

ORDINANCE NO. 2707

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO APPROPRIATE FUNDS IN THE FY2022 GENERAL FUND BUDGET AND AMEND THE AUTHORIZED POSITIONS INCLUDED IN THE FY22 GENERAL FUND BUDGET.

WHEREAS, the City of Salisbury recently determined there is a need to reorganize positions and change grades assigned to positions; and

WHEREAS, during the course of the past few months, the City executives have been assessing and formulating position and grade changes that will be of benefit to the City; and

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

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

Section 1. The City of Salisbury’s FY22 General Fund Budget be and hereby is amended as follows:

Increase Decrease	Account Type	Department	Org	Amount
Increase	Expense	<i>Business Development</i>	11600 - XXXXXX	30,000
Increase	Expense	<i>Human Resource</i>	18500 - XXXXXX	50,000
Decrease	Expense	<i>Field Op - Traffic</i>	22000 - XXXXXX	25,000
Decrease	Expense	<i>Field Op - Resource Management</i>	30000 - XXXXXX	30,000
Decrease	Expense	<i>Field Op - Streets</i>	31150 - XXXXXX	25,000

Section 2. The City of Salisbury’s FY22 Authorized Position Budget and Position Pay Grades be and hereby is amended according to Schedule A attached.

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

Section 3. 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 4. 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 5. 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 5.

Section 6. This Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 10th day of January, 2022 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 24th day of January, 2022.

ATTEST:



Kimberly R. Nichols, City Clerk



John R. Heath, City Council President

Approved by me, this 25th day of January, 2022.



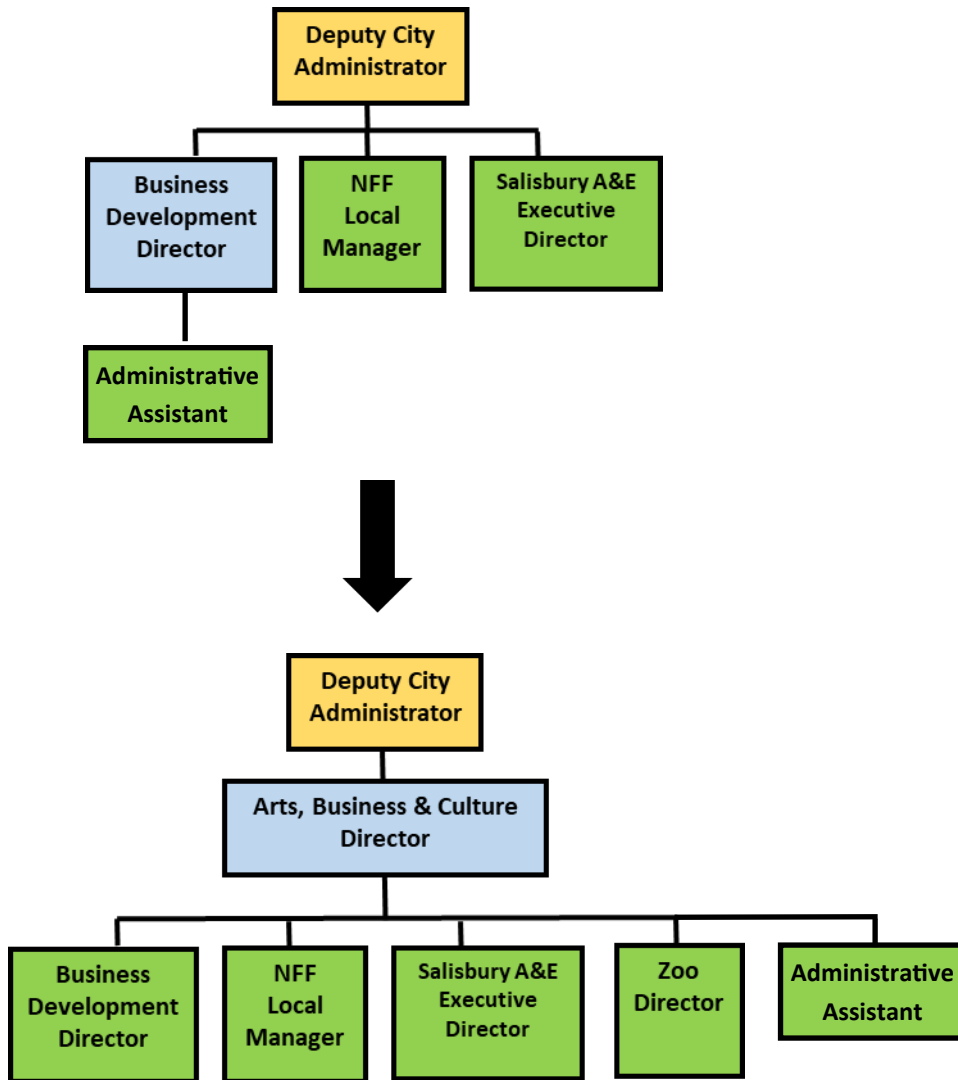
Jacob R. Day, Mayor

Exhibit A

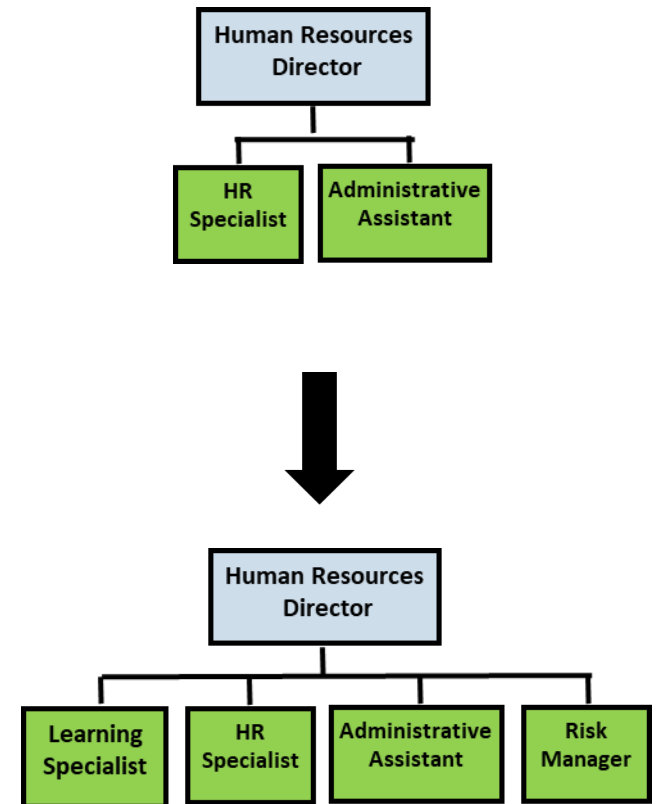
Position Title	Division	Org	FY22 Grade	FY22 Position Count	Mid Year (Jan) Count Change	Mid Year New Grade
Business Development 11600						
11600	11600					
Arts, Business, and Culture Director	11600	11600	14		1	
Director of Business Development	11600	11600	12	1		
Administrative Assistant I/II/III	11600	11600	5	1		
Office Associate II	11600	11600	2	0		
Total Business Development	11600	11600		2	1	
Human Resources 18500						
18500	18500					
Human Resources Director	18500	18500	14	1		16
Risk Manager	18500	18500	11		1	
Human Resource - Coordinator /Specialist / Administrator	18500	18500	5/9/10	1		8/10/11
Human Resource - Coordinator /Specialist / Administrator	18500	18500			1	8/10/11
Administrative Office Associate	18500	18500	4	0		
Administrative Assistant I/II/III	18500	18500	5	1		
Office Associate II/III	18500	18500	2/3	0		
Total Human Resources	18500	18500		3	2	
Transportation 22000						
FO	22000					
Deputy Director	FO	22000	13	1		
Transportation Superintendent	FO	22000	12	0		
Traffic Systems Manager	FO	22000	10	1		11
Traffic Manager	FO	22000	10	0		
Traffic Supervisor	FO	22000	8	1	-1	
Signal & Lighting Technician I / II / III	FO	22000	7/8	1	1	
Signs/Pavement Marking Tech I / II	FO	22000	2 / 4	2		
Total Transportation	FO	22000		6	0	
Field Operations Administration 30000						
FO	30000					
Director of Field Operations	FO	30000	16	1		
Director Public Works	FO	30000	17	0		
Deputy Director Services	FO	30000	13	1	-1	
Safety Manager	FO	30000	11	0		
Risk Manager	FO	30000	11	1	-1	
Operations and Maintenance Superintendent	FO	30000	10	0		
Resource Manager	FO	30000	8	0		
Asset Management and Facilities Specialist	FO	30000	7	1	-1	
Asset and Facility Manager	FO	30000	11		1	
Materials Manager	FO	30000	3	0		
Office Manager I/II/III	FO	30000	6	1		
Logistics Coordinator	FO	30000	5	1		
Administrative Assistant I/II/III	FO	30000	5	0	1	
Administrative Office Associate	FO	30000	5	0		
Supply/Records Clerk	FO	30000	2	0		
Total Field Operations Administration	FO	30000		6	-1	
Utilities Water 82076						
FO	82076					
Superintendent Utilities	FO	82076	12	1		
Utility Section Chief	FO	82076	8	2		
Utility Supervisor	FO	82076	7	0		
Administrative Assistant I/II/III	FO	82076	5	1	-1	
Utility Technician I / II / III	FO	82076	4/5/6	5		
Utility Locator	FO	82076	5/6	1		
Meter Technician I/II/III	FO	82076	3/4	1		
Meter Reader I/II	FO	82076	3	1		
Total Utilities Water	FO	82076		12	-1	
Total Change					1	

Revised Organizational Charts

Arts, Business and Culture Department



Human Resources





To: Julia Glanz, City Administrator
From: Andy Kitzrow, Deputy City Administrator
Subject: Continued Reorganization of City Departments
Date: January 27, 2022

In our ongoing efforts to deliver the most efficient services to the residents of Salisbury and to build the strongest team possible the Administration is proposing the below reorganization. This reorganization will take place beginning January 29, 2022 and will impact several City Departments including Field Operations, Human Resources, Water Works and Business Development.

Proposed reorganization:

- Expand Business Development Department to the Arts, Business, and Culture Department (ABCD)
 - This expanded department will be able to holistically support those entities that drive economic development in Salisbury. This department will oversee Business Development, the National Folk Festival, the Salisbury A&E contract, and the Salisbury Zoo. This department will be able to harness all of the energies from these divisions to amplify Salisbury regionally and nationally.
- Increase the number of employees in Human Resources from three to five
 - Safety Manager position is a transfer from Field Operations
 - This position will look holistically at Safety citywide now that it will reside in HR.
 - Addition of Human Resources Specialist for Learning and Development that will handle all employee development to include onboarding, training, employee growth and development and offboarding. This is a critical area of focus for retention of employees. This challenging labor market makes this position even more necessary.
- Realign the Utilities Division from Field Operations to Water Works
 - After a number of different reporting structures for the Utilities Division, Water Works has been deemed the best department for Utilities to reside long term. This will ensure Water Works is maintaining all infrastructure under the ground. This will also balance Water Works and Field Operations to both have manageable reporting structures.



- Eliminate these positions: Field Operations Deputy Director and Field Operations Traffic Supervisor
 - Through restructuring internal portfolios these positions have been deemed not necessary for the day to day functions.

- Create these positions:
 - Field Operations Signal & Lighting Technician
 - ABCD Director
 - Human Resources Specialist for Learning and Development

Attached you will find a new organizational chart for both the Arts, Business, and Culture Department and the Human Resources Department.

Please let me know if you have any questions.