

**ORDINANCE NO. 2863**

**AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2024 GENERAL FUND BUDGET AND AUTHORIZING THE MAYOR TO AMEND THE AUTHORIZED POSITIONS INCLUDED IN THE FY24 GENERAL FUND BUDGET.**

**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 City of Salisbury has determined the need to reorganize several positions and revise the Authorized Position Counts in the Department of Infrastructure and Development; and

**WHEREAS**, the City of Salisbury has determined that there is a need to change pay grades assigned to several positions; and

**WHEREAS**, the City of Salisbury has determined that no additional funding is required to make the update; and

**WHEREAS**, to effectuate these aforementioned changes, the position appropriations set forth below 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 FY24 Authorized Position Budget be and hereby is amended as follows:

Position Title	Division	Org	FY24 Grade	FY21	FY22	FY23	FY24	FY24 Revised
<b>Building, Permitting and Inspections 25100</b>								
BPI Manager	DID	25100	M9	1	1	1	1	1
Building Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Plumbing Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Planning and Permits Coordinator	DID	25100	-	1	0	0	0	0
Office Manager I/II/III/SR	DID	25100	3/4/5/6	0	1	1	1	0
<b>Total 25100 Building, Permitting and Inspections</b>	<b>DID</b>	<b>25100</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>Infrastructure and Development 31000</b>								
Deputy Director	DID	31000	M12	0	0	1	1	2
Engineering Manager	DID	31000	M10	0	0	0	0	1
Project Manager (1)	DID	31000	10/11/12/13	0	0	0	5	4
Engineer I/II/III/IV (3)			14/15/16/17					
Construction Inspector I/II/III/SR	DID	31000	5/6/7/8	4	4	4	5	4
Drafting Supervisor	DID	31000	M1	1	1	1	1	0
CAD Drafter	DID	31000	3	2	2	2	2	0
CAD Technician I/II/III/SR	DID	31000	6/7/8/9	0	0	0	0	2
Associate Planner I/II/III/SR	DID	31000	7/8/9/10	1	4	4	4	5
Administrative Assistant I/II/III	DID	31000	2/3/4/5	1	1	1	1	0
Office Administrator I/II/III/SR	DID	31000	3/4/5/6	0	0	0	0	2
Sustainability - Coordinator / Specialist / Officer	DID	31000	5/6/7	1	0	1	1	0
<b>Total Infrastructure and Development</b>	<b>DID</b>	<b>31000</b>		<b>10</b>	<b>12</b>	<b>14</b>	<b>20</b>	<b>20</b>
<b>Grand Totals</b>				<b>14</b>	<b>16</b>	<b>18</b>	<b>24</b>	<b>23</b>

**BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND**, 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 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 15<sup>th</sup> day of April, 2024 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 22<sup>nd</sup> day of April, 2024.

**ATTEST:**

  
\_\_\_\_\_  
**Kimberly R. Nichols, City Clerk**

  
\_\_\_\_\_  
**D'Shawn M. Doughty, City Council President**

Approved by me, this 7<sup>th</sup> day of May, 2024.

  
\_\_\_\_\_  
**Randolph J. Taylor, Mayor**



**To:** Andy Kitrow  
**From:** John W. Tull, Deputy City Administrator  
**Subject:** Budget Ordinance – Authorized Position Counts and Grades  
**Date:** April 8, 2024

Attached you will find an ordinance requesting the approval to update and revise the FY2024 authorized position allocations, titles and grades according to the following schedule.

Position Title	Division	Org	FY24 Grade	FY21	FY22	FY23	FY24	FY24 Revised
<b>Building, Permitting and Inspections 25100</b>								
BPI Manager	DID	25100	M9	1	1	1	1	1
Building Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Plumbing Inspector I/II/III/SR	DID	25100	7/8/9/10	1	1	1	1	1
Planning and Permits Coordinator	DID	25100	-	1	0	0	0	0
Office Manager I/II/III/SR	DID	25100	3/4/5/6	0	1	1	1	0
<b>Total 25100 Building, Permitting and Inspections</b>	<b>DID</b>	<b>25100</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>Infrastructure and Development 31000</b>								
Deputy Director	DID	31000	M12	0	0	1	1	2
<b>Engineering Manager</b>	<b>DID</b>	<b>31000</b>	<b>M10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Project Manager (1) Engineer I/II/III/IV (4)	DID	31000	10/11/12/13 14/15/16/17	0	0	0	5	4
Construction Inspector I/II/III/SR	DID	31000	5/6/7/8	4	4	4	5	4
Drafting Supervisor	DID	31000	M1	1	1	1	1	0
CAD Drafter	DID	31000	3	2	2	2	2	0
<b>CAD Technician I/II/III/SR</b>	<b>DID</b>	<b>31000</b>	<b>6/7/8/9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Associate Planner I/II/III/SR	DID	31000	7/8/9/10	1	4	4	4	5
Administrative Assistant I/II/III	DID	31000	2/3/4/5	1	1	1	1	0
<b>Office Administrator I/II/III/SR</b>	<b>DID</b>	<b>31000</b>	<b>3/4/5/6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Sustainability - Coordinator / Specialist / Officer	DID	31000	5/6/7	1	0	1	1	0
<b>Total Infrastructure and Development</b>	<b>DID</b>	<b>31000</b>		<b>10</b>	<b>12</b>	<b>14</b>	<b>20</b>	<b>20</b>
<b>Grand Totals</b>				<b>14</b>	<b>16</b>	<b>18</b>	<b>24</b>	<b>23</b>

Thank you in advance for your time and consideration on this request. Unless you or the Mayor have further questions, please forward a copy of this memo and ordinance to the City Council for their consideration.