75,000	75,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	-	75,000	75,000

# INFRASTRUCTURE & DEVELOPMENT

## ID-GP-18-06

### City Park Master Plan Improvements



Implementation of the City Park Master Plan. FY22 funds are for replacing all of the lighting with new LED City Standard lights and resurfacing the existing tennis courts. FY23 is for replacement of the Kiwanis Pavilion and improvements to parking and stormwater management. FY24 is for an ADA ramp to the Urban Greenway at Sheffield Ave. FY25 is for improvements on Picnic Island and an ADA ramp from parking to the bandstand. FY26 is for improvements to the existing Dog Park.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond	400,000					400,000
Lease						-
Contribution						-
Total Revenue	400,000	130,000	220,000	270,000	50,000	1,070,000
Engineering		25,000	20,000	20,000		65,000
Construction	400,000	105,000	200,000	250,000	50,000	1,005,000
Vehicle/ Equip.						-
Other						-
Total Expense	400,000	130,000	220,000	270,000	50,000	1,070,000



## ID-GP-18-07

### Urban Greenway Improvements

Implementation of the Urban Greenway Master Plan to provide a continuous non-vehicular east-west route through the City eventually linking Pemberton Park with the Schumaker Pond Park. The plan identifies 11 Phases of projects, which total \$15.2 Million. FY22 is for Carroll Street cycle track and green street. Future phases include design and construction of improvements to the Riverwalk, East Main Street, Marina, Safe Routes to School/Ellegood Street, City Park and Zoo Sections.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	450,000	75,000	500,000	100,000	500,000	1,625,000
Lease						-
Contribution						-
Total Revenue	450,000	75,000	500,000	100,000	500,000	1,625,000
Engineering	50,000	75,000		100,000		225,000
Construction	400,000		500,000		500,000	1,400,000
Vehicle/ Equip.						-
Other						-
Total Expense	450,000	75,000	500,000	100,000	500,000	1,625,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-GP-19-08 Wayfinding and Signage

Implementation of wayfinding and signage throughout the City to emphasize key destinations, bicycle routes and the Urban Greenway. Signage to comply with new City Branding Manual. Kiosks will be placed around the City for wayfinding. Wayfinding signs include Downtown and Riverwalk. New signs at all City Parks and Playgrounds are included.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		40,000		40,000		80,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	40,000	-	40,000	-	80,000
Engineering						-
Construction		40,000		40,000		80,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	40,000	-	40,000	-	80,000

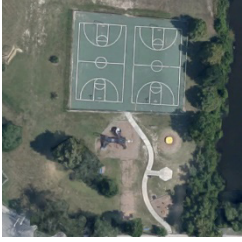


## ID-GP-19-09 Beaverdam Creek Bulkhead Replacement

Replacement of approximately 1,270 linear feet of bulkhead on the north and south sides of the Beaverdam Creek in the City Park upstream of the new tidal dam. Deterioration of the existing bulkhead wall, wale, and tieback structures became evident in the recent Beaverdam Creek Tidal Dam and Spillway Reconstruction which was completed in Fall 2016. Replacement would consist of the removal and subsequent replacement of the existing bulkhead, tiebacks, and concrete cap.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond			220,000		2,100,000	2,320,000
Lease						-
Contribution						-
Total Revenue	-	-	220,000	-	2,100,000	2,320,000
Engineering			220,000			220,000
Construction					2,100,000	2,100,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	220,000	-	2,100,000	2,320,000

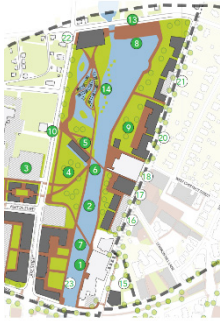
# INFRASTRUCTURE & DEVELOPMENT



## ID-GP-19-10 Waterside Playground

A Community Parks & Playground grant was received for phase 1 including the parking lot, multi-use playing field and stormwater management in FY19 which will be constructed in FY21. The next phase is for design and construction of a pavilion, maintenance building and restrooms. City match of \$15,000 will include providing water and sewer services to the property. The last phase is for a fishing pier.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				15,000	30,000	45,000
Grant				200,000		200,000
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	215,000	30,000	245,000
Engineering				15,000		15,000
Construction				200,000	30,000	230,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	215,000	30,000	245,000



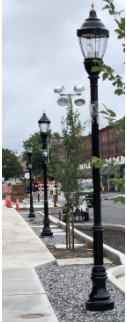
## ID-GP-18-11 North Prong Park Improvements

Development of a park along the North Prong. Work includes design, land acquisition and construction. A concept for the North Prong Park was presented in the Envision Salisbury 20 Year Plan dated March 2016 and refined in a student competition in 2019. Environmental investigation is needed prior to design and is programmed for FY22 for 325/327 Lake Street. Funding for next phase investigation, concept development and preparation of Federal grant assistance applications for development is programmed.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond				500,000	500,000	1,000,000
Lease						-
Contribution						-
Total Revenue	-	75,000	75,000	600,000	500,000	1,250,000
Engineering		75,000	75,000			150,000
Construction				500,000	500,000	1,000,000
Vehicle/ Equip.						-
Other : Land				100,000		100,000
Total Expense	-	75,000	75,000	600,000	500,000	1,250,000



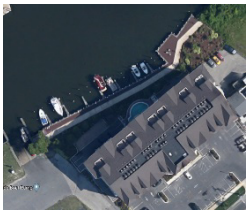
# INFRASTRUCTURE & DEVELOPMENT



## ID-GP-20-12 Street Light Additions and Replacement

Installing new street lights in areas where there are no street lights or replacing old street lights with the new City Standard Ornamental Pole. FY22 budget is for installing street lights on Jefferson Avenue (400-500 Blocks) where there are no street lights. Cost includes electric service, conduit and lights. Beyond FY22, upgrades will be done Citywide starting with the Downtown Area.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	50,000	50,000	50,000	50,000	50,000	250,000
Engineering						-
Construction	50,000	50,000	50,000	50,000	50,000	250,000
Vehicle/ Equip.						-
Other						-
Total Expense	50,000	50,000	50,000	50,000	50,000	250,000



## ID-GP-21-15 River Place Riverwalk Replacement

Replacement of the City owned Riverwalk adjacent to the River Place Condominiums. Area is approximately 3,600 sq ft. Cost for removal and replacement of new stamped concrete surface is \$24/sq ft

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	90,000	-	-	-	90,000
Engineering						-
Construction		90,000				90,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	90,000	-	-	-	90,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-GP-22-16 Tennis Complex on Beaverdam Drive

Design and construction of a new tennis complex on Beaverdam Drive at the location of the softball field across from Ben's Red Swings. The complex could hold as many as 5 tennis courts. An evaluation will be made to determine if pickle ball courts should be included. The project will include the necessary storm-water management due to the increase in impervious surface. The costs also include lighting and fencing. The refurbishment of the existing tennis courts is included in the City Park Masterplan CIP.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				15,000	30,000	45,000
Grant				200,000		200,000
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	215,000	30,000	245,000
Engineering				15,000		15,000
Construction				200,000	30,000	230,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	215,000	30,000	245,000



## ID-GP-22-17 Market Street Shoreline Improvements

The shoreline along Market Street between Circle Avenue and Camden Street is eroding and in need of stabilization. In FY20, design was completed to stabilize the area using rip-rap. Permit submittals were made to the Maryland Department of the Environment and the Army Corps of Engineers. Construction is projected for FY22. A fence has been installed as a temporary measure to keep the public away from the eroding shoreline and developing sinkholes.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	330,000					330,000
Lease						-
Contribution						-
Total Revenue	330,000	-	-	-	-	330,000
Engineering						-
Construction	330,000					330,000
Vehicle/ Equip.						-
Other						-
Total Expense	330,000	-	-	-	-	330,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-GP-22-18 Riverwalk Street Light Replacement

Removal of the existing old style street lights along the Riverwalk and replacement with 44 new street lights that meet the new City standard. Work includes installing conduit and wiring. Design was completed in FY20.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General		450,000				450,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	450,000	-	-	-	450,000
Engineering						-
Construction		450,000				450,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	450,000	-	-	-	450,000



## ID-GP-22-20 City Parks Masterplan

Perform a Masterplan of all City Parks to include programing for recreational use and to evaluate pedestrian accessibility, parking, stormwater management, sustainability, living shorelines and vegetative buffers, access to drinking water and restroom facilities, biodiversity and native plant landscaping, invasive species management, lighting and signage. Identify locations for future parks so that all residents can live within a 10 minute walk to a Park. This is a recommendation of the Parks and Recreation Committee and the 2020 Environmental Policy Task Force.

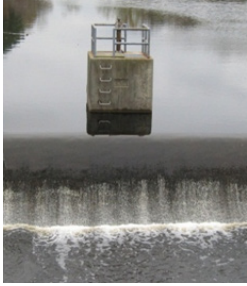
	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	75,000					75,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	75,000	-	-	-	-	75,000
Engineering	75,000					75,000
Construction						-
Vehicle/ Equip.						-
Other						-
Total Expense	75,000	-	-	-	-	75,000

## Program Total: Stormwater Management

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	290,000	100,000	100,000	100,000	-	590,000
Grant	-	350,000	350,000	100,000	-	800,000
Bond	600,000	1,100,000	1,250,000	600,000	-	3,550,000
Lease	125,000	-	-	-	-	125,000
Contribution	-	-	-	-	-	-
Total Revenue	1,015,000	1,550,000	1,700,000	800,000	-	5,065,000
Engineering	370,000	150,000	150,000	150,000	-	820,000
Construction	520,000	1,400,000	1,550,000	650,000	-	4,120,000
Vehicle/ Equipment	125,000	-	-	-	-	125,000
Other	-	-	-	-	-	-
Total Expense	1,015,000	1,550,000	1,700,000	800,000	-	5,065,000



# INFRASTRUCTURE & DEVELOPMENT



## ID-SW-15-02 Beaglin Park Dam Improvements

The Beaglin Park Dam spillway sluice gate is only accessible by boat. Valve operation can be treacherous and therefore is rarely done. As a result, the existing gate is not regularly exercised as needed and can be very difficult to operate. If the sluice gate was more readily accessible, it could be exercised as needed and its usable lifespan extended. This project includes construction of a safe access to the spillway sluice gate for this purpose.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund						-
Grant						-
Bond				400,000		400,000
Lease						-
Contribution						-
Total Revenue	-	-	-	400,000	-	400,000
Engineering				50,000		50,000
Construction				350,000		350,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	400,000	-	400,000



## ID-SW-16-03 Johnson Pond Dam Improvements

Construction funding for dam resurfacing and a floating dock to access the sluice gates was initially provided in FY18. Bids exceeded the available budget therefore additional funds are requested to proceed. In the process of evaluating alternative construction methods, seepage at the foot of the dam was identified. Funds are requested to proceed with investigation and elimination of seepage prior to resurfacing the dam, which could inadvertently conceal the problem.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	90,000					90,000
Grant						-
Bond		200,000	350,000			550,000
Lease						-
Contribution						-
Total Revenue	90,000	200,000	350,000	-	-	640,000
Engineering	90,000					90,000
Construction		200,000	350,000			550,000
Vehicle/ Equip.						-
Other						-
Total Expense	90,000	200,000	350,000	-	-	640,000

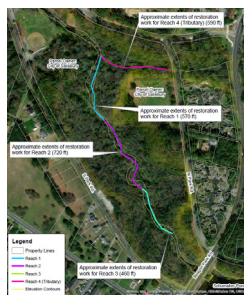
# INFRASTRUCTURE & DEVELOPMENT



## ID-SW-21-04 Impervious Surface Reduction

The City's has a Municipal Separate Storm Sewer System (MS4) permit through the State of Maryland that requires a 20% reduction in the City's untreated impervious surfaces by 2025. An Impervious Surface Restoration Work Plan will be developed to identify cost effective projects to meet the goal. Future costs for implementation will be refined as specific engineering and construction projects are identified. Meeting the MS4 requirements will satisfy the MD Watershed Implementation Plan (WIP) goals.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	100,000	100,000	100,000	100,000		400,000
Grant		100,000	100,000	100,000		300,000
Bond		200,000	200,000	200,000		600,000
Lease						-
Contribution						-
Total Revenue	100,000	400,000	400,000	400,000	-	1,300,000
Engineering	100,000	100,000	100,000	100,000		400,000
Construction		300,000	300,000	300,000		900,000
Vehicle/ Equip.						-
Other						-
Total Expense	100,000	400,000	400,000	400,000	-	1,300,000



## ID-SW-22-05 Stream Restoration along Beaverdam Creek

Restoration of 2,370 linear feet of stream downstream of Beaglin Park Drive. The stream restoration project will remove nutrients from the Beaverdam Creek and Wicomico River. The project will meet requirements of the City's MS4 permit, including reducing the untreated impervious surface in the City Limits. A study was completed in FY21 to identify the stream branches and construction costs. The City will pursue grant opportunities to fund a portion of construction.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	100,000					100,000
Grant		250,000	250,000			500,000
Bond		700,000	700,000			1,400,000
Lease						-
Contribution						-
Total Revenue	100,000	950,000	950,000	-	-	2,000,000
Engineering	100,000	50,000	50,000			200,000
Construction		900,000	900,000			1,800,000
Vehicle/ Equip.						-
Other						-
Total Expense	100,000	950,000	950,000	-	-	2,000,000

# INFRASTRUCTURE & DEVELOPMENT



**ID-SW-22-06**

## **Northwood and Brewington Branch Culvert**

The embankment, road and utilities at the crossing of Brewington Branch at Northwood Drive is unstable and subject to failure due to undersized culverts and need for additional upstream inlets on Northwood Drive. Curb installed along Northwood drive assists during small rain events, however, during larger events over topping of the curb at the Brewington Branch crossing undermines the road.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund						-
Grant						-
Bond	600,000					600,000
Lease						-
Contribution						-
Total Revenue	600,000	-	-	-	-	600,000
Engineering	80,000					80,000
Construction	520,000					520,000
Vehicle/ Equip.						-
Other						-
Total Expense	600,000	-	-	-	-	600,000



**ID-SW-22-07**

## **Skid Steer Loader**

The compact track loader for Field Operations would include several attachments to assist with snow removal, asphalt repairs, beautification of the parks, cleaning of City owned rights-of-way, and Riverwalk cleaning. The cost includes the following attachments: a fork, power broom, brush cutter (bush hog), concrete breaker, and a cold planer (to be used on asphalt cutouts). The loader is requested from stormwater funding because it will be used to load the street sweeper pile into dump trucks from the storage shed.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund						-
Grant						-
Bond						-
Lease	125,000					125,000
Contribution						-
Total Revenue	125,000	-	-	-	-	125,000
Engineering						-
Construction						-
Vehicle/ Equip.	125,000					125,000
Other						-
Total Expense	125,000	-	-	-	-	125,000

## Program Total: Transportation

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	962,500	1,425,350	1,377,800	1,341,100	1,358,900	6,465,650
Grant	70,000	570,000	545,000	45,000	45,000	1,275,000
Bond	1,570,000	1,775,000	1,905,000	1,150,000	2,200,000	8,600,000
Lease	-	-	-	-	-	-
Contribution	375,000	1,800,000	3,600,000	-	50,000	5,825,000
Total Revenue	2,977,500	5,570,350	7,427,800	2,536,100	3,653,900	22,165,650
Engineering	725,000	335,000	415,000	350,000	375,000	2,200,000
Construction	2,240,000	5,222,850	7,012,800	2,186,100	3,278,900	19,940,650
Vehicle/ Equipment	12,500	12,500	-	-	-	25,000
Other	-	-	-	-	-	-
Total Expense	2,977,500	5,570,350	7,427,800	2,536,100	3,653,900	22,165,650

# INFRASTRUCTURE & DEVELOPMENT



## ID-TR-20-01

### Street Reconstruction (Milling and Paving)

The Citywide Street program includes full reconstruction of streets including milling and paving. The streets are prioritized based on age and condition. The cost for the ADA upgrades have been added to the streets, including sidewalk modifications and handicap ramps, etc. The streets included in the CIP are listed in the attached detail.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	625,000	849,650	829,700	766,500	659,450	3,730,300
Grant	45,000	45,000	45,000	45,000	45,000	225,000
Bond						-
Lease						-
Contribution						-
Total Revenue	670,000	894,650	874,700	811,500	704,450	3,955,300
Engineering						-
Construction	670,000	894,650	874,700	811,500	704,450	3,955,300
Vehicle/ Equip.						-
Other						-
Total Expense	670,000	894,650	874,700	811,500	704,450	3,955,300



## ID-TR-20-02

### Surface Maintenance (Crack Sealing, Microsurfacing)

The City maintains an annual surface maintenance contract which utilizing techniques such as crack sealing, microsurfacing, slurry coats and chip seals. The maintenance program extends the life and usability for City Streets. The streets included in the CIP are listed in the attached detail.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	250,000	438,200	373,100	399,600	399,450	1,860,350
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	250,000	438,200	373,100	399,600	399,450	1,860,350
Engineering						-
Construction	250,000	438,200	373,100	399,600	399,450	1,860,350
Vehicle/ Equip.						-
Other						-
Total Expense	250,000	438,200	373,100	399,600	399,450	1,860,350



# INFRASTRUCTURE & DEVELOPMENT



## ID-TR-20-03 Concrete Program (Curb, Gutter and Sidewalk)

The Citywide Concrete Program funds the City's curb, gutter, and sidewalk replacement policy. This fund includes repair/replacement of selected curb, gutter, sidewalk, and miscellaneous concrete work throughout the City due to condition and utility excavations. Work under this program is coordinated with the Street Reconstruction Program, as well as the Field Operations Utility Division work.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	50,000	100,000	100,000	100,000	100,000	450,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	50,000	100,000	100,000	100,000	100,000	450,000
Engineering						-
Construction	50,000	100,000	100,000	100,000	100,000	450,000
Vehicle/ Equip.						-
Other						-
Total Expense	50,000	100,000	100,000	100,000	100,000	450,000

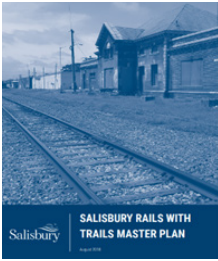


## ID-TR-18-04 Bicycle Master Plan Improvements

Implementation of the Bicycle Master Plan to construct new bike lanes and multi-use pathways throughout the City. The projects will be coordinated with the Urban Greenway, City Park Master Plan, Rail Trail Master Plan and other complete street projects. It is anticipated that future grants will be able to provide additional project revenue. The planned Bike Network will provide a safe, equitable transportation option to City residents. Ultimately this network will provide for a bike facility of some type within ¼ mile of all residents.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	475,000	475,000	475,000	475,000	475,000	2,375,000
Lease						-
Contribution						-
Total Revenue	475,000	475,000	475,000	475,000	475,000	2,375,000
Engineering	100,000	100,000	100,000	100,000	100,000	500,000
Construction	375,000	375,000	375,000	375,000	375,000	1,875,000
Vehicle/ Equip.						-
Other						-
Total Expense	475,000	475,000	475,000	475,000	475,000	2,375,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-TR-21-05

### Rail Trail Master Plan Implementation

The overall Rail Trail Master Plan and 35% design drawings were developed in 2018. Funding is requested to perform full design and construction of the eight segments of the Rail Trail. Priority sections for implementation are Segment 7b - Scenic Drive to Naylor Mill Park and Segment 6 - East Church Street to Naylor Street. The Rail Trail is intended to be the major north-south backbone of the City's Bike network. The 6 mile long Project is intended to be built out over several years. Grants will supplement project revenues whenever possible.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	400,000	400,000	400,000	400,000	400,000	2,000,000
Lease						-
Contribution						-
Total Revenue	400,000	400,000	400,000	400,000	400,000	2,000,000
Engineering	100,000	100,000	100,000	100,000	100,000	500,000
Construction	300,000	300,000	300,000	300,000	300,000	1,500,000
Vehicle/ Equip.						-
Other						-
Total Expense	400,000	400,000	400,000	400,000	400,000	2,000,000



## ID-TR-18-06

### Downtown Street Scaping

Streetscaping improvements are being proposed for the following streets: East Market Street FY23, West Market Street and Parsons Road FY24. Streetscaping improvements include adding new street lights, landscaping, crosswalks, benches, trash cans and bike racks. In addition to top side improvements, utility improvements are included in FY22 for South Division Street/Town Square Phase 2, FY23 for East Market Street, and FY24 for West Market Street.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	570,000	775,000	905,000			2,250,000
Lease						-
Contribution						-
Total Revenue	570,000	775,000	905,000	-	-	2,250,000
Engineering	150,000	135,000	215,000			500,000
Construction	420,000	640,000	690,000			1,750,000
Vehicle/ Equip.						-
Other						-
Total Expense	570,000	775,000	905,000	-	-	2,250,000

# INFRASTRUCTURE & DEVELOPMENT



ID-TR-22-07

## Vision Zero - Speed Awareness and Safety Program

Purchase and implementation of driver speed feedback signs. Five will be permanently mounted and one mobile unit which is intended to be placed near City work zones. The speed feedback signs will alert driver's attention to their speed along certain high-risk City corridors.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-				-
Grant	12,500	12,500				25,000
Bond						-
Lease						-
Contribution						-
Total Revenue	12,500	12,500	-	-	-	25,000
Engineering						-
Construction						-
Vehicle/ Equip.	12,500	12,500				25,000
Other						-
Total Expense	12,500	12,500	-	-	-	25,000



ID-TR-22-08

## Vision Zero - Slow Zone Program

Purchase and implementation of new speed limit signage and unique "Neighborhood Slow Zone" signage in neighborhood designated as slow zones. City staff will determine the Slow Zone using the NACTO "City Limit" Manual.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	-	-				-
Grant	12,500	12,500				25,000
Bond						-
Lease						-
Contribution						-
Total Revenue	12,500	12,500	-	-	-	25,000
Engineering						-
Construction	12,500	12,500				25,000
Vehicle/ Equip.						-
Other						-
Total Expense	12,500	12,500	-	-	-	25,000

# INFRASTRUCTURE & DEVELOPMENT



ID-TR-22-09

## Vision Zero - Crosswalk Program

This project will implement crosswalks throughout the City over a series of years. Crosswalks are “implied” at every corner under Maryland Law, however marking crossing provides an effective and relatively cheap tool for decreasing the chance of crashes and increasing pedestrian safety. Crosswalks will be thermoplastic and will be installed using the Citywide striping contract.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	12,500	12,500	25,000	25,000	25,000	100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	12,500	12,500	25,000	25,000	25,000	100,000
Engineering						-
Construction	12,500	12,500	25,000	25,000	25,000	100,000
Vehicle/ Equip.						-
Other						-
Total Expense	12,500	12,500	25,000	25,000	25,000	100,000



ID-TR-22-10

## Vision Zero - Pedestrian Signal Program

Install pedestrian crossing signals and all existing traffic signals that do not currently have them. Signals within ½ mile of schools will be prioritized. Project will also install Rectangular Rapid Flashing Beacons (RRFB's) at non-controlled crossings. RRFB's have been proven to increase yield rates from automobiles by over 90% vs. conventional flashing beacons and are comparatively inexpensive. They are coupled with crosswalks to increase safety to persons walking or biking.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	25,000	25,000	50,000	50,000	50,000	200,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	25,000	25,000	50,000	50,000	50,000	200,000
Engineering						-
Construction	25,000	25,000	50,000	50,000	50,000	200,000
Vehicle/ Equip.						-
Other						-
Total Expense	25,000	25,000	50,000	50,000	50,000	200,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-TR-22-11 Vision Zero - ADA Upgrades

Multi-year project intended to install ADA compliant ramps on all City sidewalks and trails. Currently, new construction or street reconstruction is when the majority of ADA updates occur. This project will accelerate the timeline with an intent of updating every ramp in the City to current standards within the next decade.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond	125,000	125,000	125,000	125,000	125,000	625,000
Lease						-
Contribution						-
Total Revenue	125,000	125,000	125,000	125,000	125,000	625,000
Engineering						-
Construction	125,000	125,000	125,000	125,000	125,000	625,000
Vehicle/ Equip.						-
Other						-
Total Expense	125,000	125,000	125,000	125,000	125,000	625,000



## ID-TR-22-12 Eastern Shore Drive Promenade

Eastern Shore Drive is a potential high injury corridor due to excessive width, high speeds, poor bike facilities and uncontrolled access. A feasibility study was performed in FY19 to revamp the corridor into a safe, mixed-use corridor. This project will design and build the new facility over a multi-year span and include upgraded intersections at Carroll Street and College Avenue occurring before the main project. The project will also include green infrastructure such as street trees and stormwater facilities that will help meet MS4 permit compliance.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant		500,000	500,000			1,000,000
Bond						-
Lease						-
Contribution	375,000	1,800,000	3,600,000			5,775,000
Total Revenue	375,000	2,300,000	4,100,000	-	-	6,775,000
Engineering	375,000					375,000
Construction		2,300,000	4,100,000			6,400,000
Vehicle/ Equip.						-
Other						-
Total Expense	375,000	2,300,000	4,100,000	-	-	6,775,000



# INFRASTRUCTURE & DEVELOPMENT



## ID-TR-22-13 North Mill Street Reconstruction

A multi-year project to design and reconstruct the Mill Street corridor, between US 50 and Isabella Street. The various improvements will include new underground utilities (water, sewer, stormwater) and new pavement, curb, gutter and sidewalk. The pavement is in significant disrepair and in need of a full depth reconstruction.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond				150,000	1,200,000	1,350,000
Lease						-
Contribution						-
Total Revenue	-	-	-	150,000	1,200,000	1,350,000
Engineering				150,000		150,000
Construction					1,200,000	1,200,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	150,000	1,200,000	1,350,000



## ID-TR-22-14 Naylor Mill Road Corridor Study

Naylor Mill Road is a busy corridor with a mix of commercial and residential uses. New and planned developments are straining the existing infrastructure. This study will analyze the corridor to determine where roundabouts or traffic signals may be warranted and to determine a path for an expansion of the NE Collector Hike and Bike Trail. The study will extend from Northwood Drive to Zion Road.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General					50,000	50,000
Grant						-
Bond						-
Lease						-
Contribution					50,000	50,000
Total Revenue	-	-	-	-	100,000	100,000
Engineering					100,000	100,000
Construction						-
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	-	100,000	100,000

# INFRASTRUCTURE & DEVELOPMENT



**ID-TR-21-15**

## **Johnson Road/Robins Ave Traffic Shed Study**

Perform a traffic shed analysis for the intersection of Rt. 12/Snow Hill Road, Robins Avenue and Johnson Road. Ultimate goal is to determine cost sharing for the realignment of Johnson Road and the cost for the traffic signal. Analysis will include drafting the necessary legislative actions.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General					75,000	75,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	-	75,000	75,000
Engineering					75,000	75,000
Construction						-
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	-	75,000	75,000



# INFRASTRUCTURE & DEVELOPMENT

Proposed FY 22 CIP				
Proposed Road	Parameters	Work Type	City Condition Code	Total Cost
Church St. (Phase 1)	East Railroad Ave to Truitt St.	1.5" Mill/Overlay	4	\$250,135
Decatur Ave.	Johnson St. to N. Division St.	1.5" Mill/Overlay	4	\$73,270
Buena Vista Ave.	Quincy St. to Park Heights Ave.	1.5" Mill/Overlay	5	\$64,950
West Rd.	Isabella St	1.5" Mill/Overlay	5	\$419,680
Prince St.	Eastern Shore Dr. to Roger St.	1.5" Mill/Overlay	6	\$94,506
Grace St.	Davis St to Naylor St.	1.5" Mill/Overlay	5	\$12,669
Subtotal Resurfacing				\$915,210
N Schumaker Dr.	Beaglin Park Dr to City Limit	Microsurfacing	3	\$84,533
Riverside Dr	N. Pinehurst to Carroll	Microsurfacing	5	\$99,532
N Pinehurst Ave	Riverside Dr to end (west of Riverside Dr)	Slurry	2	\$15,665
McBriety Cir	N. Pinehurst to Manor Dr	Slurry	2	\$6,165
Manor Dr	Manor Dr to Riverside Dr.	Slurry	2	\$11,443
Foggy Bottom Dr	Shumaker Lane to End	Slurry	3	\$11,443
Cottontail Dr	Foggy Bottom Dr to End	Slurry	3	\$13,555
Terrapin Ln	Foggy Bottom Dr to End	Slurry	3	\$16,720
E Naylor Mill Rd	Rt 13 to Zion Rd	Microsurfacing	3	\$127,200
Trinity Ln	Lake St to end	Cape Seal	3	\$12,798
Crack Sealing	N/A		N/A	\$100,000
Subtotal Surface Maintenance				\$499,053

# INFRASTRUCTURE & DEVELOPMENT

Proposed FY 23 CIP				
Proposed Road	Parameters	Work Type	City Condition Code	Total Cost
Benny St.	Naylor St to Truitt St.	Taper Mill/ Overlay & install curb where necessary	4	\$60,323
Marvel Rd.	Scenic Dr. to Darwin Dr.	1.5" Mill/Overlay	5	\$162,650
Church St. (Phase 2)	Truitt St. to Old Ocean City Rd.	1.5" Mill/Overlay	4	\$171,340
Riverside Rd.	Riverside Dr. to Wilkins St.	1.5" Mill/Overlay	4	\$92,073
W. Main St.	Fitzwater St to 1st St	1.5" Mill/Overlay	6	\$130,170
Hill St	Delaware Ave to Fitzwater St	1.5" Mill/Overlay	5	\$61,193
1st St	Delaware Ave to Fitzwater St	1.5" Mill/Overlay	5	\$63,880
2nd St	Delaware Ave to Fitzwater St	1.5" Mill/Overlay	5	\$63,880
Pearl St	Delaware Ave to Fitzwater St	1.5" Mill/Overlay	5	\$63,910
Short St.	Barclay St. to Elizabeth St.	1.5" Mill/Overlay	4	\$25,223
Subtotal Resurfacing				\$894,642
North Park Drive	Hillside Dr to Memorial Plaza	Microsurfacing	5	\$32,040
Milford St.	Rt 13 to S. Division St.	Microsurfacing	3	\$64,888
Mitchell Rd	Parson Rd to W Main St	Microsurfacing	4	\$21,403
W. Main St	Fitzwater St to 1st St	Cape Seal	4	\$44,796
Handy's Meadow	Harbor Pointe Dr to Cul-de-Sac	Cape Seal	4	\$48,330
Bell Island Trail	Harbor Pointe Dr to Cul-de-Sac	Cape Seal	4	\$46,928
E. Vine St.	Rt 13 to Snow Hill Rd.	Microsurfacing	4	\$79,820
Crack Sealing	N/A		N/A	\$100,000
Subtotal Surface Maintenance				\$438,205

# INFRASTRUCTURE & DEVELOPMENT

Proposed FY 24 CIP				
Proposed Road	Parameters	Work Type	City Condition Code	Total Cost
E. Main St.	US 13 to Mt. Hermon RD.	1.5" Mill/Overlay	5 to 6	\$316,640
Princeton Ave	S. Division St to End	1.5" Mill/Overlay	5	\$160,463
Delaware Ave.	Rt. 50 to City Limit	1.5" Mill/Overlay	5	\$250,793
E. William St.	Davis St. to E. Main St.	1.5" Mill/Overlay	5	\$77,220
Oakdale Dr.	N. Division St to Park Ave	1.5" Mill/Overlay	6	\$69,560
Subtotal Resurfacing				\$874,676
Schumaker Woods Rd	N Schumaker to Briarcliff Rd	Microsurfacing	3	\$16,380
Granby's Run	Schumaker Woods Rd to Long Wharf Rd	Slurry	3	\$10,500
Briarcliff Rd	N Schumaker Rd to Granby's Run	Slurry	2	\$3,750
Shelburne Way	N Schumaker Rd to Granby's Run	Slurry	2	\$3,750
Long Wharf Rd	New Bedford Way to end	Slurry	2	\$5,813
New Bedford Rd	Long Wharf Rd to end	Slurry	2	\$8,250
Emerson Ave	Union Ave to City Limit	Microsurfacing	2	\$36,000
W London Ave	Monitor Ct to N. Division	Microsurfacing	3	\$26,000
Union Ave	N. Division to End	Microsurfacing	3	\$25,000
Monitor Ct	Union Ave to End	Microsurfacing	2	\$18,000
N. Division St	Rt 50 to End	Microsurfacing	2	\$47,888
Edgewater Dr. and James Ct.	N. Schumaker Dr. to Bayshore Dr.	Microsurfacing	4	\$63,732
Heron Ct	Edgewater Dr to Edgewater Dr.	Fog Seal	3	\$4,644
Bayshore Ct	Edgewater Dr to Edgewater Dr.	Fog Seal	3	\$3,377
Crack Sealing	N/A		N/A	\$100,000
Subtotal Surface Maintenance				\$373,083



# INFRASTRUCTURE & DEVELOPMENT

Proposed FY 25 CIP				
Proposed Road	Parameters	Work Type	City Condition Code	Total Cost
W. Chestnut	N. Division to Mill St.	1.5" Mill/Overlay	5	\$34,423
E. Chestnut	N. Division to Poplar Hill Ave.	1.5" Mill/Overlay	5	\$32,596
Winder St.	Riverside Dr. to Beauchamp St.	1.5" Mill/Overlay	5	\$62,726
W. Railroad Ave.	Elizabeth St to E. Church St.	1.5" Mill/Overlay	5	\$58,650
Market St. (Phase 1)	Rt 13 to S. Division St.	1.5" Mill/Overlay	4	\$126,890
Market St. (Phase 2)	S. Division St to W. Main St	1.5" Mill/Overlay	5	\$146,530
Arlington Rd.	Northwood Dr. to Rt. 13	1.5" Mill/Overlay	5	\$76,775
Alexander Rd.	Northwood Dr. to Rt. 13	1.5" Mill/Overlay	5	\$92,706
S Haven St	Vincent St to Spring Ave	1.5" Mill/Overlay	5	\$103,636
Van Buren St.	S. Division St. to Roger St.	1.5" Mill/Overlay	5	\$76,566
Subtotal Resurfacing				\$811,498
Tamarac Drive	Beaglin Park Drive to Sumac Circle	Slurry	5	\$14,444
Baccharis Dr	Sumac Circle to Johnson Rd	Slurry	5	\$19,932
Larch Way	Sumac Circle to End	Slurry	5	\$10,220
Sumac Circle	Baccharis Dr. to Cul-de-Sac	Slurry	5	\$24,952
West Rd	Delaware Ave to Queen Ave	Microsurfacing	3	\$143,976
Queen Ave	West Rd to Sassafras Dr	Microsurfacing	2	\$24,332
Victoria Park Dr	Marquis Ave to Cul-de-Sac	Slurry	2	\$5,665
Ocean Shore Ln	Marquis Ave to Cul-de-Sac	Slurry	2	\$9,220
Sassafras Dr	Queen Ave to Marquis Ave	Slurry	2	\$21,665
Marquis Ave	Sassafras Dr to end	Slurry	2	\$25,220
Crack Sealing	N/A		N/A	\$100,000
Subtotal Surface Maintenance				\$399,626
Marvel Rd.	Scenic Dr. to Darwin Dr.	1.5" Mill/Overlay	5	\$162,650
Church St. (Phase 2)	Truitt St. to Old Ocean City Rd.	1.5" Mill/Overlay	4	\$171,340

# INFRASTRUCTURE & DEVELOPMENT

Proposed FY 26 CIP				
Proposed Road	Parameters	Work Type	City Condition Code	Total Cost
Waverly Street	Hazel Ave to Newton St	1.5" Mill/Overlay	5	\$91,406
Calloway St	Brown St to End	1.5" Mill/Overlay	4	\$69,560
Fillmore St	Calloway St to Truitt St.	1.5" Mill/Overlay	5	\$27,880
Johnson St	Calloway St to Truitt St.	1.5" Mill/Overlay	5	\$26,460
Wicomico St.	Camden Ave to River Oak Ct.	1.5" Mill/Overlay	5 to 6	\$112,636
Lincoln Ave	Railroad Track to City Limit	1.5" Mill/Overlay	5	\$304,863
Shiloh St	E Lincoln Ave to Hemlock St	1.5" Mill/Overlay	5	\$101,530
Hemlock St	Spring Ave to E Lincoln Ave	1.5" Mill/Overlay	4	\$61,530
Subtotal Resurfacing				\$704,459
Industrial Parkway	Marvel Rd. to Beam St.	Microsurfacing	5	\$47,420
Armstrong Parkway	Naylor Mill Rd. to Marvel Rd.	Microsurfacing	5	\$46,532
Goddard Parkway	Naylor Mill Rd. to Marvel Rd.	Microsurfacing	5	\$46,532
Sleepy Hollow Drive	Pemberton Dr to Clock Tower Circle	Slurry	2	\$11,278
Cross Creek Dr	Sumac Circle to Johnson Rd	Slurry	2	\$14,708
Clocktower Circle	Circle	Slurry	2	\$11,278
Fire Fly Dr	Tarrytown Rd to end	Slurry	2	\$18,665
Bell Creek Dr	Tarrytown Rd to end	Slurry	2	\$22,888
Fuller Ln	Bell Creek Dr to end	Slurry	2	\$8,638
Tarry Town Rd	Cross Creek Dr to Cross Creek Dr	Slurry	2	\$29,220
Van Tassel Way	Clocktower Cir to end	Slurry	2	\$13,915
Hessian Way	Tappan Ln to end	Slurry	2	\$8,638
Tappan Ln	Baccharis Dr. to Cul-de-Sac	Slurry	2	\$19,720
Crack Sealing	N/A		N/A	\$100,000
Subtotal Surface Maintenance				\$399,429

# INFRASTRUCTURE & DEVELOPMENT

Long-Term Programming				
Proposed Road	Parameters	Work Type	City Condition Code	Total Cost
Olive St.	Rt 13 to N. Division St.	1.5" Mill/Overlay	4	\$21,118
Elizabeth St.	E Railroad Ave to E Church St.	1.5" Mill/Overlay	5	\$24,001
Park Ave.	W. Chestnut to Oakdale Rd.	1.5" Mill/Overlay	3	\$40,216
Subtotal Resurfacing				\$85,335
Wayne St./Power St.	Milford St around corner to S. Division St.	Microsurfacing	5	\$46,152
Spring Ave	Eastern Shore Dr. to City Limit	Microsurfacing	3	\$61,544
Ridge Rd	Riverside Dr to Riverside Dr	Microsurfacing	3	\$39,108
Crestview Ln	Riverside Dr to Ridge RD	Microsurfacing	3	\$10,664
Upland Dr	Harbor Pointe Dr to end	Slurry	2	\$31,333
Meadow Point Rd	Harbor Pointe Dr to end	Slurry	2	\$22,888
Chateau Dr	Harbor Pointe Dr to end	Slurry	2	\$13,915
Anchor's Way	Harbor Pointe Dr to end	Slurry	2	\$31,333
Fair Winds Ct	Anchor's Way to End	Slurry	2	\$16,555
Rori Ct	Anchor's Way to End	Slurry	2	\$11,278
Subtotal Surface Maintenance				\$284,768

## Program Total: Bridge Maintenance

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	100,000	-	700,000	450,000	-	1,250,000
Grant	-	-	2,800,000	1,800,000	-	4,600,000
Bond	-	-	-	-	-	-
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	100,000	-	3,500,000	2,250,000	-	5,850,000
Engineering	10,000	-	-	2,250,000	-	2,260,000
Construction	90,000	-	3,500,000	-	-	3,590,000
Vehicle/ Equipment	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	100,000	-	3,500,000	2,250,000	-	5,850,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-BM-19-01

### Bridge Maintenance - South Division Street Bridge

The 2017 Bridge inspection report list the coating on the substructure of S. Division St. Bridge as being in condition state 4, which is when the defect impacts the strength or serviceability of the element. A portion of repairs were completed in FY20. FY22 funds are for continuing repairs to bridges not listed as full replacements or rehabilitations.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General	100,000					100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	100,000	-	-	-	-	100,000
Engineering	10,000					10,000
Construction	90,000					90,000
Vehicle/ Equip.						-
Other						-
Total Expense	100,000	-	-	-	-	100,000



## ID-BM-20-02

### Naylor Mill Road Bridge Replacement

Naylor Mill Bridge (WIS-10) has surpassed its design life and is in need of replacement. Funding is available through the SHA Bridge Replacement Fund. The fund has an 80/20 split, where the City will be responsible for 20% of the cost. Design funding was provided in FY20. The bridge design includes preparing a cost estimate for construction, environmental assessments and biddable documents. Construction funding is estimated for FY24.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General			700,000			700,000
Grant			2,800,000			2,800,000
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	3,500,000	-	-	3,500,000
Engineering						-
Construction			3,500,000			3,500,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	3,500,000	-	-	3,500,000



# INFRASTRUCTURE & DEVELOPMENT

## ID-BM-20-03 Mill Street Bridge Rehabilitation



The element rating for Mill St Bridge deck and super structure place it on the SHA list to fund deck replacement using the Bridge Rehabilitation or Replacement Fund through the SHA. The fund uses an 80/20 split, where the City will be responsible for 20% of the cost. Design funding was provided in FY20. The design includes preparation of a cost estimate for construction, environmental assessments and biddable documents. Construction funding is estimated for FY25.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				450,000		450,000
Grant				1,800,000		1,800,000
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	-	2,250,000	-	2,250,000
Engineering				2,250,000		2,250,000
Construction						-
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	2,250,000	-	2,250,000

## Program Total: New Streets

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				80,000		80,000
Grant						
Bond					600,000	600,000
Lease						
Contribution			620,000	330,000	2,430,000	3,380,000
Total Revenue			620,000	410,000	3,030,000	4,060,000
Engineering				410,000		
Construction			620,000		3,030,000	3,650,000
Vehicle/ Equipment						
Other						
Total Expense			620,000	410,000	3,030,000	4,060,000

# INFRASTRUCTURE & DEVELOPMENT



## ID-NS-12-01 Jasmine Drive

Jasmine Drive will be built to support new development in that area. The project will be funded by cost sharing with developers. If the City builds the road in advance of new development, then the City will seek reimbursements from future developments for the construction cost of the road. Design was budgeted in FY18 using developer contributions received to date but is on hold pending development in the area.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution			620,000			620,000
Total Revenue	-	-	620,000	-	-	620,000
Engineering						-
Construction			620,000			620,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	620,000	-	-	620,000



## ID-NS-19-02 Jasmine Drive to Rt. 13 Connector Road

The Connector Road between Jasmine Drive and Route 13 will be built to support new development in that area. The project will be funded by cost sharing with developers. If the City builds the road in advance of new development, then the City will seek reimbursements from future developments for the construction cost of the road.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution				110,000	730,000	840,000
Total Revenue	-	-	-	110,000	730,000	840,000
Engineering				110,000		110,000
Construction					730,000	730,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	110,000	730,000	840,000

# INFRASTRUCTURE & DEVELOPMENT



IS-NS-12-03

## Culver Road

Culver Road is an existing unstabilized City street that connects Nanticoke Road to Pemberton Drive. Build out of proposed developments along Pemberton Drive will cause the amount of vehicular traffic use to increase on Culver Road. The proposed project will serve to upgrade the street to City standards and will be funded through Developers. The construction costs include installing a 24-foot roadway with curb, gutter and storm drains.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General						-
Grant						-
Bond						-
Lease						-
Contribution				220,000	1,700,000	1,920,000
Total Revenue	-	-	-	220,000	1,700,000	1,920,000
Engineering				220,000		220,000
Construction					1,700,000	1,700,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	-	220,000	1,700,000	1,920,000



ID-NS-21-04

## Georgia Avenue Utilities and Street

Utility and street improvements to Georgia Avenue (between Riverside Road and Oak Hill Avenue), which is currently a dirt road and does not have any utilities. By paving the road, there would likely be development interest from the lots that front that road, so we recommend installing utilities when it is paved. The estimate include street lights, water, sewer, storm drain, curb, gutter, sidewalk and paving. The estimate for paving and concrete is \$120,000. The estimate for water/sewer is \$480,000.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
General				80,000		80,000
Grant						-
Bond					600,000	600,000
Lease						-
Contribution						-
Total Revenue	-	-	-	80,000	600,000	680,000
Engineering				80,000		80,000
Construction					600,000	600,000
Vehicle/ Equip.						-
Other : Land						-
				240,000	1,800,000	2,040,000



## Program Total: Water Production Maintenance

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	245,000	539,550	1,529,000	175,000	175,000	2,663,550
Grant	-	-	-	-	-	-
Bond	3,150,800	-	-	-	-	3,150,800
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	3,395,800	539,550	1,529,000	175,000	175,000	5,814,350
Engineering	35,000	43,000	113,000	35,000	35,000	261,000
Construction	3,360,800	496,550	1,416,000	140,000	140,000	5,553,350
Vehicle/ Equip	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Expense	3,395,800	539,550	1,529,000	175,000	175,000	5,814,350



## WW-WM-20-01 Restore Park Well Field



The Park Plant Well Field runs from the Main Street Water Plant to Beaglin Park Drive and includes eight active wells. This project includes the redevelopment of each well over a five year period. In order to ensure that well production is maximized, the redevelopment program will continue so that 1-2 wells are scheduled to be redeveloped each year. Redevelopment clears the well screen of encrusted minerals and ensures maximum water production. Construction costs assume the replacement of the pumps, pump column, motor, cable, and check valve. Keeping these wells on a regular maintenance schedule reduces equipment failure, reduces electricity costs and improves water production

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	175,000	175,000	175,000	175,000	175,000	875,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	175,000	175,000	175,000	175,000	175,000	875,000
Engineering	35,000	35,000	35,000	35,000	35,000	175,000
Construction	140,000	140,000	140,000	140,000	140,000	700,000
Vehicle/ Equip.						-
Other						-
Total Expense	175,000	175,000	175,000	175,000	175,000	875,000



## WW-WM-20-02 Restore Paleo Well Field

There are two wells which serve the Paleo Water Treatment Plant. Well 2 redevelopment was funded in FY17. As the well screens become encrusted due to minerals in the aquifer, the efficiency of the well decreases. When the well is redeveloped, the well screen and the gravel pack are cleaned by impulse generation and other mechanical means. Additionally, the pumps, pump column, motor, cable, and check valve are replaced if needed. Should either of these wells go out of service, the City becomes reliant on the one remaining Paleo well and the ability of the City to meet the water supply demands becomes jeopardized. Redevelopment will be budgeted for every five years. Well 2 is targeted for FY24 and Well 1 for FY29.

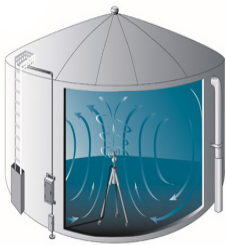
	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund			217,000			217,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	217,000	-	-	217,000
Engineering			48,000			48,000
Construction			169,000			169,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	217,000	-	-	217,000



## WW-WM-19-03 Filter Replacement Project

The existing Paleo filters were installed in 1976 and are at the end of their useful life. The filters were re-bedded in 2012. Inspection at that time predicted possibly 10 more years of life for the filters. The filters also contain an asbestos pipe on the interior. the pipe was believed to be in good condition in 2012 but MDE may see that differently in the future. Pressure filters typically have a useful life of 30 years, but due to the relatively low pressures through those filters, they have exceeded the typical life expectancy. Because of structural and piping constraints within the plant, it is not cost effective to replace the filters in the current building. Instead a new wing of 8 filters is proposed once tie in is complete the existing filters can be taken out of service and the filter room can be used for future expansion needs of the plant.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund						-
Grant						-
Bond	3,150,800					3,150,800
Lease						-
Contribution						-
Total Revenue	3,150,800	-	-	-	-	3,150,800
Engineering						-
Construction	3,150,800					3,150,800
Vehicle/ Equip.						-
Other						-
Total Expense	3,150,800	-	-	-	-	3,150,800



## WW-WM-13-04 Tank and Reservoir Mixing System

Install water mixing systems in the Paleo Ground Storage Tank, Paleo Reservoir, the Park Reservoir and the Salisbury University Tower. The mixing systems will ensure the stability of the chlorine residual in the distribution system; thereby improving water quality and reducing disinfection by-products, per recent regulatory requirements. It is anticipated that the mixing system will be phased in based on the schedule below: FY 23 Park Reservoir and Salisbury University Tower

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		90,350				90,350
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	90,350	-	-	-	90,350
Engineering						-
Construction		90,350				90,350
Vehicle/ Equip.						-
Other						-
Total Expense	-	90,350	-	-	-	90,350



## WW-WM-14-05 Park Well Field Raw Water Main & Valve Replacement

The raw water main which brings water from the well field to the plant is in need of replacement. A portion of the main closest to the plant was replaced in 2006 due to failure. This project would replace the main, piping and valves to the active wells. The main from the plant to Well 15 is the oldest and believed to be most in need of replacement. The age of the main ranges from 1925-1957. the water master plan (FY14) evaluated the condition of all the pipes and options for replacement or for installation of a parallel main. Engineering design will be completed in FY21.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund			1,030,000			1,030,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	1,030,000	-	-	1,030,000
Engineering			30,000			30,000
Construction			1,000,000			1,000,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	1,030,000	-	-	1,030,000

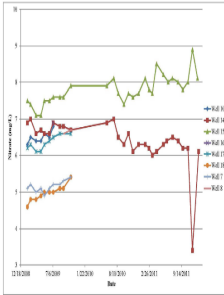


## WW-WM-22-01 Paleo Ground Storage Tank Painting

The concrete one million gallon ground storage tank at Paleo Water Treatment Plant was built in 2010 is in need of new paint. The paint has peeled and chipped off of the concrete making the tank look like it is dirty to motorists on Naylor Mill Road. the tank is in urgent need of a new paint job.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	70,000					70,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	70,000	-	-	-	-	70,000
Engineering						-
Construction	70,000					70,000
Vehicle/ Equip.						-
Other						-
Total Expense	70,000	-	-	-	-	70,000

Figure 5: Park Wellfield Nitrate Concentration By Well



## WW-WM-17-08 Continuous Nitrate Monitoring

The nitrate concentrations in the Park wells exceed 50% of the Maximum Contaminant Levels (MCL) more than 10% of the time. Several point and non-point sources of nitrates exist in the well field. Continuous monitoring would determine if the nitrate levels are increasing and whether treatment is required. The monitoring equipment would be purchased and installed by supplier at both water plants (Park and Paleo).

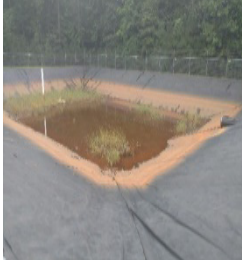
	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund			107,000			107,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	-	107,000	-	-	107,000
Engineering						-
Construction			107,000			107,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	-	107,000	-	-	107,000



## WW-WM-13-09 Elevated Water Tank Maintenance

Provide Inspection and Cleaning of the Wor Wic and Salisbury University Elevated Storage Tanks in accordance with AWWA Standards. The inspection includes checking welds, gaskets, coatings, etc. to determine if repairs are required. Items outside of normal maintenance, such as tank painting, are noted separately.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		106,200				106,200
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	106,200	-	-	-	106,200
Engineering						-
Construction		106,200				106,200
Vehicle/ Equip.						-
Other						-
Total Expense	-	106,200	-	-	-	106,200



## WW-WM-20-11 Paleo Equalization Basin Liner

Basin liner was installed in 2003 and is showing signs of wear and tearing in a few spots. Proposing to replace with a new liner with a strainer for the drain to keep sludge from building up at the discharge pipe. During the engineering process we will explore the costs of a new liner vs replacing the liner with concrete and possibly digging the basin deeper for future backwash demands of the plant. Basin is a holding tank for the filter backwash which feeds in at 1200 gpm and is stored and released at a rate not to exceed the capacity of the sewer.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		68,000				68,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	68,000	-	-	-	68,000
Engineering		8,000				8,000
Construction		60,000				60,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	68,000	-	-	-	68,000



## WW-WM-20-12 Decommision Edgemoor Water Tower

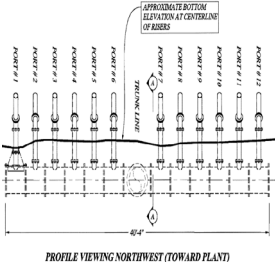
The head pressure from the new Salisbury University Water Tower and the Paleo Water Plant overcome the Edgemoor Water Tower and keep the tower from normal operations. An altitude valve was installed on the tower to keep it from constantly overflowing. Water is forced out of the tower with a pump in the evening for turnover. A new paint job on the tower will be costly due to old lead paint on the bottom coat. Proposing to remove this water tower from service and city could re-purpose the property.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		100,000				100,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	100,000	-	-	-	100,000
Engineering						-
Construction		100,000				100,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	100,000	-	-	-	100,000



## Program Total: Treat Wastewater

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	335,000	744,000	110,000	685,000	-	1,874,000
Grant	-	-	-	-	-	-
Bond	-	1,030,000	-	-	-	1,030,000
Lease	-	-	-	-	-	-
Contribution	-	-	-	-	-	-
Total Revenue	335,000	1,774,000	110,000	685,000	-	2,904,000
Engineering	7,400	30,000	10,000	10,000	-	57,400
Construction	239,540	1,690,000	100,000	490,000	-	2,519,540
Vehicle/ Equip	185,000	54,000	-	185,000	-	424,000
Other	-	-	-	-	-	-
Total Expense	335,000	1,774,000	110,000	685,000	-	2,904,000



## WW-WT-17-02 WWTP Outfall Inspection and Repairs

The project will entail inspection of the outfall pipe, manifolds and effluent diffusers from the Wastewater Treatment Plant outfall into the Wicomico River. The diffusers were last inspected and maintained in 2000. this work is scheduled to begin following the WWTP Upgrade project Engineering design and inspection is budgeted for FY21 and construction in subsequent years.

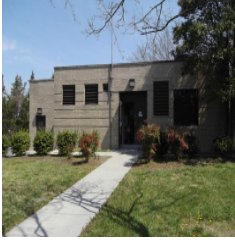
	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		500,000				500,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	500,000	-	-	-	500,000
Engineering						-
Construction		500,000				500,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	500,000	-	-	-	500,000



## WW-WT-21 Dump Truck

Biosolids dump truck replacement of STP 16 a failing 2005 dump truck. Replace with a 15 ton tri axle dump truck. Old WWTP dump trucks are failing with numerous repairs. These vehicles are a critical part of the biosolids delivery to the landfill and must be operational at all times. Due to the site conditions at the landfill, which includes driving on inclines in reverse, automatic transmission is required.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	185,000			185,000		370,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	185,000	-	-	185,000	-	370,000
Engineering						-
Construction						-
Vehicle/ Equip.	185,000			185,000		370,000
Other						-
Total Expense	185,000	-	-	185,000	-	370,000



## WW-WT-18-04 Southside Pump Station Force Main

The Southside Pump Station serves approximately 1/3 of the City. The 16 inch diameter force main transmits flow from the Southside Pump Station on Ridge Road, under the River to Marine Road. If the force main were to be damaged or need repair, there is no other way to transmit flow to the WWTP. The force main is >60 years old. This project is to design a redundant force main that would also run under the River. Design and permitting is programmed for FY20.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund						-
Grant						-
Bond		1,030,000				1,030,000
Lease						-
Contribution						-
Total Revenue	-	1,030,000	-	-	-	1,030,000
Engineering		30,000				30,000
Construction		1,000,000				1,000,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	1,030,000	-	-	-	1,030,000

## WW-WT-18-05 Pump Station Improvements



Project consists of the engineering design and construction for multiple pump station that are in need of similar improvements. 1. Energy efficiency of pumps: Five pump stations need new pumps to increase energy efficiency. 2. Metal Wet Wells: Twelve of the City's pump stations have metal wet wells which are showing signs of rusting and deterioration. The metal wet wells have exceeded their design life and should be programmed for replacement. 3. Bypass Pumping or Backup Power: thirty three pump stations do not have a bypass pumping connection. Twenty three pump stations do not have backup power. The project will implement bypass pumping connections, where feasible and cost effective. 4. Traffic Control Plans: Develop plans for access to eleven pump stations that can be used by WWTP staff during routine maintenance and emergencies.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund	185,000			185,000		370,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	185,000	-	-	185,000	-	370,000
Engineering						-
Construction						-
Vehicle/ Equip.	185,000			185,000		370,000
Other						-
Total Expense	185,000	-	-	185,000	-	370,000



## WW-WT-20-06 Internal Recycle Pump Replacement

Replace existing WWTP Internal Recycle Pumps, one per year. Currently two of four existing pumps are out of service and need to be sent offsite for diagnostic and repair. All four have had previous repairs and need to be on a replacement program. Lead time for delivery of pump is twenty seven weeks.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		190,000		190,000		380,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	190,000	-	190,000	-	380,000
Engineering						-
Construction		190,000		190,000		380,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	190,000	-	190,000	-	380,000



## WW-WT-20-07 Structural Study

Structural Engineering study for wall gaps/ building separation of existing WWTP buildings. These gaps are allowing weather into rooms containing electrical panels and controls. Building in study include: Internal Recycle Pump Station, UV Building, Pump House 3 and Pump House 4. Engineering study in fy 20, construction to begin in FY21.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		190,000		190,000		380,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	190,000	-	190,000	-	380,000
Engineering						-
Construction		190,000		190,000		380,000
Vehicle/ Equip.						-
Other						-
Total Expense	-	190,000	-	190,000	-	380,000



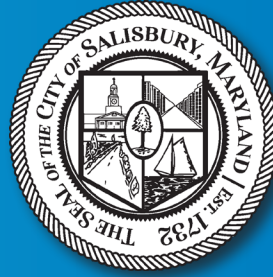
## WW-WT-22-01 New Vehicle

New Vehicle equivalent to a Ford F350 utility body dually with lift gate and crane. This vehicle will be used by maintenance staff to pull pumps and motors up to 2,700lbs out of lift stations for replacement and repair. This will be a new vehicle in the WWTP fleet. A full staff and COVID social distancing has increased the need for a new vehicle in the maintenance department.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Enterprise Fund		54,000				54,000
Grant						-
Bond						-
Lease						-
Contribution						-
Total Revenue	-	54,000	-	-	-	54,000
Engineering						-
Construction						-
Vehicle/ Equip.		54,000				54,000
Other						-
Total Expense	-	54,000	-	-	-	54,000



# City of Salisbury MARYLAND



Capital Improvement Plan 2022-2026

# APPENDICES

## Glossary of Accounting and Budget Terminology

**ACO** Animal Control Officer  
**ALS** Advanced Life Support  
**BLS** Basic Life Support  
**BPI** Building Permits and Inspections  
**CAD** Computer Aided Drafting  
**CAFR** Comprehensive Annual Financial Report  
**CDBG** Community Development Block Grant  
**CID** Criminal Investigation Department  
**CIP** Capital Improvement Plan  
**CMMS** Computer Maintenance Management System  
**CPT** Captain  
**DID** Department of Infrastructure and Development  
**EMS** Emergency Medical Services  
**EPO** Exclusive Provider Network  
**EST** Estimate  
**FAA** Federal Aviation Administration  
**FO** Field Operations  
**FT** Full Time  
**FY** Fiscal Year  
**GF** General Fund  
**GAAP** Generally Accepted Accounting Principles  
**GFOA** Government Finance Officers Association  
**GIS** Geographic Information System

**GOB** Government Obligation Bond  
**GVW** Gross Vehicle Weight  
**HAZMAT** Hazardous Material  
**HCDD** Housing and Community Development Department  
**HR** Human Resources  
**ICMA** International City Management Association  
**ID** Infrastructure and Development  
**IDD** Infrastructure and Development Department  
**IS** Information Systems  
**ISO** International Organization for Standardization  
**K9** Canine Dog  
**LGIT** Local Government Insurance Trust  
**LT** Lieutenant  
**MD** Maryland  
**MEO** Motor Equipment Operator  
**MPO** Master Police Officer  
**NFPA** National Fire Protection Association  
**NCIC** National Crime Information Center  
**NFF** National Folk Festival  
**NPDES** National Pollutant Discharge Elimination System  
**OBC** Ordinary Business Corporations  
**OC** Ocean City  
**PAC** Public Access Channel



# APPENDICES

## Glossary of Accounting and Budget Terminology

<b>PFC</b>	Police Officer First Class
<b>PILOT</b>	Payments in Lieu of Taxes
<b>PM</b>	Paramedic
<b>PPO</b>	Preferred Provider Network
<b>PS</b>	Public Safety
<b>PT</b>	Part Time
<b>RFP</b>	Request for Proposal
<b>ROA</b>	Return of Assets
<b>ROI</b>	Return of Investments
<b>SC</b>	Standard Charter
<b>SPD</b>	Salisbury Police Department
<b>SPO</b>	Senior Police Officer
<b>SU</b>	Salisbury University
<b>SW</b>	Storm Water
<b>TMDL</b>	Total Maximum Daily Load
<b>UB</b>	Utility Billing
<b>UPS</b>	United Postal Service
<b>WAN</b>	Wide Area Network
<b>W&amp;S</b>	Water and Sewer
<b>WW</b>	Water Works
<b>WWTP</b>	Waste Water Treatment Plant

# APPENDICES

## Glossary of Accounting and Budget Terminology

**ACCOUNTING SYSTEM** – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

**ACCRUAL BASIS OF ACCOUNTING** – The method of accounting in which transactions are recognized when they occur, regardless of the timing of related cash flows.

**ANNEXATION** – The incorporation of additional territory within the domain of the City.

**APPROPRIATIONS** – The legal authorizations made by the Mayor and City Council to the departments, of the City which approves their budgets and allows them to make expenditures and incur obligations for purposes with the accounts approved.

**ASSESSABLE BASE** – The total value of all real and personal property in the City which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

**BALANCED BUDGET** – A budget that has operating revenues equal to operating expenditures.

**BOND** – A written promise to pay a specified amount of money, called the principal amount, at specific dates in the future called maturity dates along with interest at a specific rate.

**BONDS ISSUED** – Bonds sold.

**BOND RATING** – A rating, issued by a rating agency, which indicates the probability of timely repayment of principal and interest on bonds issued.

**BUDGET** – A financial plan containing estimated revenues and expenses for an organization. The plans are prepared by the individual departments and reviewed and submitted by the Mayor to the City Council for their review and approval.

**BUDGET YEAR** – The fiscal year for which the budget is being considered. (See also FISCAL YEAR.)

**CAPITAL IMPROVEMENTS PROGRAM (CIP)** – The annual updated 5-year plan or schedule of projected expenditures for buildings, public facilities, and other improvements which are of significant value and have a useful life of several years. The City's program includes estimated project costs, sources of funding, and timing of work for each project. The Capital Improvements Program is the basis for the annual CIP appropriations and any new bond issues.

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## Glossary of Accounting and Budget Terminology

**CAPITAL EXPENSES (OUTLAY)** – Departmental expenditures which generally result in the acquisition of furniture, equipment, and/or computers, which have a value of less than \$5,000 and have an estimated useful life in excess of three years. Capital expenses are reflected in the budget document in each department requesting the items.

**CAPITAL PROJECTS** – A specific activity or element of the Capital Improvements Program involving expenditures and funding for the creation of permanent facilities or other public assets having a relatively long useful life.

**CIP** – See Capital Improvements Program

**COUNCILMANIC** – Of or pertaining to a councilman or councilwoman, particularly to the district they represent.

**CURRENT YEAR** – The fiscal year that is prior to the budget year.

**DEBT ISSUANCE** – The sale or issuance of any type of debt instrument, such as bonds.

**DEBT LIMIT** – The statutory or constitutional maximum debt that an issuer can legally incur.

**DEBT RATIOS** – The ratios that provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City’s debt position over time against its own standards and policies.

**DEBT SERVICE** – The payment of principal and interest on borrowed funds such as bonds.

**DEFICIT** – The amount by which a government’s budget outlays exceed its budget revenues for a given period, usually a fiscal year.

**DEPARTMENT** – The major organizational divisions in the City with overall responsibility for one or more activities or functions of the City.

**DEPRECIATION** – An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

**ENCUMBRANCE** – A firm commitment to pay for future goods and services formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within a department’s appropriation.



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## Glossary of Accounting and Budget Terminology

**ENTERPRISE FUND** – A fund used to account for operations that are financed and operated in a manner similar to private business enterprises, in which the costs of providing goods or services to the general public are financed or recovered primarily through user charges.

**EXPENDITURE** – An actual payment made by check, inter-fund transfer, or by recordation of an amount due for goods received or services rendered.

**FIDUCIARY FUND** – The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units, and/or other funds.

**FISCAL POLICIES** – The City’s financial management policies relating to operating budgets, accounting, Capital Improvements Program, General Fund balance levels, debt, and investments.

**FISCAL YEAR** – An organization’s accounting or financial year. The City’s fiscal year starts July 1 and ends June 30.

**FIXED ASSET** – Assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

**FUND** – A fiscal and accounting entity with a self- balancing set of accounts recording cash and all other financial resources or assets, together with all related liabilities or outside claims to those assets; and the remaining unclaimed net worth or residual equity in those assets, which are segregated for the purpose of carrying on specific activities or attaining specific program objectives.

**FUND BALANCE** – The cumulative difference between expenditures and revenue accumulated over the life of a fund. A negative fund balance is usually referred to as a deficit.

**FY** – See Fiscal Year

**GAAP** – See Generally Accepted Accounting Principles.

**GASB** – See Governmental Accounting Standards Board.

**GENERAL FUND** – The major operating fund of the City used to account for all financial resources and activities, except those accounted for in one of the City’s other funds.

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## Glossary of Accounting and Budget Terminology

### **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

– Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

### **GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)**

– This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

**GOVERNMENTAL FUNDS** – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**GRANTS** – A transfer of county, state or federal monies to the City, usually for specific programs or activities.

**INFRASTRUCTURE** – The physical assets of a city (streets, water, sewer, public buildings, and/or parks) upon which the continuance and growth of a community depend.

**INTERFUND TRANSFERS** – Payments made from one operating fund to another as a contribution to defray a portion of the recipient's fund's costs.

**INTERGOVERNMENTAL REVENUES** – The revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**LEVY** – (Verb) To Impose taxes or special assessments for the support of governmental activities. (Noun) The total amount of taxes or special assessments imposed by a government.

**LIABILITIES** – Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**LONG-TERM DEBT** – Debt or obligations of the City with a final maturity or payment date of greater than one year.

**MODIFIED ACCURAL BASIS OF ACCOUNTING** – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).



# APPENDICES

## Glossary of Accounting and Budget Terminology

**NET BONDED DEBT** – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

**NON-DEPARTMENTAL OPERATING EXPENDITURES** – Operating expenditures which are not charged directly to specific departments but are cost to the City as a whole, such as debt service payments and general liability insurance.

**OBLIGATIONS** – Amounts that a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

**OPEB** – See Other Post-Employment Benefits.

**OPERATING BUDGET** – The portion of the City’s budget that provides resources for the day-to-day operations of the City

**ORDINANCE** – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

**OTHER POST EMPLOYMENT BENEFITS (OPEB)** – Post employment benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee. Other post-employment benefits that a retiree can be compensated for include healthcare premiums and deferred-compensation arrangements.

**PAYGO (PAY-AS-YOU-GO)** – Capital expenditures which are funded from current revenues.

**PERSONNEL (COSTS)** – Expenditures that include salary costs for full-time, part-time, temporary and contract employees, overtime expenses and all associated fringe benefits.

**PRIOR YEAR(S)** – The fiscal year(s) proceeding the current year.

**PROJECTIONS** – The estimate of budget authority, outlays, receipts, or other amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

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## Glossary of Accounting and Budget Terminology

**PROPOSED BUDGET** – Reflects the budget or line-item amount recommended by the Mayor to the City Council for their review and consideration. It reflects either his assessment of what is needed to accomplish the department’s objectives, or the limited resources available to accomplish the intended objectives.

**RESOLUTION** – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

**RESULTSSBY** – Measurable metrics based on each departments goals and priorities.

**REVENUE** – Income received by the City to support its program of services to the community. It includes sources such as property taxes, admission fees, service charges, and Federal and State grants, to name just a few.

**RFP** – Request for Proposals. Federal mandate to request proposals from potential contractors for outsourced government services.

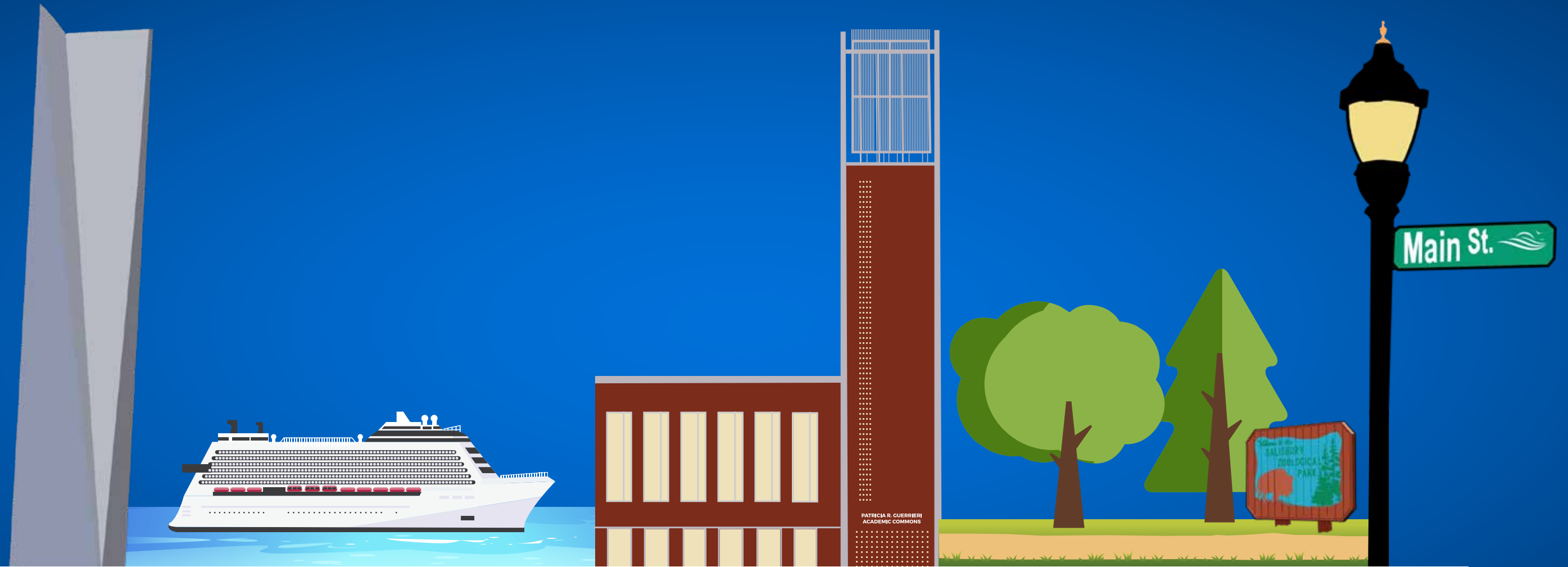
**SHORT-TERM DEBT** – Debt or obligations of the City due within one year or less.

**TAX BASE** – All forms of wealth under the City’s jurisdiction that are taxable.

**TAX RATE** – The amount levied for every \$100 of assessed property value, as determined by the Maryland State Assessment Department on both real and personal property within The City of Salisbury limits.

**UNDESIGNATED FUND BALANCE** – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

**UNASSIGNED FUND BALANCE** – That portion of a fund balance for which no binding commitments have been made.



# CITY OF SALISBURY

ADOPTED MUNICIPAL BUDGET FY 2022

