

City of Salisbury

Mayor's Proposed Budget And Explanatory Materials Fiscal Year 15

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M. Thomas Stevenson, City Administrator
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City of Salisbury

FY15 Budget

Mayor's Budget Message

Citizens of Salisbury deserve a comprehensive assessment of the financial state of the City. This FY 2015 budget message will show what I believe is possible for our city to accomplish in FY 2015.

1. This budget shows that our State of Maryland determined assessable base values have leveled off
2. This budget shows levels of monetary surplus at incredibly healthy levels for both the City's General Fund and the City's Water and Sewer Utility
3. This budget shows investments in the City's continued priorities of Police, Fire/EMS, and neighborhood integrity
4. This budget shows proposals for reduced staffing, unfrozen position funding, and new position funding city-wide
5. This budget shows that the City can fund recommendations of the Evergreen Employee Study providing a 1 STEP increase for employees not receiving an Evergreen Study market increase
6. This budget shows a 2.5% decrease in Water and Sewer rates for our rate payers. If passed by city council, it will reflect a 9% decrease in water/sewer rates over the past two years
7. This budget recommends spending on sewer infrastructure using proceeds from the WWTP settlement
8. This budget shows how City employees have improved their health and will have no (0%) increase in health insurance premiums for Fiscal 2015
9. This budget will show how City departments have saved or raised significant sums of monies on behalf of our citizens
10. This budget will show that our state funded Highway User Fund amounts are continuing to rise

This FY 2015 budget is over 300 pages of ways that Salisbury provides services for its residents, pays for its employees, and sets the priorities for the next fiscal year. Information following this message is to inform the public from where my priorities and funding sources come from. I look forward to presenting and discussing this FY 2015 budget with the Salisbury City Council.

Mayor James Ireton, Jr.
April 15, 2014

City Of Salisbury, Maryland Budget Overview

Total Expenditures by Fund:

General Fund	\$33,454,202
Water and Sewer Utility	\$31,631,962
Parking Fund	\$727,664
Marina Fund	\$168,229
Total:	\$65,982,057

Assessable Base Analysis

Fiscal Year Ended 30 Jun	Actual Value	% Change from Previous Year
2004	\$1,458,135,767	6.1%
2005	\$1,585,794,577	8.8%
2006	\$1,679,233,266	5.9%
2007	\$1,832,493,066	9.1%
2008	\$2,079,779,681	13.5%
2009	\$2,300,114,378	10.6%
2010	\$2,501,327,556	8.7%
2011	\$2,330,729,348	-6.8%
2012	\$2,254,938,618	-3.3%
2013	\$2,228,304,647	-1.2%
2014 (EST)	\$1,977,693,718	-11.2%
2015 (EST)	\$1,955,859,589	-1.1%

Change in City Surplus Funds

The City of Salisbury maintains, on behalf of its taxpayers, a budget surplus in both its General Fund and in the Water and Sewer Utility. Since 2007 the City has put an average of \$615K in General Fund surplus each year. The chart below indicates the calendar year and the amount of tax dollars put into surplus by the City. In FY 14 the City was expected to use \$1.5 million dollars of general fund surplus, yet our departments returned \$800K and reduced the expected use of surplus by half. The estimated use of general fund surplus funds for FY15 is \$1,601,686 (\$2,996,126 for Water/Sewer). The Water and Sewer Fund chart below indicates the amount of surplus in that fund. Restricted funds include bond funds that are assigned to specific projects that are being designed or constructed.

Change In Surplus	General Fund
FY07	603,992
FY08	1,983,070
FY09	2,260,108
FY10	(1,048,161)
FY11	635,587
FY12	576,512
FY 13	(706,057)
Avg ⁽¹⁾	615,007
Unassigned Surplus 6/30/13	9,029,628

Net Position	Water, and Sewer Fund
Unrestricted	17,356,280
Restricted	12,926,293
Total Unrestricted and Restricted ⁽²⁾	30,282,573

Notes

(1) Average addition to surplus for the last 7 years

(2) Not including fund balance invested in capital assets

The City will have several expenses/revenues that have changed for FY 2015.

Expense changes include the following:

Health Insurance Costs – Decrease of \$72K for FY15 (FY 14 – increase of \$701,948)

- Decreased emergency room visits
- Decreased inpatient admissions
- Decreased outpatient surgeries
- Improved prescription utilization
- Reduced total dollars spent on claims

LEOPS and City Retirement – Decrease of \$88K for FY15 (FY 14 – increase \$650,199)

Increases in revenue for FY 15:

- \$350K from communication tower rental
- \$250K workman's compensation rebate
- \$757K from delinquent personal property tax collections
- \$150K from Fire Inspections Unit

Staffing Changes and Step Increases Per the Evergreen Pay Study:

- Evergreen 1 Step Increase for Employees - \$220,000 (Not included are those receiving market increase per Evergreen, July 1, 2014)
- Increase in Fire Salaries per Evergreen Study Recommendations - \$319,938
- 6 Frozen positions eliminated from Public Works
- Positions funded – Citywide Public Information Officer, Police Crime Analyst, Police Recruiter, Park Maintenance Worker, Office Associate Human Resources, Office Associate Water Department

In the area of taxes and fees, I am proposing to fund the government at the same level next year as this year. This is called rising to the Constant Yield Tax Rate. This decision will provide \$248,388 in additional revenue. Due to the large surpluses in the Water and Sewer Fund, I am proposing a 2.5% decrease in water and sewer rates for FY15. With last year's 6.5% decrease, our rate payers will have seen a 9% rate drop over the past 2 fiscal years. The goal of a balanced approach where we offset increased taxes with reductions in fees was achieved in this budget. My priorities continue in the most critical areas of importance to our citizens: Law Enforcement, Fire/Emergency Medical Services, Infrastructure, Neighborhood Integrity, and Downtown Revitalization.

This FY 2015 budget invests in city priorities in the following ways:

Law Enforcement

\$256,119 – 4 COPS Grant officers now paid for by City
\$283,335 – 6 Police Vehicles w/associated equipment
\$8,000 – Bullet Proof Vests
\$55,000 – Police Recruitment Position (1 sworn officer back to patrol)
\$52,000 – Crime Analyst (unfunded from Safe Streets FY15 grant)

Fire/Emergency Medical Services

\$146,114 – 2 Fire/Paramedic Positions (Unfrozen – from 2010)
\$335,000 – Brown Street Fire House #2 replacement (1st of 15 year bond payments)

Infrastructure and Neighborhood Integrity

\$20,000 – Increase to NSCC for abatement of noxious growth violations in the city
\$10,000 – Citywide Inlet Hoods for pollution control into the Wicomico River
\$75,000 – Curb, Gutter and Sidewalk Program
\$20,000 – Citywide Stormdrain Repair
\$562,500 – Street Reconstruction Milling and Paving
\$280,000 – 24" Water Main on Gordy Road
\$1,360,000 – Parkside Lift Station (WWTP proceeds)
\$860,000 – Fitzwater Street Lift Station (WWTP proceeds)
\$1,585,000 – Hampshire Road Lift Station (WWTP proceeds)
\$2,850,000 – Paleo Well #3 (WWTP proceeds)

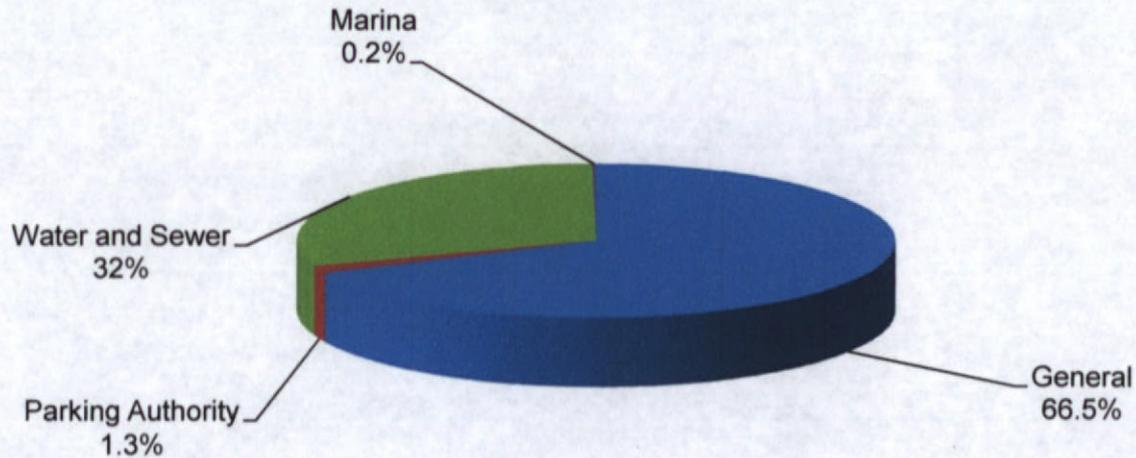
Downtown Revitalization

\$25,935 – Parks Maintenance Worker assigned to Downtown

The responsible way the City departments spend taxpayer dollars has allowed us to return unspent monies to the City surplus. Due to general accounting rules the amount of surplus is not officially known until after the City audit is completed, a full 8 months after the budget for the next fiscal year is approved. At the beginning of FY13 the City had \$9.7M in unassigned surplus in the General Fund, and the City had \$9.0M at the end of FY13 (\$17.3M in Water/Sewer). I have proposed to use \$1.6M of the surplus in FY15 to invest in capital infrastructure expenditures, retains our COPS grant officers, move officers to our city streets by creating civilian positions, begin the Brown Street Fire House construction, meet the agreed upon Evergreen pay raises from last year, and to kick-start our Downtown Revitalization effort. The City's fiscal stewardship has made it possible for Salisbury to remain strong financially while we wait for assessable base numbers to climb again.



City of Salisbury Summary - All Funds Proposed Budget Fiscal Year 2015



FUND	FY 15 PROPOSED
General	\$30,395,997.00
Parking Authority	659,643.00
Water and Sewer	13,569,743.00
Marina	98,536.00
TOTAL	\$44,723,919.00

City of Salisbury
 Budget Comparison
 FY 14 Budget Compared to FY 13 Budget
 Summary - All Funds

FUND	FY 13 ADOPTED BUDGET	FY 13 ADJUSTED BUDGET	FY 14 PROPOSED BUDGET	PROPOSED PERCENTAGE OF TOTAL	FY 14 PROPOSED VS FY 13 ADJUSTED
General	35,500,366	37,386,516	33,454,202	66.80%	-3,932,314
Parking Authority	711,750	734,721	727,664	1.45%	-7,057
Water and Sewer	17,109,099	20,768,660	15,815,981	31.58%	-4,952,679
Marina	100,466	102,701	84,114	0.17%	-18,586
TOTAL	53,421,681	58,992,597	50,081,961	100.00%	-8,910,636



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**City of Salisbury
Budget Comparison
FY 15 Budget Compared to FY 14 Budget
Detail - All Funds**

DEPARTMENT/DIVISION	FY14 APPROVED BUDGET	FY14 ADJUSTED BUDGET	FY15 PROPOSED/MAYOR BUDGET	FY15 PROPOSED VS FY14 ADJUSTED
General Fund				
City Council	76,566	78,566	70,880	-7,686
City Clerk	135,829	139,197	142,518	3,321
Development Services	73,509	73,509	81,762	8,253
Mayor's Office	414,133	448,523	506,658	58,134
Community Promotions	221,520	221,520	238,120	16,600
Elections	-	-	-	0
Internal Services - Finance	451,666	455,375	503,428	48,053
Internal Services - Procurement	222,928	230,904	217,570	-13,334
City Attorney	215,000	235,000	235,000	0
Information Services	197,386	259,006	259,218	212
Human Resources	143,391	146,659	224,097	77,438
Planning & Zoning	161,532	161,532	161,532	0
Municipal Buildings	168,635	177,818	183,000	5,182
Poplar Hill Mansion	29,267	30,034	29,434	-600
Police Services	10,239,845	10,377,311	10,619,841	242,531
Police Communications	645,327	695,192	686,627	-8,565
Police Animal Control	210,164	210,164	214,756	4,592
Traffic Control	408,194	414,713	443,844	29,131
Fire Fighting	6,436,757	6,490,326	7,074,357	584,030
Fire Volunteer	210,318	222,606	246,617	24,011
Building, Permits & Inspection	364,289	364,289	374,429	10,140
Neighborhood Services	640,383	640,383	680,915	40,531
Resource Management	290,402	293,415	369,163	75,748
Engineering	4,809,691	5,931,813	1,372,147	-4,559,666
Streets	756,813	811,893	777,834	-34,059



**City of Salisbury
Budget Comparison
FY 15 Budget Compared to FY 14 Budget
Detail - All Funds**

DEPARTMENT/DIVISION	FY14 APPROVED BUDGET	FY14 ADJUSTED BUDGET	FY15 PROPOSED/MAYOR BUDGET	FY15 PROPOSED VS. FY14 ADJUSTED
Street Lighting	854,643	855,433	818,075	-37,358
Street Cleaning	214,821	214,821	199,262	-15,559
Waste Collection/Disposal	1,537,258	1,784,872	1,334,904	-449,968
Recycling	169,643	173,638	189,204	15,566
Fleet Management	482,164	491,262	519,101	27,839
Carpenter Shop	134,427	134,427	139,025	4,598
Municipal Zoo	1,047,801	1,054,681	1,089,806	35,125
Parks	425,368	456,939	473,765	16,826
Debt Service	2,279,945	2,279,945	2,148,309	-131,636
Insurance	668,827	668,827	681,067	12,240
Miscellaneous	49,800	49,800	51,200	1,400
Operating Transfers	112,122	112,122	96,737	-15,385
General Fund Total	35,500,366	37,386,516	33,454,202	-3,932,314
Parking Authority Fund				
Parking Authority	610,402	633,373	626,505	-6,868
Debt Service - Parking Authority	101,348	101,348	101,159	-189
Parking Fund Total	711,750	734,721	727,664	-7,057
Water and Sewer Fund				
Debt Service-Water	1,036,671	498,782	3,602,091	3,103,309
Debt Service-Sewer	3,556,315	4,094,204	767,046	-3,327,158
Water Service Engineering	922,289	1,312,040	623,567	-688,474
Water Billing	210,563	210,563	216,045	5,482
Water Treatment	1,923,273	3,066,849	1,601,215	-1,465,634
Water Branch	969,234	995,123	979,532	-15,591



**City of Salisbury
Budget Comparison
FY 15 Budget Compared to FY 14 Budget
Detail - All Funds**

DEPARTMENT/DIVISION	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	FY 15 PROPOSED/MAYOR BUDGET	FY 15 PROPOSED VS FY 14 ADJUSTED
Water Administration	380,984	381,694	402,631	20,937
Sewer Service Engineering	702,699	996,396	812,705	-183,691
Sewer Billing	232,278	232,278	243,958	11,680
Waste Water Treatment Plant	5,126,493	6,585,299	4,736,466	-1,848,833
Sewer Division	938,119	1,023,432	995,187	-28,246
Pretreatment Monitoring	180,313	180,368	191,137	10,768
Sewer Administration	929,867	1,191,629	644,401	-547,228
Water and Sewer Fund Total	17,109,099	20,768,660	15,815,981	-4,952,679
Marina Fund Total	100,466	102,701	84,114	-18,586
Total All Funds	53,421,680.75	58,992,597	50,081,961	-8,910,636

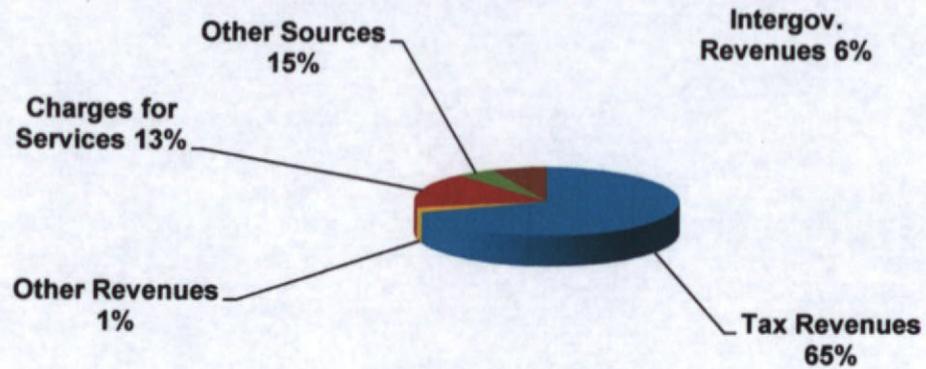
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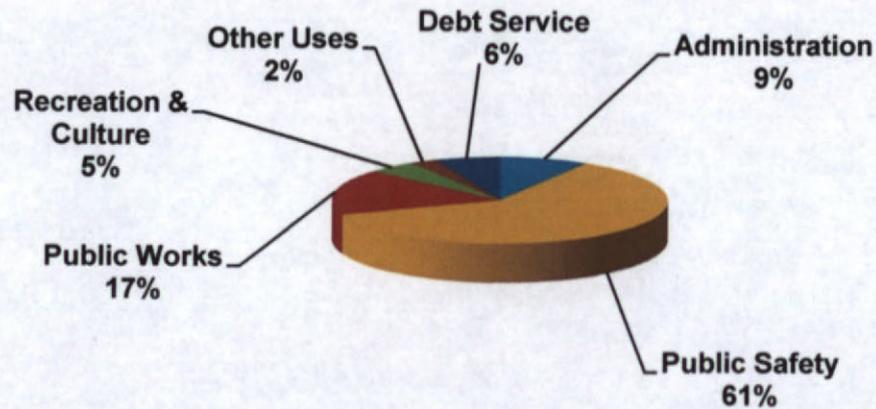
**City of Salisbury
General Fund
Proposed Budget
Fiscal Year 2015**



General Fund Revenues - FY 15



General Fund Expenditures - FY 15





City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER		ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000	403100	Real Property	14,497,306	15,004,354	15,004,354	15,268,355
Based on assessable base proposed tax rate of .897 per 100						
01000	403201	Local Pers. Prop-Current	32,778	49,051	49,051	51,046
Based on FY14 and FY14 collections						
01000	403301	OBC - Current Year	3,983,088	4,424,605	4,424,605	4,441,187
Based on FY13 collections and estimate for FY14 collections						
01000	403302	Railroad/Utilities	1,146,156	1,101,325	1,101,325	1,182,346
Based on FY13 collections and FY14 projections						
01000	403450	HPPRD	4,632	-	-	-
01000	403510	Local Income Taxes	1,434,446	1,384,122	1,384,122	1,354,368
Based on FY14 Budget						
01000	403605	Admission & Amuse. Tax	393,131	355,381	355,381	394,000
Based on FY14 Collections						
01000	403610	Water & Sewer Utility	183,840	185,000	185,000	197,820
This is a PILOT for the water and sewer property						
01000	403611	PILOT - Housing Authority	6,619	6,620	6,620	5,200
The County has not given a PILOT to the City since FY02						
01000	403612	PILOT - University Park	98,916	97,515	97,515	100,000
This is a PILOT for the university park property						
01000	403613	PILOT - Parking	87,898	85,580	85,580	98,200
This is a PILOT for the parking lots						



**City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015**

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 403910	Interest-Delinquent Taxes Based on FY13 actual and FY14 collections	128,023	118,025	118,025	160,000
01000 413101	Amusement Licenses Based on FY14 Budget	4,595	4,000	4,000	4,000
01000 413102	Traders Licenses Billed at end of year, collected by the County Clerk.	150,258	140,000	140,000	140,000
01000 413103	Prof & Occupational	50	-	-	-
01000 413104	Towing Companies Based on FY13 and FY14 Collections	3,450	3,500	3,500	3,500
01000 413105	Billboard Licenses Based on FY14(rate \$0.50/sq ft)	20,970	21,000	21,000	21,000
01000 413106	Cable TV Franchise Fee Estimate based on FY13 and FY14	380,355	380,000	380,000	372,000
01000 413109	Restaurant Licenses Based on FY14 actual (fee \$50/yr).	11,300	11,000	11,000	12,500
01000 413110	Natural Gas Franchise Current Franchise Tax.	5,000	5,000	5,000	5,000
01000 413111	Franchise Fee-Paddle Boat Based on agreement.	600	600	600	600
01000 413112	Multi-Family Dwelling Fee Based on FY13 and FY14 Collections	331,482	365,000	365,000	350,000
01000 413113	Multifamily Landlord License	61,005	60,000	60,000	60,475



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**City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015**

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
	Based on-FY13 and FY14 Collections				
01000 413116	HBAA Processing Charge	-	-	-	-
	Housing Board Appeal Application				
01000 413201	Building Permit	364,641	250,000	250,000	335,000
	Based on FY14 projected				
01000 413202	Grading Permits	700	400	400	900
	Rarely issued permit based on two year history				
01000 413203	Peddlers License	275	250	250	300
	Based on FY14 Budget				
01000 413205	Parking Meters/Coin	-	-	-	-
	Estimated				
01000 413207	Plumbing Permits	53,776	30,000	30,000	47,000
	Based on FY14 projection				
01000 413208	Other Misc Permits	240	-	-	-
01000 413209	Street Breaking Permits	725	1,000	1,000	1,750
	Based on FY13 and FY14				
01000 413210	Sign Permit	21,484	20,000	20,000	20,000
01000 413211	Well Permit	1,000	1,175	1,175	1,175
01000 413212	Zoning Permit	2,150	2,000	2,000	2,000
01000 413214	Fine/Violation				
01000 413215	Fence Permit	1,558	1,500	1,500	2,500
01000 413216	Temporary Sign	150	200	200	200



**City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015**

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 413217	Demolition Permit	1,325	1,500	1,500	1,500
01000 413218	Pool Permit	2,089	1,000	1,000	1,000
01000 413219	Tent Permit	320	125	125	350
01000 413221	Trailer Permit	300	300	300	300
01000 424101	Police Regular Grant	164,913	270,125	270,125	287,839
	Per GOCCP				
01000 424102	Supplement	44,339	66,920	66,920	78,108
	Per GOCCP				
01000 424103	Municipal	108,133	172,241	172,241	177,450
	Per GOCCP				
01000 424201	Highway User	232,626	809,726	809,726	827,495
	Based on Letter Received				
01000 425400	Enterprise Zone	82,535	80,000	80,000	59,500
	Based on information from County				
01000 427100	Bank Shares Tax	18,302	18,302	18,302	18,302
	Based on FY14				
01000 427300	Fire Protection	125,000	125,000	125,000	125,000
	This is the amount computed under the fire agreement for Haz Mat services				



City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 427403	EMS County	456,000	475,000	475,000	475,000
	Based on Email from Rick Hoppes				
01000 427600	Zoo-County Room Tax	206,496	200,000	200,000	200,000
	Based on FY13 Actual & Estimate for FY14				
01000 433101	Filing Fees	140	200	200	200
	Based on FY13 budget				
01000 433102	Advertising Fees	1,819	100	100	100
	Based on FY14 budget				
01000 433103	Plan Review Fees	18,747	20,000	20,000	20,000
	Based on FY13 and FY14 actual				
01000 433104	Administrative	242,041	250,000	250,000	304,000
	Fees received from other City funds for administrative cost				
01000 433105	Zoning Appeal Fee	150	100	100	100
	Based on FY14 Budget				
01000 433107	Board Fee	-	500	500	500
01000 433209	False Fire Alarm	(9,539)	5,000	5,000	5,000
	Based on FY 14 actual				
01000 433210	False Police Alarms	57,752	60,000	60,000	60,000
	Based on FY13 Actual & Estimate for FY14				



**City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015**

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 433225	Ambulance Claim Based on estimate from vendor	1,711,020	1,700,000	1,700,000	1,610,000
01000 433227	Fire MV Cash Revenue for fire calls to motor vehicle accidents	-	22,500	22,500	-
01000 433229	Fire - County Contribution FSA				200,000
01000 433230	Fire Prevention - Plan Review				229,950
01000 433231	Fire Prevention - Inspect Fee				120,000
01000 433246	Re-Inspection Fee - NSCC	(536)	600	600	
01000 433250	Weed Cleaning/Removal Based on FY14 estimate	33,358	65,000	65,000	65,000
01000 433251	Clean It/Lien It Fees Based on FY14 budget and actual	10,372	28,000	28,000	25,000
01000 433253	Aband. Vehicle Removal Based on FY13 and FY14 collections	-	-	-	-
01000 433260	Inspection Fees Based on FY14 budget	250	100	100	100
01000 433261	Reinspection Fees Fees for reinspections when findings not remedied	16,300	20,000	20,000	20,000
01000 433270	Police Reports	16,252	16,000	16,000	16,000



708

City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
	Based on FY13 budget and actual				
01000 433272	Adm Fees-Towing	758	500	500	700
	Based on FY14 budget and actual				
01000 434505	Recycling	12,686	19,000	19,000	16,000
	Based on FY14 and FY13 actual				
01000 434610	Trash Fees	676,627	680,000	680,000	680,000
	Based on FY14 budget				
01000 434613	Bulk Trash Pickup	2,900	3,000	3,000	3,000
	This is a fee charged for picking up appliances				
01000 445110	Parking	63,049	85,000	85,000	20,000
	Half of the revenue in this account is transferred to the Parking Fund. Based on FY14 projected.				
01000 445130	Municipal Infractions	35,356	30,000	30,000	55,000
	Based on FY14 budget				
01000 445134	Vacant Building	8,675	7,500	7,500	8,000
	Based on FY14 and FY13 actual				
01000 445135	Foreclosed Properties	1,125	500	500	1,000
01000 445140	School Camera	703,114	450,000	450,000	740,000
	Based on FY13 Actual & Estimate for FY14				
01000 456110	Investment Interest	10,779	1,000	1,000	4,500
	Based on FY14				
01000 456120	Other Interest	10,902	5,000	5,000	10,000
	Based on FY14 projected				

201



City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 456130	Trash Disposal Fee	7,151	6,100	6,100	7,000
	Based on FY14 budget				
01000 456300	Rent Earnings	1			350,000

208



City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 456400	Donations	242,964	190,000	190,000	100,000
	2 Volunteer Departments lease payments of \$50,000				
01000 456901	Clairmont Village Lighting	2,340			
01000 456910	Misc A/R	112,291			
01000 456911	Other Misc. Receipts	132,946	75,000	75,000	85,000
	Unanticipated revenue.				
01000 456912	Cash Over/Short	(7,267)			
	Needed for cash reconciliation				
01000 456913	Returned Check Fee	400	300	300	300
	Based on FY14 budget				
01000 456914	Bad Debt Collections	1,565	2,000	2,000	2,000
	Represents balance of bad debt collection and charges.				
01000 456916	Sale of Maps and Codes	3,353	1,000	1,000	1,500
	Based on FY14 projection.				
01000 456917	Bid Documents	430	100	100	300
	Based on FY14 projection.				
01000 456918	Zoo Commission FT	154,287	158,259	158,259	164,000
	Salaries and benefits for 3 F/T positions by Zoo Commission				
01000 456919	Zoo Commission PT	24,931	43,369	43,369	44,000
	PT positions reimbursed by Zoo Commission				
01000 456924	Clean Up Spills Etc.	838			
01000 456926	Compensated Allow. Adj.	(47,121)			

506



City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
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City of Salisbury
Revenue Summary
Detail - General Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
01000 456935	Insurance Proceeds	24,712			
	Budget amount for costs associated with insured losses.				
01000 456940	BD-Claim A	17,225	10,000	10,000	-
	Based on FY14 budget (amount fluctuates) - Bad Debt				
01000 456942	LGIT - DD				
01000 469114	Trf - COPS Grant		269,686	269,686	
	Funds set aside in Grant Fund in previous years returned to GF to fund COPS grant activity in Fy 14				
01000 469200	Sale of Fixed Assets				
01000 469311	Cap Lease	335,664	275,000	275,000	-
	Capital lease proceeds to fund Sanitation Vehicle \$ 275,000				
01000 469312	Debt Proceeds	-	-	3,178,000	-
	New debt proceeds to fund; Riverwalk Repairs 1,600,000, MainStreet Master Plan 268,000				
	Coty Cox Drainage Improvements \$ 1,200,000, Germania Circle Grant Match \$ 110,000				
01000 469810	Current Surplus Available	-	1,068,741	1,046,093	745,221
01000 469811	Capital Surplus	-	486,036	486,036	358,335
01000 469814	Surplus Available-Speed Cam	-	-	-	498,130
	General Fund Total	29,485,777	32,383,634	35,538,985	33,454,201

015



City of Salisbury
Budget Assessment Data and Tax Rate & Valuation History
Fiscal Year 2015

	2012 Assessment	2013 Assessment	2014 Estimated Assessment	2015 Estimated Assessment
General Fund				
Real Property	\$1,988,451,318	\$1,963,683,547	\$1,725,506,905	\$1,699,091,324
Personal Property	2,513,100	2,029,930	2,135,637	2,309,761
Ordinary Business Corporations	<u>263,974,200</u>	<u>262,591,170</u>	<u>250,051,176</u>	<u>254,458,504</u>
	\$2,254,938,618	\$2,228,304,647	\$1,977,693,718	\$1,955,859,589

	2011 Tax Rate per \$100 of Assessed Value	2012 Tax Rate per \$100 of Assessed Value	2013 Tax Rate per \$100 of Assessed Value	2014 Tax Rate per \$100 of Assessed Value	2013 Proposed Tax Rate per \$100 of Assessed Value
General Fund	0.819	0.819	0.819	0.884	0.897

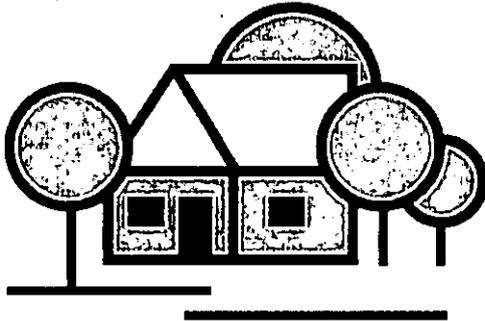
Tax Rate and Valuation History

Fiscal Year Ended 30-Jun	Ad Valorem Tax Rate	Net Valuation	Tax Levy
2004	0.704	1,458,135,767	12,793,152
2005	0.729	1,585,794,577	14,481,213
2006	0.729	1,679,233,266	14,440,546
2007	0.729	1,832,493,066	15,275,387
2008	0.819	2,079,779,681	18,724,251
2009	0.819	2,300,114,378	19,880,167
2010	0.819	2,501,327,556	21,148,255
2011	0.819	2,330,729,348	21,004,804
2012	0.819	2,254,938,618	20,417,152
2013	0.819	2,228,304,647	19,659,327
2014 (EST)	0.884	1,977,693,718	21,033,220
2015 (EST)	0.897	1,955,859,589	20,931,040

-3.3%
-1.2%
-11.2%
-1.1%



City of Salisbury Tax Value Illustration Fiscal Year 2015



To determine City Tax Liability, multiply Assessed Valuation by Tax Rate.*

$$\$125,000 \times .00897 = \$1,121.25$$

$$\text{City Tax Liability} = \$1,121.25^{**}$$

To determine the monthly expense for City Services, divide Tax Liability by 12 months.

$$\$1,121.25 / 12 = \$93.44$$

$$\text{Monthly Expense for City Services} = \$93.44$$

Value of Your Salisbury Tax Dollar:

The following list represents a sampling of the City Services provided for the \$92.08 a month real property tax.

- | | | |
|---------------------------------------|-----------------------------|---------------------------|
| Fire Protection/Prevention/Safety | Stormwater Management | Police Protection |
| Public Parks & Playgrounds | Emergency Medical Service | Drug Prevention Education |
| Traffic Control | Port of Salisbury Marina | Snow Removal |
| City Planning | Salisbury Zoological Park | Animal Control |
| Rental Unit Inspection | Governmental Administration | Street Maintenance |
| Property Maintenance Code Enforcement | Community Development | Sidewalk Repair |
| Zoning Code Enforcement | Development Reviews | Street Lighting |
| Building Inspection | Crime Prevention Programs | Street Sweeping |
| Curbside Recycling | | Solid Waste Collection |

For comparison purposes, these items denote common monthly expenses for a Salisbury family:

One 16-gallon tank of unleaded fuel at \$3.35/gallon: \$53.60

One-month digital cable television service with two premium movie channels: \$69.99

One-month cellular phone service for two lines with 1000 shared anytime minutes: \$150.00

One-month trash pick-up costs (outside City): \$20.00 -

One-month water treatment costs (outside City): \$33.00

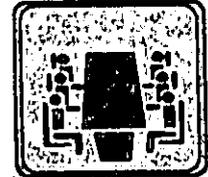
* Due to the City's adoption of the Homestead Tax Credit, the Assessed Value of a property that is used as a principal residence is frozen at the time of purchase for City real estate tax purposes. To obtain Assessed Valuation for City tax purposes of a principal residence, use the Assessed Valuation at the time of purchase.

** City property taxes are deductible for federal and state income tax purposes.





11000 - City Council Fiscal Year 2015 Goals

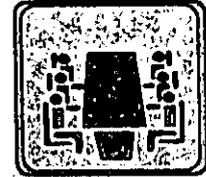


- 1) Enhancing Economy and Efficiency of Government
- 2) Improving Public Safety
- 3) Continue Investing In City's Infrastructure
- 4) Enhance and Preserve the Environment





**11000 - City Council
Fiscal Year 2015
Significant Changes**



OPERATING EXPENSES:

- 1) No significant changes in accounts for City Council in Budget Year 2015.





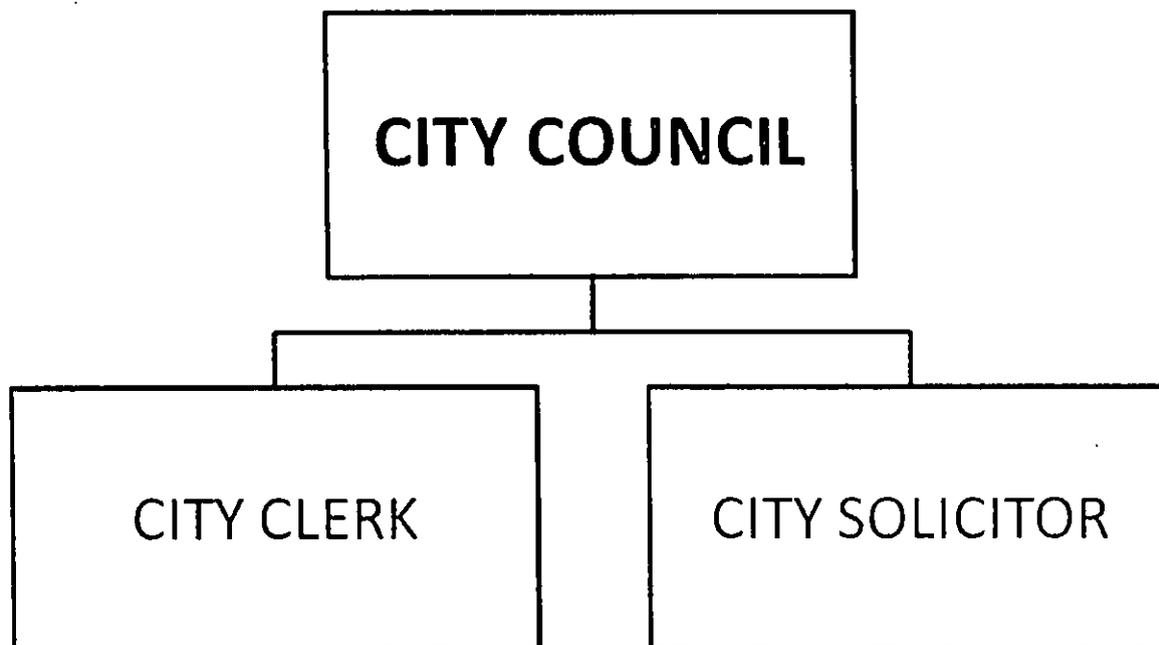
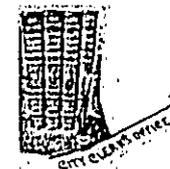
City of Salisbury
Budget Summary
11000 – City Council
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	70,250	60,959	60,959	60,959	61,273	61,273
OPERATING EXPENSES	5,588	15,607	17,607	17,607	9,607	9,607
TOTAL	75,838	76,566	78,566	78,566	70,880	70,880





City Council
Fiscal Year 2015
Organization Chart







11100 - City Clerk Fiscal Year 2015 Program Goals



- 1) Continue to provide administrative support to the City Council.
- 2) Continue to provide information to the IT Department for posting on the City's web site to keep citizens informed and to encourage participation in City government.
- 3) Continue scanning and/or archiving all documents (Briefing Books/Work Session Packets, Minutes, Ordinances, Resolutions and other documents) into the LaserFiche Document Imaging System for historical preservation, office efficiency, and improved citizen and employee accessibility.
- 4) Continue to identify and implement cost saving measures.
- 5) Continue to work towards implementing the City's Records Management program.





**11100 City Clerk
Fiscal Year 2015
Significant Changes**

OPERATING EXPENSES:

1) Reduced the following accounts:

11100-546011 Computer Expense - reduction of \$3,668 as no new computers are being requested for FY15



City of Salisbury Budget Summary 11100 – City Clerk Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	112,955	118,650	118,650	118,650	123,336	125,421
OPERATING EXPENSES	13,643	17,179	20,547	20,547	17,097	17,097
CAPITAL OUTLAY	1,541	0	0	0	0	0
TOTAL	128,139	135,829	139,197	139,197	140,433	142,518

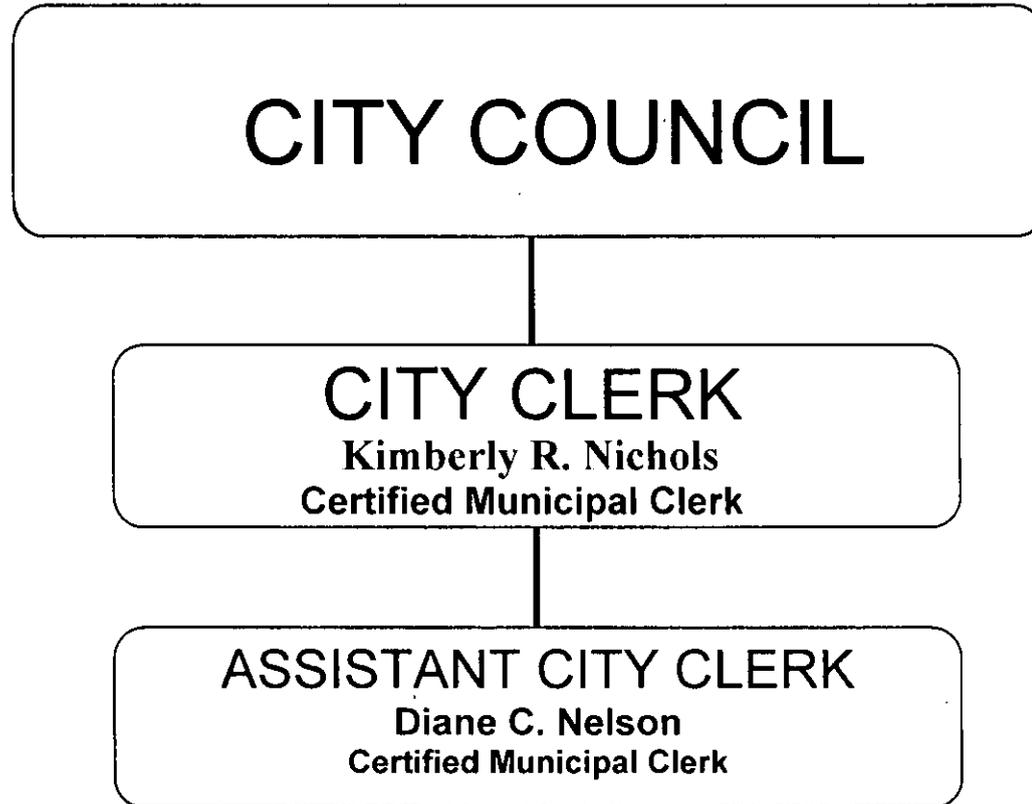
Personnel Authorization History

Department: City Council
 Division: City Clerk
 Account #: 11100 501001

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
City Clerk	11	1	1	1	1	1	1	1	
Records Admin/Asst. Clerk	7	1	1	1	1	1	1	1	
Total		2	2	2	2	2	2	2	



**City Clerk
Fiscal Year 2015
Organization Chart**





11600 Development Services Fiscal Year 2015 Program Goals

- 1) Create an **all inclusive** business resource document with information about starting a business in Salisbury for distribution to prospective business owners
- 2) Respond within 2 business days to all requests for information about starting a business in Salisbury
- 3) Provide assistance to people trying to open a business in Salisbury to help them through the licensing and permitting process.
- 4) Manage the Main Street Program for downtown Salisbury
- 5) Contribute as possible to downtown events
- 6) Participate in business recruitment fairs and economic development & revitalization related events
- 7) Conduct a business recruitment, marketing, and development campaign for downtown
- 8) Advertise the City and State's incentives to open a business



**11600 Development Services – Mayor's Office
Fiscal Year 2015
Significant Changes**

- 1) 11600 – 501001 Increase by \$6,113.56 for funding entire fiscal year
- 2) 11600 – 546001 Increase by \$600 to cover shortfall
- 3) 11600 – 554404 Addition of account and increase by \$1,500 for copier shared with Community Development
- 4) 11600 – 555402 Decrease by \$500 due to no current need for cellphone, moved to 556700
- 5) 11600 – 555501 Decrease by \$465, to fund Account 554404
- 6) 11600 – 555503 Decrease by \$335, partially to fund Account 554404, partially to cover shortfall
- 7) 11600 – 555504 Decrease by \$1,000, partially to fund Account 554404, partially to cover shortfall
- 8) 11600 – 556700 Increase by \$300 to cover Maryland Economic Development Association dues and International Economic Development Council dues



City of Salisbury Budget Summary 11600 – Development Services Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	0	56,383	56,383	56,383	58,508	59,635
OPERATING EXPENSES	0	17,127	17,127	17,127	17,127	22,127
TOTAL	0	73,509	73,509	73,509	75,635	81,762

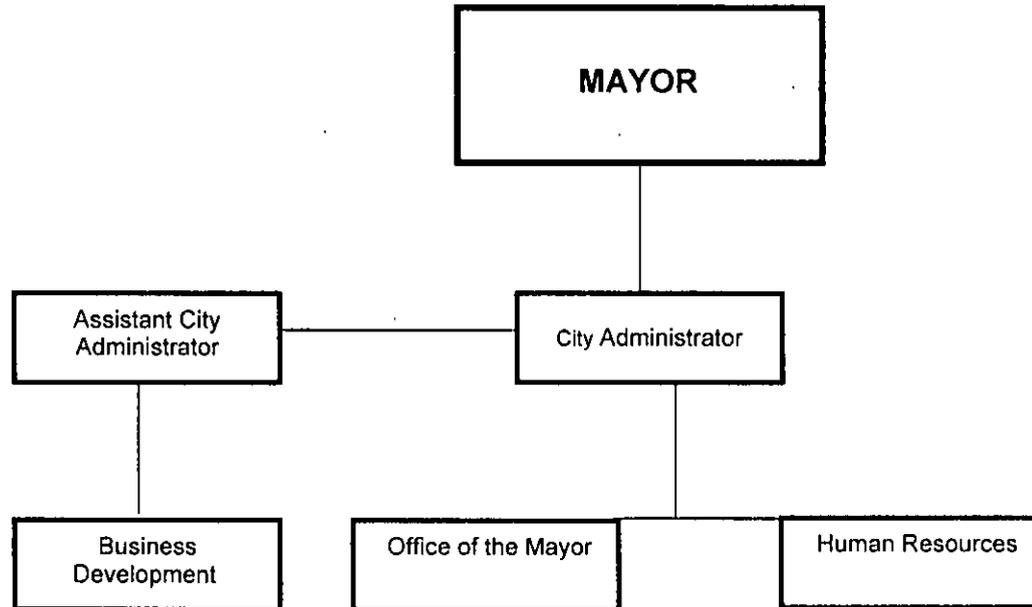
Personnel Authorization History

Department: Mayor's Office
 Division: Development Services
 Account #: 11600 501001

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Business Dev. Specialist	10	0	0	0	0	1	1	1	
Total		0	0	0	0	1	1	1	



City of Salisbury Organization Chart Fiscal Year 2014





12000 Administration – Mayor's Office Fiscal Year 2015 Program Goals

- 1) Encourage and promote community vitality, cohesion and engagement
- 2) Become the safest City live, work and play on the Eastern Shore
- 3) Promote sustainable community health and public safety
- 4) Continue to identify and implement cost-saving measures
- 5) Sustain and enhance City facilities, infrastructure and technology
- 6) Plan for and implement financial sustainability
- 7) Strive to retain existing businesses, attract new businesses and fill vacant buildings and sites across all business districts
- 8) Enhance Salisbury's economic development initiatives



**12000 Administration – Mayor’s Office
Fiscal Year 2015
Significant Changes**

PERSONNEL EXPENSE:

1. Salaries – Clerical (12000-501001) – Requesting a Communications Coordinator position for the City of Salisbury to Grade 9 Step 12 \$74,266 (includes salary and benefits)

EQUIPMENT PURCHASE:

2. Vehicles – (12000-577025) – Requesting a City vehicle for the Office of the Mayor - \$28,000



City of Salisbury Budget Summary 12000 – Mayor's Office Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	317,239	338,820	323,799	338,820	323,912	403,344
OPERATING EXPENSES	155,505	75,314	124,724	103,604	75,314	75,314
COMMUNITY PROMOTIONS	179,513	221,520	221,520	221,520	221,520	238,120
TOTAL	652,257	635,653	670,043	663,943	648,746	745,284

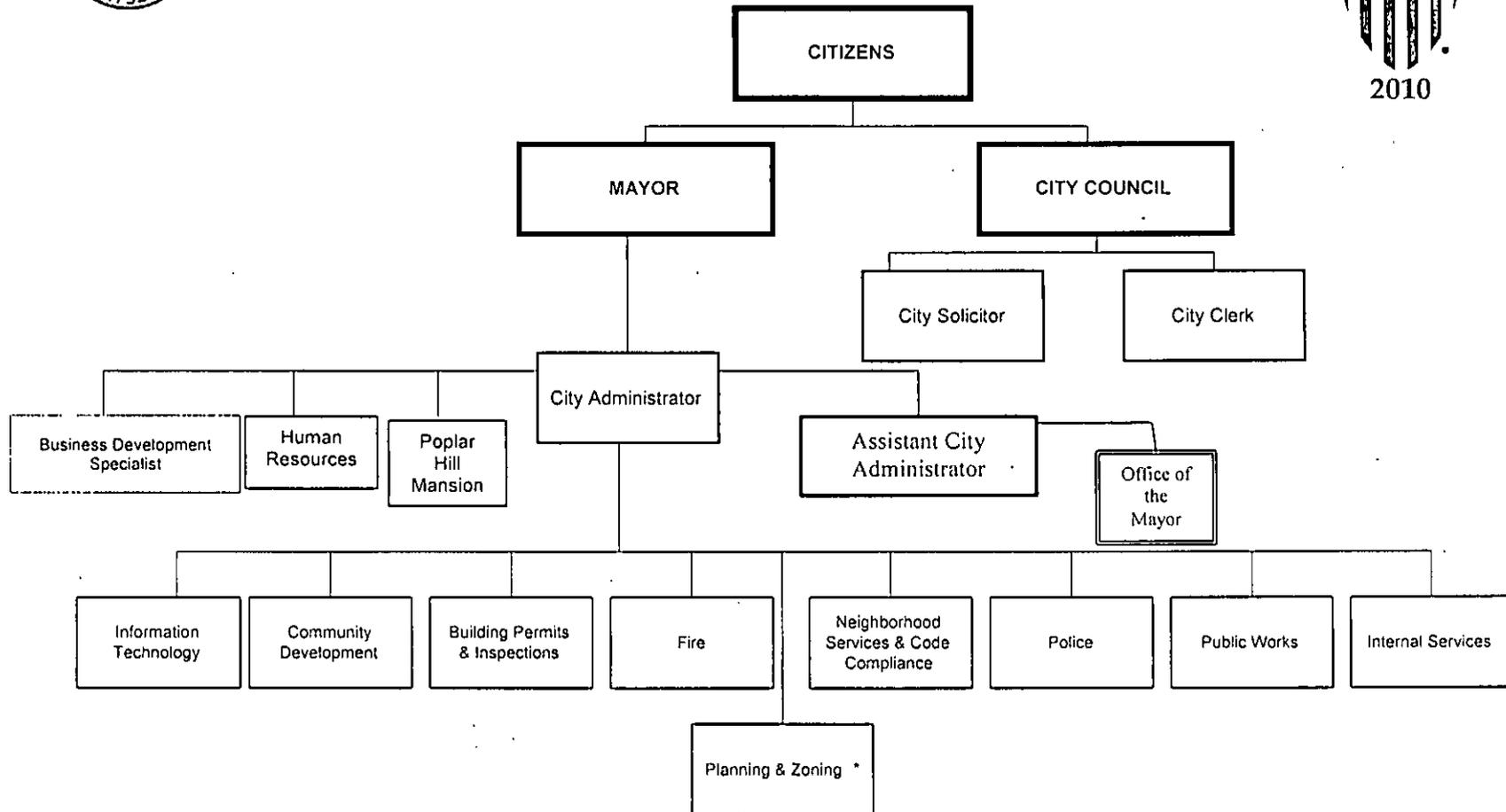
Personnel Authorization History

Department: Mayor's Office
 Division: Mayor's Office
 Account #: 12000 501001

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
City Administrator	18	1	1	1	1	1	1	1	
Assistant City Administrator	15	0	0	0	0	0	1	1	
Assistant City Administrator	12	1	1	1	1	1	0	0	
Communications Coordinator	10	0	0	0	0	0	1	1	
Executive Office Associate	6	1	1	1	1	1	0	1	
Administrative Office Associate	4	0	0	0	0	0	1	1	
Office Associate III	3	1	1	1	1	1	0	0	
Total		4	4	4	4	4	4	4	



City of Salisbury Organization Chart Fiscal Year 2015



*County Department providing services to the City under agreement



13000 - Elections Fiscal Year 2015 Goals



- Update the Charter and City Code as it pertains to elections
- Continue to maintain accurate database of voter registration



**13000 - Elections
Fiscal Year 2015
Significant Changes**



OPERATING EXPENSES:

- 1) No significant changes from last budget year.



City of Salisbury
Budget Summary
13000 – Elections
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
OPERATING EXPENSES	56,986	0	0	0	0	0



**15000, 81570, 85070 Department of Internal Services
Finance Division
Fiscal Year 2015
Program Goals**

- 1) Conduct analysis of City's Fiscal Structure to ensure we are maximizing existing revenue sources.
- 2) Investigate ways to improve collection of receivables.
- 3) Implement audit recommendations.
- 4) Document and assign financial reporting processes in order to improve efficiencies.
- 5) Evaluate MUNIS Report Writer. Implement this application if the evaluation determines benefits warrant.



**15000 – Department of Internal Services
Finance Department
Fiscal Year 2015
Significant Changes**



PERSONNEL SERVICES:

1. Increase in Salaries- (50101) due to the city wide increases determined in the compensation study.

OPERATING EXPENSES:

- 1) No Significant Changes



**City of Salisbury
Budget Summary
15000 – Internal Services - Finance
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	314,771	352,390	342,390	348,390	380,906	388,152
OPERATING EXPENSES	132,369	99,276	112,984	106,984	99,276	115,276
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	447,140	451,666	455,375	455,375	480,182	503,428

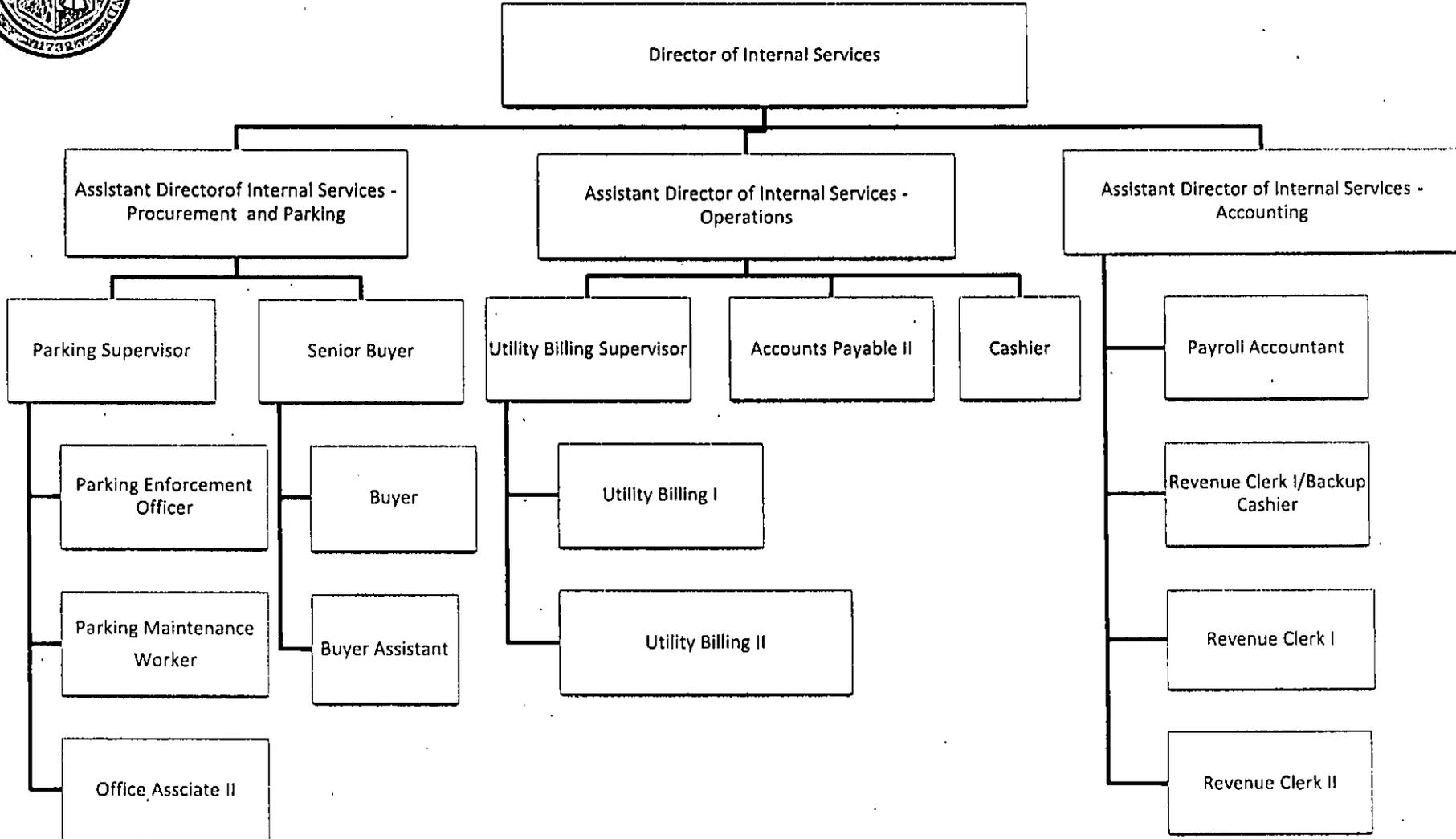
Personnel Authorization History

Department: Internal Services
 Division: Finance
 Account #: 15000 501001

Class/Title	Pay Grade	FY 09	FY 10	FY 11	FY 12	FY 13	Dept. Head Request FY 14	Mayor's Recommendation FY 14	Council Approved FY 14
Asst Director of I.S. - Finance	13	0	0	0	0	0	1	1	
Asst Director of I.S. - Finance	11	1	1	1	1	1	0	0	
Accountant	10	2	2	2	2	2	2	2	
Payroll/Fixed Asset Clerk	5	1	1	1	1	1	1	1	
Account Clerk II	4	1	1	1	1	1	1	1	
Account Clerk I	2	2	2	2	2	2	2	2	
Total		7	7	7	7	7	7	7	

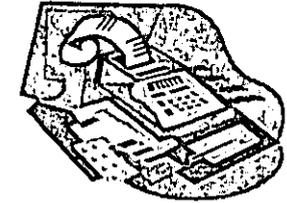


City of Salisbury
Department of Internal Services
Proposed Organization Chart
Fiscal Year 2015





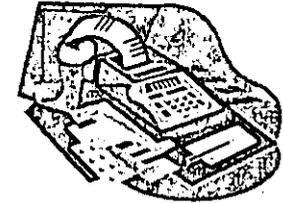
**16000 Department of Internal Services
Procurement Division
Fiscal Year 2015
Program Goals**



- 1) Develop a Procurement Card Purchasing System plan for better accountability and ease of purchases.
- 2) Monitor annual contracts for maintenance, services and goods used on a scheduled basis. Identify opportunities to combine annual maintenance services where possible to reduce costs and improve service and track cost savings from combination.
- 3) Reduce print and use multifunction devices efficiently; therefore reducing costs.
- 4) Investigate cost reduction ideas for the City.
- 5) Develop a purchasing policy to provide consistency across departments and identify lean strategies that will reduce redundancy.
- 6) Revitalize a Wellness Program for City employees.
- 7) Create and implement an internal process that concurs with the City's newly-adopted 'Records Retention Policy'.



16000 Department of Internal Services
Procurement Division
Fiscal Year 2015
Significant Changes



Operating Expenses:

- 1) (16000-546001 Supplies-Office) Increase of \$1000.00 to account for replacement of aging computer hardware.
- 2) (16000-555401 Telephone) Decrease of \$620.00. Cell phone not purchased for Asst Director; costs reflect hardline costs for office.
- 3) (16000-555504 Training/Schools) Decrease of \$500.00 due to elimination of ISM course requirements and non-renewal of SkillPath membership.



City of Salisbury Budget Summary 16000 – Internal Services - Procurement Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	175,114	189,138	189,138	189,138	180,267	183,780
OPERATING EXPENSES	24,270	33,790	41,767	41,767	33,790	33,790
CAPITAL OUTLAY	1,500	0	0	0	0	0
TOTAL	200,884	222,928	230,904	230,904	214,057	217,570

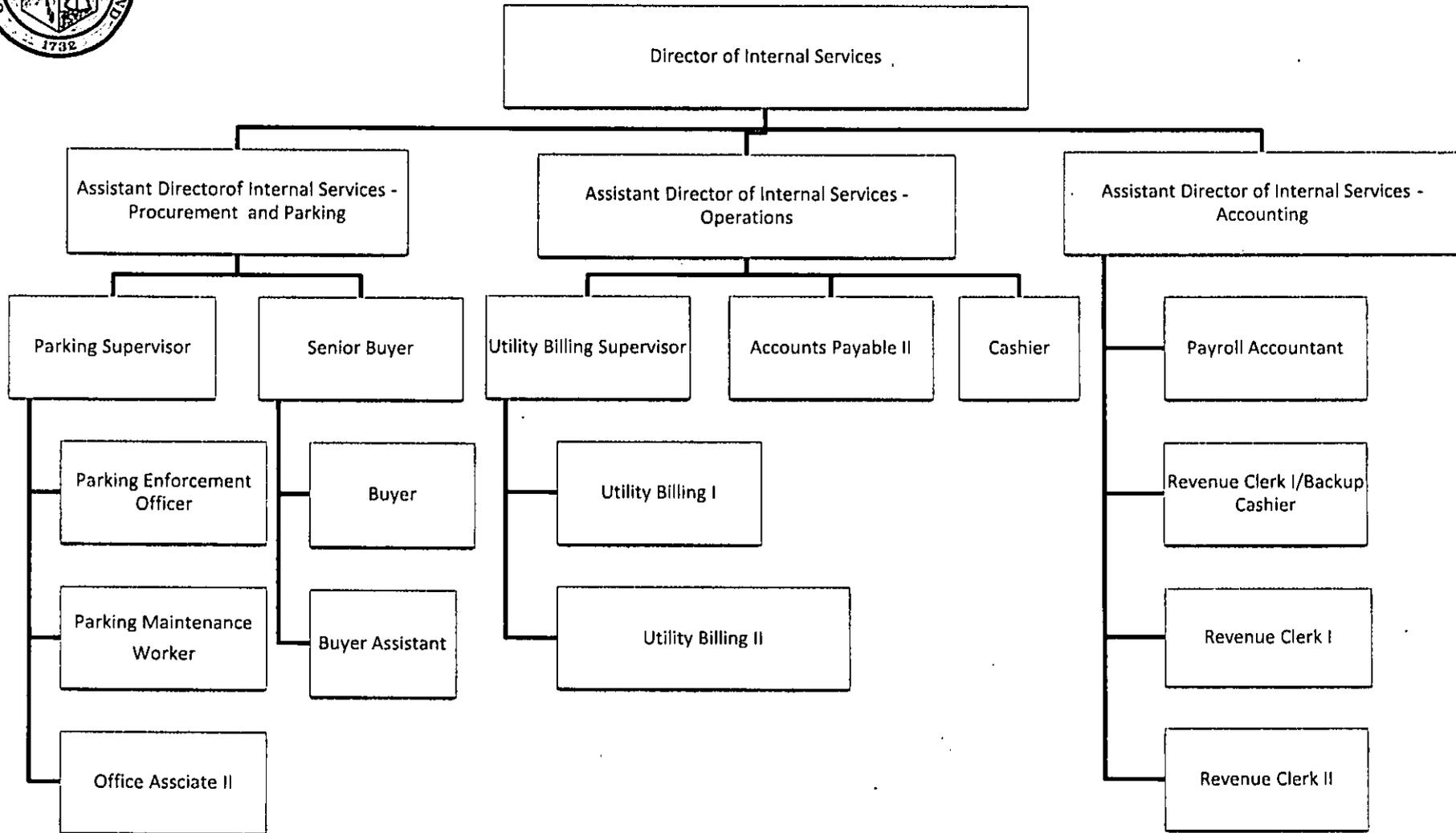
Personnel Authorization History

Department: Internal Services
Division: Procurement
Account #: 16000 501001

Class Title	Pay Grade	FY 09	FY 10	FY 11	FY 12	FY 13	Dept. Head Request FY 14	Mayor's Recommendation FY 14	Council Approved FY 14
Asst. Director of I.S. - Procurement	13	0	0	0	0	0	1	1	1
Senior Buyer	6	1	1	1	1	1	1	1	1
Buyer	4	1	1	1	1	1	1	1	1
Buyer Assistant	3	1	1	1	1	1	1	1	1
Total		4	4	4	4	4	4	4	4

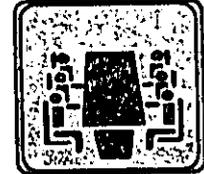


City of Salisbury
Department of Internal Services
Proposed Organization Chart
Fiscal Year 2015





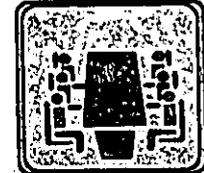
17000 - City Attorney Fiscal Year 2015 Goals



- 1) Assist all departments by preparing ordinances and resolutions as needed.
- 2) Respond to requests from the Mayor, City Council and staff in a timely manner.
- 3) Review and respond to all litigation filed against the City and, when necessary, coordinate defense with Local Government Insurance Trust (LGIT)
- 4) Provide legal advice and assistance to the Mayor, City Council and City staff
- 5) Review contracts, agreements, deeds, and other legal documents.
- 6) Provide all services in a cost efficient manner.



**17000 - City Attorney
Fiscal Year 2015
Significant Changes**



OPERATING EXPENSES:

- 1) No significant changes in accounts for City Attorney in Budget Year 2015.



**City of Salisbury
Budget Summary
17000 – City Attorney
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
OPERATING EXPENSES	237,207	215,000	235,000	235,000	235,000	235,000



18000 — DEPARTMENT OF INFORMATION TECHNOLOGY

Fiscal Year 2015

Departmental Goals

- 1) Upgrade or replace problematic wireless system connecting outbuildings in the Zoo.
- 2) Secure funding to upgrade end-of-lifecycle servers with replacement virtual machines.
- 3) Secure funding to implement Munis Employee Self Service in order to increase city efficiency.
- 4) Complete the separation of IT systems and services between the City and County.



18000 — DEPARTMENT OF INFORMATION TECHNOLOGY

Fiscal Year 2015

Significant Changes

Operating Expenses

18000 513402 Consultants

Reduced by \$21,500 due to new Network Admin position and need for additional funding elsewhere..

18000 534500 Maintenance Contracts

Increased by \$1,725 due to new Downtown Wi-Fi Internet fee and backup generator for the servers.

18000 534502 Software

Increased by \$2,558 due to additional services and systems being utilized.

18000 546011 Computers

Increased by \$4,549 due to focus on virtualization and maintenance.

18000 546033 R&D

Defunded completely due to lack of R&D items this FY.

18000 555402 Cell Phone

Increased by \$840 due to addition of new Network Administrator Position in FY14.

18000 555504 Training / Education

Increased by \$13,828 due to necessity of providing continuing education to all positions in department to maintain system, network and service reliability and security.



**City of Salisbury
Budget Summary
18000 – Information Technology
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	122,834	135,182	170,744	192,799	193,594	197,014
OPERATING EXPENSES	69,500	62,204	88,262	66,207	62,204	62,204
CAPITAL OUTLAY	5,850	0	0	0	0	0
TOTAL	198,184	197,386	259,006	259,006	255,798	259,218

Personnel Authorization History

Department: Information Technology
Account #: 18000

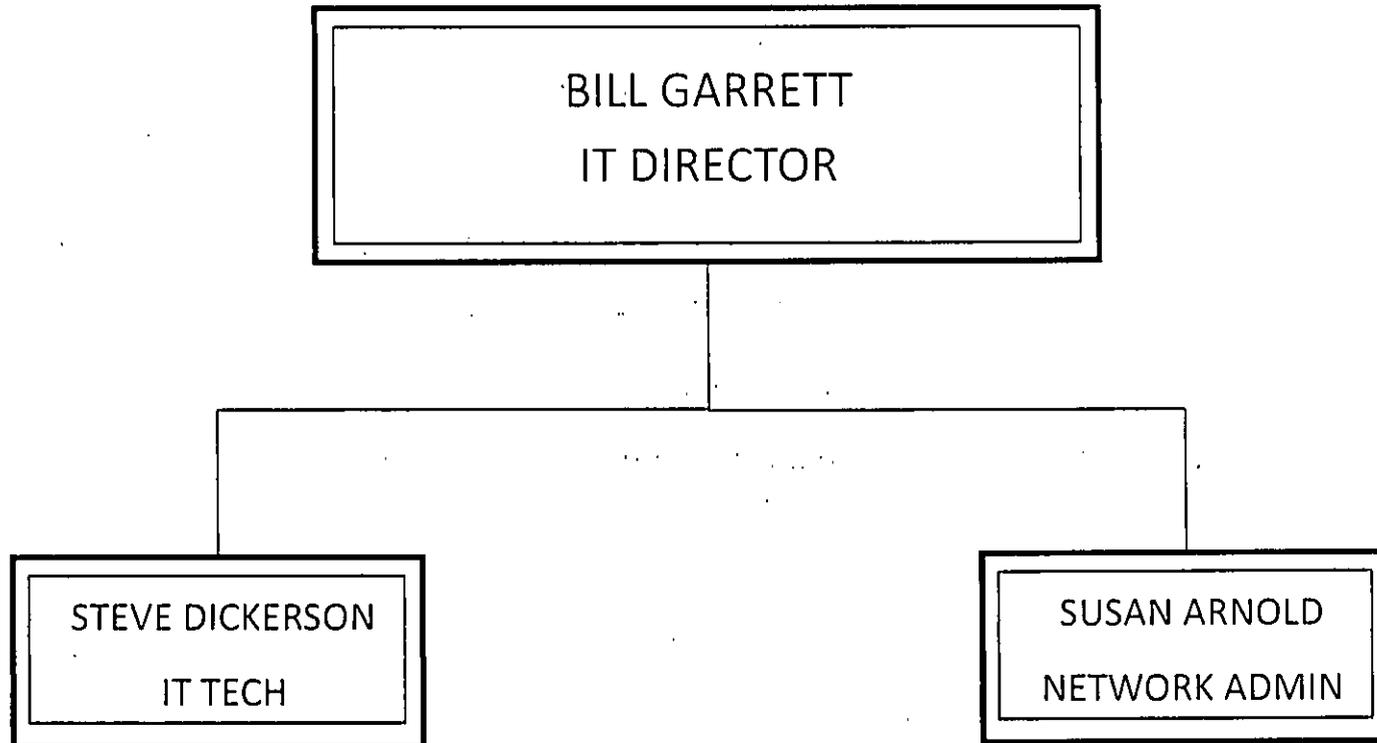
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Information Technology Director	15	1	1	1	1	1	1	1	
Network Technician	6	1	1	1	1	1	1	1	
Network Admin	9	0	0	0	0	1	1	1	
Total		2	2	2	2	3	3	3	



18000 — DEPARTMENT OF INFORMATION TECHNOLOGY

Fiscal Year 2015

Organizational Chart





**18500 Mayor's Office
Human Resources Division
Fiscal Year 2015
Program Goals**



- 1) Monitor goal that all newly hired employees who drive a City vehicle should attend defensive driving training within 6 months of hire date.
- 2) Assist departments with coordination of any training needs that are identified. Identify and present one training that would be attended by a large percentage of City employees.
- 3) Increase awareness of the employee health insurance program offered through Carefirst to achieve the most cost effective use of employee health care dollars.
- 4) Continue the support of an employee wellness program.
- 5) Continue development of a City-wide employee recognition program.



**18500 Mayor's Office
Human Resources Division
Fiscal Year 2015
Significant Changes**



Personnel Services:

- 1) (18500-501001 Salary) Request Salary Funds to provide clerical office coverage part time due to increased demands on HR.
- 2) (18500-502038 Employee Assistance Plan) Increase \$420 to cover increase in EAP visits.

Equipment Expenses:

- 1) (18500-534302 Equipment) increase by \$3,800.00 to cover HR Laptop to comply with COOP and replace broken ID Badge Equipment.

Operating Expenses

- 1) (18500-546008- Postage) Increased amount by \$1,200.00 to cover increased cost in postage due to healthcare reform, COBRA Notification, Medicare Creditable Notification, etc.
- 2) (18500-554404 Copiers) Increase expense by \$1,621.20 to cover the software that enables new printer to print from MUNIS and eliminate a personal printer.



**City of Salisbury
Budget Summary
18500 – Mayor’s Office – Human Resources
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	112,817	132,454	132,454	132,454	155,737	199,660
OPERATING EXPENSES	16,289	10,937	14,205	14,205	24,437	24,437
TOTAL	129,106	143,391	146,659	146,659	180,174	224,097

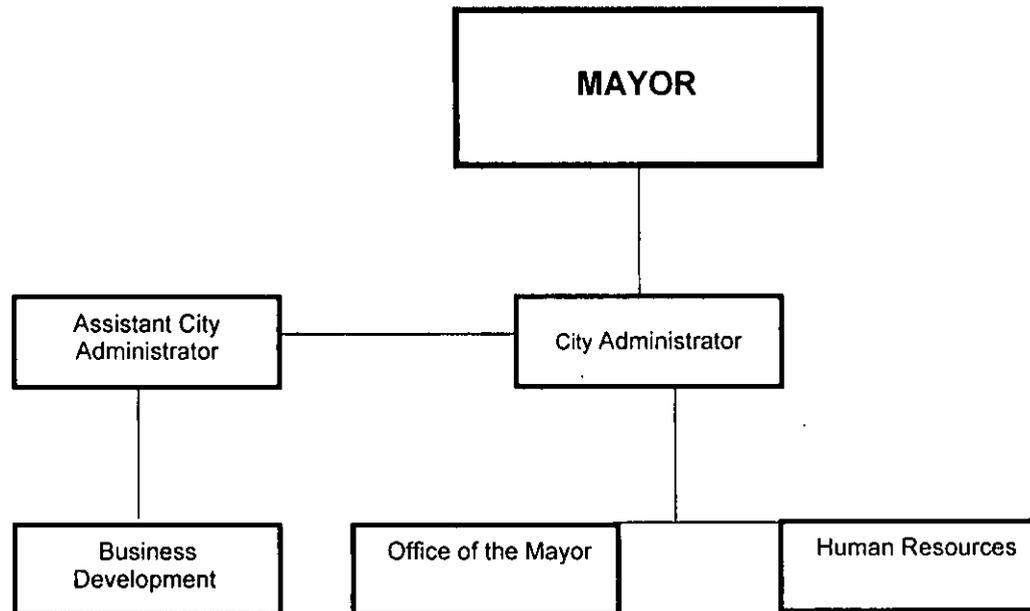
Personnel Authorization History

Department: Mayor's Office
 Division: Human Resources
 Account #: 18500

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Human Resources Manager	9	0	0	0	0	1	1	1	
Human Resource Associate	6	1	1	1	1	0	0	0	
Administrative Office Associate	4	0	0	0	0	1	1	1	
Office Associate III	3	1	1	1	1	0	0	0	
Office Associate II	2	0	0	0	0	0	1	1	
Total		2	2	2	2	2	3	3	



City of Salisbury Organization Chart Fiscal Year 2014





19000 CITY OF SALISBURY/WICOMICO COUNTY
DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT
Fiscal Year 2014
Program Goals

- 1) Assist with the Wicomico River Project, and the implementation of strategies related to the Watershed Improvement Program.
- 2) Assist with continued development and implementation of revitalization strategies for the City's neighborhoods and downtown transformation.
- 3) Upgrade and maintain the City/County Geographic Information System to better support the sharing of information among Departments. Particular attention is to be given to the mapping of impervious surfaces.
- 3) Implement the Salisbury component of the County's Urban Tree Canopy Program.
- 4) Completion of Route 50-East Economic Development initiative.



**19000 CITY OF SALISBURY/WICOMICO COUNTY
DEPARTMENT OF PLANNING, ZONING AND COMMUNITY
DEVELOPMENT
Fiscal Year 2015
Significant Changes**

OPERATING EXPENSES:

- 1) The Administrative Account total has been level funded in accordance with the budget directive. This amount represents a cumulative reduction of 20% since FY10.
- 2) The Advertising Account has been level funded.



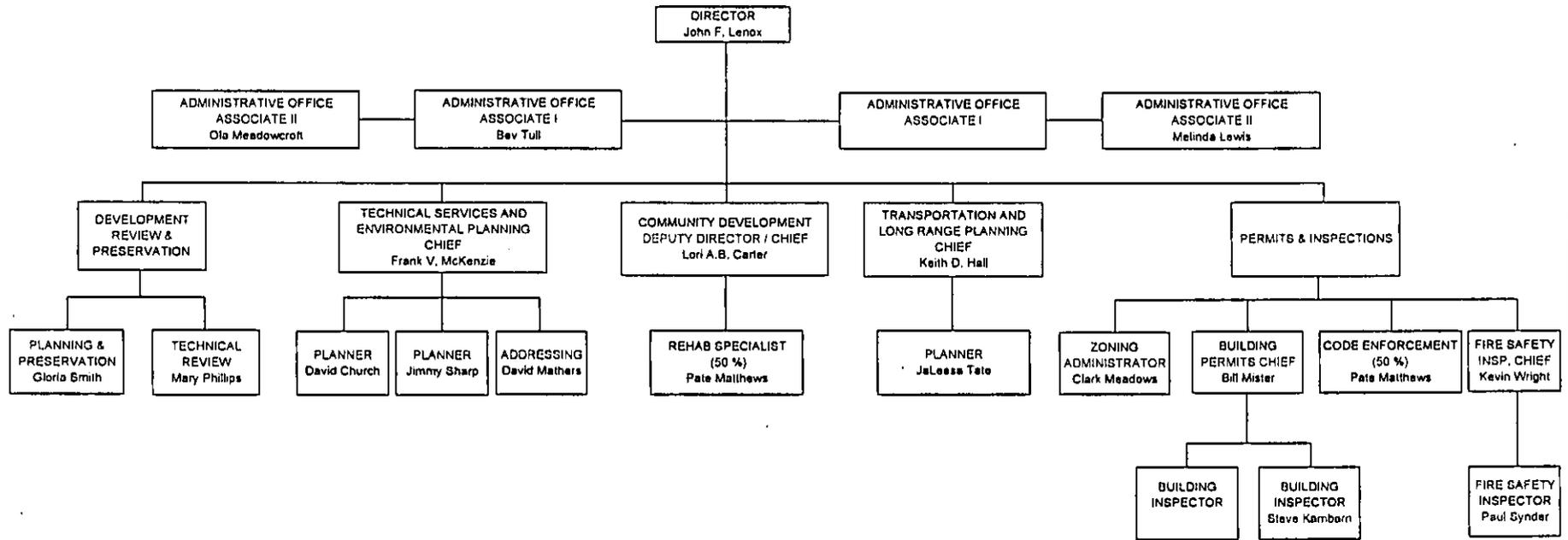
**City of Salisbury
Budget Summary
19000 – Planning & Zoning
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
OPERATING EXPENSES	164,803	161,532	161,532	161,532	161,532	161,532



19000 CITY OF SALISBURY/WICOMICO COUNTY
DEPARTMENT OF PLANNING, ZONING AND COMMUNITY DEVELOPMENT

Fiscal Year 2015
Organization Chart



Planning & Zoning
Commission
Land Preservation
Special Projects
Subdivisions
Annexations
Co. Historic Preservation

Chesapeake Bay Critical Area
Forest Conservation
GIS Analysis and Mapping
GIS Support for Other Depts.*
Technical Services
Natural Resources Conservation
Comprehensive Numbering System
MUNIS Permit Module

COBG
Community Development
Housing
Economic Development
Urban Revitalization
Neighborhood Development

Comprehensive Planning
SW MPO
Priority Funding Areas
Watershed Planning
Impact Fee Tracking
Annexations
Planning Legislation
Census

County Appeals Board
Zoning Regulations
Inspections
Site Plan Review
Ag. Reconciliation
Junkyard & Mobile Home
Park Admin.

Bldg. Code Admin.
Electrical Lic. & Permits
Fire Code Admin.

Nuisance Code
Housing Code
Zoning Inspections
Rehabilitation

This Functional Organization Chart does not reflect any unfunded positions referenced in the Classification Plan

*Technical Services also provides GIS Support for various other Departments, including various projects in support of Recreation and Parks, City and County Public Works, Sheriff's Office, City and County Fire/Ambulance Departments, Emergency Services, Board of Elections, County Attorney, States' Attorney, Wicomico County Health Dept., Tri-County Council, MD Dept of Planning, MD DNR and SWED. Governments and Commissions served: Wicomico County Executive and County Council, City of Salisbury Mayor and City Council, Salisbury/Wicomico Metropolitan Planning Organization, Salisbury/Wicomico Planning and Zoning Commission, Wicomico County and City of Salisbury Boards of Zoning Appeals, Wicomico County Historic District Commission, Wicomico County Agricultural Reconciliation Committee, Wicomico County Electrical Board, Wicomico Phase II Watershed Implementation Plan Core Planning Team, and the Natural Resources Conservation Advisory Committee.



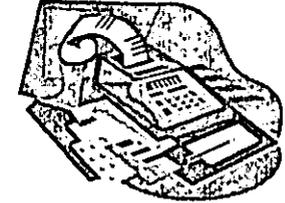
19500 Government Office Building Fiscal Year 2015 Program Goals



- 1) Fund the operation of the Government Office Building in cooperation with Wicomico County.
- 2) Continue to pursue energy upgrades to Government Office Building and implement results of the Energy Study in coordination with Wicomico County.
- 3) Continue to work with City's Energy Group to identify efficient energy use practices and disseminate information to all city employees.
- 4) Participate in a building committee that will identify efficiencies through lean processes that will lead to savings.
- 5) Participate with Wicomico County to do a Government Office Building Assessment to improve the public perception of the building and its ease and efficiency of use.
- 6) Participate and implement a Security Audit Study to improve the security of the public using the building as well as the employees.



19500 Department of Internal Services
Government Office Building
Fiscal Year 2015
Significant Changes



Operating Expenses:

- 1) (19500-534301 Building) Increase of \$25,500. FY15 CIP expenditures for replacement/upgrade of Fire Alarm System (\$15K) and enhanced security system (\$25K) are included; along with estimating a 4% increase in GOB operating expenses (to bring in line with historical increases in actual expenditures). As of this submittal, the County was not able to provide budget numbers.
- 2) (19500-534302 Equip R&M) Decrease of \$2,000.00. Telewire annual maintenance contract will be substantially reduced for FY15 if new phone system is installed (see 19500-577030 Equipment)

Capital Outlay:

- 1) (19500-577030 Equipment) Increase of \$70,000. FY15 CIP expenditure for replacement of City phone system. Current system has been deemed obsolete by manufacturer and has outlived its useful life. Maintenance agreement with current system provider will not cover various components of current system if not replaced, due to lack of availability of replacement parts on open market.



City of Salisbury
Budget Summary
19500 – Municipal Buildings
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
OPERATING EXPENSES	132,194	168,635	177,818	177,818	168,000	168,000
CAPITAL OUTLAY	0	0	0	0	15,000	15,000
TOTAL	132,194	168,635	177,818	177,818	183,000	183,000



**19600 Municipal Buildings – Poplar Hill Mansion
Fiscal Year 2015
Program Goals**

- 1) Promote the Mansion as a heritage tourism site through education and awareness (ie, tours, information on website), and strategic partnerships (ie, with Wicomico Historical Society and Wicomico County Recreation, Parks & Tourism Department).
- 2) Increase financial resources by expanding membership base of the Friends.
- 3) Continue program to utilize funds from Bobbi Biron Endowment to improve Mansion furnishings.



**19600 Municipal Buildings – Poplar Hill Mansion
Fiscal Year 2014
Significant Changes**

OPERATING EXPENSES:

- No significant change for the FY 15 budget



**City of Salisbury
Budget Summary
19600 – Municipal Buildings - Poplar Hill Mansion
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
OPERATING EXPENSES	12,800	14,267	15,034	15,034	14,434	14,434
CAPITAL OUTLAY	0	15,000	15,000	15,000	15,000	15,000
TOTAL	12,880	29,267	30,034	30,034	29,434	29,434



21021 - POLICE DEPARTMENT Fiscal Year 2015 Program Goals



Program Goals

- Implement Safe Streets crime reduction initiatives, seeking funding for FY14.
- Continue to operate under the COMPSTAT model to allow for additional proactive employment of law enforcement resources.
- Conduct four (4) joint Safe Streets law enforcement operations directed at narcotics enforcement, prostitution and gangs.
- Improve Quality of Life in neighborhoods, support legislation directed at the reduction of crime.
- Conduct two (2) Community Programs to include the Citizen's Police Academy to provide positive interaction between citizens and police.
- Secure opportunities for professional development/training for all levels of supervision.
- Continue to analyze allocated positions to meet the needs of the Department & civilianize some staff functions.
- Continue the progress to implement TAZER Pilot Program and revise the Written Directives Use of Force policy.
- Implement an In-Car Video System.
- Evaluate alternative vehicles that would be more fuel efficient.
- Investigate and implement cost saving ideas for all personnel & operating accounts.
- Continue to employ the Social Media platforms which were established during FY13.
- Support the scholarship and police animals programs.



21021 SALISBURY POLICE DEPARTMENT

Fiscal Year 2015

Significant Changes



Personnel Services

- 1) Salaries Clerical: This account has been increased with the authorization to fill one previously frozen Public Service Officer position will be budgeted for in FY15. Acct. #501001
- 2) Overtime Non-Clerical: This account has been increased due to the number of overtime hours officers are using for court cases, late arrests and serious accidents with related paperwork, extra patrols and etc. Historically we are forced to request additional funds every year. Acct. #501021

Operating Expenses

- 1.) Accreditation: Decreased account by \$9,295.00, due to this not being a Re-accreditation year. Acct. #513404
- 2.) Equipment Contracts: This account shows an increase of \$8,016.00 due to the cost of various program contracts
 - Including: Lexis Nexis - an on-line legal research tool for criminal investigations
 - IA Track – a tracking and early warning system for internal investigations
 - Forefront – this program provides protection against e-mail viruses, spam mail and phishing scams.
 - Barracuda Web Filter – provides protection for the Dept's network through filtering, application blocking, policy enforcement and monitoring
 - Viper – provides protection against viruses, spyware and malware
 - Cell Brite – Cellular Forensics Investigations. Acct. #534302

- 3.) Copiers: Increased account by 995.00 due to the need to purchase a copier for the 2nd floor due to the increase of administration personnel who have been moved to this floor. Acct. #554404
- 4.) Publication: This account has increased by 950.00 due to the increased cost in various publications to include Transportation Articles, Maryland Crime Law digest, K-9 Updates, Disciplinary Bulletins, Maryland Court Rules.
Acct: #556600

Capital Outlay

- 1) Vehicles: In this account, we are requesting the purchase of eight (8) new emergency patrol vehicles. The age, mileage and condition of many of our patrol vehicles is extensive. New vehicles are needed to provide for maximum coverage of this City. We are requesting two (2) of these vehicles to be utility all-wheel drive trucks. The cost of these vehicles is priced at \$48,485. ($\$48,485 \times 2 = \$96,970$). The cost of (6) six Chevy Caprices is priced at 46,970.00. ($\$46,970 \times 6 = \$281,820$). Total for 8 vehicle plus equipment = \$378,790.

This account will also cover the cost of emergency equipment which will be factory installed. This equipment includes:

- | | |
|------------------------------------|------------------------|
| - Prisoner Transport seats & cages | - Light bars |
| - Computer mounts w/printer stand | - Equipment box |
| - Switch box siren | - Grill speakers |
| - Lettering and striping | - Installation Charges |
| - Titles | |



City of Salisbury Budget Summary 21021 – Police Services Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	8,102,288	8,961,652	8,864,092	8,964,392	9,423,154	9,348,333
OPERATING EXPENSES	940,013	1,059,618	1,198,700	1,119,152	980,174	988,174
CAPITAL OUTLAY	286,282	281,575	314,518	287,218	378,790	283,335
TOTAL	9,329,182	10,239,845	10,377,311	10,370,763	10,782,118	10,619,841

Personnel Authorization History

Department: Police Department
 Division: Police
 Account #: 21021 501002

Class Title	Pay/Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Chief of Police	16	1	1	1	1	1	1	1	
Colonel	PS9	0	0	1	1	1	1	1	
Major	PS8	1	1	1	1	1	1	1	
Captain	PS7	2	2	2	2	2	2	2	
Lieutenant	PS6	8	8	6	6	6	6	6	
Sergeant	PS5	7	7	7	7	7	7	7	
Corporal	PS4	7	7	7	7	7	7	7	
Police Officer – Police Officer First Class	PS1-3	66*	66*	67*	67*	67*	67	67	
Total (page 1)		92	92	92	92	92	92	92	

*Includes 4 COPS Grant- Funded positions



**City of Salisbury
Budget Summary
21021 – Police Services
Fiscal Year 2015**

Department: Police Department
 Division: Police
 Account #: 21021 501001

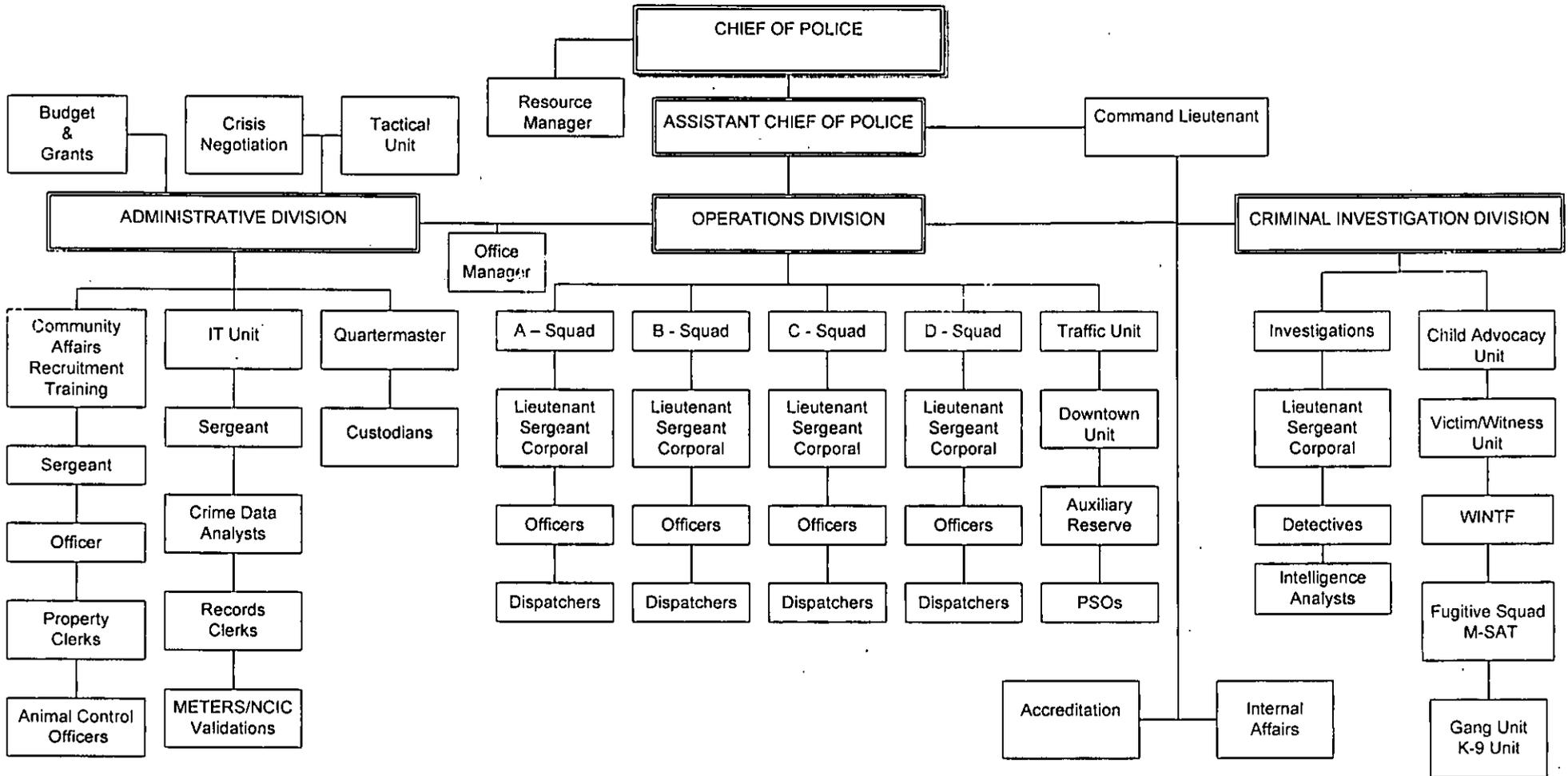
Class Title	Pay/Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Safe Streets Coordinator (Grant Funded)		0	0	0	1	1	0	0	
Quartermaster	10	0	0	0	0	0	0	1	
IT Network Technician	6	1	0	0	0	0	0	2	
Office Manager	6	1	1	1	1	1	1	1	
Crime Data Analyst	4	2	2	2	2	2	2	2	
Intelligence Data Analyst	4	2	2	2	2	2	2	2	
Property Custodian II	4	1	1	1	1*	0	0	0	
Property Custodian I	3	2	2	2	2	2	2	2	
Chief Records Clerk	3	2	2	2	2	2	2	2	
Record Clerks/Secretary	3	1	1	1	1	1	0	0	
Records Clerk	2	2	2	2	2	2	2	2	
Public Service Officer	1	2	2	2	2	2	2	2	
Custodian	1	2	2	2	2	2	2	2	
Resource Manager	8	0	0	0	0	0	1	1	
Total (page 2)		18	17	17	17	17	16	16	
Total		110	109	109	109	110	109	109	

* Position reclassified to Quartermaster during FY13

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Police Department Fiscal Year 2015 Organizational Chart





21025 – SPD CITCOM Fiscal Year 2015 Program Goals



Program Goals

- Consult with the Wicomico County Emergency Management in reference to the proposed new radio system and assess what impact it will have on SPD's radio system.
- Ensure that updated maps of our service area are provided to the Communications Center when annexations occur.
- Obtain training for all Communications personnel on how to interact with callers in emergency/conflict situations.
- Coordinate with the 911 Numbers Board through Wicomico County to enhance SPD Communications equipment/facility.



21025 – SALISBURY POLICE CITCOM
Fiscal Year 2015
Significant Changes



Personnel Services

1) Salary Clerical: No Change

Operating Expenses: No Change



**City of Salisbury
Budget Summary
21025 – Police - Communications
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	365,248	512,191	522,191	512,191	552,641	553,490
OPERATING EXPENSES	121,789	133,137	136,852	136,852	133,137	133,137
CAPITAL OUTLAY	0	0	36,149	36,149	0	0
TOTAL	487,037	645,327	695,192	685,192	685,778	686,627

Personnel Authorization History

Department: Police Department
 Division: City Communications Center
 Account #: 21025 501001

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Police Communications Officer III	9	0	0	0	0	1	1	1	
Police Communications Officer II	7	2	2	2	2	2	2	2	
Police Communications Officer I	5	8	8	8	8	7	7	7	
Total		10	10	10	10	10	10	10	



21029 – SPD ANIMAL CONTROL Fiscal Year 2015 Program Goals



Program Goals

- Animal Control Officers will be available to handle calls for service within twenty (20) minutes and violations in an expeditious manner.
- 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.
- Work closely with Neighborhood Services and Code Compliance to address animal issues in problem areas. Attend and participate on the Neighborhood Services Task Force.
- Participate with Community Affairs to educate the public on City Ordinances and proper care of animals.
- When appropriate, assist the public in ways other than animal control, such as helping motorists in need.
- Work closely with the Wicomico County Humane Society.



**21029 Salisbury Police Animal Control
Fiscal Year 2015
Significant Changes**



Personnel Services - No Change

Operating Expenses - No Change



**City of Salisbury
Budget Summary
21029 – Animal Control
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	104,640	123,436	123,436	76,670	126,026	128,028
OPERATING EXPENSES	86,709	86,728	86,728	86,728	86,728	86,728
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	191,348	210,164	210,164	163,398	212,754	214,756

Personnel Authorization History

Department: Police Department
 Division: Animal Control
 Account #: 21029 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Animal Control Officer	5	2	2	2	2	2	2	2	
Total		2	2	2	2	2	2	2	

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Fire Department / Emergency Medical Services Fiscal Year 2015 Program Goals



- 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. (Objectives 1.1 – 1.4)
 - a. Objective 1.1: To confine structure fires to the room of origin 45% of the time. The International City County Management Association (ICMA) reports that the national average is 40%.
 - b. Objective 1.2: Turnout for all calls within 1 minute of dispatch call for Career and within 4 minutes for Volunteer 90% of the time.
 - c. Objective 1.3: 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.
 - d. Objective 1.4: To deliver an effective response force to all structure fires within 10 minutes of dispatch 90% of the time to allow for the initiation of essential tasks to adequately control developing fires.

- 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.. (Objectives 2.1 – 2.2)
 - a. Objective 2.1: Respond to all priority medical calls, including cardiac arrest calls within 4 minutes for basic life support (EMT) and 6 minutes for advanced life support (Paramedics).
 - b. Objective 2.2: For patients suffering from cardiac arrest in the field, deliver them to a definitive care facility with a pulse and respirations 10% of the time.



Fire Department / Emergency Medical Services Fiscal Year 2015 Program Goals



- 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. (Objectives 3.1 – 3.2)
 - a. Objective 3.1: Respond to all requests for plan reviews for both new construction and renovations by submitting Fire Department comments within two (2) weeks of receipt or submittal date 90% of the time.
 - b. Objective 3.2: The fire prevention and inspections division, in cooperation with the FD operations section and other allied agencies will conduct inspections for all commercial occupancies at a rate of 30% annually.
- 4.) Maintain a highly responsive and effective public education force to ensure that our citizens are prepared for all natural and manmade disasters through community outreach and education opportunities that increase awareness and personal response to help keep all Salisbury citizens safe. (Objective 4.1)
 - a. Objective 4.1: Respond to all requests for public education and outreach and make contact with 15% or more of the population served by the department.
- 5.) Maintain a high level of safety for all emergency first responders that create positive outcomes for the reduction of line of duty injuries and minimize the risks for loss of life. (Objective 5.1)
 - a. Objective 5.1: Limit firefighter and EMS first responder injuries to less than 0.05 per 100 calls for service



**24035 Fire Department / Emergency Medical Services
Fiscal Year 2015
Significant Changes**



PERSONNEL SERVICES

1. Per the budget guidance instructions, no additional positions can be added.
2. Department maintains two (2) frozen Firefighter /Paramedic positions. (Salary & Benefits = \$146,115.94)
3. 24035-501001 Salaries-Clerical
Decrease of \$8,961.52 adjustment made by finance to actual salaries.
4. 24035-501002 Salaries-Non-Clerical
Increase of \$11,129.53 adjustment made by finance to actual salaries.

3/27/2014

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**24040 Fire Department / Volunteer Services
Fiscal Year 2015
Significant Changes**



PERSONNEL SERVICES

1. 24040-502050 Retirement - LOSAP
Increase of \$30,575.00 based on adjusted premium provided by insurance carrier

3/27/2014

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24035 Fire Department / Emergency Medical Services Fiscal Year 2015 Significant Changes



OPERATING EXPENSES

1. Based on the FY2015 budget instructions, increases over the revised total of accounts for operating expenses are provided in a critical items budget request.
2. The following adjustments reflect the significant budget changes impacting the overall operating expense for FY2015 Accounts:
 - 24035-513069 Professional Services – Ambulance Billing
Decrease of \$ 2,204.33 based on projections for CY14 adjusted to reflect actuals from revenue for CY13 and to cover anticipated increase in call volume.
 - 24035-513400 Consulting Fees
Increase of \$ 2,850.00 to fund back end of website which provides staffing management module and department communications through text messaging and email capabilities.
 - 24035-546030 Turnout Gear
Increase of \$ 35,000.00 to fund replace of FY05 turnout gear in accordance with NFPA standards.
 - 24035-556201 Electricity
Increase of \$ 3,000.00 based on projections provided by the Finance Department
 - 24035-556204 Gasoline
Increase of \$ 4,422.00 based on projections provided by the Finance Department and actual usage calculations for CY12.



24040 Fire Department / Volunteer Services Fiscal Year 2015 Significant Changes



OPERATING EXPENSES

1. Based on the FY2015 budget instructions, increases over the revised total of accounts for operating expenses are provided in a critical items budget request.
2. The following adjustments reflect the significant budget changes impacting the overall operating expense for FY2015 Accounts:
 - 24040-556900 Miscellaneous
Increase of \$ 2,862.00 to cover the intake process charges for background checks for new volunteers and an increase in the costs for purchasing service awards for members reaching 20, 30, and 40 years of service.



**24035 Fire Department / Emergency Medical Services
Fiscal Year 2015
Significant Changes**



Capital Outlay

1. 24035-577015 Buildings

Increase of \$ 4,109,048.00 for the costs of building the new Fire Station # 2 construction project (C.I.P. # FD-08-01).

3/27/2014

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**City of Salisbury
Budget Summary
24035 – Fire - Career Division
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	4,707,617	5,049,719	5,057,300	4,991,655	5,363,458	5,667,352
OPERATING EXPENSES	1,532,488	1,372,037	1,404,963	1,404,963	1,369,555	1,369,555
CAPITAL OUTLAY	335,663	15,000	28,063	28,063	0	37,450
TOTAL	6,575,768	6,436,757	6,490,326	6,424,682	6,733,013	7,074,357

Personnel Authorization History

Department: Fire Department
 Division: Career Division
 Account #: 24030 501001 & 24035 501001

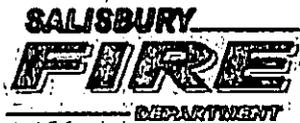
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Fire Chief	I5	1	1	1	1	1	1	1	
Deputy Fire Chief	PS8	1	1	1	1	1	1	1	
Assistant Fire Chief	PS7	5	5	5	5	5	5	5	
Captain	PS6	3	3	3	3	3	3	3	
Lieutenant	PS5	6	6	6	6	6	6	6	
Firefighter/Paramedic	PS4	24	24	24	24	24	24	24	
Firefighter/EMTB	PS2	24	24	24	24	24	24	24	
Office Manager	6	1	1	1	1	1	1	1	
Office Associate II	2	1	1	1	1	1	1	1	
Total		66	66	66	66	66	66	66	



City of Salisbury
Budget Summary
24040 – Fire - Volunteer Division
Fiscal Year 2015

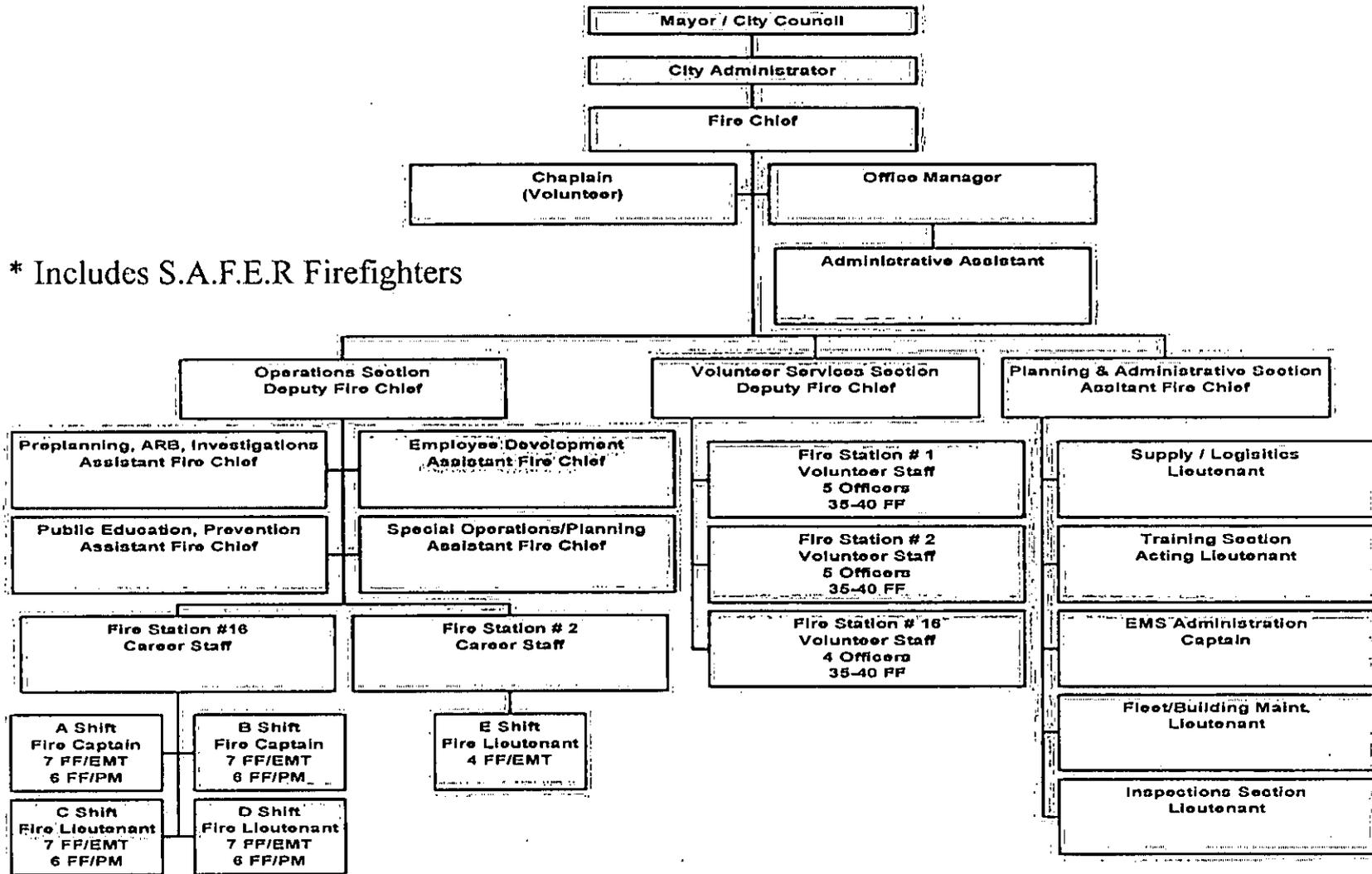
	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	123,000	180,105	180,105	180,105	210,680	210,680
OPERATING EXPENSES	19,058	30,213	45,501	42,501	33,075	35,937
TOTAL	142,058	210,318	222,606	222,606	243,755	246,617

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City of Salisbury Fire Department Organizational Chart – January 2014

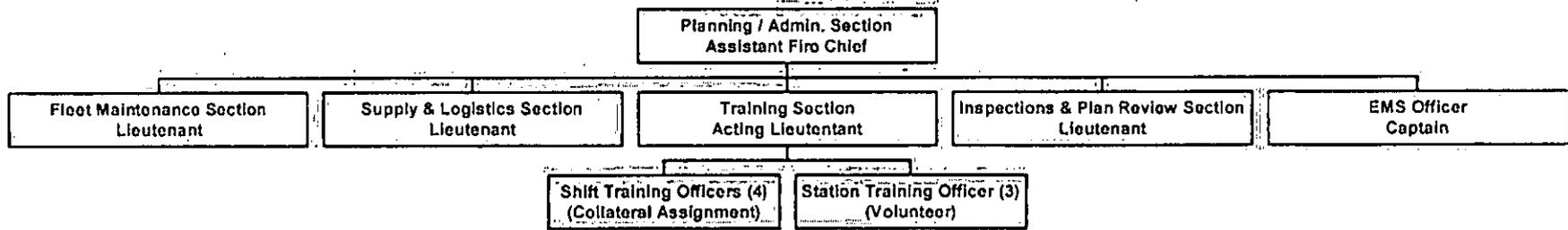
* Includes S.A.F.E.R Firefighters





City of Salisbury Fire Department Organizational Chart – January 2014

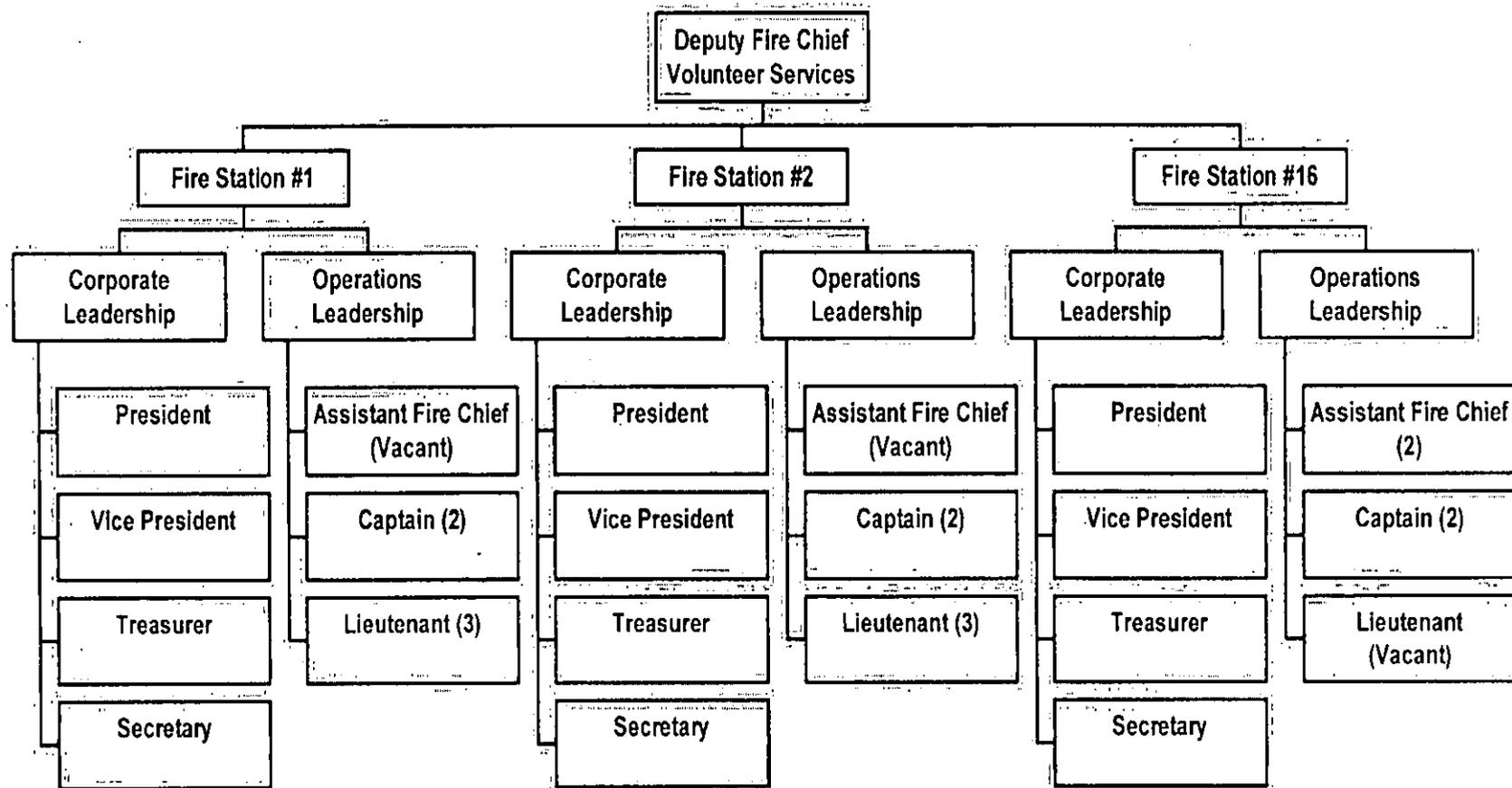
Planning and Administration Section





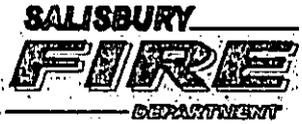
City of Salisbury Fire Department Organizational Chart – January 2014

Volunteer Services Section



3/27/2014

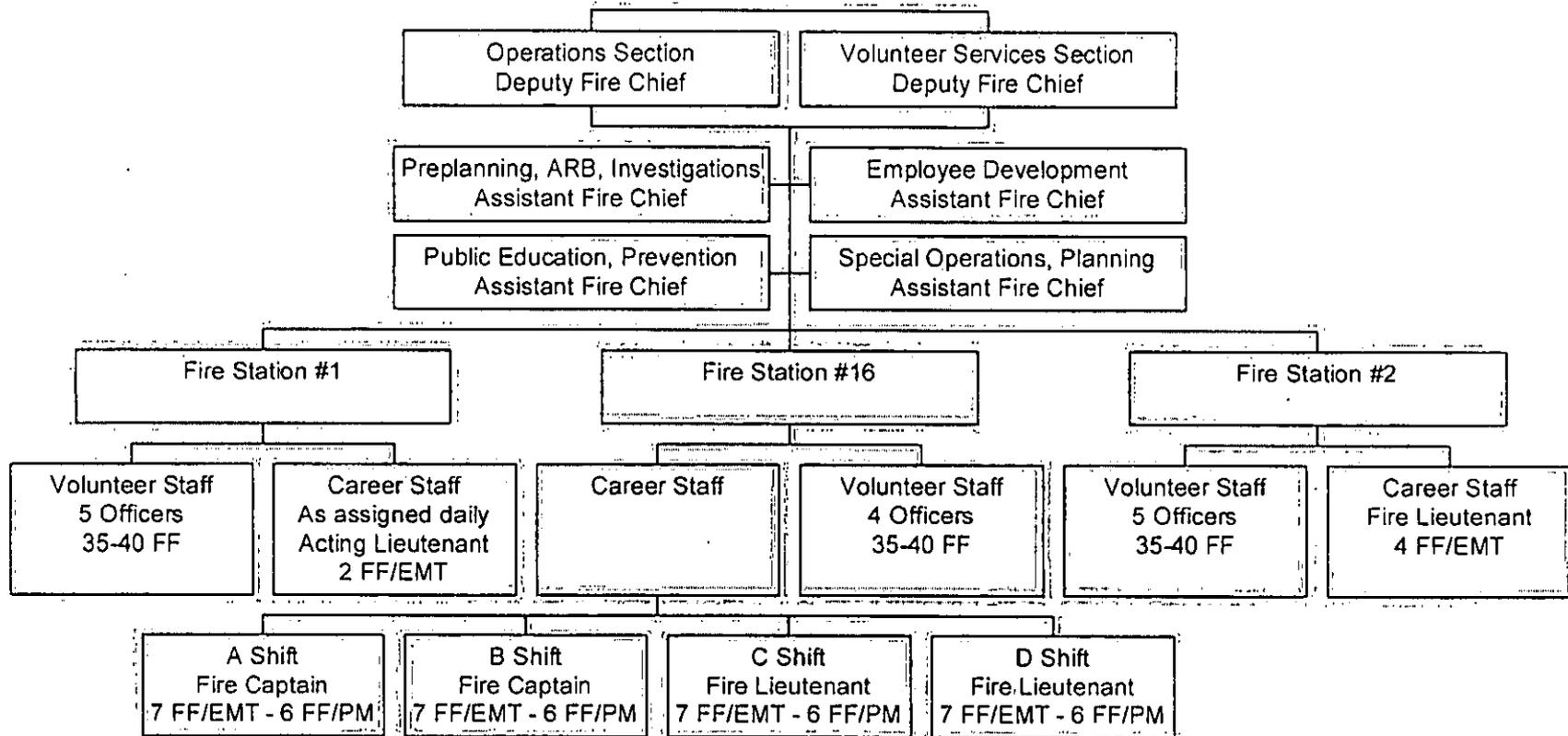
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City of Salisbury Fire Department Organizational Chart – January 2014

Operations Section

* Includes S.A.F.E.R Firefighters



3/27/2014

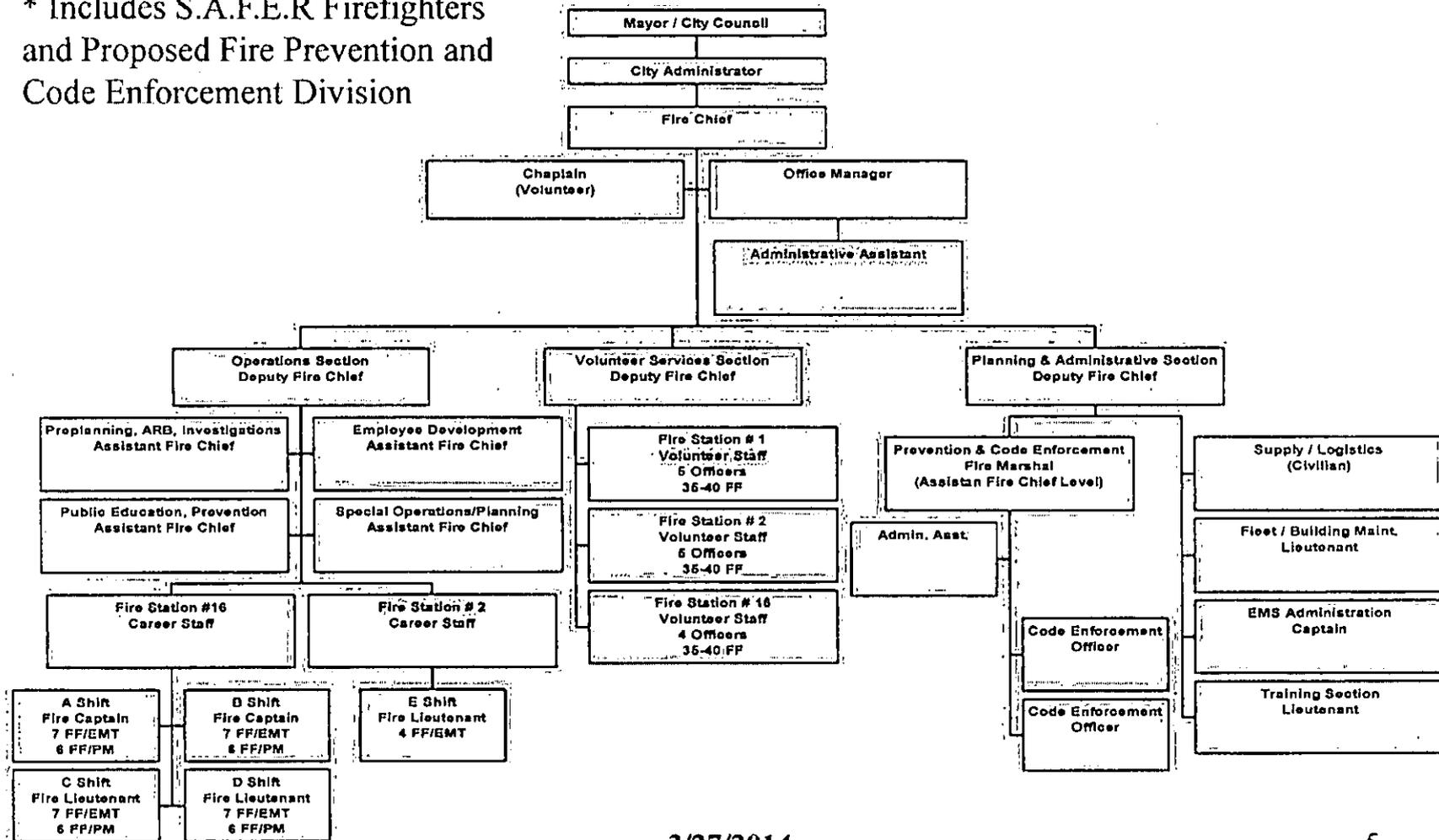
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City of Salisbury Fire Department Organizational Chart – July 2014 (Proposed)

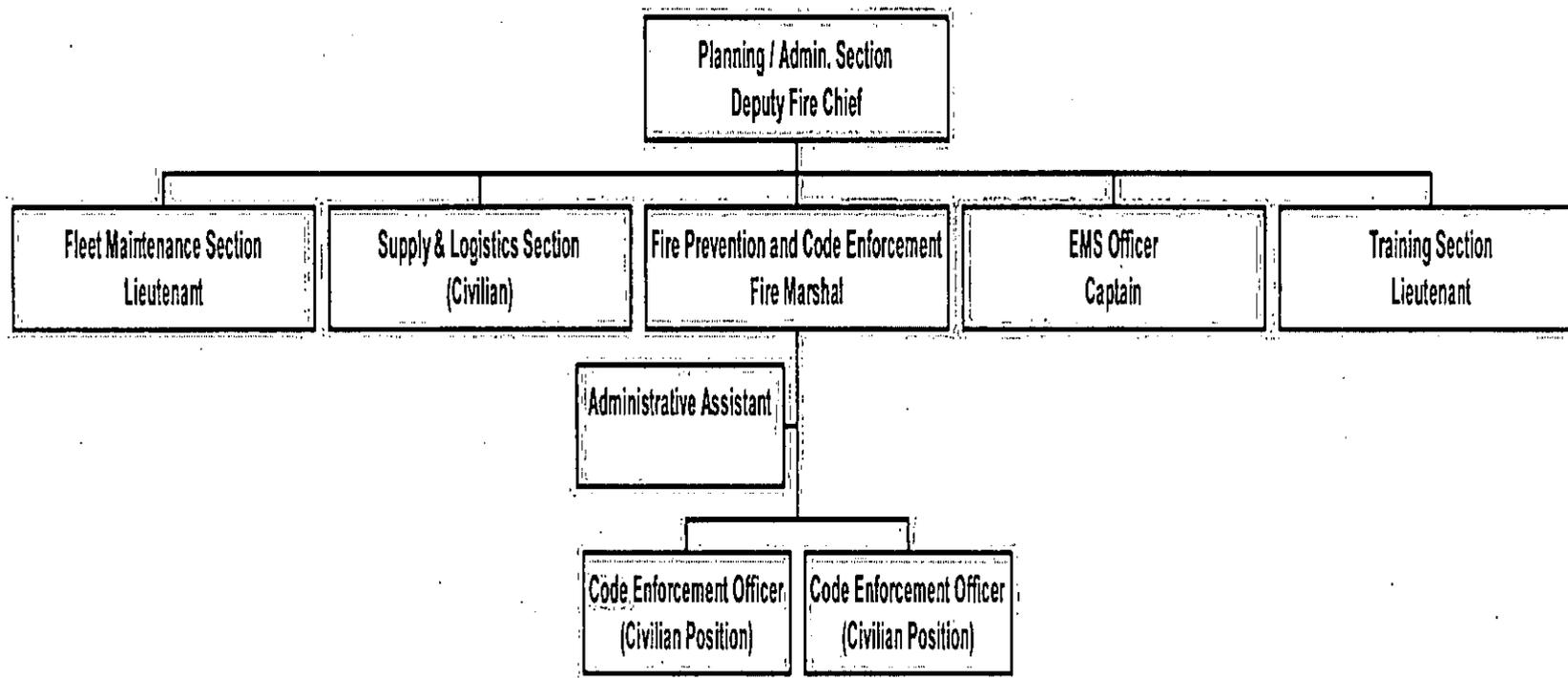
* Includes S.A.F.E.R Firefighters and Proposed Fire Prevention and Code Enforcement Division





City of Salisbury Fire Department Organizational Chart – July 2014 (Proposed) Planning and Administration Section

* Includes Proposed Fire Prevention and Code Enforcement Division
and Civilian Supply/Logistics Section





25100 BUILDING, PERMITTING & INSPECTIONS
Fiscal Year 2015
Departmental/Program Goals

- 1) Provide assistance and cooperation with the MDE and other agencies to complete the State Model Floodplain Ordinance and revised Flood Insurance Rate maps.
- 2) Update the Maryland Building Performance Standards to the 2015 International Codes once adopted by the state of Maryland.
- 3) Complete plan review of construction documents within 30-days after submittal.
- 4) Provide a minimum of three continuing education and professional seminars/year for BPI employees.
- 5) Ensure sub-permits such as roofing, plumbing, mechanical, shed, deck, and fence permits are issued within two business days after approval.
- 6) Identify broken sewer cleanouts that require necessary repairs and complete the necessary correspondence within two business days.
- 7) All building and plumbing inspections to be completed within one business day of notification.
- 8) Investigate zoning complaints within (3) business days.



25100 DEPARTMENT OF BUILDING, PERMITTING & INSPECTIONS
Fiscal Year 2015
Significant Changes

OPERATING EXPENSES:

1) Increase the following accounts:

25100 534302 Equipment - increase \$1,500 to provide the director with a "Tablet" (Surface Pro)



**City of Salisbury
Budget Summary
25100 – Building Permitting & Inspections
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	317,333	342,388	342,088	342,388	346,249	352,528
OPERATING EXPENSES	22,426	21,901	22,201	21,901	21,901	21,901
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	339,759	364,289	364,289	364,289	368,150	374,429

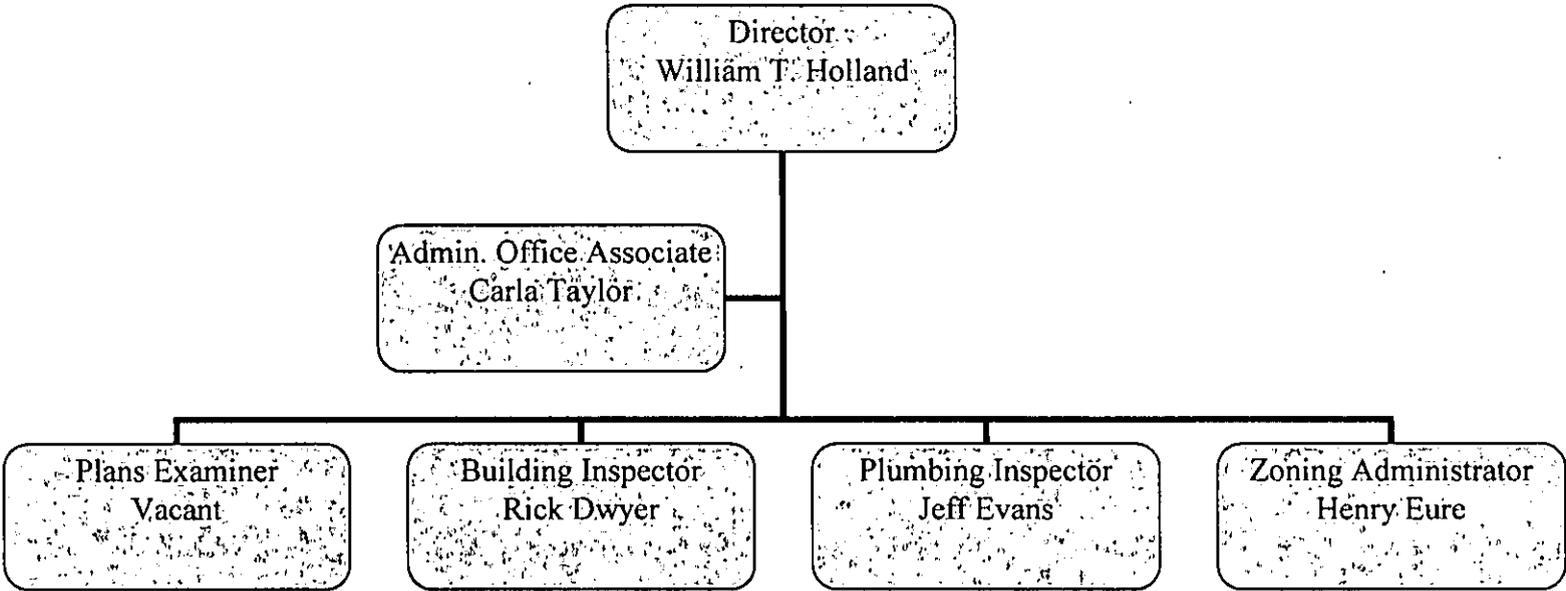
Personnel Authorization History

Department: Building Permitting & Inspections
Account #: 25100 501001

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
BPI Director	14	1	1	1	1	1	1	1	
Zoning Administrator	11	1	1	1	1	1	1	1	
Plans Examiner	9	1	1	1	1	1	1	1	
Building Inspector	8	1	1	1	1	1	1	1	
Plumbing Inspector	7	1	1	1	1	1	1	1	
Administrative Office Associate	4	1	1	1	1	1	1	1	
Total		6	6	6	6	6	6	6	



25100 DEPARTMENT OF BUILDING, PERMITTING & INSPECTIONS
Fiscal Year 2015
Organizational Chart





25200 NEIGHBORHOOD SERVICES & CODE COMPLIANCE
Fiscal Year 2015
Departmental/Program Goals

1. Lead the Neighborhood Services Task Force (NSTF) into a new direction, performing "street view" inspections. NSCC will oversee and monitor these inspections, performed by the NSTF inspection group in various areas of the city to access where services are needed. Staff will use GIS mapping to track their progress.
2. Strive to enhance communication between the inspection staff and the community. Schedule the code enforcement staff to attend monthly neighborhood association meetings and other various community meetings in an effort to share newly created legislation and other pressing issues.
3. Review and revise as needed the Departmental Directives. Standard Operating Procedures shall be prepared for each of the following positions; Housing Supervisor, Office Manager, Processing Clerk and Code Enforcement Officer. This effort began last fiscal year, but was not completed.



25200 NEIGHBORHOOD SERVICES & CODE COMPLIANCE Fiscal Year 2015 Significant Changes

OPERATING EXPENSES

1) 25200 534502 Computer Software

Increase funding in this account in the amount of \$273.00 (two hundred seventy three dollars) to cover the cost of the 4% increase in the Comcate Code Enforcement reporting software license fee for the upcoming budget year. Comcate has proven to be an invaluable resource to NSCC.

2) 25200 546008 Postage

Increase funding in this account in the amount of \$174.00 (one hundred seventy four dollars) to provide funding to cover the increase in postage rates for the upcoming budget year.

3) 25200 523620 Grass Cutting

Increase funding in this account in the amount \$20,000.00 (twenty thousand dollars) to cover an anticipated

4) 25200 53401 Buildings

Increase funding in this account in the amount of \$7,500.00 (seven thousand five hundred dollars) to cover the cost of upgrading the existing HVAC system in the Neighborhood Services & Code Compliance facility.



City of Salisbury Budget Summary 25200 – Neighborhood Services & Code Compliance Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	468,342	511,150	507,290	511,150	522,653	531,708
OPERATING EXPENSES	133,081	129,233	133,093	130,551	128,933	149,206
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	601,423	640,383	640,383	641,701	651,587	680,915

Personnel Authorization History

Department: Neighborhood Services & Code Compliance
Account #: 25200 501001

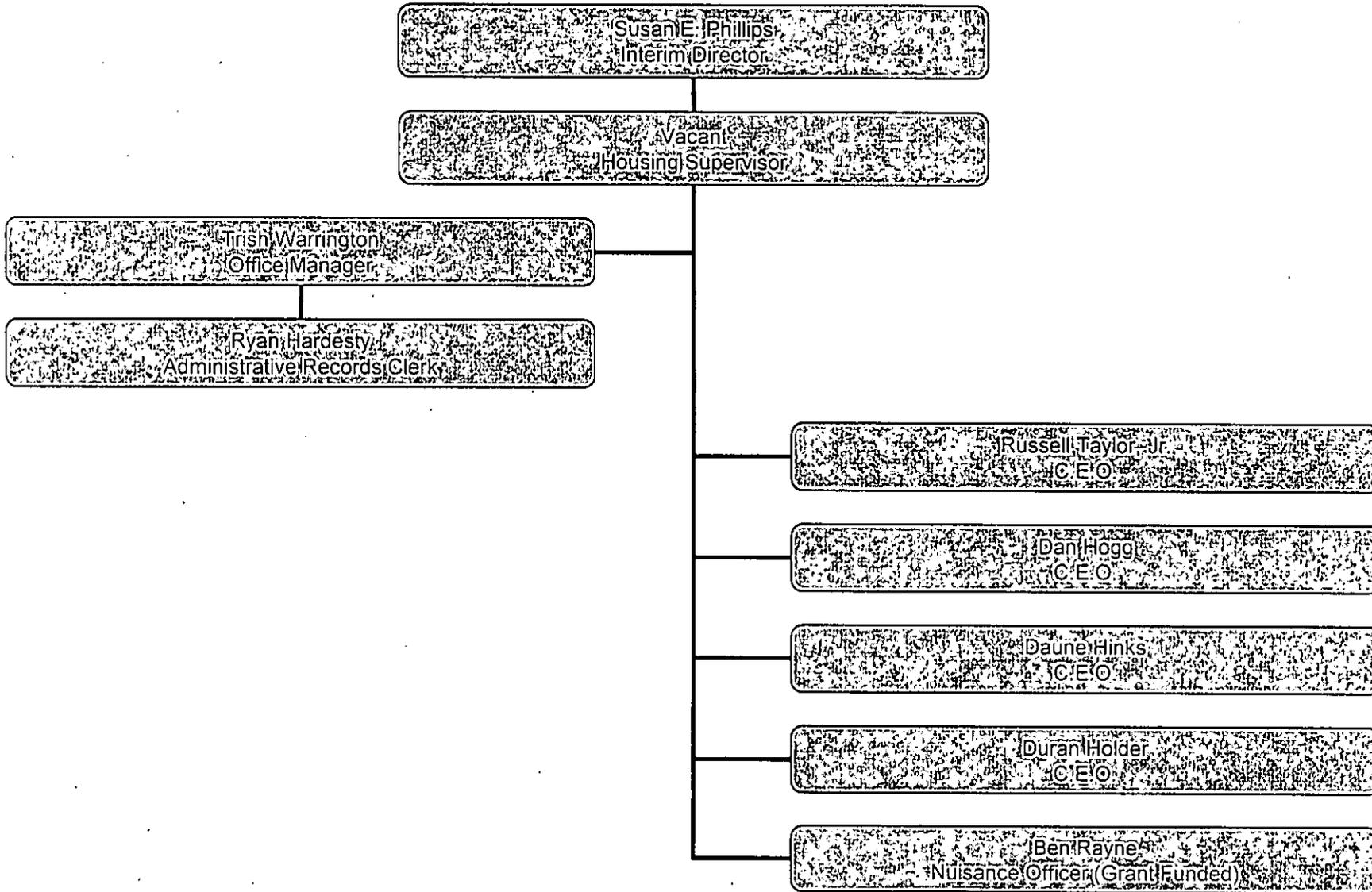
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
NSSC Director	14	1	1	1	1	1	1	1	
Housing Supervisor	10	0	0	0	0	1	1	1	
Housing Supervisor	8	1	1	1	1	0	0	0	
Code Enforcement Officer	7	0	0	0	0	4	4	4	
Code Enforcement Officer	6	4	4	4	4	0	0	0	
Office Manager	6	1	1	1	1	1	1	1	
Administrative Records Clerk	5	1	1	1	1	1	1	1	
Nuisance Officer (grant funded)	2	0	0	1	1	1	1	1	
Total		8	8	9	9	9	9	9	



25200 NEIGHBORHOOD SERVICES & CODE COMPLIANCE

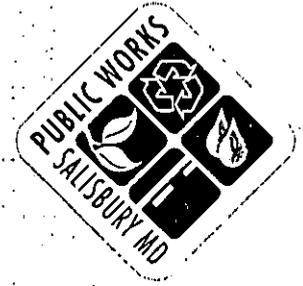
Fiscal Year 2015

Proposed Organizational Chart





22000 Traffic Branch Fiscal Year 2015 Program Goals

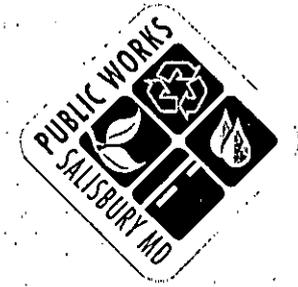


Goals

1. Design, construct, and maintain traffic signals.
2. Maintain an annual inspection and work plan on all street striping consisting of all centerlines, lane lines, edge lines, stop lines, directional arrows, and crosswalks.
3. Upgrade and maintain signs to meet retro-reflectivity and other MUTCD requirements.
4. Work with Metropolitan Planning Organization on long-term transportation planning.
5. Assist the Salisbury Traffic and Safety Advisory Committee in identifying and solving traffic issues.



22000 Traffic Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No significant changes for FY15

Operating Expenses:

No significant changes for FY15

Capital Outlay:

No capital outlay for FY15



City of Salisbury Budget Summary 22000 – Traffic Control Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	303,125	309,199	309,501	305,058	340,853	346,249
OPERATING EXPENSES	113,085	98,995	104,888	52,988	97,595	97,595
CAPITAL OUTLAY	93,763	0	324	0	0	0
TOTAL	509,973	408,194	414,713	358,046	438,448	443,844

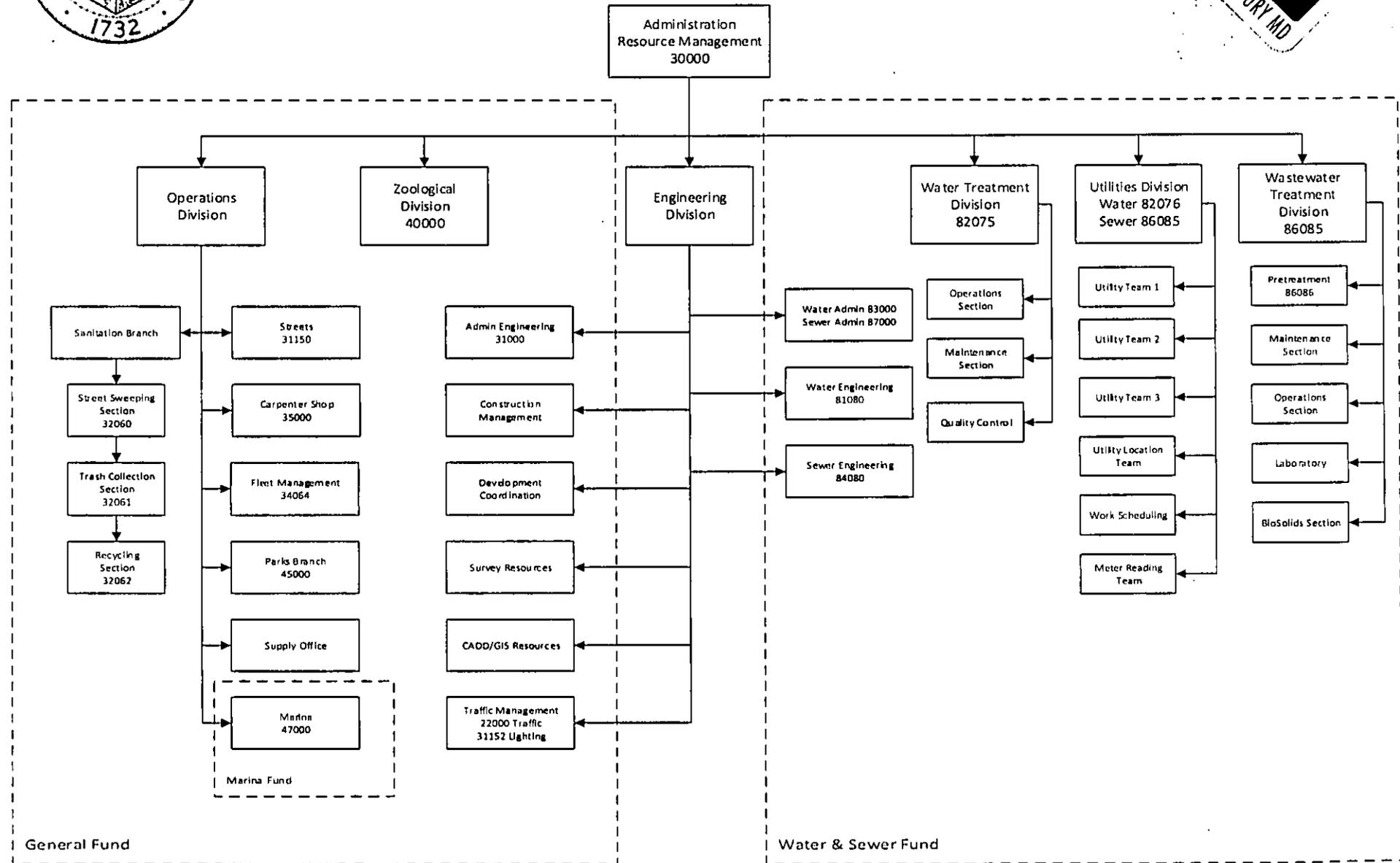
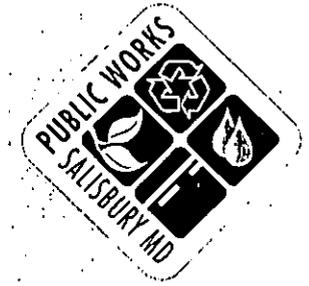
Personnel Authorization History

Department: Public Works
 Division: Traffic
 Account #: 22000 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Traffic Systems Manager	10	1	1	1	1	1	1	1	
Traffic Supervisor	8	1	1	1	1	1	1	1	
Electrician	6	1	1	1	1	1	1	1	
Signs/Pavement Marking Tech. II	4	1	1	1	1	1	1	1	
Signs/Pavement Marking Tech. I	2	1	1	1	1	1	1	1	
Total		5	5	5	5	5	5	5	



Fiscal Year 2015 Proposed Organization





30000 Resource Management Fiscal Year 2015 Program Goals

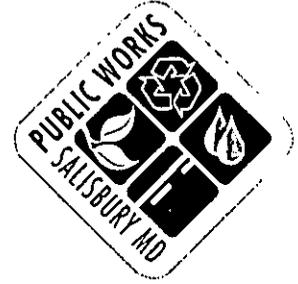


Goals

1. Actively manage the public infrastructure needs through the Capital Improvement Program and Budget process.
2. We want Salisbury to be recognized as a great place to live and work, where:
 - Our residents, businesses, and visitors receive high-quality, responsive, and consistent services,
 - Our employees work in an environment of respect and mutual support,
 - Our leadership stimulates teamwork and innovation in our community, and
 - Our legacy to future generations is an even better City than was given to us.



30000 Resource Management Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No Changes in FY15 Budget

Operating Expenses:

No Net Increase

Capital Outlay:

No capital outlays in FY15 budget.



**City of Salisbury
Budget Summary
30000 – Public Works – Resource Management
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	280,266	288,152	288,152	288,152	302,819	366,913
OPERATING EXPENSES	5,531	2,250	5,263	5,263	2,250	2,250
TOTAL	285,797	290,402	293,415	293,415	305,069	369,163

Personnel Authorization History

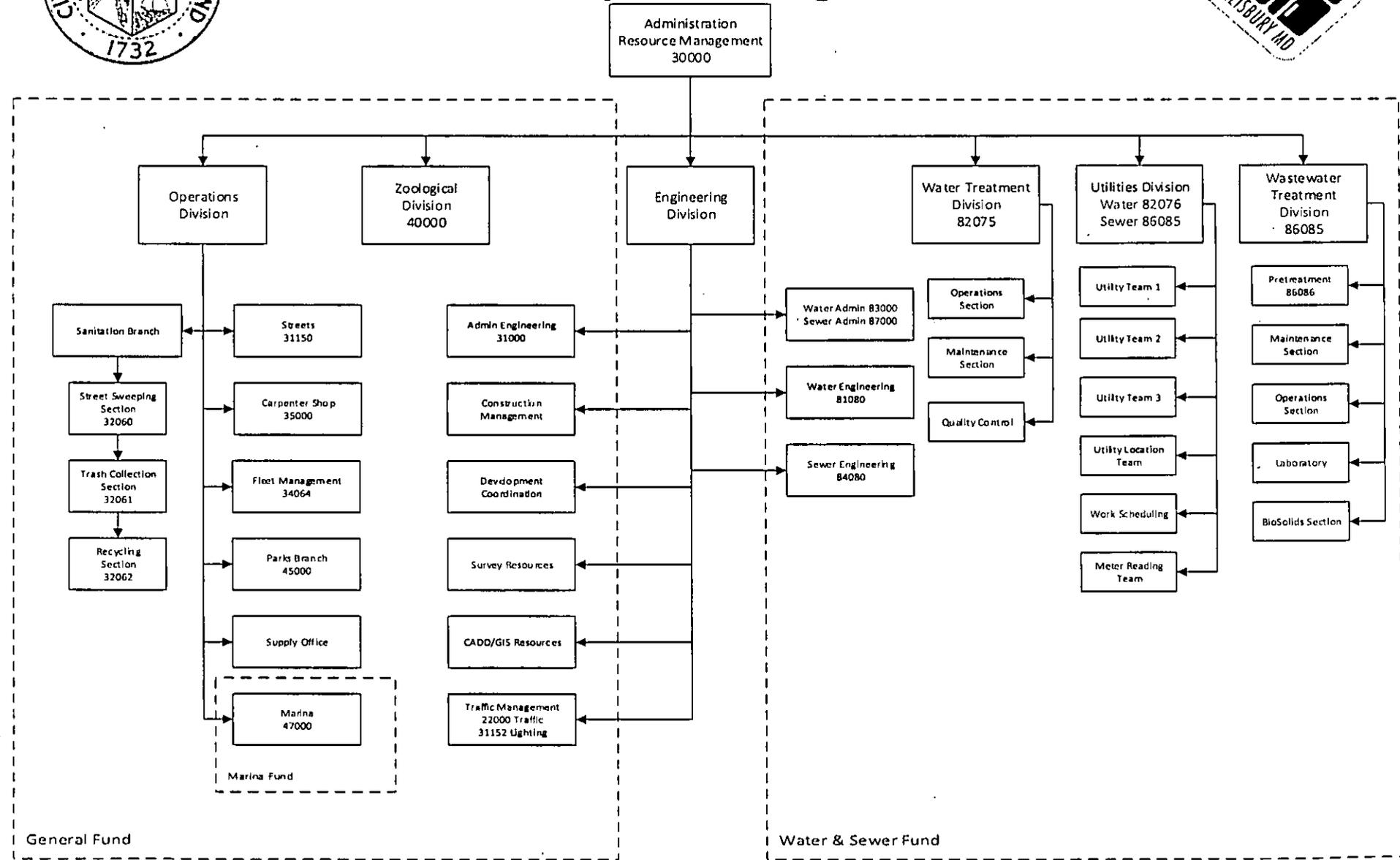
Department: Public Works
 Division: Resource Management
 Account #: 30000 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Director – Public Works	17	1	1	1	1	1	1	1	
Water Division Chief	14	1	1	1	1	1	0	0	
Deputy Director – Operations	12	1	1	1	1	1	1	1	
Deputy Operations Division Chief	10	1	1	1	1	1	0	0	
Resource Manager	8	1	1	1	1	1	1	1	
Materials Manager	6	1	1	1	1	1	1	1	
Administrative Office Associate	4	2	2	2	2	2	2	2	
Office Associate III	3	1	1	1	1	1	1	1	
Supply/Records Clerk	2	1	1	1	1	1	1	1	
Total		10	10	10	10	10	8	8	

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FY 2015 Proposed Organization





31000 Civil Engineering Branch Fiscal Year 2015 Program Goals



Goals

1. Perform and administer all project delivery functions related to municipal infrastructure projects through planning, design, permitting, bidding, construction management and project closeout phases.
2. Apply for funding for municipal infrastructure projects and administer all grants and loans for Public Works projects.
3. Oversee full time construction inspection services on all infrastructure projects.
4. For private development projects within the City Limits, review and inspect municipal infrastructure, site and stormwater management and traffic control plans. Review bond cost estimates, Public Works Agreements and easements.
5. Review all License to Encumber applications and provide inspection and coordination functions for impacts of private utility construction projects on municipal utilities, easements and rights of way. *Note: New License to Encumber Agreement and application process was developed and implemented in FY14.*
6. Manage curb, gutter, sidewalk and street maintenance programs.
7. Review all Traffic Control Plans for compliance with the State Highway Administration's Temporary Traffic Control guidelines and Maryland's Manual on Uniform Traffic Control Devices.
8. Maintain standard details and specifications, and update as necessary. *Note: New Standard Specifications and Details were issued on January 1, 2014.*



31000 Civil Engineering Branch Fiscal Year 2015 Significant Changes



Personnel Services:

No significant changes.

Operating Expenses:

1. 31000-546029 Computer Software
Increase - \$240 includes four (4) Laserfiche licenses (\$60/each). The licenses enable Public Works users to retrieve Contract information, Change Orders, Ordinances and Resolutions from Laserfiche
2. 31000-555403 Pagers
Decreased - \$400 eliminated funding for pagers since they are not being used by this division.
3. 31000-555501 Advertising
Increased - \$2,600 to reflect actual use over past years. This account handles all advertising for the Engineering Department and the City Yard. Increase also requested to assist with Storm Water Utility outreach.
4. 31000-555502 Printing
Increased -\$1,000 projected cost of Public Outreach materials for the proposed Storm Water Utility.

Capital Outlays:

No capital outlays in FY15 budget.



**City of Salisbury
Budget Summary
31000 – Public Works - Engineering
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	508,139	567,139	567,639	567,639	577,886	604,386
OPERATING EXPENSES	536,265	1,064,552	2,176,175	1,921,101	932,761	767,761
CAPITAL OUTLAY	0	3,178,000	3,187,999	3,187,999	0	0
OTHER	0	0	0	0	0	0
TOTAL	1,044,403	4,809,691	5,931,813	5,676,739	1,510,647	1,372,147

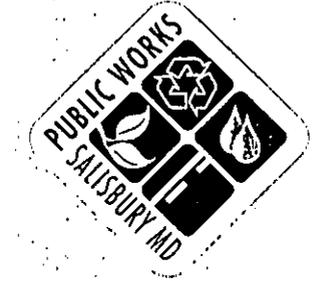
Personnel Authorization History

Department: Public Works
 Division: Engineering
 Account #: 31000 501002

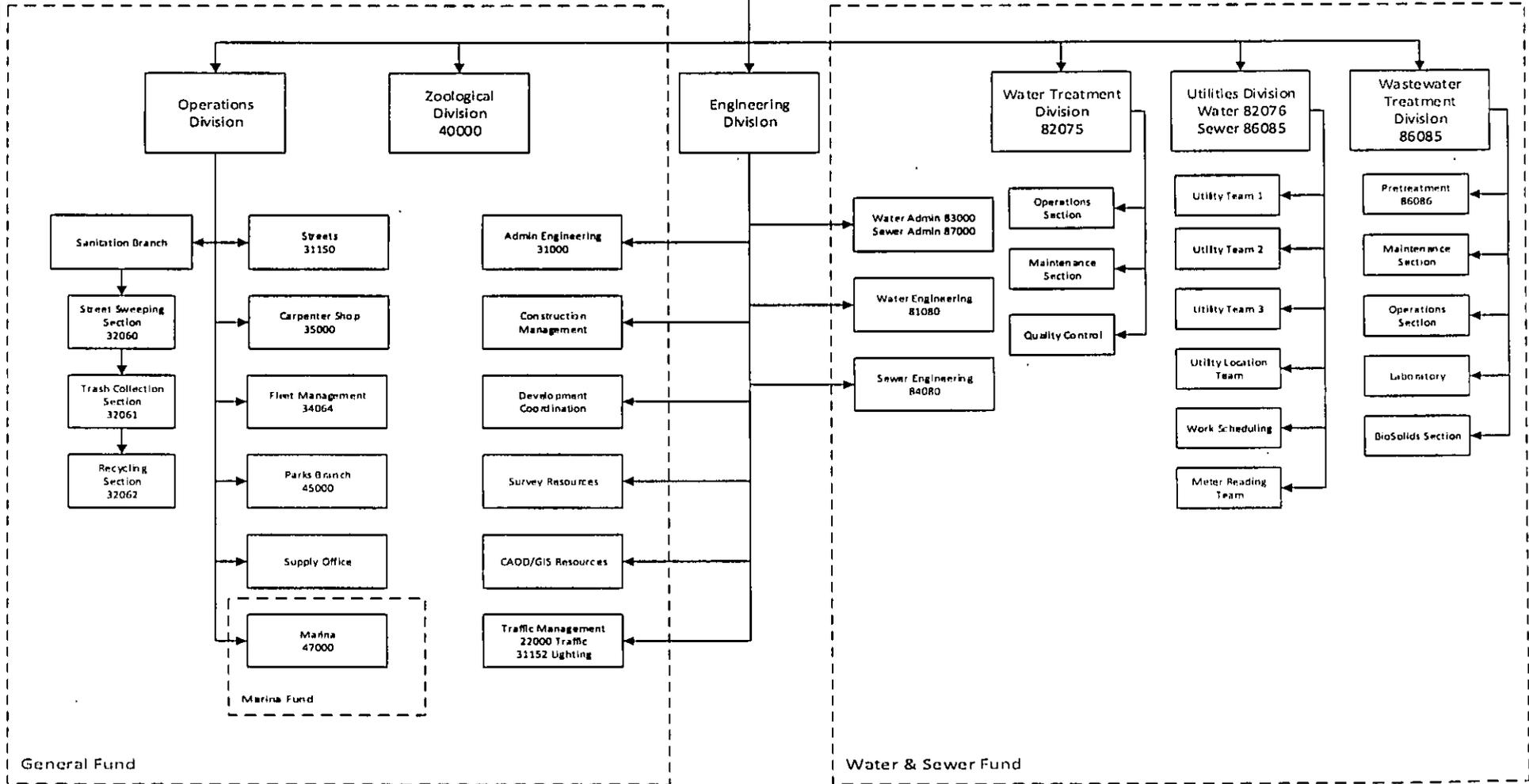
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Deputy Director – Engineering	15	1	1	1	1	1	1	1	
Supervisor, Civil Engineer	13	1	1	1	1	1	1	1	
Senior Project Engineer	12								
Technical Svcs & Construction Mngr	11	1	1	1	1	1	1	1	
Surveyor	11	1	1	1	1	1	1	1	
Project Engineer	11	4	4	4	4	4	4	4	
Project Manager	10	2	2	2	2	2	2	2	
Construction Inspector Supervisor	9	1	1	1	1	1	1	1	
Construction Inspector	8	2	2	2	2	2	2	2	
Engineering Technician	8	3	3	3	3	3	3	3	
CAD Supervisor	8	1	1	1	1	1	1	1	
GIS Analyst	8	1	1	1	1	1	1	1	
CAD Drafter	6	2	2	2	2	2	2	2	
Survey Technician II	4	1	1	1	1	1	1	1	
Engineering Associate	4	1	1	1	1	1	1	1	
Survey Technician I	2	1	1	1	1	1	1	1	
Total		23	23	23	23	23	23	23	



31000 Civil Engineering Branch Fiscal Year 2015 Proposed Organization

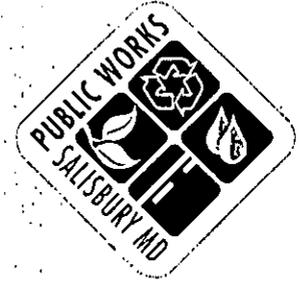


Administration
Resource Management
30000





31150 Street Branch Fiscal Year 2015 Program Goals



Goals

1. Effectively and efficiently provide regular and preventive maintenance on the City's infrastructure
2. Maintain adequate inventory for use in performing Public Works functions
3. Consistently review storm event procedures for ways to improve them
4. Supplement lack of paving program with additional patching



31150 Street Branch Fiscal Year 2014 SIGNIFICANT CHANGES



Personnel Services:

No changes from FY14 budget

Operating Expenses:

31150-501021 – Overtime
Increase by \$1500 to cover additional special city events.

31150-534302 – Equipment
Decrease \$358.20 to add pagers line item FY15 budget.

31150-555403 – Pagers
Increase \$358.20 Add separate line item for pagers used by three on call employees who have no cell phone signal in Princess Anne. $(29.85 * 12 = 358.20)$.



City of Salisbury
Budget Summary
31150 – Public Works – Street Branch
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	414,568	484,806	494,806	484,806	497,860	505,718
OPERATING EXPENSES	292,900	272,007	303,985	313,985	272,116	272,116
CAPITAL OUTLAY	16,809	0	13,103	13,103	0	0
TOTAL	724,277	756,813	811,893	811,893	769,976	777,834

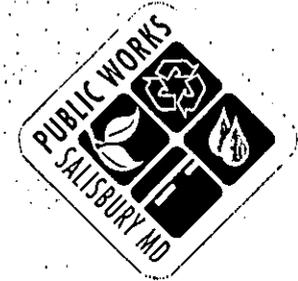
Personnel Authorization History

Department: Public Works
 Division: Street Branch
 Account #: 31150 501002

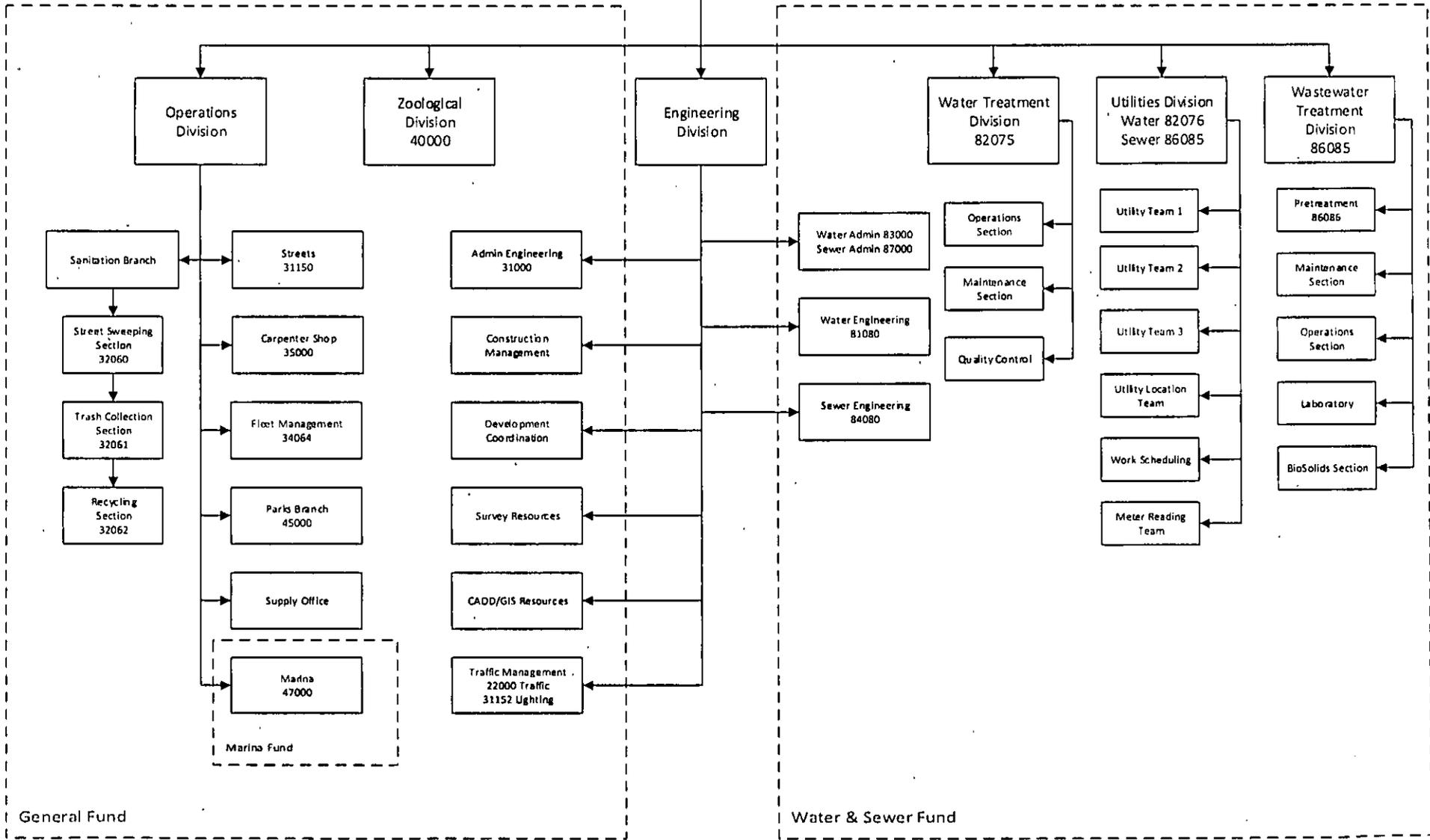
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Street Supervisor	7	1	1	1	1	1	1	1	
Street Crew Leader	5	1	1	1	1	1	1	1	
Motor Equipment Operator III	5	2	2	2	2	2	2	2	
Motor Equipment Operator II	4	6	6	6	6	6	6	6	
Total		10	10	10	10	10	10	10	



Fiscal Year 2015 Proposed Organization

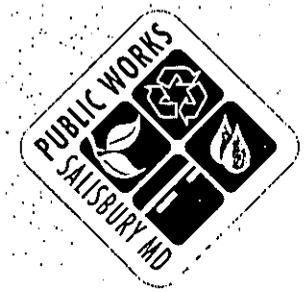


Administration
Resource Management
30000





31152 Street Lighting Fiscal Year 2015 Program Goals



Goals

1. Design, construct, and maintain public lighting on streets and security lighting in recreational areas (tennis courts, park walkways) to make the City safer.
2. Ensure that the street lights throughout the City are operational.
3. Coordinate with Delmarva Power and State Highway in repair of their public lighting.
4. Review options to upgrade to Energy Efficient Lighting.
5. Develop a contingency fund to replace inventory destroyed in accidents or theft.



31152 Street Lighting Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No significant changes in FY15.

Operating Expenses:

No significant changes in FY15.

Capital Outlay:

No capital outlays for FY15.

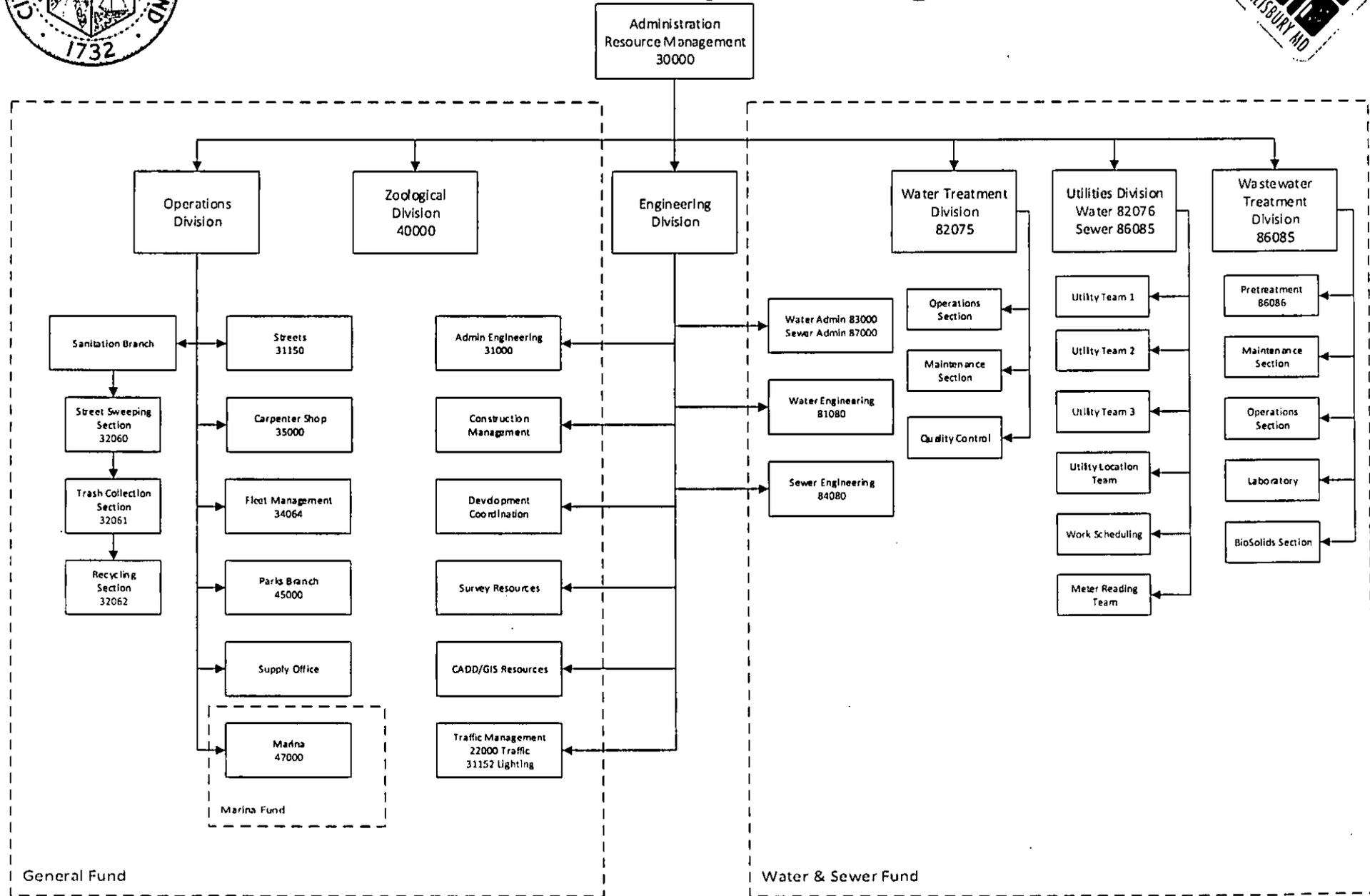


City of Salisbury
Budget Summary
31152 – Public Works - Street Lighting
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
OPERATING EXPENSES	879,481	854,643	855,433	325,011	818,075	818,075



Fiscal Year 2015 Proposed Organization





32060 Street Sweeping Fiscal Year 2015 Program Goals



Goals

1. The City has adopted ten (10) new neighborhoods to add to the "must sweep twice a month" list, the rest of the City will be maintained with once a month sweeping.
2. Sweep downtown areas once a week.
3. Sweep downtown parking lots once a week.
4. Track total number of streets cleaned.
5. Add an extra Sweeper in the fall to assist with leaf pick up and after major storms.

Note:

- The schedule is weather permitting since sweepers are unable to run during freezing weather due to the water in the lines freezing.
- Streets without curbs are not scheduled since the street sweepers do not function without curbs.
- Streets with mountable curbs are not efficiently cleaned by the street sweepers and are scheduled on an as-needed-basis.
- The overall goal is clean streets and the frequency of service is based on need.



32060 Street Sweeping Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No significant changes from FY14 budget

Operating Expenses:

No significant changes from FY14 budget

Capital Outlay:

No significant changes from FY14 budget



**City of Salisbury
Budget Summary
32060 – Public Works - Street Cleaning
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	63,603	85,654	85,654	84,400	92,346	95,169
OPERATING EXPENSES	120,539	129,167	129,167	115,203	104,093	104,093
CAPITAL OUTLAY	0	0	0	0	70,000	0
TOTAL	184,142	214,821	214,821	199,604	266,439	199,262

Personnel Authorization History

Department: Public Works
 Division: Street Cleaning
 Account #: 32060 501002

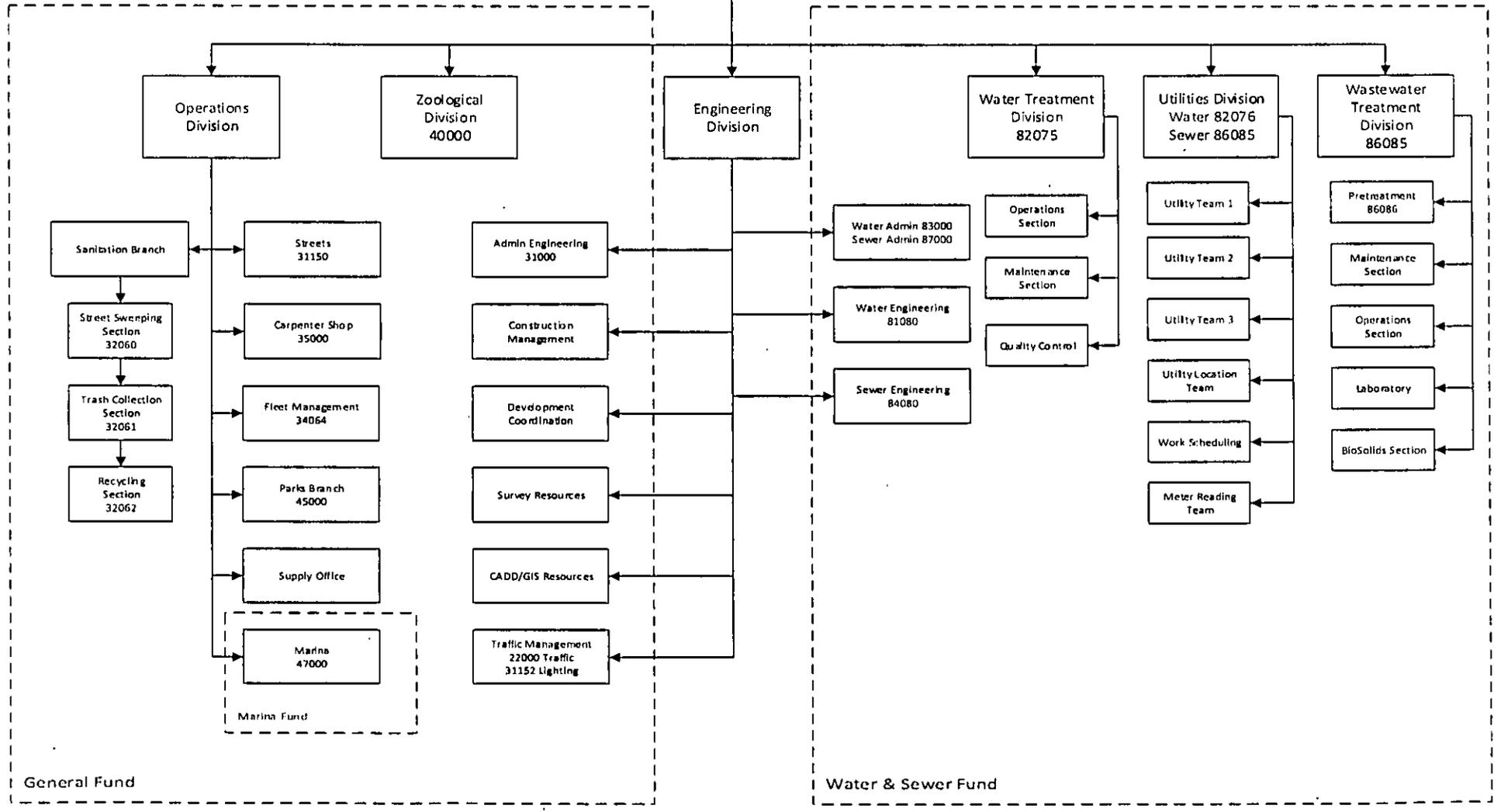
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Motor Equipment Operator II	4	3	4	3	3	3	3	3	3
Total		3	4	3	3	3	3	3	3



Fiscal Year 2015 Proposed Organization



Administration
Resource Management
30000



General Fund

Water & Sewer Fund



32061 Collection/Disposal Section Fiscal Year 2015 Program Goals



Goals

1. Track number of missed or late cans.
2. Track cost/ton to dispose of trash.



32061 Collection/Disposal Section Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No significant changes from FY14 budget.

Operating Expenses:

No significant changes from FY14 budget.

Capital Outlay:

No Significant changes from FY14 budget.



**City of Salisbury
Budget Summary
32061 – Public Works - Waste Collection
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	394,238	448,882	448,882	448,882	502,255	526,083
OPERATING EXPENSES	747,977	813,377	818,541	818,541	808,821	808,821
CAPITAL OUTLAY	26,735	275,000	517,449	517,449,	0	0
TOTAL	1,168,950	1,537,258	1,784,872	1,784,872	1,311,076	1,334,904

Personnel Authorization History

Department: Public Works
 Division: Sanitation
 Account #: 32061 501002

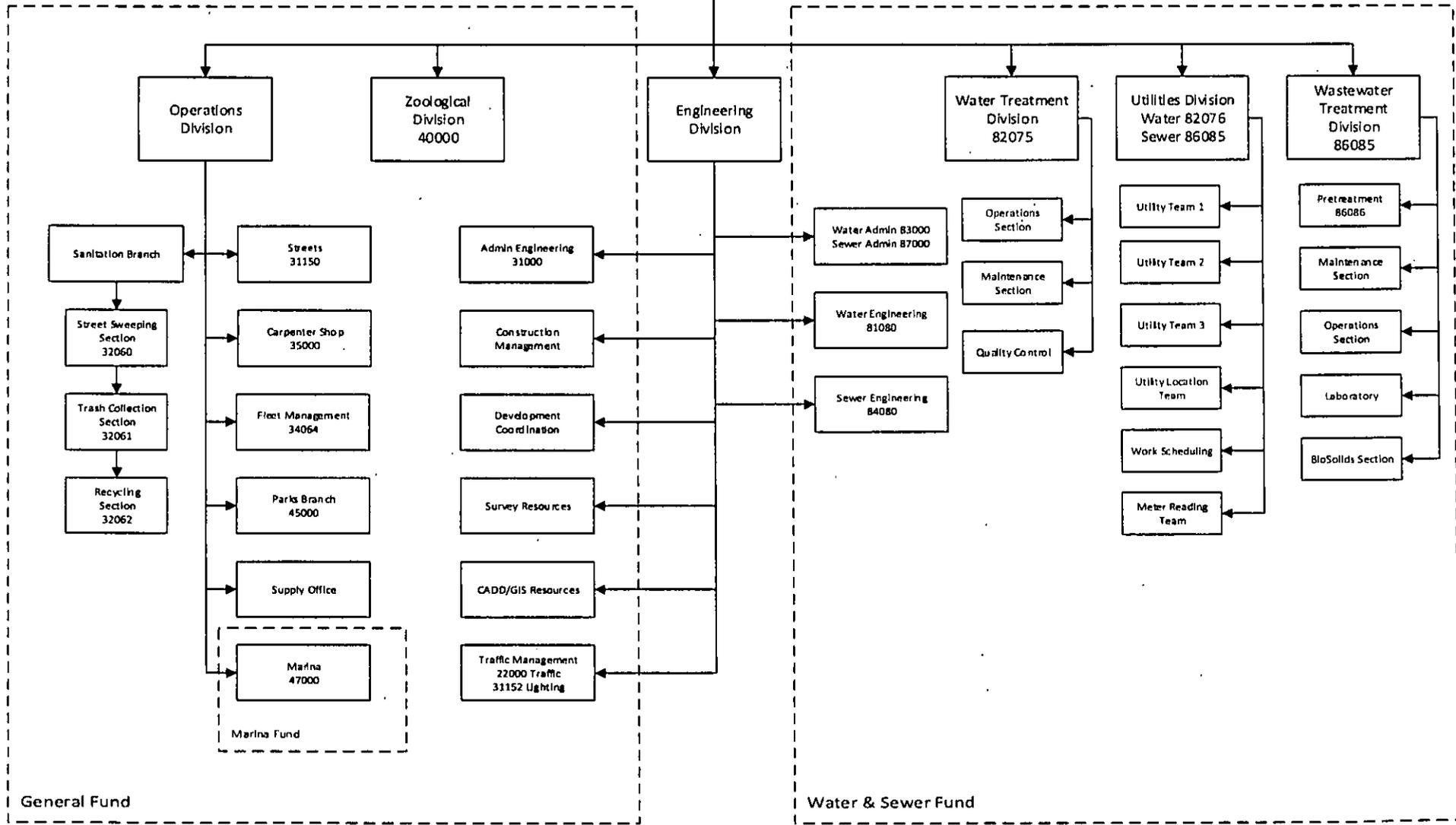
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Sanitation Superintendent	10	1	1	1	1	1	1	1	
Sanitation Supervisor	6	1	1	1	1	1	1	1	
Asst. Sanitation Supervisor	5	1	1	1	1	1	1	1	
Motor Equipment Operator III	5	2	2	2	2	2	2	2	
Motor Equipment Operator II	4	2	2	2	2	2	2	2	
Motor Equipment Operator I	3	3	3	3	3	3	3	3	
Total		10	10	10	10	10	10	10	



Fiscal Year 2015 Proposed Organization



Administration
Resource Management
30000



General Fund

Water & Sewer Fund



32062 Recycling Section Fiscal Year 2015 Program Goals



Goals

1. Provide eCycling to residents and business owners.
2. Research improved methods of collection for multi-family dwellings.
3. Work with the Recycling Committee to promote and research recycling options.
4. Increase amount of recycled materials collected by investigating alternative methods for different recycling items such as yard waste, cardboard, and metals.
5. Pursue a single stream recycling vendor.
6. Find a reliable source for the disposal of recycling.
7. Respond to every request for recycling bins within four hours.



32062 Recycling Section Fiscal Year 2015 Significant Changes



Personnel Services:

No significant changes from FY14 budget.

Operating Expenses:

32062-556204 – Gasoline
Increase \$2,000 Due to increase in the routes.

Capital Outlay:

No capital outlays in FY15 budget.



City of Salisbury Budget Summary 32062 – Public Works - Recycling Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	134,818	143,028	143,028	143,028	158,140	160,589
OPERATING EXPENSES	27,699	26,615	30,610	30,610	28,615	28,615
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	162,517	169,643	173,638	173,638	186,755	189,204

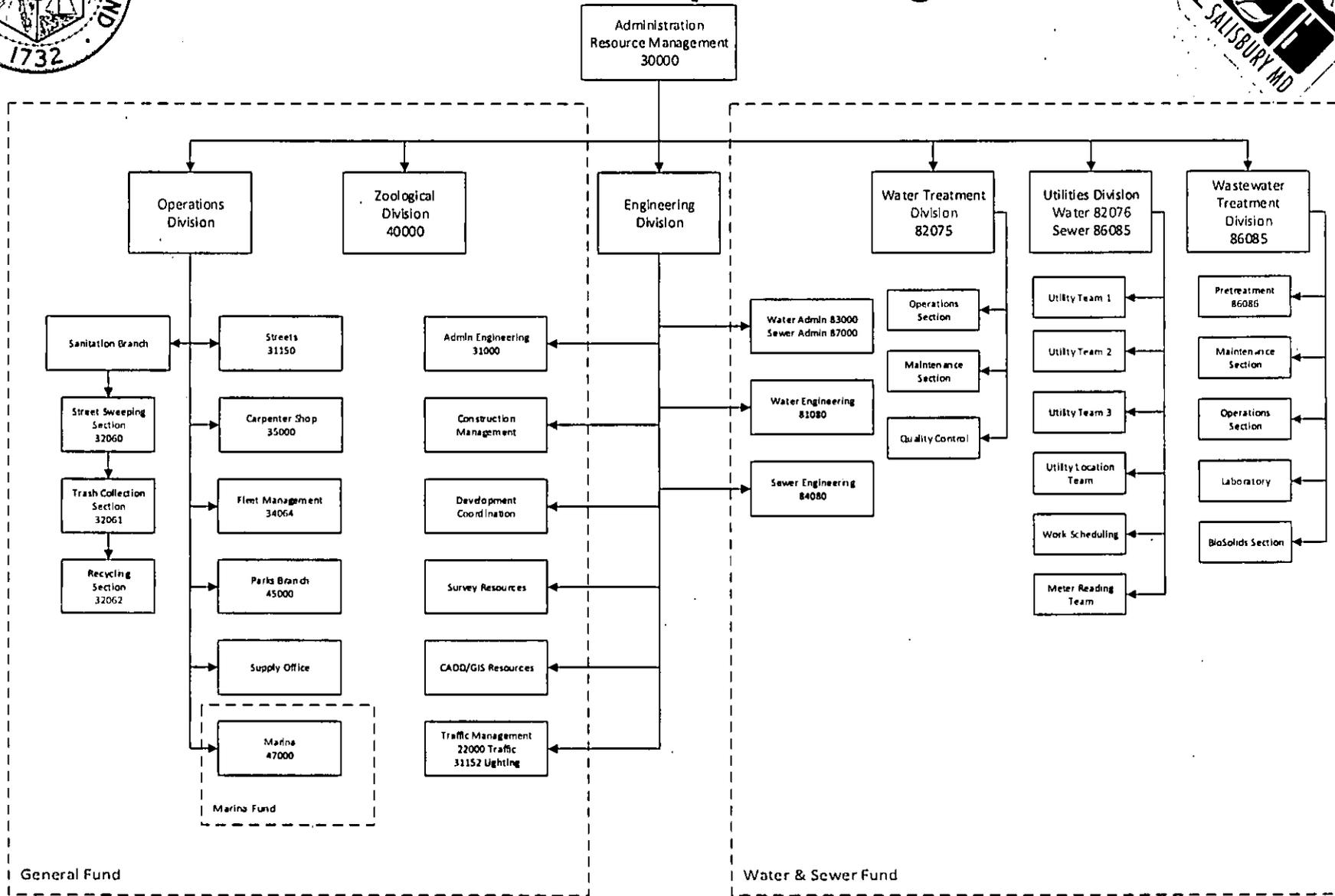
Personnel Authorization History

Department: Public Works
 Division: Recycling
 Account #: 32062 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Recycling Supervisor	6	1	1	1	1	1	1	1	
Motor Equipment Operator II	4	2	2	2	2	2	2	2	
Total		3	3	3	3	3	3	3	



Fiscal Year 2015 Proposed Organization





34064 Fleet Management Branch Fiscal Year 2015 Program Goals

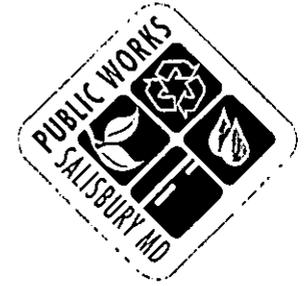


Goals

1. Ensure that all vehicles will be available and functioning properly.
2. Perform an annual replacement analysis on the Department's fleet by monitoring equipment condition.
3. Find an inventory control system for vehicle parts and supplies.
4. Reduce number of vehicles sent off premises for repairs.



34064 Fleet Management Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Operating Expenses:

34064-534308 Vehicles

Increase \$12,230.

Increase in parts costs for all vehicles

34064-556207 Motor Oil

Increase \$2,100.

- Many of the newer vehicles are requiring 5-10 gallons of oil per service
- 6 Additional vehicles added to fleet
- Significant oil price increases
- O&M, WWTP, W&S, Zoo, WP, ENG, PKG, BPI, NSCC – purchase for all vehicles belonging to these branches/departments

Capital Outlay:

No capital outlays in FY15.



City of Salisbury
Budget Summary
34064 – Public Works - Fleet Management
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	280,902	307,197	307,197	304,770	325,577	330,904
OPERATING EXPENSES	142,084	174,967	184,065	102,734	188,197	188,197
TOTAL	422,986	482,164	491,262	407,504	513,774	519,101

Personnel Authorization History

Department: Public Works
 Division: Fleet Management
 Account #: 34064 501002

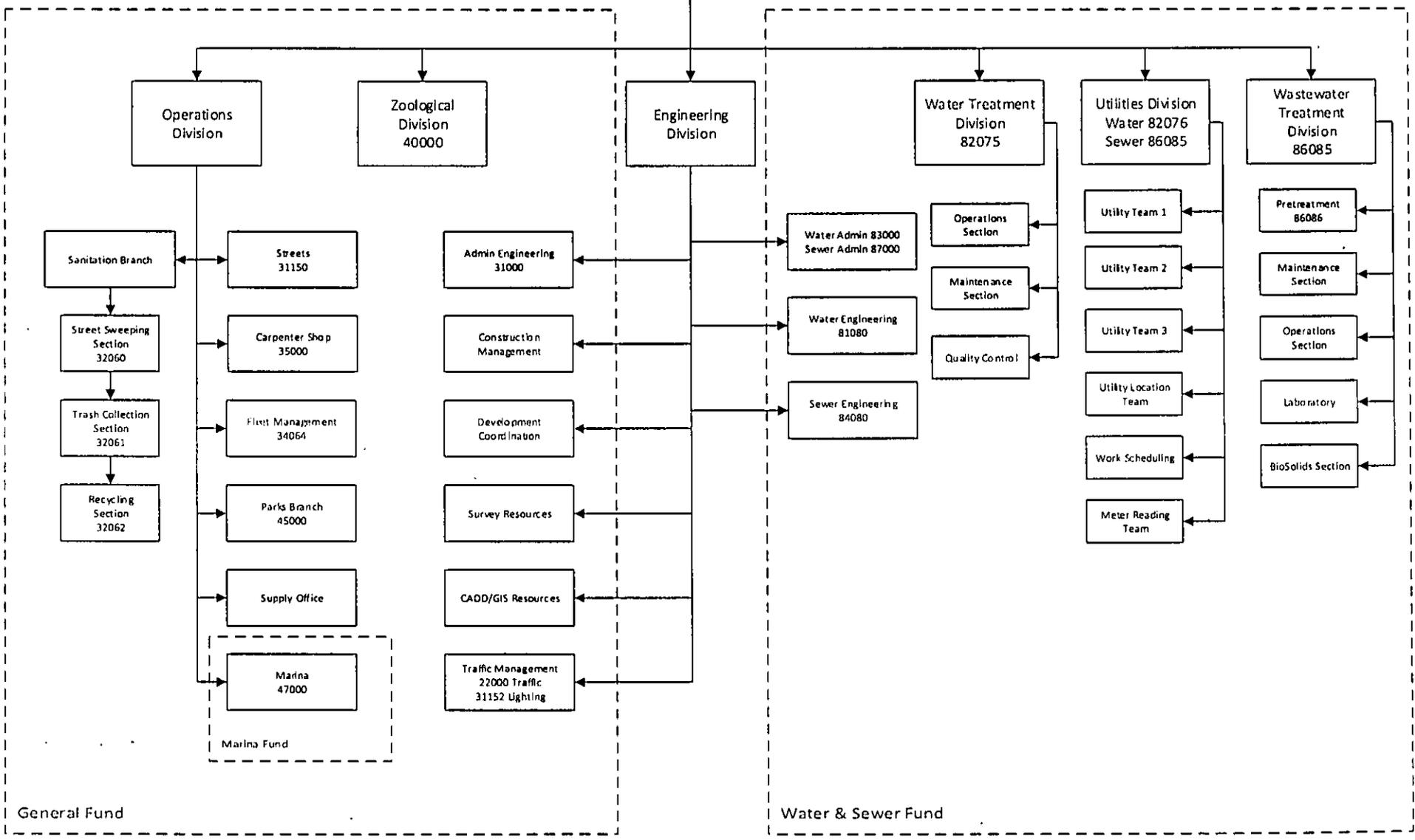
Class Title	Pay Grade	FY-10	FY-11	FY-12	FY-13	FY-14	Dept. Head Request FY-15	Mayor's Recommendation FY-15	Council Approved FY-15
Vehicle Maintenance Supervisor	8	1	1	1	1	1	1	1	
Diesel Mechanic	7	1	1	1	1	1	1	1	
Automotive Mechanic III	5	1	1	1	1	1	1	1	
Automotive Mechanic II	3	3	3	3	3	3	3	3	
Office Associate II	2	1	1	1	1	1	1	1	
Total		7	7	7	7	7	7	7	



Fiscal Year 2014 Proposed Organization



Administration
Resource Management
30000



General Fund

Water & Sewer Fund



35000 Carpenter Shop

Fiscal Year 2015

Program Goals



Goals

1. Perform maintenance and repair on all the buildings and facilities for which the Department is responsible and maintain buildings to City standards.
2. Maintain the City's playground structures.
3. Use CityWorks to track work.



35000 Carpenter Shop Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No personnel services changes from FY14 budget

Operating Expenses:

No operating expense changes from FY14 budget

Capital Outlay:

No capital outlays in FY15 budget.



City of Salisbury Budget Summary 35000 – Public Works - Carpenter Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	98,766	104,435	104,435	103,514	108,309	110,033
OPERATING EXPENSES	23,392	29,993	29,993	22,913	28,993	28,993
CAPITAL OUTLAY	0	0	0	0	0	
TOTAL	122,158	134,427	134,427	126,427	137,301	139,025

Personnel Authorization History

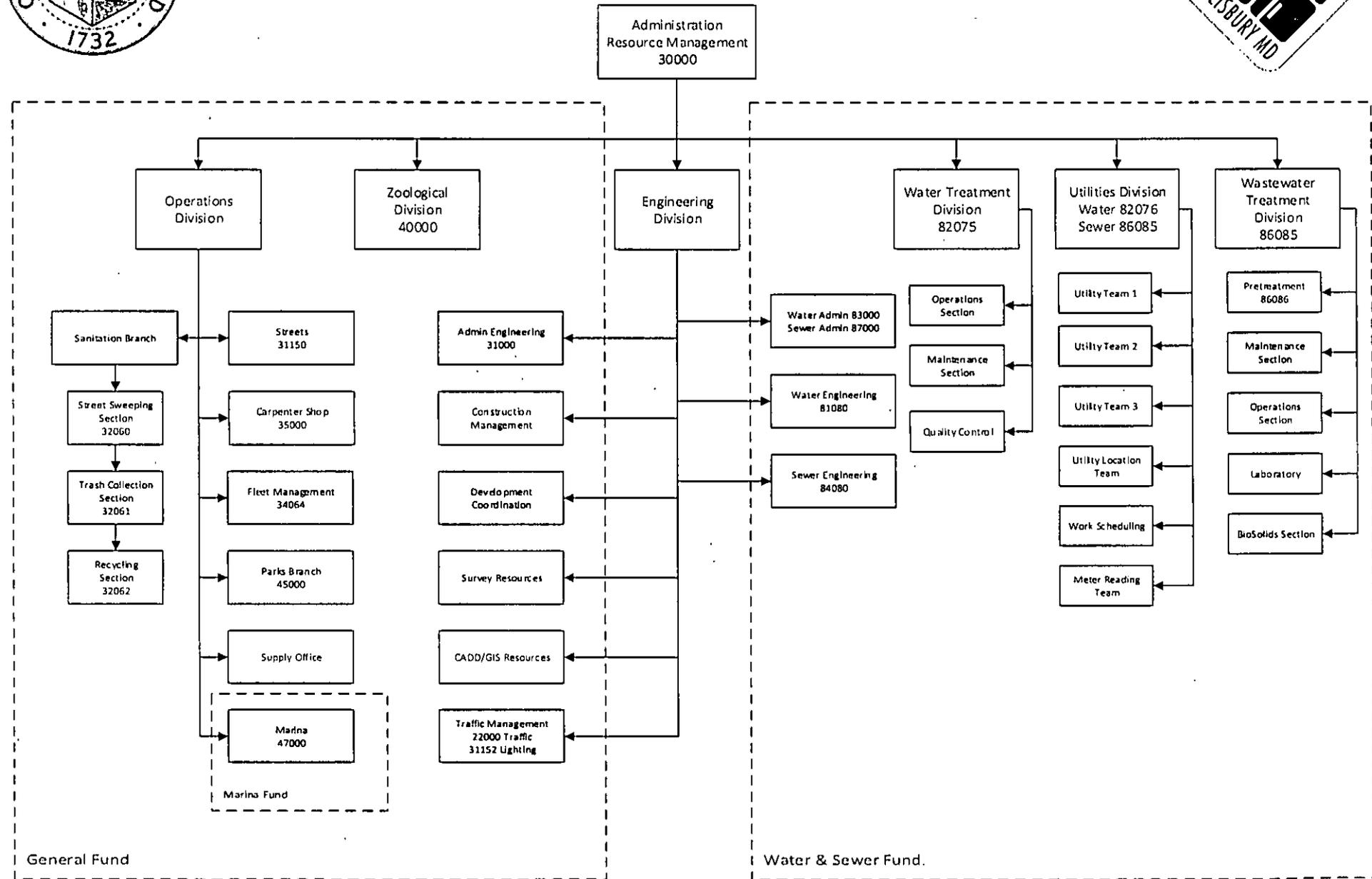
Department: Public Works
 Division: Carpenter
 Account #: 35000 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Carpenter Supervisor	6	1	1	1	1	1	1	1	
Carpenter Assistant	2	1	1	1	1	1	0	0	
Painter	2	1	1	1	1	1	1	1	
Total		3	3	3	3	3	2	2	

602



Fiscal Year 2015 Proposed Organization

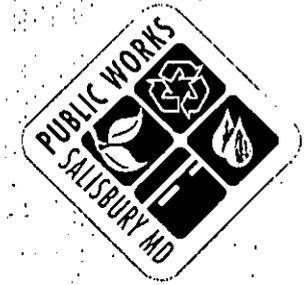


General Fund

Water & Sewer Fund.



40000 Salisbury Zoo Fiscal Year 2015 Program Goals

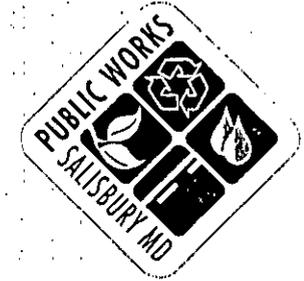


Program Goals

1. Begin occupancy/operation of new Animal Health Clinic
2. Complete AZA accreditation process
 - o Submit application
 - o Host accreditation inspection team
 - Respond to any concerns identified during inspection
 - o Attend accreditation hearing with Commission
 - Respond to any concerns identified by Commission
3. Collaborate with Zoo Commission to produce an updated strategic plan for the Zoo
4. Collaborate with Zoo staff and other stakeholders to update a facility plan supporting capital project planning.
5. Plan second phase of Australia exhibit and initiate construction
6. Begin planning of Visitor Center project



40000 Salisbury Zoo Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No significant changes for FY15

Operating Expenses:

1. 40000-513040 Medical
Increase \$219 – Mandatory zoonotic testing and immunization. Zoo needs to obtain appropriate licensing related to x-ray usage
2. 40000-513041 Vet
Increase \$400 – Anticipated increase in reimbursable medical expenses associated with animal health care
3. 40000-523608 Security
Increase \$240 – Anticipated increase to the Security company
4. 40000-546010 – Animal Supplies
Increase \$979. – Anticipated cost increases for produce and prepared animal feed.
5. 40000-555503 - Travel
Increase \$300 – Mandatory travel requirements for staff to attend AZA accreditation commission
6. 40000-555504 – Training/Schools
Increase \$500 – Training programs to meet AZA standards for maintaining accreditation.
7. 40000-556201 – Electricity
Increase \$1,500 – Projected usage increase related to occupancy of new Animal Health facility



City of Salisbury Budget Summary 40000 – Public Works - Municipal Zoo Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
Personnel Services	674,119	804,046	804,046	807,146	831,223	846,413
Other	0	0	0	0	0	0
Operating Expenses	230,743	243,755	250,635	246,899	243,393	243,393
Capital Outlay	0	0	0	0	0	0
TOTAL Zoo	904,861	1,047,801	1,054,681	1,054,045	1,074,616	1,089,806

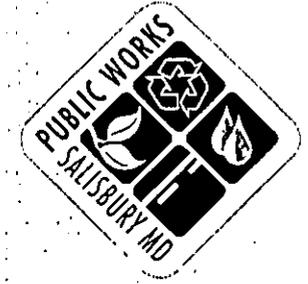
Personnel Authorization History

Department: Public Works
 Division: Zoo
 Account #: 40000 501002

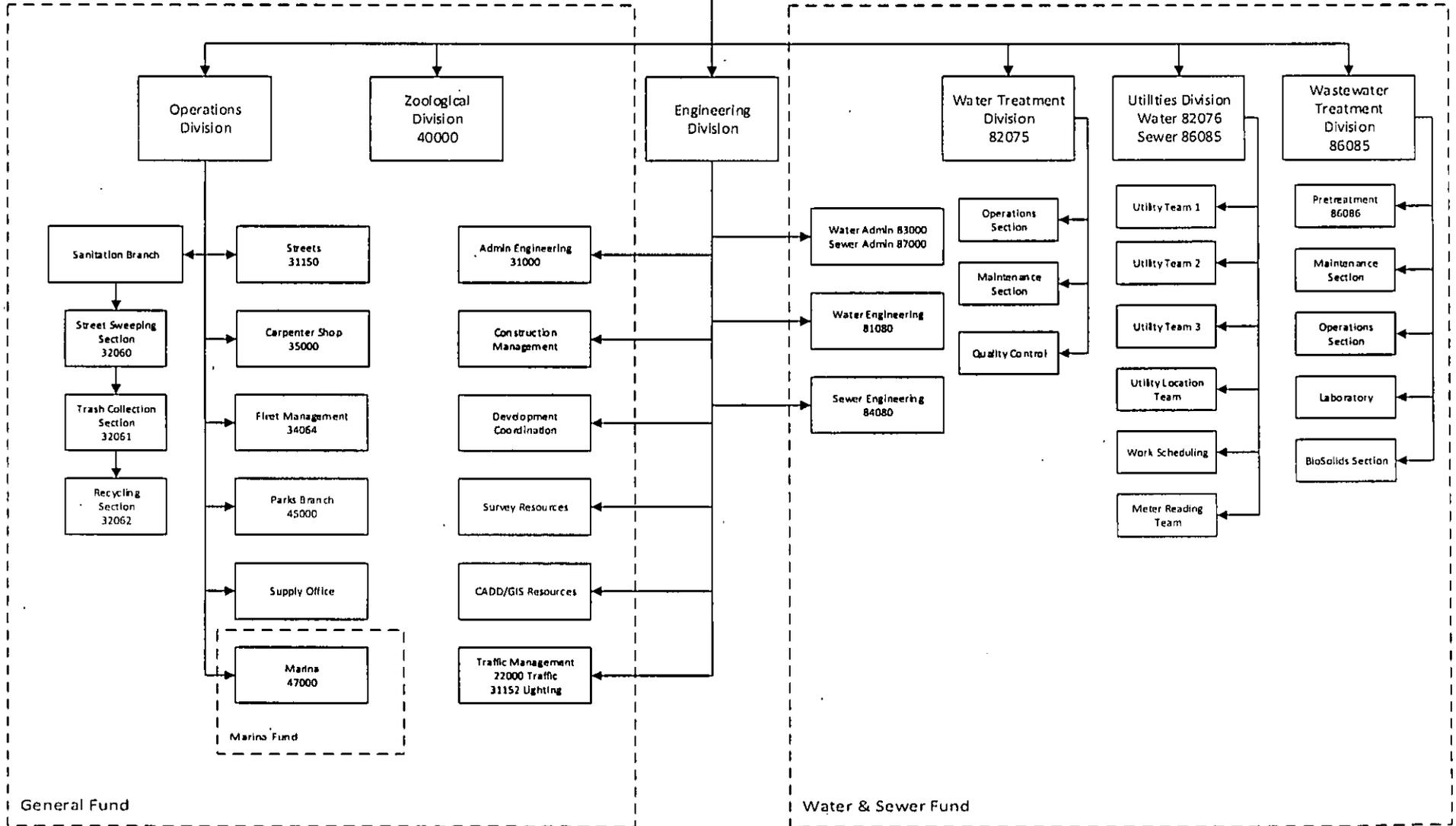
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Zoo Director	13	1	1	1	1	1	1	1	
Zoo Curator	10	1	1	1	1	1	1	1	
Education Curator	9	1	1	1	1	1	1	1	
Chief Accounts Clerk	6	1	1	1	1	1	1	1	
Veterinary Technician	7	1	1	1	1	1	1	1	
Zookeeper IV	7	3	3	3	3	3	3	3	
Zookeeper III	6	0	0	0	0	0	0	0	
Zookeeper II	5	2	2	2	2	2	1	1	
Zookeeper I	3	1	1	1	1	1	2	2	
Lead Zookeeper	8	0	0	0	0	0	0	0	
Education Technician	3	1	1	1	1	1	1	1	
Groundskeeper	3	1	1	1	1	1	1	1	
Total		13	13	13	13	13	13	13	



Fiscal Year 2015 Proposed Organization



Administration
Resource Management
30000



General Fund

Water & Sewer Fund



45000 Parks Branch Fiscal Year 2015 Program Goals

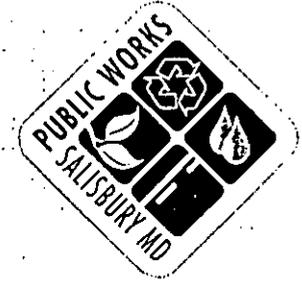


Goals

1. Continue to develop a tree maintenance program for Parks and Playgrounds.
2. Track all work on Cityworks.
3. Provide support for the Park Committee.
4. Beautify City parks, playgrounds, and City properties through proper grounds maintenance, landscaping, and tree care.
5. Maintaining our playgrounds at NRPA (National Recreation & Parks Association) playground safety guidelines
6. Provide support to the City Park Committee including assisting in the development of a City Park master plan
7. Participation in Maryland PLANT Community Program



45000 Parks Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

1. 45000-501005 – Salaries – Seasonal
Increase \$1,827. (55) working days for one student
2. 45000-501021 – Overtime
Increase \$1,400 increase for special events

Operating Expenses:

1. 45000-534311 – Land/Grounds
Increase \$3,600 for portable toilets at Skate Park

Capital Outlay:

No capital outlay in FY15 budget



**City of Salisbury
Budget Summary
45000 – Public Works - Park Maintenance
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	260,921	281,876	281,876	281,876	283,680	318,273
OPERATING EXPENSES	140,018	143,492	175,063	175,063	145,592	155,492
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	400,939	425,368	456,939	456,939	429,272	473,765

Personnel Authorization History

Department: Public Works
 Division: Park Maintenance
 Account #: 45000 501002

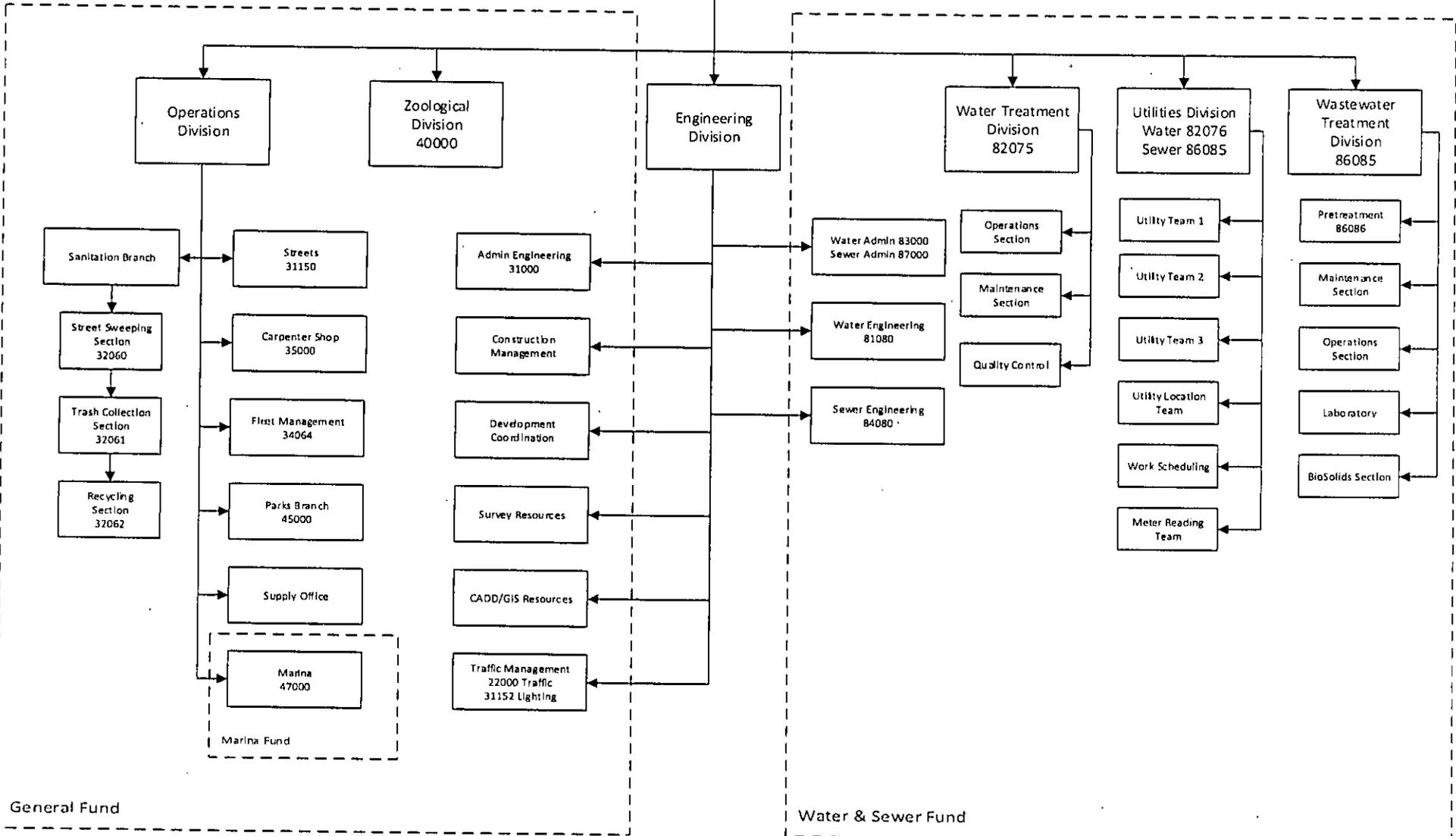
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Park Supervisor	8	1	1	1	1	1	1	1	
Horticulturist	6	1	1	1	1	1	1	1	
Motor Equipment Operator II	4	1	1	1	1	1	1	1	
Parks Maintenance Worker	3	3	3	3	3	3	3	3	
Total		6	6	6	6	6	6	6	



Fiscal Year 2015 Proposed Organization



Administration
Resource Management
30000



General Fund Budget Account: 45000 – Parks Branch

1511



**70101 – Debt Service General Fund
Fiscal Year 2015
Significant Changes**



OPERATING EXPENSES:

- 1) Decrease in 2011A Bond (588113 Principal) of \$ 574,926 and due to the bond is now fully paid.
- 2) Increase in 2013 Bond Issue (588117 Principal and 5888217 Interest) of \$ 169,000 and \$ 93,867
- 3) An Overall net Decrease in Principal and Interest of \$521,636



City of Salisbury Budget Summary 70101 General Fund Debt Service Fiscal Year 2015

ACCOUNTS FOR:

General Fund			2013 ACTUAL	2014 ORIG BUD	2014 REVISED BUD	2014 ACTUAL	2014 PROJECTION	2015 MAYOR
70101	588104	Prin04 CDA	287,000.00	301,200.00	301,200.00	.00	301,200.00	223,000.00
70101	588107	Princ FY07	69,300.00	69,300.00	69,300.00	69,300.00	69,300.00	69,300.00
70101	588108	Princ FY08	146,319.00	150,623.00	150,623.00	150,622.50	150,623.00	154,926.00
70101	588110	Prin FY10	33,342.05	33,349.00	33,349.00	33,349.33	33,349.00	33,349.00
70101	588111	Princ FY11	280,606.27	289,043.00	289,043.00	289,043.49	289,043.00	297,763.00
70101	588112	Princ FY11	28,056.60	28,711.00	28,711.00	.00	28,711.00	29,430.00
70101	588113	PRINC2011A	752,844.80	574,926.00	574,926.00	.00	574,926.00	.00
70101	588114	Princ2011B	213,868.80	218,988.00	218,988.00	.00	218,988.00	223,538.00
70101	588117	Princ FY13	.00	.00	.00	.00	.00	169,000.00
70101	588130	Princ-Picn	5,552.00	.00	.00	.00	.00	.00
70101	588204	Int 04 CDA	143,459.38	132,696.00	132,696.00	66,348.44	132,696.00	120,614.00
70101	588207	Int-Bond07	41,891.84	39,099.00	39,099.00	39,099.06	39,099.00	36,306.00
70101	588208	Int FY 08	104,746.07	98,744.00	98,744.00	98,743.69	98,744.00	92,583.00
70101	588210	Int FY10	15,781.82	14,704.00	14,704.00	7,625.80	14,704.00	13,425.00
70101	588211	Int FY11	156,792.65	148,213.00	148,213.00	148,214.11	148,213.00	139,348.00
70101	588212	Int FY11	12,608.24	11,972.00	11,972.00	5,985.82	11,972.00	11,248.00
70101	588213	Int-2003Fi	17,393.80	7,532.00	7,532.00	5,122.10	7,532.00	.00
70101	588214	Int-2011B	60,956.94	55,845.00	55,845.00	27,922.74	55,845.00	50,612.00
70101	588217	Int FY13	.00	.00	.00	.00	.00	93,867.00
70101	588218	Int - FY14	.00	105,000.00	55,000.00	.00	105,000.00	.00
70101	588219	Int FY 15	.00	.00	.00	.00	.00	340,000.00
70101	588900	Issuance	.00	.00	50,000.00	38,000.00	.00	50,000.00
TOTAL Debt Service-General F			2,370,520.26	2,279,945.00	2,279,945.00	979,377.08	2,279,945.00	2,148,309.00

701



**90101 – Insurance
90500 – Miscellaneous
91001 – Transfers
Fiscal Year 2015
Significant Changes**



90001 INSURANCE

- 1) Increase of \$ 12,238 in Health Insurance (90001-502020) due additional participation in retiree's health insurance.

90500 MISCELLANEOUS

No Significant Changes

91001 OPERATING TRANSFERS

- 1) Decrease of \$20,000 in Transfer Parking Fund (91001-599110). Last year included the final scheduled payment.



City of Salisbury Budget Summary Fiscal Year 2015

90001 – Insurance

	FY 12 ACTUAL	FY 13 APPROVED BUDGET	FY 13 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 14 FINANCE REQUEST	FY 14 MAYOR'S BUDGET
PERSONNEL SERVICES	260,270.50	224,389.00	224,389.00	224,389.00	303,000.00	303,000.00
OPERATING EXPENSES	228,638.42	385,305.00	385,305.00	385,305.00	404,079.00	404,079.00
TOTAL	488,908.92	609,694.00	609,694.00	609,694.00	707,079.00	707,079.00

90500 – Miscellaneous

	FY 12 ACTUAL	FY 13 APPROVED BUDGET	FY 13 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 14 FINANCE REQUEST	FY 14 MAYOR'S BUDGET
PERSONNEL SERVICES	0.00	1,451.00	37,496.00	37,496.00	46,315.00	46,315.00
OPERATING EXPENSES	3,486.89	3,500.00	3,821.85	3,821.85	3,200.00	3,200.00
TOTAL	3,486.89	4,951.00	41,317.85	41,317.85	49,515.00	49,515.00

91001 – Transfers *

	FY 12 ACTUAL	FY 13 APPROVED BUDGET	FY 13 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 14 FINANCE REQUEST	FY 14 MAYOR'S BUDGET
OTHER	194,840.48	223,219.00	223,219.00	223,219.00	109,920.00	112,122.00
OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	194,840.48	223,219.00	223,219.00	223,219.00	109,920.00	112,122.00

* Includes transfer to Community Development Department.



12800 - Community Development Fiscal Year 2015 Program Goals

- 1) Continue to work with Habitat for Humanity of Wicomico County to increase homeownership in the Church Street neighborhood.
- 2) Continue to work with Salisbury Neighborhood Housing Service to increase homeownership city-wide.
- 3) Work with Salisbury Neighborhood Housing Service to complete owner-occupied housing rehabilitation projects city-wide.
- 4) Implement projects funded in 2014 CDBG Action Plan.
- 5) Complete 2015 CDBG Action Plan.
- 6) Complete 2013 Consolidated Annual Performance and Evaluation Report (CAPER).
- 7) Monitor all CDBG subrecipient agencies to ensure compliance with federal regulations.
- 8) Complete 2015 Community Legacy funding application.
- 9) Complete 2015 Community Parks & Playgrounds funding application.
- 10) Continue to work with City Public Works staff to identify additional low-to-moderate income neighborhoods where CDBG funds can be used for sidewalk creation.
- 11) Take advantage of training opportunities offered by HUD and other agencies to increase staff skills and knowledge and improve our ability to execute program and department responsibilities.



**12800 - Community Development
Fiscal Year 2015
Significant Changes**

Operating Expenses:

- 1) Increase Machinery & Equipment account from \$2,050 to \$2,710. (12800 554403)

Beginning this year the Community Development Department will need to cover 2/3 of the cost of the copy machine lease (as opposed to 1/2), which represents an increase of \$660.



City of Salisbury
Budget Summary
91001- 599114 – Community Development
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
TRANSFER FROM GENERAL FUND	72,714.48	91,202.00	91,202.00	91,202.00	68,656.00	68,656.00

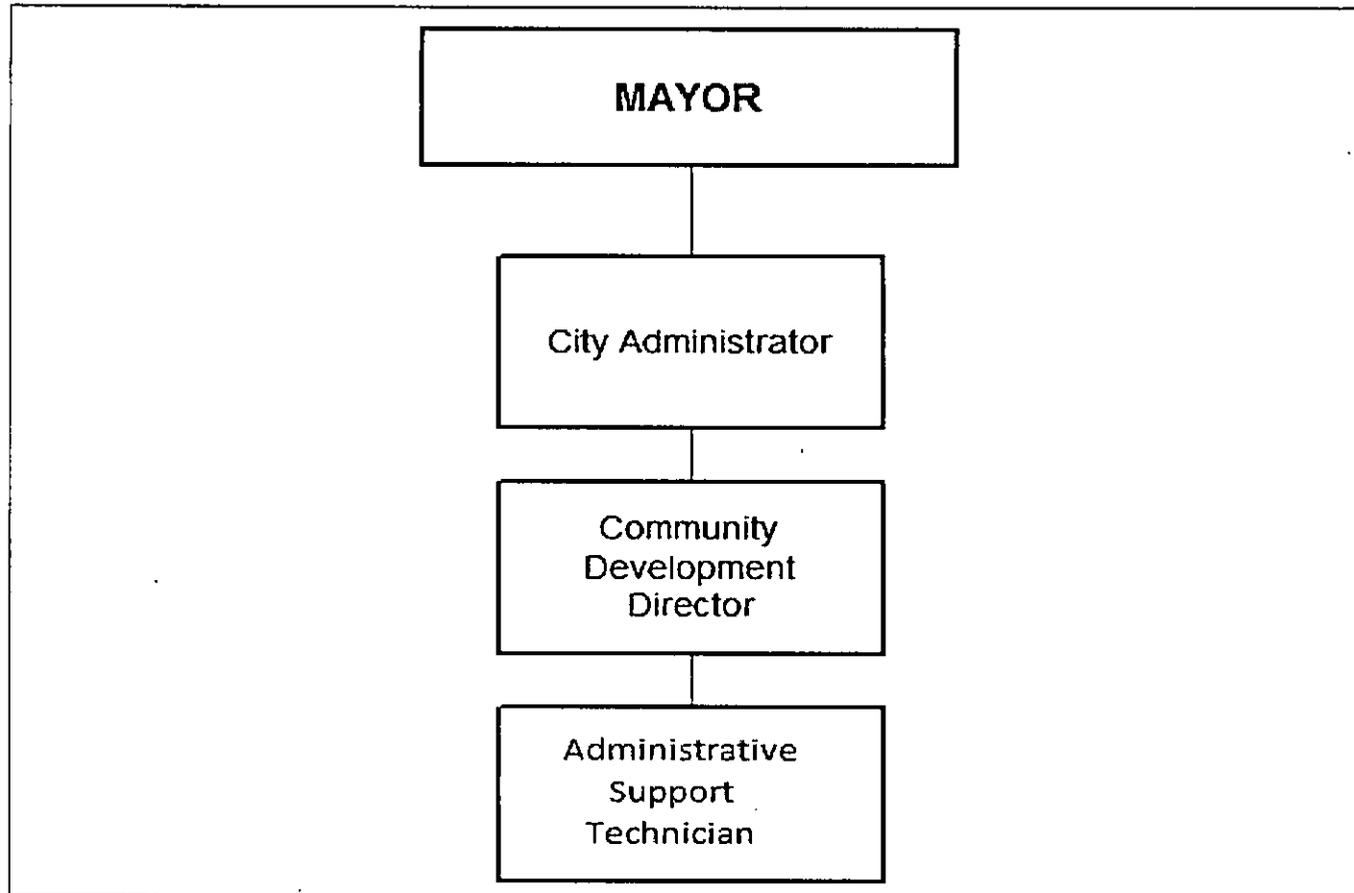
Personnel Authorization History

Department: Community Development
 Account #: 91001 599114

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Community Develop. Director	12	0	0	0	0	0	1	1	
Community Develop. Director	11	1	1	1	1	1	0	0	
Administrative Support Technician	5	0	0	0	0	0	1	1	
Administrative Office Assoc.	4	1	1	1	1	1	0	0	
Total		2	2	2	2	2	2	2	



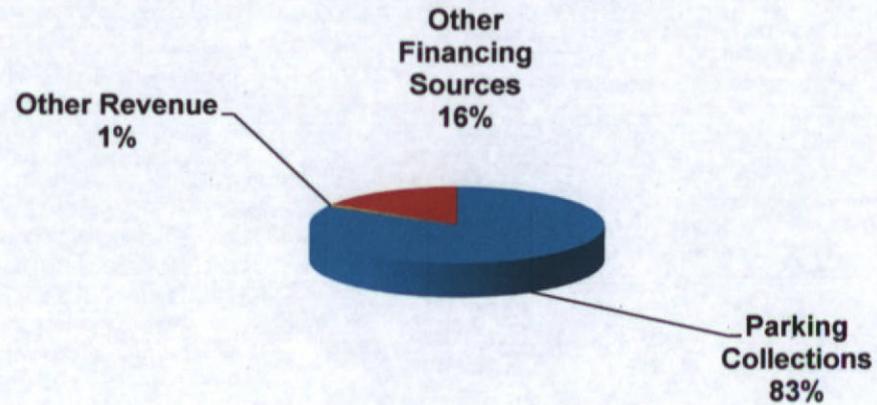
Community Development Fiscal Year 2015 Organization Chart



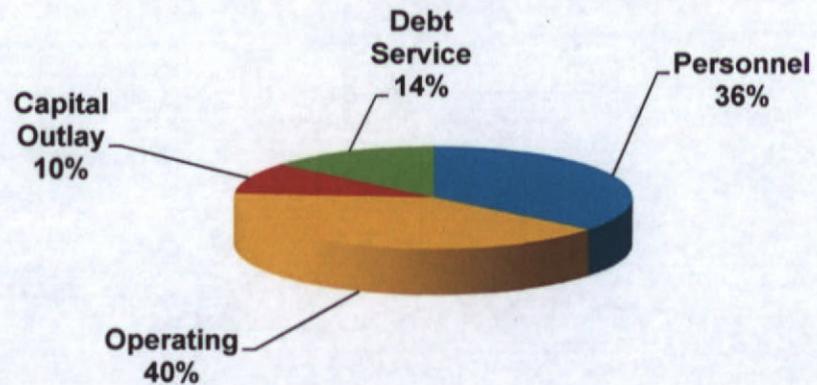
**City of Salisbury
Parking Authority Fund
Proposed Budget
Fiscal Year 2015**



Parking Authority Revenues - FY 15



Parking Authority Expenditures - FY 15





31154 Parking Authority Fiscal Year 2015 Program Goals



- 1) Evaluate vehicles for fuel efficiency, maintenance costs, and green initiatives. Make recommendations on replacement due to age vs. vehicle operating expenses.
- 2) Complete necessary projects to improve and maintain Downtown Parking Garage and City surface lots.
- 3) Complete the application of the waterproof membrane on the roof of the Downtown Parking Garage.
- 4) Analyze revenue projections for FY15 thru FY19, taking into account the potential sale and development of parking lots 1, 10 & 11.
- 5) Work with the CCDC and Traffic Commission to develop Downtown parking strategies to minimize disruption to parking availability during the Main Street Master Plan construction and the potential development occurring on parking lots 1, 10 & 11 if sold.
- 6) Secure quotes for re-painting directional floor markings in the Downtown Parking Garage and complete in FY15 if within budget.
- 7) Implement a "Garage Maintenance Checklist" to aid in providing a clean, safe and efficient parking facility for the City of Salisbury.



City of Salisbury
Revenue Summary
Detail - Parking Fund
Fiscal Year 2015

ACCOUNT NUMBER		ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
10100	413204	Parking Lots	106,005	90,000	90,000	107,000
Based on historical collections						
10100	413205	Parking Meters/Coin	102,918	106,000	106,000	100,000
FY14 actuals prorated to full year						
10100	413206	Parking Permits	295,058	315,000	315,000	318,500
FY14 projection						
10100	445110	Parking	63,039	70,000	70,000	80,000
Based on FY14 annualized						
10100	456110	Investment Interest	315	380	380	250
Based on FY14 projection						
10100	456120	Other Interest	11	12	12	
10100	456300	Rent Earnings	6,049	12,000	12,000	6,000
MOU for Juror Parking						
10100	456911	Other Miscellaneous	949	-	-	
10100	456913	Returned Check Fee	40	80	80	80
10100	469110	Transfers from General	20,000	20,000	20,000	-
10100	469810	Current Surplus Availab		98,278	98,278	115,834
Parking Fund Total			594,383	711,750	711,750	727,664



City of Salisbury Parking Authority Fund Revenue Descriptions

Licenses & Permits	
413204 Parking Lots	Parking attended lot revenue
413205 Parking Meters/Coin	Parking Meter revenue
413206 Parking Permits	Permit income
Forfeitures	
445110 Parking Tickets	1/2 of City Income from parking violations.
Other Revenue	
456110 Investment Interest	Proceeds from the investment of Parking Authority funds.
456120 Other Interest	Interest collected on accounts receivable.
456300 Rent Earnings	Rent for County Employee parking
456911 Other Misc. Receipts	Revenues not otherwise classified.
456913 Returned Check	Returned check fees paid.
456935 Insurance Proceeds	Proceeds from insurance claims.
Other Financing Resources	
469110 Transfers from General	Used for funds transferred from the General Fund
469810 Current Surplus Available	Unexpended funds from previous years.



31154 Parking Authority Fiscal Year 2015 Significant Changes



Operating Expenses:

- 1) (31154-513010 Auditing) Increase \$463.00 based on YOY increases of 7%.
- 2) (31154-513050 Bank Fees) Decrease \$7,300.00. FY15 based on projected expenditures per Finance Dept recommendation.
- 3) (31154-513060 Administrative) Increase \$2,280.00. FY15 6% increase based on 2013 vs. 2012 actual expenditures.
- 4) (31154-534500 Maintenance Contracts) Decrease \$6,415.00 due to elimination of T2 Maintenance Agreement. Maintenance Agreement is unnecessary for new IPARC system.
- 5) (31554-555010 Insurance) Decrease \$4076.00. Brought in line with actual historical expenses for FY13 & FY12.
- 6) (31154-556204 Gasoline) Decrease \$500.00 due to historical decrease in usage.
- 7) (31154-555503 Travel) Increase \$2,000. IPI Conference & Expo for calendar 2015 and 2016 both fall into FY15. Budgeting for Asst. Director of IS and/or Parking Supervisor to attend.

Capital Outlay:

- 8) (31154-577015 Bldgs.) Request \$72,000.00 from FY15 CIP to complete the remaining application of rooftop waterproof membrane.



**City of Salisbury
Budget Summary
31154 – Parking Authority Fund
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	244,363	258,394	258,394	258,394	253,787	260,899
OPERATING EXPENSES	377,087	283,008	305,979	305,979	293,606	293,606
CAPITAL OUTLAY	5,137	69,000	69,000	69,000	72,000	72,000
DEBT SERVICE	19,562	101,348	101,348	101,348	101,159	101,159
OTHER	13,494	0	0	0	0	
TOTAL	659,643	711,750	734,721	734,721	720,552	727,664

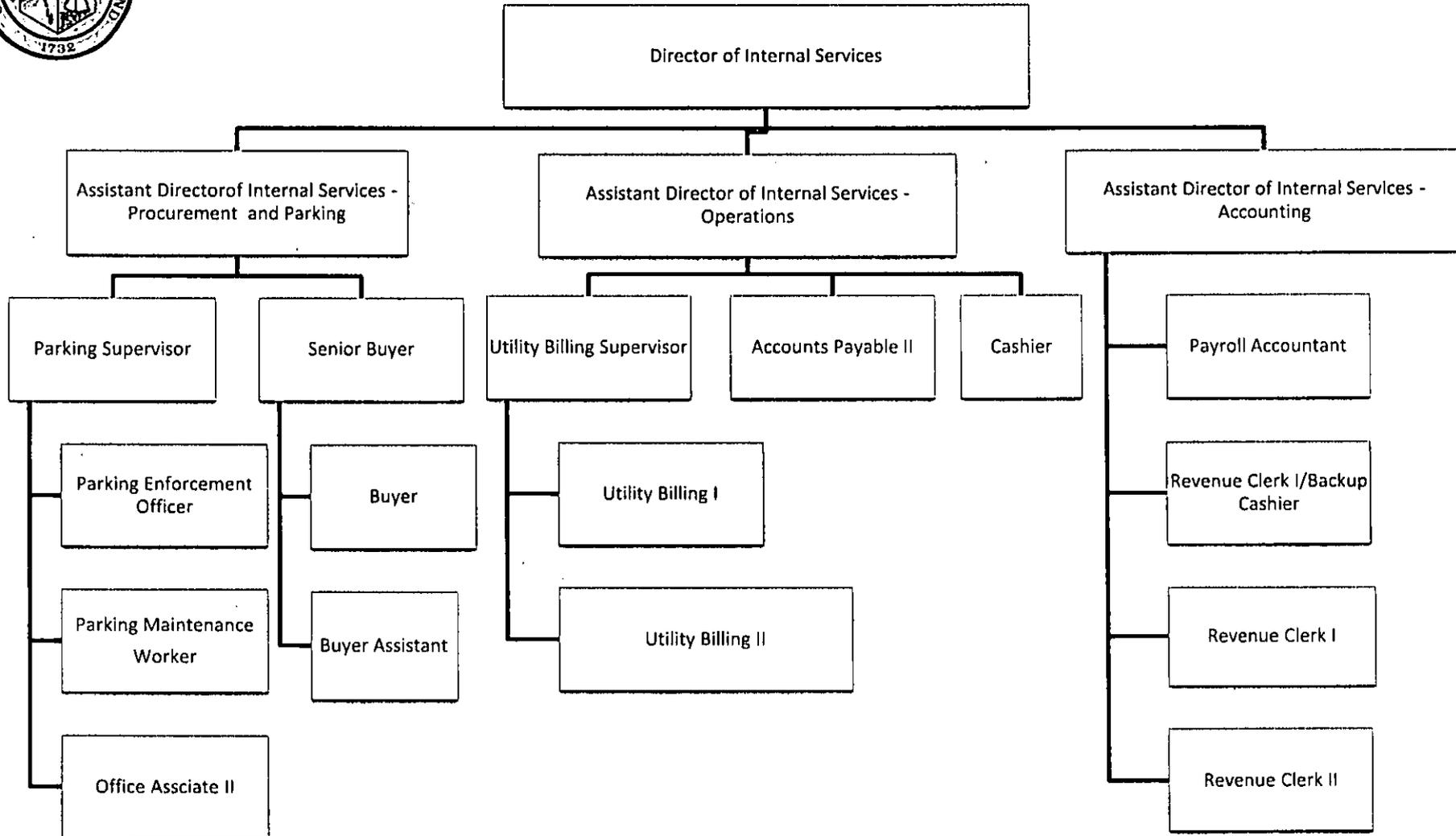
Personnel Authorization History

Department: Internal Services
 Division: Parking Authority
 Account #: 31154 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Parking Supervisor	6	1	1	1	1	1	1	1	
Office Associate III	3	1	1	1	1	1	1	1	
Parking Enforcement Officer	2	1	1	1	1	1	1	1	
Parking Maintenance Worker	1	1	1	1	1	1	1	1	
Total		4	4	4	4	4	4	4	



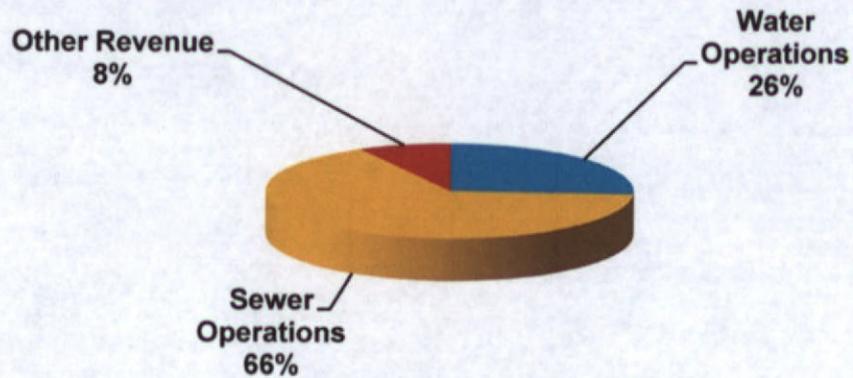
City of Salisbury
Department of Internal Services
Proposed Organization Chart
Fiscal Year 2015



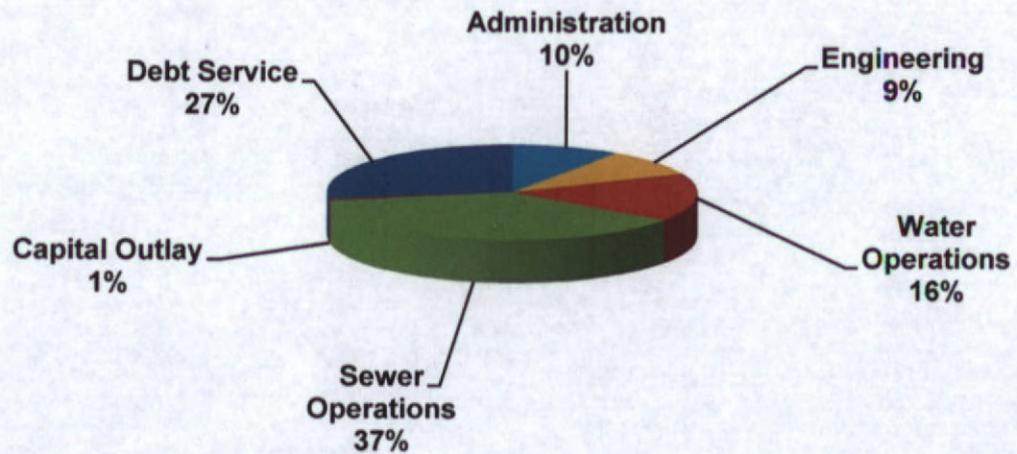
**City of Salisbury
Water & Sewer Fund
Proposed Budget
Fiscal Year 2015**



Water & Sewer Fund Revenues - FY 15



Water & Sewer Fund Expenditures - FY 15





City of Salisbury Revenue Summary Detail - Water & Sewer Fund Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
60100 433260	Inspection Fees	20,322	5,000	5,000	35,000
	This amt is a 7 1/2% of cost of water and sewer. This fluctuates with the amt of building occurring.				
60100 434310	Water Sales	4,060,064	3,984,342	3,984,342	3,885,375
	Based on FY14 decrease in rate and a FY15 2.5% decrease.				
60100 434315	Penalties	22,163	22,566	22,566	22,500
	Based on prior years history.				
60100 434316	Administrative Fees	90,760	72,360	72,360	89,000
	Based on averaging 3 prior years actual				
60100 434340	Fire Flow Tests	9,910	9,000	9,000	9,000
	Based on FY14				
60100 434341	Fire Service	24,805	24,805	24,805	23,500
	Commercial and Industrial activities within the corporate limits				
60100 434342	Meter Tests	810	600	600	600
60100 434350	Special Meter Readings	14,610	15,000	15,000	15,000
	Based on average of last 3 years				
60100 434360	Sundry	37,008	24,043	24,043	24,000
	Water Meter Setting Fee. Based on average of last 3 years				
60100 434370	Turn On Charges	6,285	6,600	6,600	6,600
	Based on 3 year average. Turn on fee is \$80 per after hours.				
60100 434410	Sewer Sales	10,083,790	10,376,367	10,376,367	9,730,500
	Based on previous year decrease in rates and a 2.5% decrease in FY15				
60100 434415	Penalties	60,906	57,459	57,459	60,000
	Based on 3 year average.				
60100 434440	Pretreatment Monitoring	184,997	190,000	190,000	185,000
	Based on FY14 projection				
60100 434450	Urban Services	440,846	460,000	460,000	440,000



City of Salisbury
Revenue Summary
Detail - Water & Sewer Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
60100 434451	Lift Station Maintenance	-	-	-	-
	Based on no dollars collected last 2 years				
60100 434460	Sundry	24,340	200	200	300
	Based on previous years				
60100 434505	Delmarva Recy/Salis Scrap	16			
60100 456110	Investment Interest	10,269	-	-	-
	Based on current market values				
60100 456120	Other Interest	1,307	-	-	-
60100 456909	DP Savings	-	-	-	-
60100 456911	Other Misc. Receipts	251,447	6,000	6,000	8,000
	Based on prior year. Requests from PW to temporarily hook-up water and other miscellaneous billings				
60100 456913	Returned Check Fee	3,640	3,000	3,000	3,000
	Based on previous year				
60100 456926	Compensated Allow. Adj.	23,394	-	-	-
60100 456939	Lawsuit Proceeds	2,531,515	-	-	-
60100 469128	Transfer Water Capacity	221,037	-	-	-
60100 469129	Transfer Sewer Capacity	217,426	-	-	-
60100 469311	Capital Lease Proceeds	-	-	-	-
60100 469312	GOB Debt Proceeds	-	-	-	-
60100 469810	Current Surplus Available	-	1,851,757	1,851,757	1,278,606
	Water & Sewer Fund Total	18,341,665	17,109,099	17,109,099	15,815,981



City of Salisbury Water Fund Revenue Descriptions

Charges for Services	
433260 Inspection Fees	Fees charged to development to assure construction according to specifications
434310 Water Sales	Fees charged for water consumption.
434315 Penalties	Late payment penalties.
434316 Administrative Fees	Fee charged delinquent customers whose service is being shut off for non-payment (\$40).
434340 Fire Flow Tests	Charge to conduct fire service testing, \$75 per test.
434341 Fire Service	Charge for separate fire services located outside the City limits (billed annually).
434342 Meter Tests	Fee for testing small meters to determine accuracy, no fee charged if inaccurate (\$40 in-city, \$50 out-of-city).
434350 Special Meter Readings	Charge for customer requested meter readings, usually at property transfer.
434360 Sundry	Water meter setting fees for new developments.
434370 Turn On Charges	Turn on and off Charges, \$5, if on OT \$80.



City of Salisbury Sewer Fund Revenue Descriptions

Charges for Services	
434410 Sewer Sales	Sewer billing revenue, based on water consumption.
434415 Penalties	Penalty income or late payment charges.
434440 Pretreatment Monitoring	The cost of monitoring commercial and industrial sewer users to comply with standards.
434450 Urban Services	Sewer revenue collected by the County.
434451 Lift Station Maintenance	Lift station maintenance charges assessed by sewer operations.
Other Revenue	
456110 Investment Interest	Interest on invested funds.
456120 Other Interest	All interest not from investments.
456911 Other Misc. Receipts	Revenues not otherwise classified.
456913 Returned Check Fee	Fees collected for checks returned to the City (\$40).
456914 Bad Debt Collections	Revenues from the collection of old debt that has been previously written off.
456916 Compensated Allowance Adj.	Amount to adjust our time off bank at year end during audit. (this is non-budgeted)
456935 Insurance Proceeds	Proceeds from insurance company for insured losses.
Other Financing Resources	
469128 Transfer from Water Impact	Transfers from the Water Impact Fund (capacity fee)
469129 Transfer from Sewer Impact	Transfers from the Sewer Impact Fund (capacity fee)
469142 Transfer from WS Capital Project	Transfers from Capital Project Account.
469810 Current Surplus	Unexpended funds from previous years.



**City of Salisbury
Budget Summary
70102 Water Fund Debt Service 70107 Sewer Fund Debt Service
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
70102 WATER DEBT SERVICE	93,371	1,036,671	498,782	301,080	404,503	404,503
70107 SEWER DEBT SERVICE	609,918	3,556,315	4,094,204	3,556,315	3,964,633	3,964,633

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81080 Water Engineering Branch Fiscal Year 2015 Program Goals

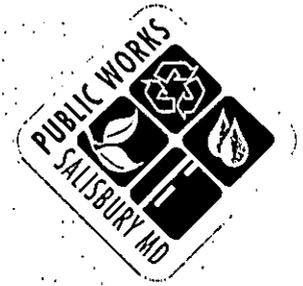


Goals

1. Perform and administer all project delivery functions related to municipal infrastructure projects through planning, design, permitting, bidding, construction management and project closeout phases.
2. Apply for funding for municipal infrastructure projects and administer all grants and loans for Public Works projects.
3. Oversee full time construction inspection services on all infrastructure projects.
4. For private development projects within the City Limits, review and inspect municipal infrastructure and impact on existing water/sewer treatment, collection and distribution system.
5. Maintain standard details and specifications, and update as necessary. Note: New Standard Specifications and Details were issued on January 1, 2014.
6. Provide technical support required to successfully implement "Cityworks" Computerized Maintenance Management System (CMMS). Provide training for users of Cityworks. Provide recommendations for how to fully utilize Cityworks for the maintenance of City assets.



81080 Water Engineering Branch Fiscal Year 2015 Significant Changes



Personnel Services:

No significant changes from FY14 budget.

Operating Expenses:

1. 81080-513020 Engineering/Architectural
Decrease - \$96,000 Eliminates CIP projects. Includes \$4,000 to hire one intern from the Eastern Shore Regional GIS Cooperative at Salisbury University to assist with GIS database development.
2. 81080-555403 Pagers
Decrease - \$500 Eliminated funding for pagers since they are not being used by this division.
3. 81080-546029 Computer Software (Water Portion)
Increase - \$2,265 – Yearly License fee adjustments as noted below:
 - a. Decrease- \$2,500. Cityworks License
 - b. Decrease- \$1,800 Innovyze InfoWater
 - c. Increase- \$4,700 ESRI GIS Software Maintenance and Upgrades
 - e. Increase- \$ 575 Maryland Property View
 - f. Increase- \$1,290 Carlson Survey Software

Capital Outlay:

1. 81080-577022 Water Main Construction
Decrease - \$295,000 Eliminates CIP Projects. \$30,000 of funding to remain in this account to cover the water services that need to be replaced as part of the State Highway Administration Phase 6 Drainage Improvements project in Route 13.

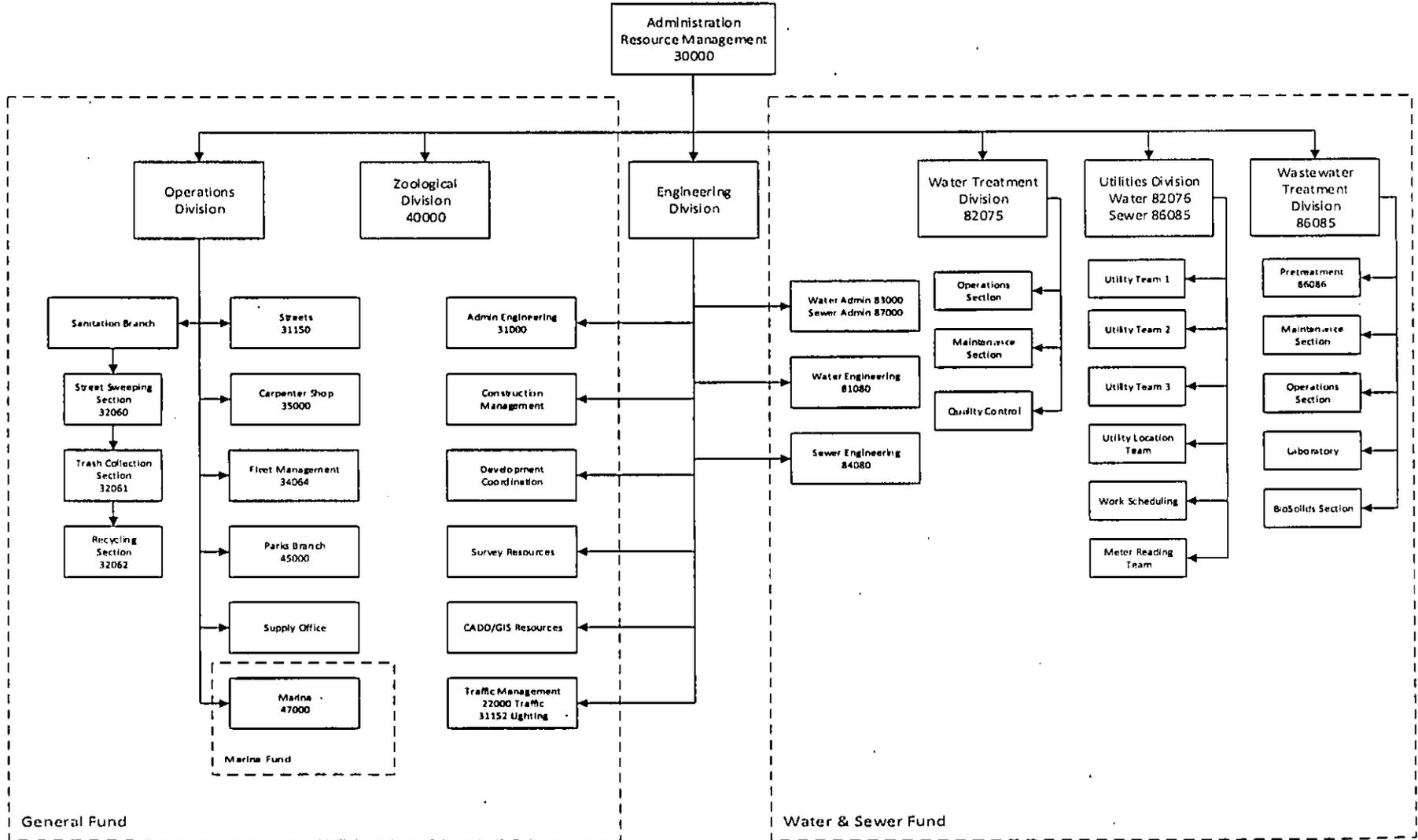
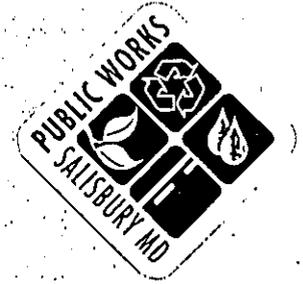


**City of Salisbury
Budget Summary
81080 – Water Fund - Engineering
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	343,744	409,475	409,975	409,975	401,219	499,888
OPERATING EXPENSES	92,031	187,814	537,115	535,323	93,679	93,679
CAPITAL OUTLAY	0	325,000	364,950	364,950	30,000	30,000
TOTAL	435,776	922,289	1,312,040	1,310,248	524,898	623,567



81080 Water Engineering Branch Fiscal Year 2015 Proposed Organization





**15000, 81570, 85070 Department of Internal Services
Finance Division
Fiscal Year 2015
Program Goals**

- 1) Conduct analysis of City's Fiscal Structure to ensure we are maximizing existing revenue sources.
- 2) Investigate ways to improve collection of receivables.
- 3) Implement audit recommendations.
- 4) Document and assign financial reporting processes in order to improve efficiencies.
- 5) Evaluate MUNIS Report Writer. Implement this application if the evaluation determines benefits warrant.



**15000 – Department of Internal Services
Finance Department
Fiscal Year 2015
Significant Changes**



PERSONNEL SERVICES:

1. Increase in Salaries- (50101) due to the city wide increases determined in the compensation study.

OPERATING EXPENSES:

- 1) No Significant Changes



**City of Salisbury
Budget Summary
81570 – Water Fund - Billing
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	108,320	115,718	113,718	115,718	121,200	121,200
OPERATING EXPENSES	79,261	94,845	96,845	94,845	94,845	94,845
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	187,581	210,563	210,563	210,563	216,045	216,045

Personnel Authorization History

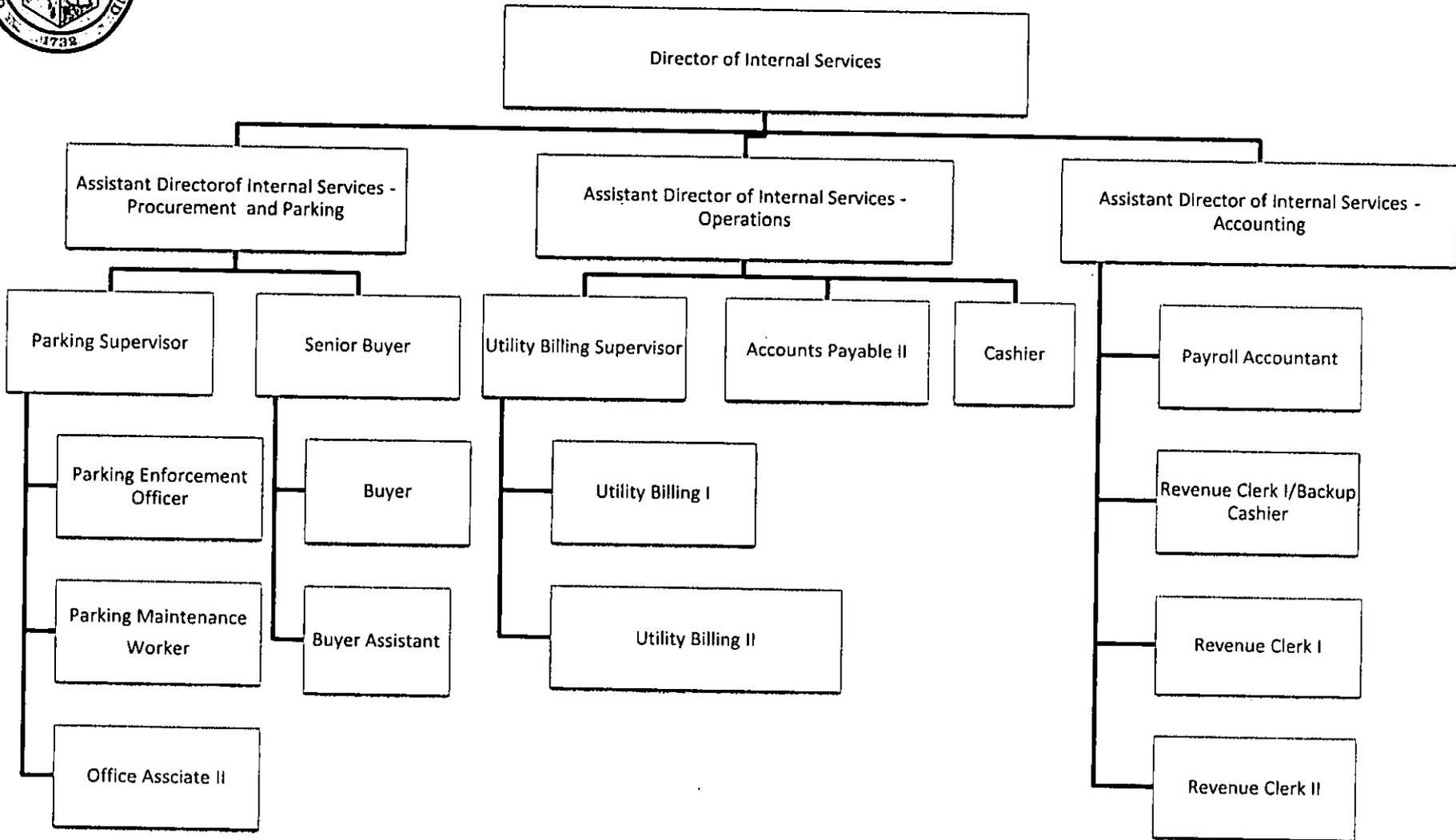
Department: Internal Services
 Division: Water Billing
 Account #: 81570 501001

Class Title	Pay/Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Chief Accounts Clerk	6	1	1	1	1	1	1	1	
Cashier	1	1	1	1	1	1	1	1	
Total		2	2	2	2	2	2	2	

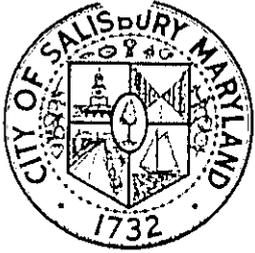
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City of Salisbury
 Department of Internal Services
 Proposed Organization Chart
 Fiscal Year 2015



1108



82075 Water Treatment Branch Fiscal Year 2015 Program Goals



Goals

1. Openly and regularly communicate with citizens of the City.
 - Provide annual Water Quality Report.
 - Respond to all water quality complaints.
 - Provide plant tours to schools and citizens groups.
 - Provide water conservation outreach and education at City festivals, fairs and Earth Day.
2. Optimize reliability and use of existing facilities.
3. Provide for well field expansion, adding new Paleo Well and increasing redundancy.



82075 Water Treatment Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

1. 82075-501001 Clerical
Increase \$25,935. – To un-freeze Office Associate Position for the Water Treatment Plant..
2. 82075-501015 Night Differential
Decrease \$290. Expenses covered for night shifts with current amount.
3. 82075-502090 Safety Glasses
Decrease \$204. Employees alternate purchase years.

Operating Expenses:

1. 82075-523609 Outside Labs
Decrease \$2,500 Remove Additional VOC sampling.
2. 82075-523630 Janitorial Services
Decrease \$1,120. current amount covers services for Park and Paleo Water Plants.
3. 82075-534301 Buildings
Increase \$7,360. for increased cost of grounds keeping contract.
4. 82075-534302 Equipment
Increase \$7,000 to install a new shut off valve for the #4 high service pump.



82075 Water Treatment Branch Fiscal Year 2015 SIGNIFICANT CHANGES



5. 82075-534501 Elevated Storage Tanks
Decrease \$30,000. based on proposal to reduce tank maintenance as a CIP project.
6. 82075-546011 Computers
Increase \$1,150. to purchase computer for Water Plant Administrative Assistant and replace 10 year old computer that manages plant systems and alarms.
7. 82075-554404 Copiers
Decrease \$1,400. Decrease in contract cost.
8. 82075-556201 Electricity
Decrease \$5,000. per energy consultant recommendation
9. 82075-556202 Natural Gas
Increase \$1,000. per energy consultant recommendation.
10. 82075-556204 Gasoline
Increase \$5,000. for increased fuel costs for operation of larger generators (7 total)



**City of Salisbury
Budget Summary
82075 – Water Fund - Water Treatment
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	787,107	704,097	704,097	703,897	708,670	719,649
OPERATING EXPENSES	830,090	939,176	1,530,136	1,545,771	951,566	881,566
CAPITAL OUTLAY	(39,854)	280,000	832,616	832,616	0	0
TOTAL	1,577,343	1,923,273	3,066,849	3,082,284	1,660,236	1,601,215

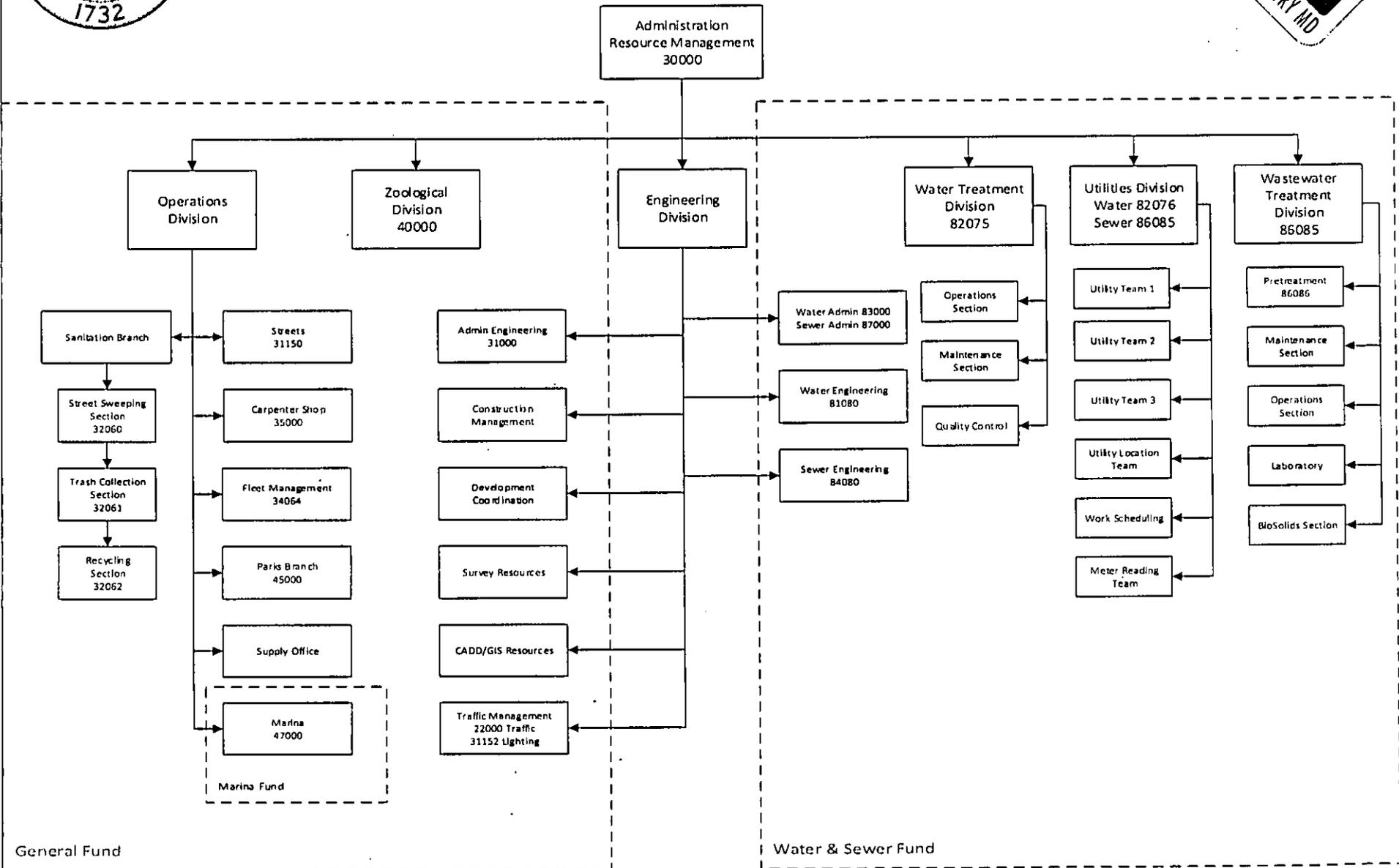
Personnel Authorization History

Department: Public Works
 Division: Water Treatment
 Account #: 82075 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Water Treatment Plant Supt.	12	1	1	1	1	1	1	1	
Asst. Water Treatment Plant Supt.	9	1	1	1	1	1	1	1	
Water Plant Maintenance Operator	8	1	1	1	1	1	1	1	
Water Treatment Plant Operator II	7	0	0	0	0	5	5	5	
Water Treatment Plant Operator I	6	7	7	7	7	2	2	2	
Quality Control/Sample Technician	5	1	1	1	1	1	1	1	
Office Associate III	3	1	1	1	1	1	1	1	
Total		12	12	12	12	12	12	12	

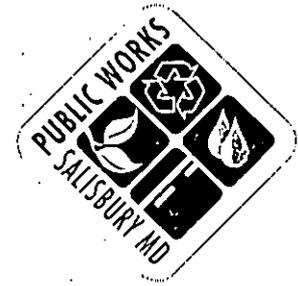


Fiscal Year 2015 Proposed Organization





82076 Water & Sewer Branch Fiscal Year 2015 Program Goals



Goals

1. Operate the public water distribution system so as to protect public health in a reliable and efficient manner. Handle interruptions to service in a manner that will minimize inconvenience and restore the water distribution system as quickly as possible. Respond to emergency response calls within one (1) hour during normal business hours and within two (2) hours during non-business hours, 90% of the time.
2. Provide and schedule training for the Water & Sewer Branch workforce such as, but not limited to, safety (Confined Space, Trenching/Excavating, Hazard Communication, CPR, Personal Protective Equipment, Flagging/Traffic Control), specific job related tasks, and classes to prepare the workforce to pass the State of Maryland Department of the Environment Water Distribution System operator certification exam.
3. Replace non-traffic style fire hydrants bordering Route 13 and Route 50 with new traffic style hydrants. The traffic style hydrants have a break-away system that keeps the hydrant valve closed when the hydrant is broken off, preventing water from discharging.



82076 Water & Sewer Branch

Fiscal Year 2015

SIGNIFICANT CHANGES



Personnel Services:

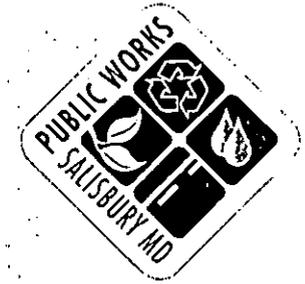
No significant changes for FY15

Operating Expenses:

1. 82076 – 534304 Street/Lots
Decrease by \$1,500.00 – Water & Sewer Branch has several purchase orders to purchase stone for FY2015.
2. 82076-546008 – Postage
Increase \$2032.20, for postage and United Parcel Service shipments for the Meter Shop.
3. 82076-546011 – Computer
Decrease by \$1,500.00, no computers or laptops are needed for FY15. All Water & Sewer Branch computers were updated 1/31/2014.
4. 82076-546015 – Safety
Increase by \$1,173.00 to replace gas monitor one which is no longer working and the back-up gas monitor parts are no longer available.
5. 82076-554404 – Copiers
Decrease by \$173.00 Savings on new contract with Cannon.



82076 Water & Sewer Branch Fiscal Year 2015 SIGNIFICANT CHANGES



6. 82076-555403 – Pagers
Decrease by \$1,800.00. Pagers are no longer used.

7. 82076-555404 – Internet Service
Increase by \$300.00, based on FY2014 monthly average of Comcast invoices.

8. 82076-555503 – Travel
Increase by \$1,000.00, for mileage reimbursement for the Water & Sewer Branch employees called in during emergencies

9. 82076-555504 – Training/Schools
Increase by \$500.00, for training for the Water & Sewer Branch employees. In FY14, all positions except the two (2) frozen were filled. These monies are needed to give our newest employees as well as our other employee's adequate training for their job/position.

Capital Outlay:

No Capital Outlays in FY14 budget.



City of Salisbury Budget Summary 82076 – Water Fund - Water Branch Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	722,772	721,044	721,044	721,044	721,112	731,410
OPERATING EXPENSES	245,505	248,190	274,079	274,079	323,122	248,122
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	968,278	969,234	995,123	995,123	1,044,234	979,532

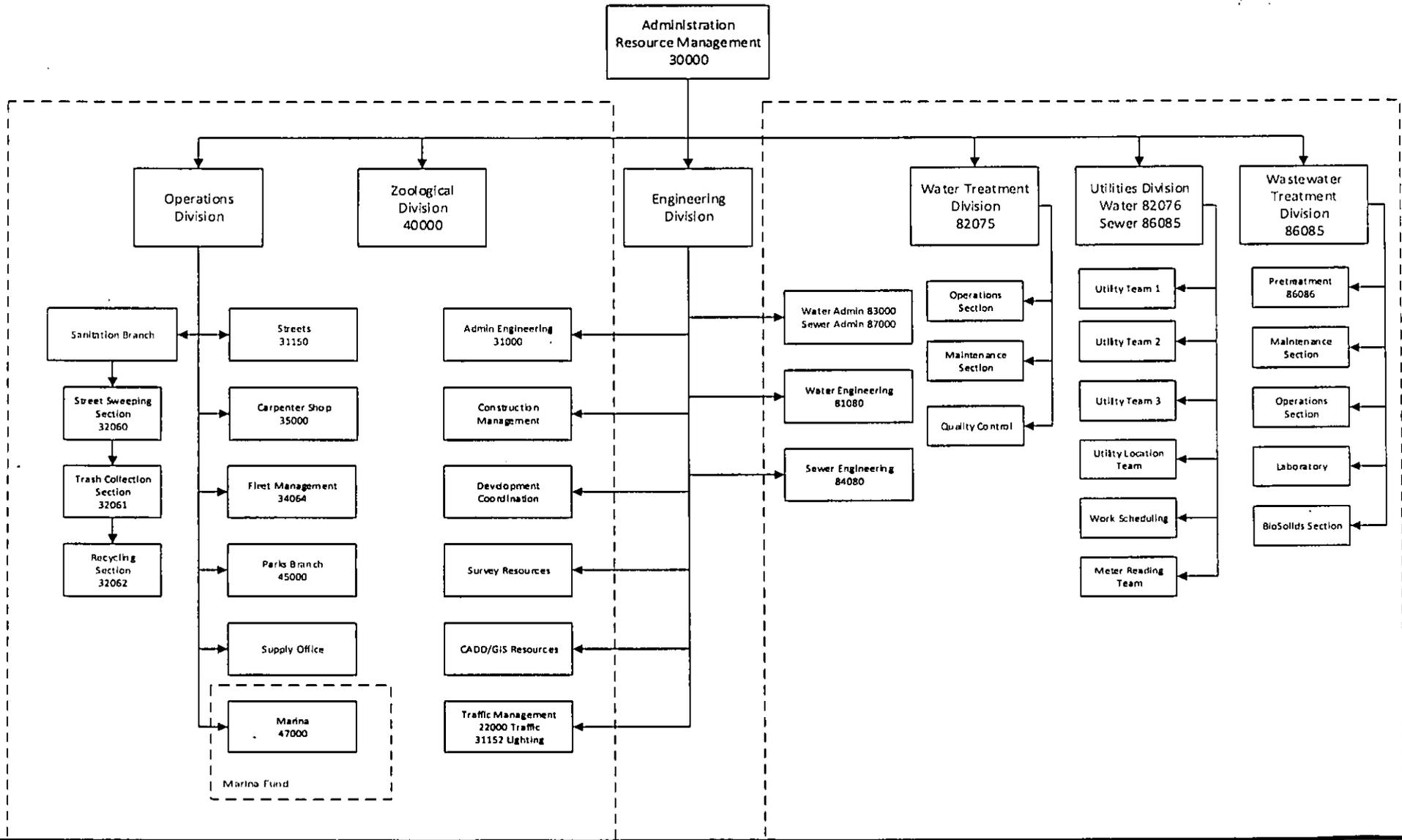
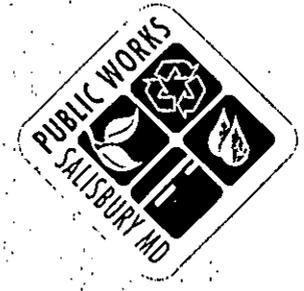
Personnel Authorization History

Department: Public Works
 Division: Utilities - Water
 Account #: 82076 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
W&S Superintendent	12	0	0	0	0	1	1	1	
W&S Superintendent	11	1	1	1	1	0	0	0	
Utility Section Chief	8	2	2	2	2	2	2	2	
Utility Supervisor II	8	1	1	1	1	1	1	1	
Utility Supervisor I	7	0	0	0	0	1	1	1	
Utility Locator	4	1	1	1	1	1	1	1	
Meter Technician II	4	1	1	1	1	1	1	1	
Utility Technician III	6	1	1	1	1	1	1	1	
Utility Technician II	5	3	3	3	3	2	2	2	
Utility Technician I	4	2	2	2	2	2	2	2	
Water Meter Reader I	3	1	1	1	1	1	1	1	
Administrative Office Assoc.	4	1	1	1	1	1	1	1	
Total		14	14	14	14	13	13	13	



Fiscal Year 2015 Proposed Organization

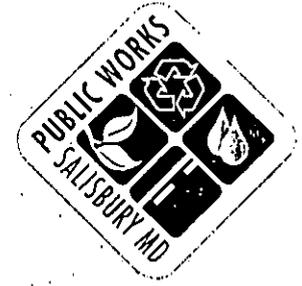




83000 Water Administration

Fiscal Year 2015

SIGNIFICANT CHANGES



Personnel Expenses:

No significant changes in FY15

Operating Expenses:

No significant changes in FY15

Capital Outlay:

No Capital Outlays in FY15 budget.



**City of Salisbury
Budget Summary
83000 – Water Fund - Administration
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	136,978	140,912	140,912	140,912	147,618	147,618
OPERATING EXPENSES	695,713	240,072	240,782	240,782	255,013	255,013
CAPITAL OUTLAY	2,949	0	0	0	0	0
TOTAL	835,640	380,984	381,694	381,694	402,631	402,631



84080 Sewer Engineering Branch Fiscal Year 2015 Program Goals

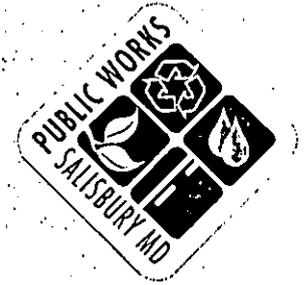


Goals

1. Perform and administer all project delivery functions related to municipal infrastructure projects through planning, design, permitting, bidding, construction management and project closeout phases.
2. Apply for funding for municipal infrastructure projects and administer all grants and loans for Public Works projects.
3. Oversee full time construction inspection services on all infrastructure projects.
4. For private development projects within the City Limits, review and inspect municipal infrastructure and impact on existing water/sewer treatment, collection and distribution system.
5. Maintain standard details and specifications, and update as necessary. Note: New Standard Specifications and Details were issued on January 1, 2014.
6. Provide technical support required to successfully implement "Cityworks" Computerized Maintenance Management System (CMMS). Provide training for users of Cityworks. Provide recommendations for how to fully utilize Cityworks for the maintenance of City assets.



84080 Sewer Engineering Branch Fiscal Year 2015 Significant Changes



Personnel Services:

No significant changes from FY14 budget.

Operating Expenses:

1. 84080-555403 Pagers
Decrease - \$300 Eliminated funding for pagers since they are not being used by this division.

3. 81080-546029 Computer Software (Sewer Portion)
No net change in funding overall – Yearly License fee adjustments as noted below:
 - a. Decrease - \$2,500 Cityworks License.
 - b. Decrease - \$ 600 Innovyze InfoSWMM
 - c. Increase - \$1,500 ESRI GIS Software Maintenance and Upgrades.
 - d. Increase - \$ 500 Maryland Property View.
 - e. Increase - \$1,100 Carlson Survey Software.

Capital Outlay:

No capital outlays in FY15 budget.

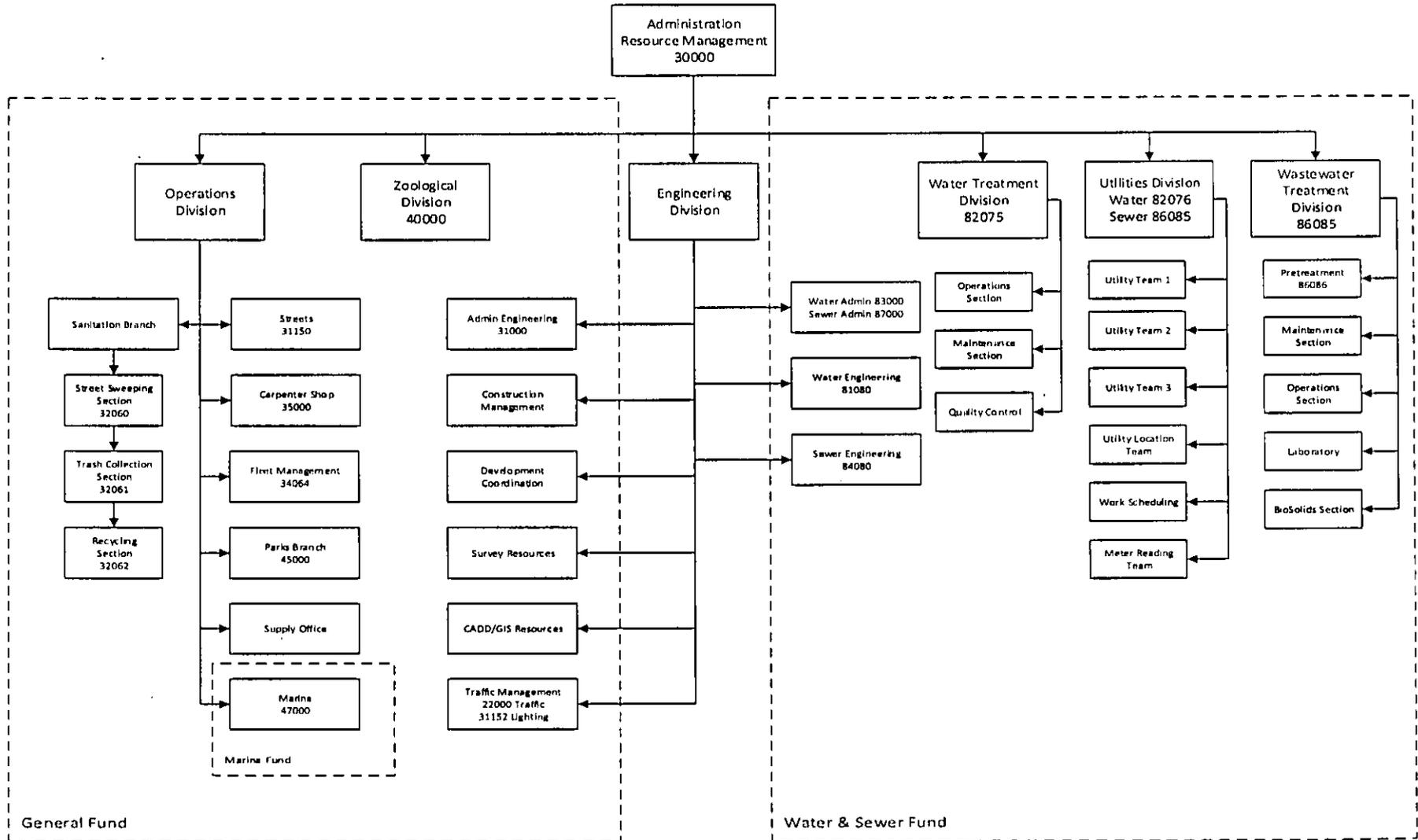


City of Salisbury
Budget Summary
84080 – Sewer Fund - Engineering
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	576,133	613,783	613,972	613,972	509,316	523,989
OPERATING EXPENSES	117,815	88,916	314,332	314,332	248,716	248,716
CAPITAL OUTLAY	0	0	68,093	68,093	40,000	40,000
TOTAL	693,948	702,699	996,396	996,396	798,032	812,705



84080 Sewer Engineering Branch Fiscal Year 2015 Proposed Organization





**15000, 81570, 85070 Department of Internal Services
Finance Division
Fiscal Year 2015
Program Goals**

- 1) Conduct analysis of City's Fiscal Structure to ensure we are maximizing existing revenue sources.
- 2) Investigate ways to improve collection of receivables.
- 3) Implement audit recommendations.
- 4) Document and assign financial reporting processes in order to improve efficiencies.
- 5) Evaluate MUNIS Report Writer. Implement this application if the evaluation determines benefits warrant.



**15000 – Department of Internal Services
Finance Department
Fiscal Year 2015
Significant Changes**



PERSONNEL SERVICES:

1. Increase in Salaries- (50101) due to the city wide increases determined in the compensation study.

OPERATING EXPENSES:

- 1) No Significant Changes



**City of Salisbury
Budget Summary
85070 – Sewer Fund - Billing
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	232,632	196,043	194,043	196,043	202,996	207,723
OPERATING EXPENSES	26,686	36,235	38,235	36,235	36,235	36,235
TOTAL	259,318	232,278	232,278	232,278	239,231	243,958

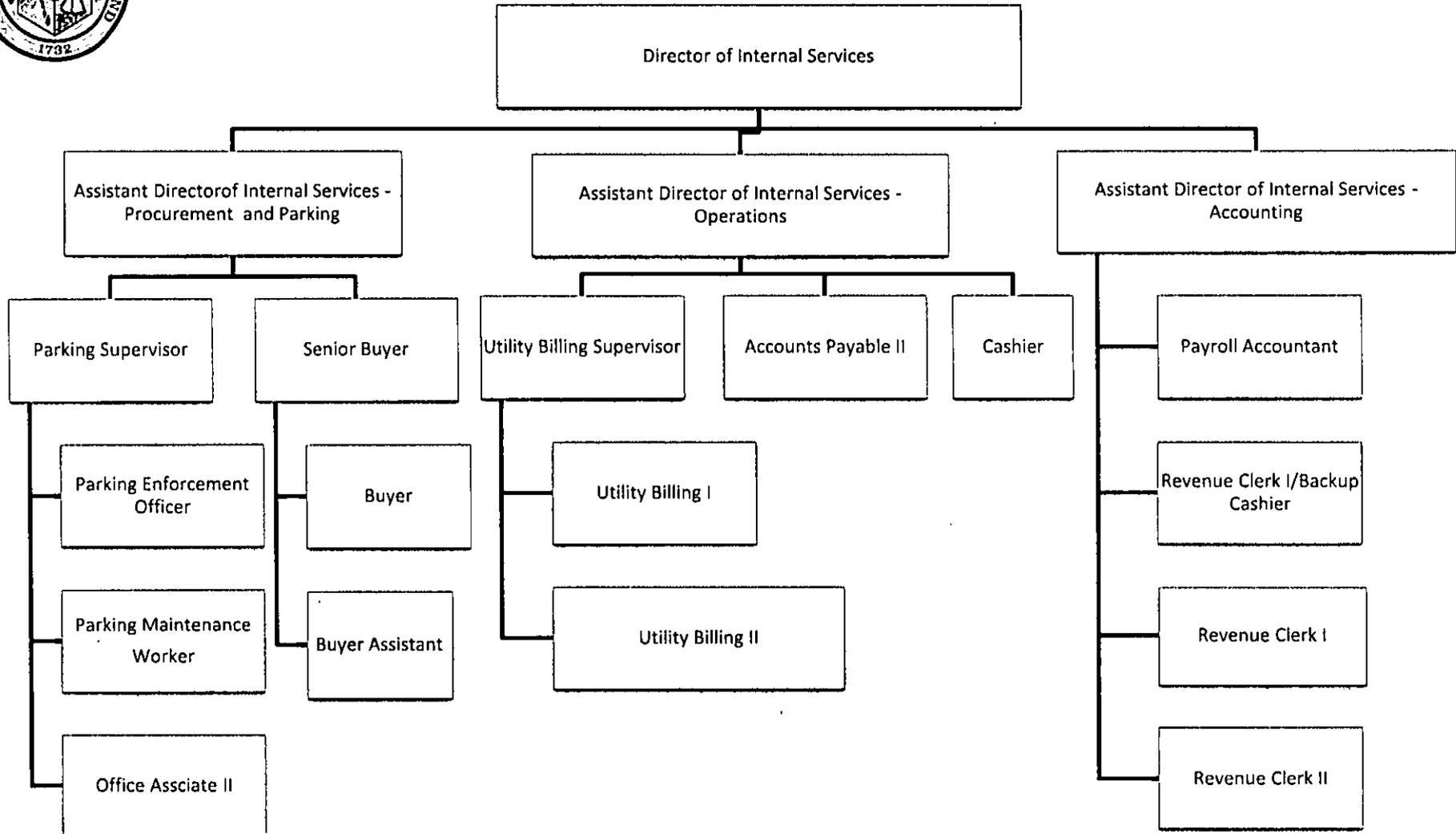
Personnel Authorization History

Department: Internal Services
 Division: Sewer Billing
 Account #: 85070 501001

Class/Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Internal Services Director	16	1	1	1	1	1	1	1	
Account Clerk II	4	1	1	1	1	1	1	1	
Account Clerk I	2	1	1	1	1	1	1	1	
Total		3	3	3	3	3	3	3	

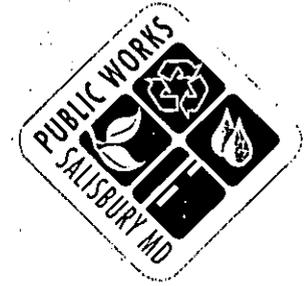


City of Salisbury
Department of Internal Services
Proposed Organization Chart
Fiscal Year 2015





86083 Wastewater Treatment Branch Fiscal Year 2015 Program Goals

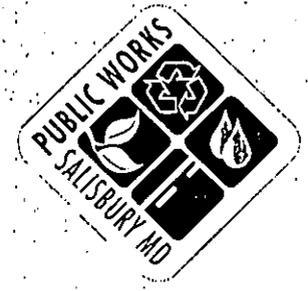


Goals

1. Continue addressing daily operation of the upgraded plant and the ongoing challenge of keeping the plant operational and in compliance with our Consent Order and NPDES permit.
2. Continue reducing the risk of storm related Sanitary Sewer Overflows (SSO).
3. Continue best management practices for wastewater pumping stations.
4. Continue to monitor chemical use for cost and effectiveness.
5. Institute City Works preventative maintenance and materials management system when available.



86083 Wastewater Treatment Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services

- 86083-502081 Safety Shoes
Increase \$400 – To include 28 WWTP employees as required for safety. Each employee will be allocated \$200 per year.

Operating Expenses:

- 86083-523609 Outside Labs
Decrease \$9,350.00 due to less samples being taken for the new upgrade.
- 86083-546008 Postage
Decrease \$2,000 for water meter returns. Cost picked up by 82076-546008.



City of Salisbury Budget Summary

86083 – Sewer Fund – Wastewater Treatment Plant Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	1,708,109	1,626,024	1,626,024	1,626,024	1,784,475	1,814,847
OPERATING EXPENSES	2,356,229	2,945,469	4,213,543	4,213,543	2,843,619	2,843,619
CAPITAL OUTLAY	4,323	555,000	745,732	672,119	44,000	78,000
TOTAL	4,068,661	5,126,493	6,585,299	6,511,686	4,672,094	4,736,466

Personnel Authorization History

Department: Public Works
 Division: WWTP
 Account #: 86083 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Superintendent WWTP	14	1	1	1	1	1	1	1	
Asst. WWTP Superintendent	12	0	0	0	0	0	1	1	
Asst. WWTP Superintendent	10	1	1	1	1	1	0	0	
Maintenance Supervisor	9	0	0	0	0	0	1	1	
WWTP Chief Operator	10	1	1	1	1	1	1	1	
Maintenance Supervisor	8	1	1	1	1	1	0	0	
Laboratory Director/Chemist	8	1	1	1	1	1	1	1	
Biosolids Manager	9	1	1	1	1	1	1	1	
Total (page 1)		6	6	6	6	6	6	6	



City of Salisbury
Budget Summary
86083 – Sewer Fund – Wastewater Treatment Plant
Fiscal Year 2015

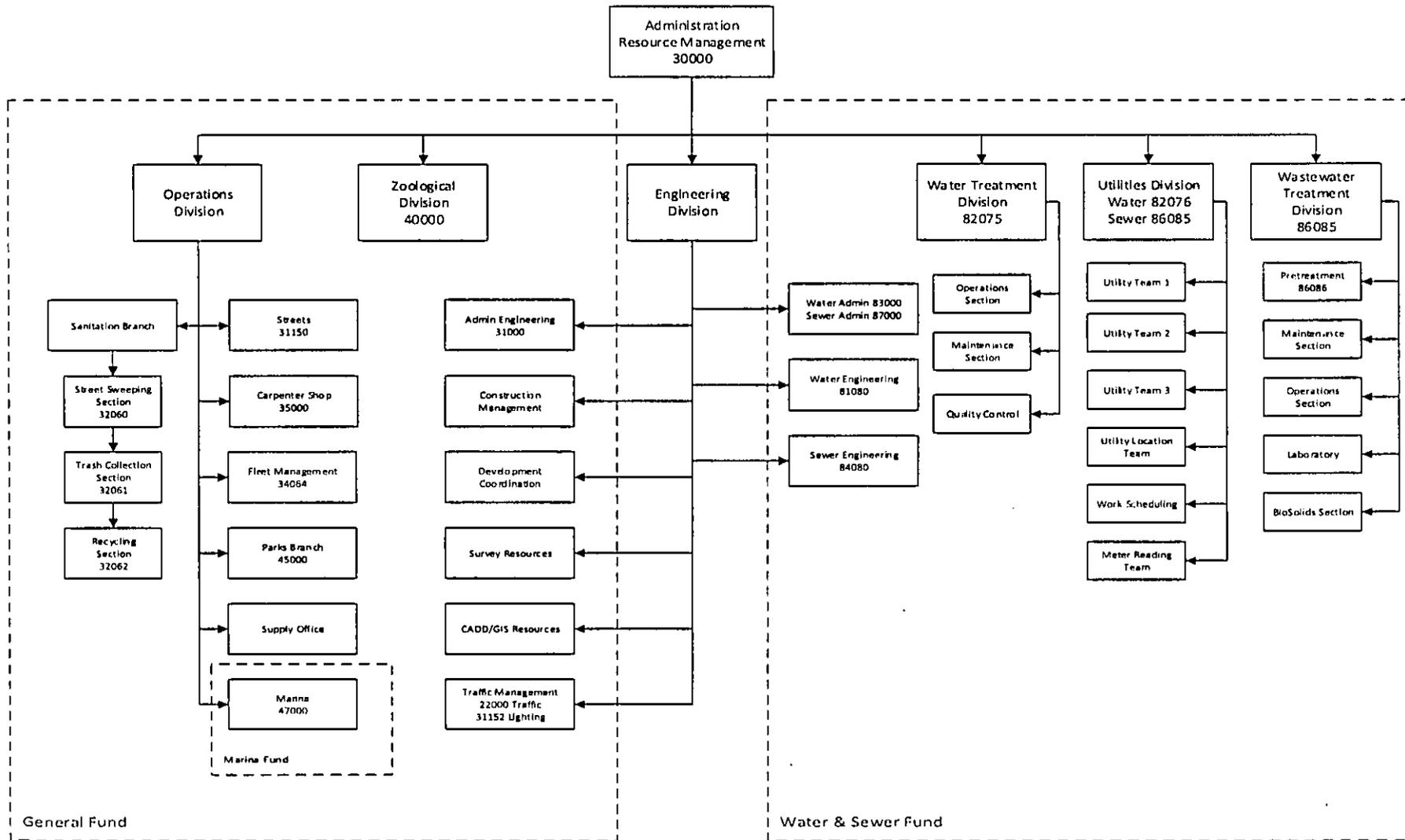
Department: Public Works
 Division: WWTP
 Account #: 86083 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Electrician Supervisor	7	1	1	1	1	1	1	1	
WWTP Shift Supervisor	9	3	3	3	3	3	3	3	
Materials Manager	6	1	1	1	1	1	1	1	
WWTP Operator IV	9	0	0	0	0	0	0	0	
WWTP Operator III	8	7	7	7	7	3	3	3	
WWTP Operator II	7	1	1	1	1	2	2	2	
WWTP Operator I	6	0	0	0	0	3	3	3	
Plant Mechanic	6	5	5	5	5	5	5	5	
Lab Technician	4	2	2	2	2	2	2	2	
Administrative Office Associate	4	1	1	1	1	1	1	1	
Groundskeeper	3	1	1	1	1	1	1	1	
Assistant Plant Mechanic	2	1	1	1	1	1	1	1	
Total (page 2)		23	23	23	23	23	23	23	
Total		29	29	29	29	29	29	29	

12109



86083 Wastewater Treatment Branch Fiscal Year 2015 Program Goals





86085 Water & Sewer Branch Fiscal Year 2015 Program Goals

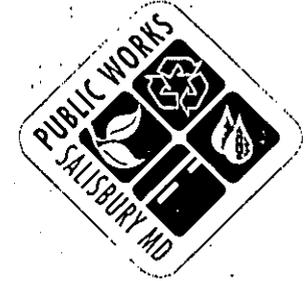


Goals

1. Preventing public health hazards by providing proper operation and maintenance of the public Wastewater Collection System. Identify causes of sewer blockages/stoppages and take appropriate action to eliminate them such as, but not limited to, repair/replacement, aggressive root control and grease control, and provide property owners connected to the public Wastewater Collection System with information to help control and decrease the causes of blockages/stoppages. Respond to emergency response calls within one (1) hour during normal business hours and within 2 hours during non-business hours.
2. Provide and schedule training for the Water & Sewer Branch workforce such as, but not limited to, safety (Confined Space, Trenching/Excavating, Hazard Communication, CPR, Personal Protective Equipment, Flagging/Traffic Control), specific job related tasks, and classes to prepare the workforce to pass the State of Maryland Department of the Environment Wastewater Collection System operator certification exam.



86085 Water & Sewer Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

1. 86085-501021 – Overtime/Non-Clerical

Increase by \$12,500.00 for emergencies based on FY14; overtime required to provide adequate coverage during emergency response such as hurricanes, snow events and emergencies, etc.

Operating Expenses:

- 86085-523600 – Skilled Services/Maintenance
Decrease by \$2,200.00.
- 86085-546015 – Safety
Increase by \$2,200.00 to purchase gas monitor,
- 86085-546016 – Medical
Increase by \$500.00 based on average off FY14 invoices to Cintas.
- 86085-556202 – Natural Gas
Decrease by \$500.00 per Finance

Capital Outlay:

No capital outlay for FY15



**City of Salisbury
Budget Summary
86085 – Sewer Fund – Sewer Branch
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	677,813	593,599	593,599	593,599	634,765	652,067
OPERATING EXPENSES	229,161	344,520	429,833	429,833	343,120	343,120
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	906,974	938,119	1,023,432	1,023,432	977,885	995,187

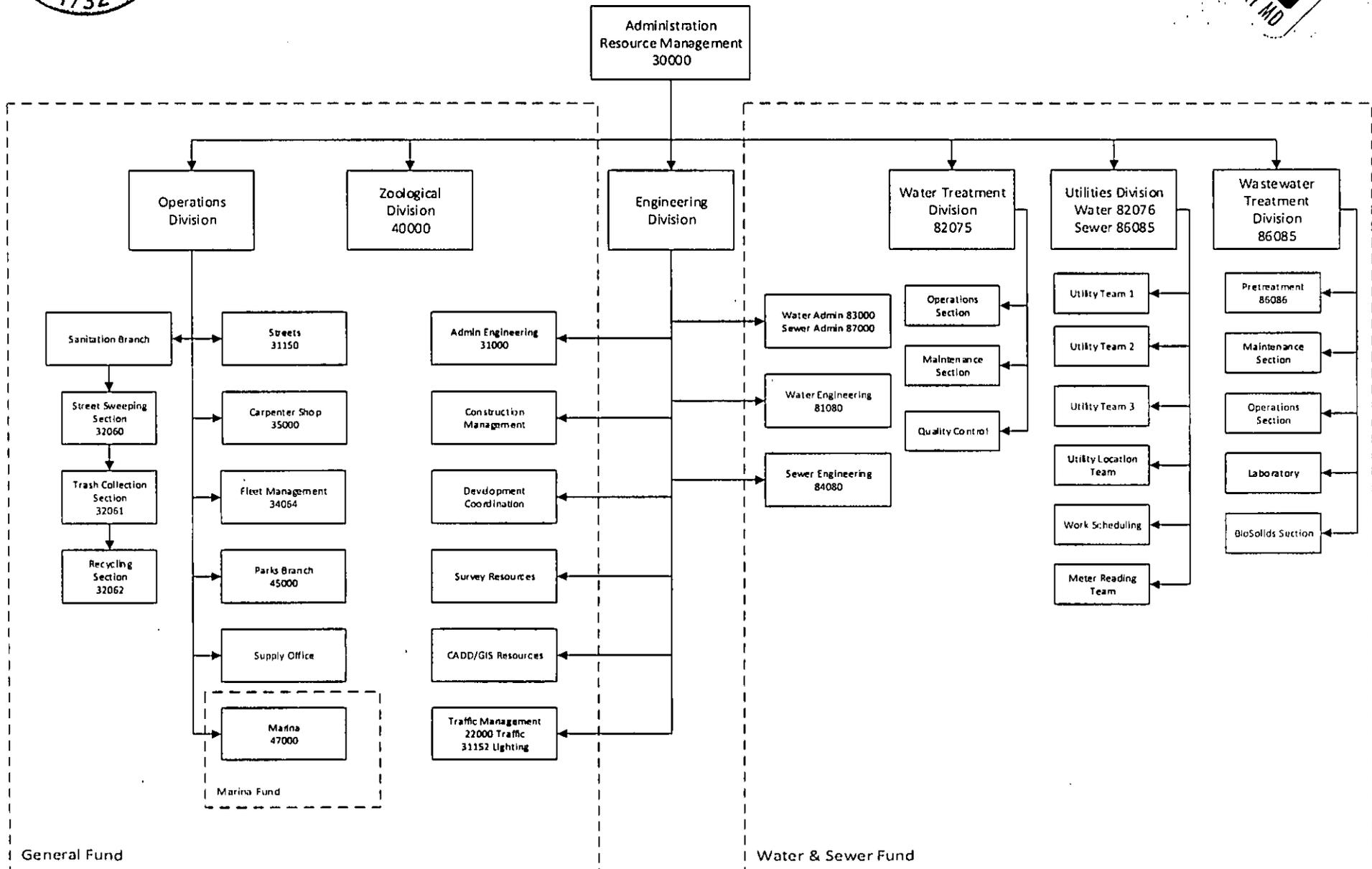
Personnel Authorization History

Department: Public Works
 Division: Utilities - Sewer
 Account #: 86085 501002

Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Asst. W&S Superintendent	9	1	1	1	1	1	1	1	
Utility Supervisor II	8	0	0	0	0	1	1	1	
Utility Supervisor I	7	1	1	1	1	1	1	1	
Utility Technician III	6	1	1	1	1	1	3	3	
Utility Technician II	5	3	3	3	3	3	2	2	
Utility Technician I	2	2	2	2	2	2	2	2	
Meter Technician II	4	0	0	0	0	1	1	1	
Meter Technician I	3	1	1	1	1	1	1	1	
Water Meter Reader II	6	1	1	1	1	1	1	1	
Water Meter Reader I	3	1	1	1	1	1	1	1	
Total		11	11	11	11	11	12	14	



Fiscal Year 2015 Proposed Organization



General Fund

Water & Sewer Fund



86086 Pretreatment Section Wastewater Treatment Branch Fiscal Year 2015 Program Goals

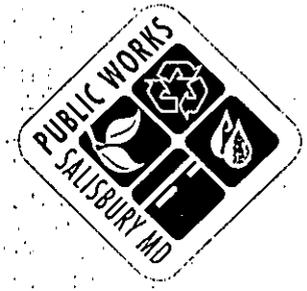


Goals

1. Facilitate ability of the WWTP to maintain compliance with State and Federal requirements.
2. To prevent the introduction of pollutants into the municipal wastewater treatment works which will interfere with the operation of the works, may result in physical or biological damage to the works, or cause unreasonable attention and/or expense.
3. To prevent the introduction of pollutants into the municipal wastewater treatment works which will pass through the works, inadequately treated, into the receiving waters.
4. To ensure that the quality of the wastewater treatment works sludges are maintained at a level which allows its use and disposal in compliance with applicable statutes and regulations.
5. Promote a cooperative relationship between industrial users and the City through education in pretreatment requirements and procedures.



86086 Pretreatment Section Wastewater Treatment Branch Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Expenses:

No Significant changes from FY14 budget

Operating Expenses:

86086-523609 Outside Labs

Increase \$2,000 – To provide increase in number of industrial samples taken.

86086-556204 Gasoline

Increase \$500 – Due to increase in site inspections

Capital Outlay:

No capital outlays in FY15 budget.



**City of Salisbury
Budget Summary
86086 – Sewer Fund - Pretreatment Monitoring
Fiscal Year 2015**

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	133,433	148,138	148,138	148,138	154,114	156,707
OPERATING EXPENSES	30,406	32,175	32,230	32,230	34,430	34,430
TOTAL	163,839	180,313	180,368	180,368	188,544	191,137

Personnel Authorization History

Department: Public Works
 Division: Pretreatment Monitoring
 Account #: 86086 501002

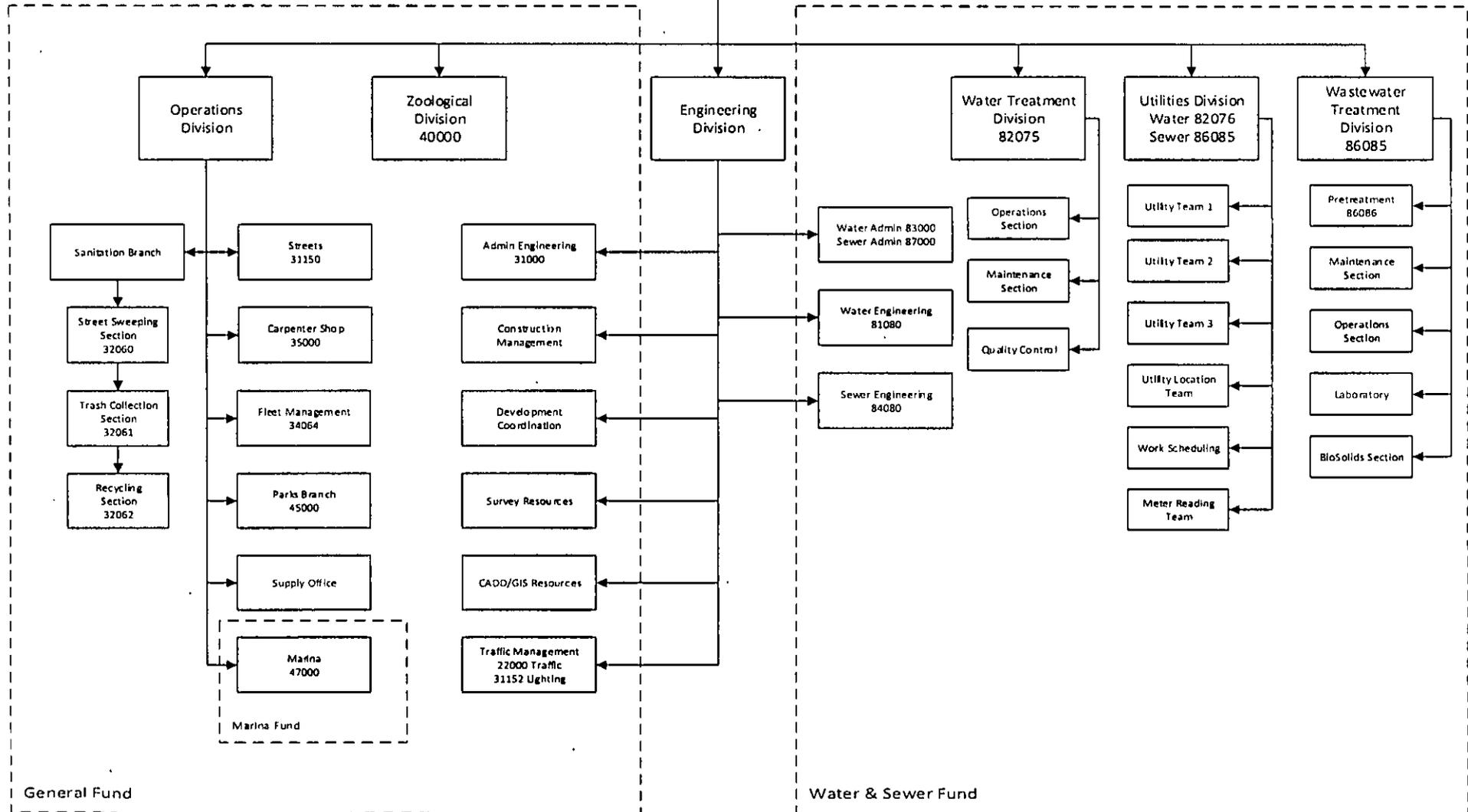
Class Title	Pay Grade	FY 10	FY 11	FY 12	FY 13	FY 14	Dept. Head Request FY 15	Mayor's Recommendation FY 15	Council Approved FY 15
Pretreatment Coordinator	9	1	1	1	1	1	1	1	
Pretreatment Technician II	5	1	1	1	1	1	1	1	
Pretreatment Technician I	3	1	1	1	1	1	1	1	
Total		3	3	3	3	3	3	3	



Fiscal Year 2015 Proposed Organization

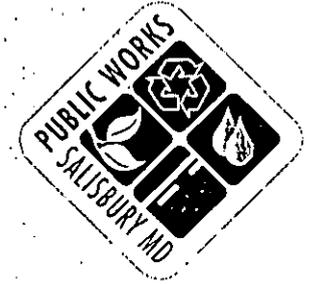


Administration
Resource Management
30000





87000 Sewer Administration Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Expenses:

No significant change in FY15

Operating Expenses:

87000-513302 – Other Attorney
Decrease \$320,000. Litigation complete for the WWTP funds no longer needed.

Capital Outlay:

No capital outlays in FY15 budget.

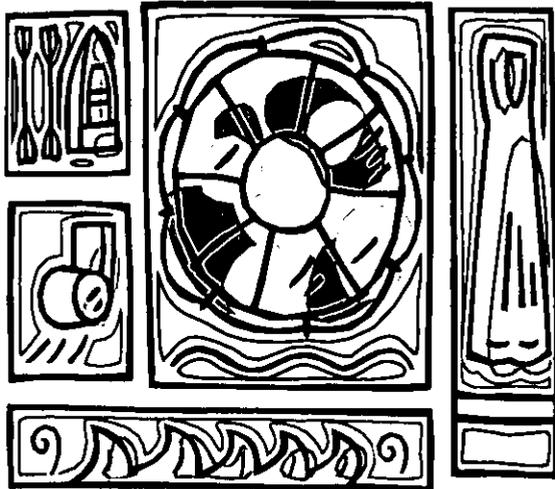
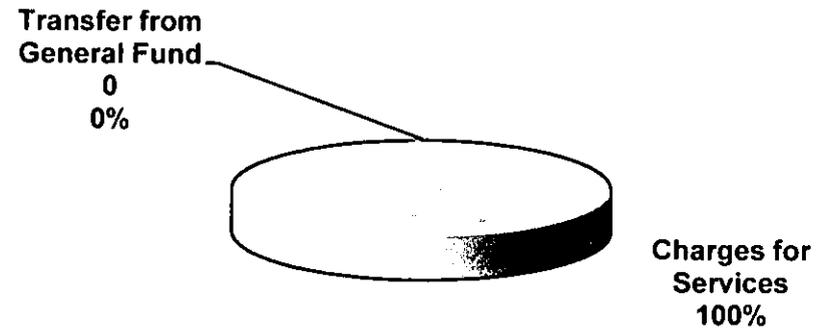


**City of Salisbury
Budget Summary
87000 – Sewer Fund - Sewer Administration
Fiscal Year 2015**

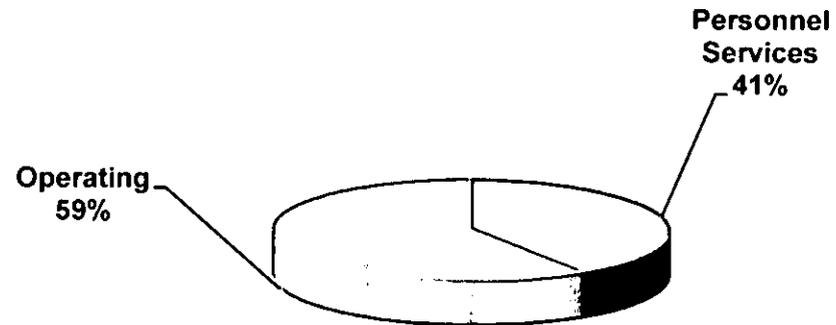
	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	160,993	170,478	170,478	170,478	178,399	178,399
OPERATING EXPENSES	2,518,805	759,389	1,019,209	1,019,209	466,002	466,002
CAPITAL OUTLAY	2,202	0	1,943	1,943	0	0
TOTAL	2,682,001	929,867	1,191,629	1,191,629	644,401	644,401

City of Salisbury
Marina Fund
Proposed Budget
Fiscal Year 2015

Marina Fund Revenues - FY 15

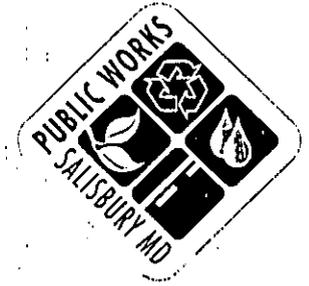


Marina Fund Expenditures - FY 15





47000 Marina Fiscal Year 2015 Program Goals



Goals

- Provide clean, safe, and well-maintained docking facilities, building, and bathrooms.
- Improve aesthetic appeal of front entrance area of marina; new fence, gate, signage etc.
- Improve marina access to slip holders by replacing current gate locks with user-friendly models.
- Provide added safety/security on docks by repairing or replacing current electric pedestals.
- Increase marina awareness by:
 - ❖ Establishing, maintaining and updating as needed an internet website
 - ❖ Designating an area of the marina for canoe/kayak/paddleboard launching and storage



City of Salisbury
Revenue Summary
Detail - Marina Fund
Fiscal Year 2015

ACCOUNT NUMBER	ACCOUNT NAME	FY13 ACTUAL	FY14 REVISED BUDGET	FY14 PROJECTION	FY15 MAYOR'S BUDGET
60300 434710	Slip Rent	36,588	45,000	45,000	35,000
60300 434711	Boat Gas	13,079	15,000	15,000	15,000
60300 434712	Boat Diesel	7,155	8,600	8,600	6,000
60300 456911	Other Misc	283	-	-	-
60300 456921	Laundry In	176	400	400	200
60300 456927	Elec Fee	4,604	8,000	8,000	5,000
60300 469110	Trf Gen	23,466	23,466	23,466	22,914
	Marina Fund Total	85,351	100,466	100,466	84,114

1302



City of Salisbury Marina Fund Revenue Descriptions

Marina	
434710 Slip Rental	Monthly fees for renting slips
434711 Boat Gas	Sales of gasoline
434712 Boat Diesel	Sale of diesel fuel
434716 Sewage	Cost of pumping sewage
456110 Investment Interest	Interest income
456911 Other Misc. Receipts	Revenues not otherwise classified.
456921 Laundry Income	Fees charged for washer and dryer at Marina
456927 Electric Fees	Fees charged for electric hookup at Marina.
Other Financing Resources	
469110 Transfers from General	Used for funds transferred from the General Fund



47000 MARINA Fiscal Year 2015 SIGNIFICANT CHANGES



Personnel Services:

No personnel services in the FY15 budget

Operating Expenses:

No significant changes

Capital Outlay:

No capital outlay in FY15 budget.



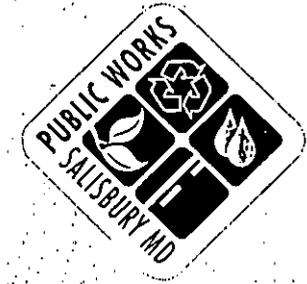
City of Salisbury
Budget Summary
47000 – Marina Fund
Fiscal Year 2015

	FY 13 ACTUAL	FY 14 APPROVED BUDGET	FY 14 ADJUSTED BUDGET	CURRENT YEAR EXPECTED	FY 15 FINANCE REQUEST	FY 15 MAYOR'S BUDGET
PERSONNEL SERVICES	25,125	40,241	40,241	40,241	34,239	34,239
OPERATING EXPENSES	73,411	60,225	62,460	42,282	49,875	49,875
CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL	98,536	100,466	102,701	82,523	84,114	84,114

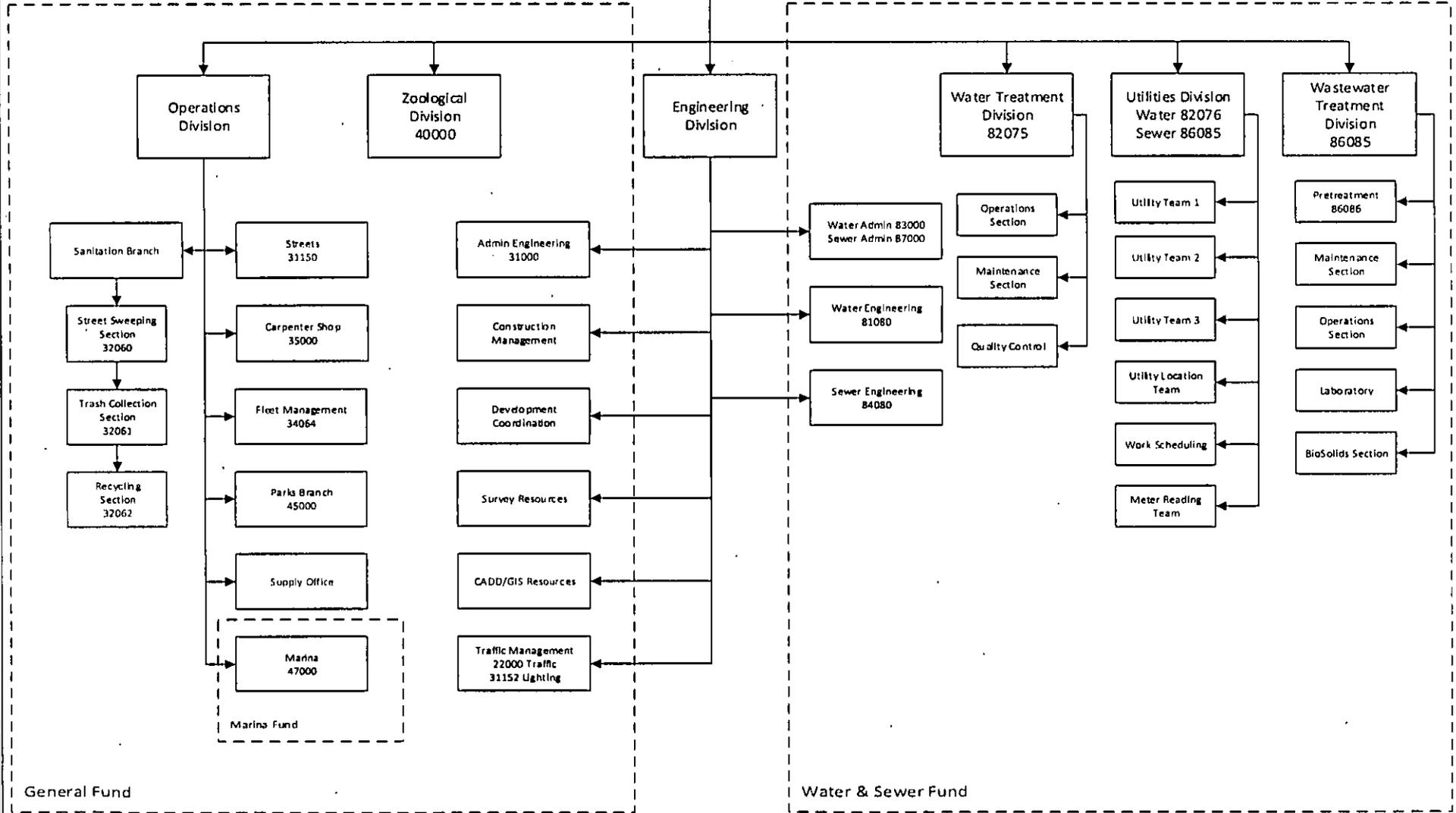
1305



Fiscal Year 2015 Proposed Organization



Administration
Resource Management
30000



General Fund Budget Account: 47000 – Marina

1306



City of Salisbury Budget Calendar

DEC JAN FEB MARCH APRIL MAY JUNE

Budget instructions issued

Departments prepare

Revenue forecasts developed and revised

Department budget requests reviewed at Mayor's level

Department Budget request revised and assembled in Mayor's budget

Mayor's Proposed Budget Presented to Council

1st reading of budget ordinance

City Council work sessions to review & revise Mayor's budget

Public hearing on budget

2nd Reading of budget ordinance & adoption



City of Salisbury
Authorized Positions
Proposed
Fiscal Year 2015

DEPARTMENT	DIVISION	AUTHORIZED POSITIONS					DEPT	MAYOR	COUNCIL
		FY10	FY11	FY12	FY13	FY14	FY15	FY15	FY15
City Clerk		2	2	2	2	2	2	2	
Mayor's Office		4	4	4	4	4	4	5	
	Human Resources	2	2	2	2	2	2	3	
	Development Services	0	0	0	0	1	1	1	
Community Development		2	2	2	2	2	2	2	
Internal Services - Finance	Accounting	7	7	7	7	7	7	7	
	Water Billing	2	2	2	2	2	2	2	
	Sewer Billing	3	3	3	3	3	3	3	
Internal Services - Purchasing	Procurement	4	4	4	4	4	4	4	
	Parking Authority	4	4	4	4	4	4	4	
Information Technology		0	2	2	2	2	2	2	
Police	Sworn	92	92	92	92	92	92	92	
	Non-Sworn	18	17	17	17	17	17	17	
	City Comm. Center	9	9	9	9	9	9	9	
	Animal Control	2	2	2	2	2	2	2	
Fire	Sworn	64	64	64	64	64	64	64	
	Non-Sworn	2	2	2	2	2	2	2	
Building Permits & Inspections		6	6	6	6	6	6	6	
Neighborhood Services & Code Compliance		8	9	9	9	9	9	9	
Public Works - General	Traffic	5	5	5	5	5	5	5	
	Engineering	23	23	23	23	23	23	23	
	Resource Management	10	10	10	10	10	10	10	
	Streets	10	10	10	10	10	10	10	
	Street Cleaning	4	3	3	3	3	3	3	
	Waste Collection/Disposal	10	10	10	10	10	10	10	
	Recycling	3	3	3	3	3	3	3	
	Fleet Management	7	7	7	7	7	7	7	
	Zoo	13	13	13	13	13	13	13	
	Carpenter	3	3	3	3	3	3	3	
	Parks	6	6	6	6	6	6	6	
Public Works-Water & Sewer	Water Branch	14	14	14	14	13	13	13	
	Water Treatment	12	12	12	12	12	12	12	
	WWTP	29	29	29	29	29	29	29	
	Sewer Branch	11	11	11	11	12	12	12	
	Pretreatment Monitoring	3	3	3	3	3	3	3	
Total		394	395	395	395	396	396	398	

Department	Division	Account No.	Item	G/P/H	Dept. Request	Mayor Recommended	Council Recommended
General Fund							
Police	Police Services	21021-577025 Vehicles	Emergency Vehicle Replacement	SPD 15-02	378,790	283,335	
Fire	Fire	24035-577025 Vehicles	Apparatus Replacement - Command Veh.	FD-10-03	75,000	75,000	
Public Works	Sweeping	32060-577030 Equipment	Asset Management GIS Development 001	GIS0001	70,000	0	
Total General Fund					523,790	358,335	
Parking Fund							
Parking	WWTP	31154-577015 Buildings	Waterproofing Membrane Strip at Parking Garage		72,000	72,000	
Total Parking Fund					72,000	72,000	
Water and Sewer Fund							
Public Works	WWTP	86083-577030 Equipment	OmniSite for Lift Stations	SL0003	44,000	44,000	

1402



City of Salisbury Pay Plan (adopted FY14) Fiscal Year 2015

Grade	Job Title	Department	Minimum	Maximum
1	Custodian Office Associate I Parking Maintenance Worker Public Service Officer	Police: Non-Sworn Any Internal Services – Procurement Police: Non-Sworn	\$22,235	\$35,763
2	Assistant Plant Mechanic Cashier Carpenter Assistant Office Associate II Painter Parking Enforcement Officer Records Clerk Sign and Pavement Marking Technician I Supply Records Clerk Survey Technician I	Public Works – WWTP Internal Services - Finance Public Works Public Works –Garage, HR, Fire Dept Public Works Internal Services – Parking Police: Non-Sworn Public Works – Traffic Public Works-Resource Mgmt Public Works – Engineering	\$24,013	\$38,623

3	Accounts Payable Clerk I Assistant Utility Locator Auto Mechanic II Buyer Assistant Chief Records Clerk Education Technician Groundskeeper Meter Tech I Motor Equipment Operator I Office Associate III Park Maintenance Worker Pretreatment Technician I Property Custodian I Revenue Clerk I Secretary/Records Clerk Water Meter Reader I Zookeeper I	Internal Services - Finance Public Works - Utilities Public Works - Fleet Maintenance Internal Services-Procurement Police Civilian Public Works - Zoo Public Works - Zoo, WWTP Public Works - WTP Public Works-Streets, Sanitation, Parks Public Works _ Service Center Public Works- Parks Public Works - WWTP Police: Civilian Internal Services -Finance Police: Civilian Public Works - W&S Branch Public Works - Zoo	\$25,935	\$41,714
4	Administrative Office Associate Buyer Crime Data Analyst Engineering Associate Intelligence Data Analyst Meter Technician II Motor Equipment Operator II Property Custodian II Sign and Pavement Marking Technician II Survey Technician II Utility Locator Utility Technician I	PW-O&M, Engineering, WWTP, W&S, BPI, Mayor's Internal Services - Procurement Police: Civilian Public Works Police: Civilian Public Works - Utilities Public Works - Streets, Parks, Sanitation Police: Civilian Public Works - Traffic Public Works - Engineering Public Works - Utilities Public Works - Utilities	\$28,009	\$45,051

5	Administrative Support Technician Administrative Records Clerk Animal Control Officer Assistant Sanitation Supervisor Auto Mechanic III Crew Leader Education Technician Lab Technician Motor Equipment Operator III Pretreatment Tech II Police Communications Officer I Quality Control Sample Technician Survey Tech II Utility Billing Clerk II Utility Technician II Zookeeper II	Comm. Development NSCC Police: Civilian Public Works – Sanitation Public Works – Fleet Maintenance Public Works – Streets PW-Zoo PW-WWTP Public Works-Streets, Sanitation, Parks Public Works- WWTP Police: Civilian Public Works – WTP PW- Engineering Internal Services- Finance Public Works – W&S Branch Public Works - Zoo	\$30,251	\$48,657
6	Accounts Payable Clerk II CAD Drafter Carpenter Supervisor Chief Account Clerk Chief Administrative Records Clerk Horticulturalist Human Resources Associate Network Technician Materials Manager Motor Equipment Operator IV Office Manager Parking Supervisor Recycling Supervisor Sanitation Supervisor Senior Buyer Utility Billing Supervisor Utility Technician III	Internal Services-Finance Public Works - Engineering Public Works Internal Services – Finance, Public Works - Zoo Police: Civilian Public Works – Parks Mayor's Office - HR Information Technology Public Works Public Works Public Works, Police, Fire, NSCC Internal Services – Procurement Public Works – Sanitation Public Works – Sanitation Internal Services - Finance Internal Services – Procurement Public Works – W&S Branch	\$32,670	\$52,548

	Water Meter Reader II Water Treatment Plant Operator I WWTP Operator I WWTP Mechanic	Public Works – W&S Branch Public Works – WTP Public Works - WWTP Public Works - WWTP		
7	Code Enforcement Officer Diesel Mechanic Electrician Motor Equipment Operator V Plumbing Inspector Police Communications Operator II Assistant City Clerk Revenue Clerk II Streets Supervisor Utility Supervisor Veterinary Technician Water Treatment Operator II WWTP Operator II Zookeeper IV	Neighborhood Services & Code Compliance Public Works – Fleet Maintenance Public Works- Traffic Control Public Works WWTP Building Permits & Inspections Police Office of the City Clerk Internal Services - Finance Public Works – Streets Public Works – W&S Branch Public Works - Zoo Public Works – WTP Public Works - WWTP Public Works – Zoo	\$35,283	\$56,751
8	Building Inspector CAD Supervisor Payroll Accountant Construction Inspector Development Coordinator Electrical Supervisor Engineering Technician GIS Analyst Laboratory Director/Chemist Lead Zoo Keeper Marketing & Development Associate Parks Supervisor Plumbing Inspector Resource Manager Traffic Supervisor	Building Permits & Inspections Public Works Finance Public Works Public Works Public Works - WWTP Public Works Public Works - Engineering Public Works – WWTP Public Works - Zoo Public Works – Zoo Public Works – Parks BPI Public Works, Police-Civilian Public Works – Traffic	\$38,107	\$61,293

	Utility Section Chief Vehicle Maintenance Supervisor WWTP Operator III Water Plant Maintenance Operator	Public Works – W&S Public Works – Fleet Maintenance Public Works - WWTP Public Works – WTP		
9	Assistant W&S Superintendent Bio-Solids Manager Construction Inspection Supervisor Education Curator Human Resources Manager Maintenance Supervisor Network Administrator Plans Examiner Police Communications Officer III Pretreatment Coordinator/Supervisor WTP Assistant Superintendent WWTP Shift Supervisor WWTP Operator IV	Public Works – W&S Public Works - WWTP Public Works – Technical Services Public Works – Zoo Mayor's Office-HR Public Works – WWTP IT Building Permits & Inspections Police Non-Sworn Public Works – WWTP Public Works-WTP Public Works – WWTP Public Works - WWTP	\$41,155	\$66,196
10	Payroll Accountant II Business Development Specialist Chief Operator WWTP Housing Supervisor Plans Examiner Project Manager Quartermaster O & M Superintendent Sanitation Superintendent Traffic Systems Manager Zoo Curator	Internal Services - Finance Mayor's -Business Development Public Works - WWTP Neighborhood Services & Code Compliance BPI Public Works – Engineering Police –Civilian Public Works – O&M Public Works – Sanitation Public Works – Traffic Public Works – Zoo	\$44,447	\$71,490

11	City Clerk Surveyor Manager, Technical Support Project Engineer Zoning Administrator	Office of the City Clerk Public Works Public Works Public Works Building Permits & Inspections	\$48,003	\$77,210
12	Assistant Superintendent - WWTP Deputy Director – Operations & Maintenance Director, Community Development WTP Superintendent W&S Superintendent	Public Works WWTP Public Works – Operations Division Community Development Public Works – Water Treatment Plant Public Works – W&S Division	\$51,844	\$83,387
13	Assistant Director of Internal Services – Finance Assistant Director of Internal Service - Operations Assistant Director of Internal Services- Procurement Supervisory Civil Engineer Zoo Director	Internal Services – Finance Internal Services - Operations Internal Services – Procurement/Parking Public Works Public Works – Zoo	\$55,991	\$90,058
14	Director, Building Permits & Inspections Director, NSCC Water Division Chief WWTP Superintendent	Building Permits & Inspections Neighborhood Services & Code Compliance Public Works – Water Division Public Works - WWTP	\$60,470	\$97,262
15	Director, Information Technology Assistant City Administrator Deputy Director – Engineering Fire Chief	Information Technology Mayor's Office Public Works Fire	\$65,309	\$105,045



City of Salisbury
Pay Plan – Fire
Proposed
Fiscal Year 2015

Grade	Job Title	Minimum	Maximum
1			
2	Firefighter/EMT	\$37,178	\$59,532
3			
4	Firefighter/Paramedic	\$42,275	\$67,639
5	Fire Lieutenant	\$46,328	\$74,125
6	Fire Captain	\$51,655	\$82,696
7	Assistant Fire Chief	\$57,911	\$92,656
8	Deputy Fire Chief	\$65,091	\$104,122



City of Salisbury
Pay Plan – Police
Proposed
Fiscal Year 2015

Grade	Job Title	Minimum	Maximum
1	Police Officer	\$39,026	\$60,167
2			
3	Police Officer First Class	\$42,660	\$66,012
4	Police Corporal	\$45,725	\$70,942
5	Police Sergeant	\$49,699	\$77,334
6	Police Lieutenant	\$54,923	\$85,736
7	Police Captain	\$61,054	\$95,598
8	Police Major	\$68,095	\$106,922
9	Police Colonel	\$69,137	\$111,202



City of Salisbury
 Schedule of Current Insurance
 FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Auto Liability	\$1,000,000 each accident	07/01/13- 07/01/14	LGIT	PLP-502500-2013/14-07	\$64,418	\$1,000 Deductible (Includes Garagekeeper's Liability)
Auto Physical Damage	Actual Cash Value or Cost of Repairs, whichever is less	07/01/13 - 07/01/14	LGIT	PLP-502500-2013/14-07	\$65,940	\$1,000 Deductible
Boiler & Machinery	\$200,000,000 – Annual Aggregate \$1,000,000 – Each Occurrence	07/01/13 - 07/01/14	LGIT (Federal Insurance Co.)	78362248	\$11,299	\$10,000 Deductible
Commercial General Liability	\$3,000,000 – Annual Aggregate \$1,000,000 – Each Occurrence	07/01/13 - 07/01/14	LGIT	PLP-502500-2013/14-07	\$42,812	\$0 Deductible
Excess Liability	\$3,000,000 – Annual Aggregate \$1,000,000 – Each Occurrence	07/01/13 - 07/01/14	LGIT	PLP-502500-2013/14-07	\$11,742	
Law Enforcement Legal Liability (Wrongful Acts)	\$3,000,000 – Annual Aggregate \$1,000,000 – Each wrongful act	07/01/13 - 07/01/14	LGIT	PLP-502500-2013/14-07	\$61,708	\$1,000 Deductible – Each wrongful act
Property	\$162,137,098.59 Limit; Per Occurrence amounts vary per item	07/01/13 - 07/01/14	LGIT	PLP-502500-2013/14-07	\$72,746	\$10,000 Deductible (includes: Fine Arts; Historical Property; Mobile Equipment; Valuable Papers & Records)



City of Salisbury
 Schedule of Current Insurance
 FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Public Officials Legal Liability (Errors and Omissions)	\$3,000,000 – Annual Aggregate \$1,000,000 – Each Wrongful Act	07/01/13 - 07/01/14	LGIT	PLP-502500-2013/14-07	\$70,124	\$1,000 Deductible – Each wrongful act
Pollution Legal Insurance	\$2,000,000 Each Occurrence and Aggregate	07/01/13 - 07/01/16	AIG (Chartis Specialty Insurance Co)	PLS 2672478	\$51,786 (Three Year Premium)	\$25,000 Deductible Covers WTP, WWTP, Salt Storage, Zoo, Marina, 407-411 Anne & Short Streets
Commercial Crime	\$5,000 - \$100,000, depending on Insuring Agreement	07/01/13 - 07/01/16	LGIT (Travelers)	103872405	\$3,242 (Annual Installment Payment)	Includes: Employee Theft, Forgery or Alteration Theft, Disappearance and Destruction; and Computer Fraud coverage
Public Official Bond	\$50,000	02/06/14-02/06/15	US Ins. SVCS (Travelers)	106056063	\$175	Shawanda Garrison
Public Official Bond	\$50,000	02/06/14-02/06/15	US Ins. SVCS (Travelers)	106056087	\$175	Patricia Summers
Public Official Bond	\$50,000	10/01/13-10/01/14	US Ins. SVCS (Travelers)	105855463	\$158	Keith Cordrey
Worker's Comp	\$100,000 each accident \$500,000 policy limit	07/01/13-07/01/14	Chesapeake Employers Insurance Companies	2108403 RT	\$690,422	



City of Salisbury
Schedule of Current Insurance
FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Friends of Poplar Hill Mansion – Commercial General Liability	\$1,000,000/ Each Occurrence \$2,000,000 General Aggregate	01/27/14 - 01/27/15	Avery Hall Insurance (Travelers Indemnity Co of CT)	16608178H203	\$474	Friends of Poplar Hill Mansion Liability
Zoo Volunteer Accident	\$5,000 Death/Dismemberment; \$10,000 Medical	01/22/14 - 01/22/15	Avery Hall Insurance (Hartford)	42-SR-344024	\$432	Zoo Volunteer - medical care coverage if injured
Zoo Commission General Liability & Property	\$1,000,000	03/12/13 - 03/12/14	Avery Hall Insurance (Philadelphia Ins. Co)	PHSD814111	\$2,200	\$1,000 Deductible
Salisbury Police Dept. Aux Police/Volunteer Accident	\$5,000 Death/Dismemberment; \$10,000 Medical	09/16/13-09/16/14	Avery Hall Insurance (Hartford)	42-SR-34016	\$310	Police Auxiliary; SPARC Unit, Et-al; medical coverage if injured
Salisbury Fire Dept. Ladies Auxiliary Accident	\$5,000 Death/Dismemberment; \$10,000 Medical	11/13/13-11/13/14	Avery Hall Insurance (Hartford)	42-SR-344022	\$310	Fire Department – Ladies Auxiliary; medical care coverage if injured
Salisbury Fire Dept. Cadet Program	\$5,000 Death/Dismemberment; \$10,000 Medical	10/23/13-10/24/14	Avery Hall Insurance (Hartford)	42-SR-344015	\$310	Fire Department – Cadets; medical care coverage if injured
Storage Tank Liability Policy	\$1,000,000 per Incident \$2,000,000 Aggregate	06/14/13 - 06/14/14	Avery Hall Insurance (ACE American Insurance Company)	G24682559	\$374	\$5,000 Deductible; Covers fuel storage tanks at Marina



City of Salisbury
 Schedule of Renewal Insurance Estimates
 FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Auto Liability	\$1,000,000 each accident	07/01/14- 07/01/15	LGIT	PLP-502500-2013/14-07	\$57,719	\$1,000 Deductible (Includes Garagekeeper's Liability)
Auto Physical Damage	Actual Cash Value or Cost of Repairs, whichever is less	07/01/14 - 07/01/15	LGIT	PLP-502500-2013/14-07	\$60,533	\$1,000 Deductible
Boiler & Machinery	\$200,000,000 – Annual Aggregate \$1,000,000 – Each Occurrence	07/01/14 - 07/01/15	LGIT (Federal Insurance Co.)	78362248	\$11,525	\$10,000 Deductible
Commercial General Liability	\$3,000,000 – Annual Aggregate \$1,000,000 – Each Occurrence	07/01/14 - 07/01/15	LGIT	PLP-502500-2013/14-07	\$42,941	\$0 Deductible
Excess Liability	\$3,000,000 – Annual Aggregate \$1,000,000 – Each Occurrence	07/01/14 - 07/01/15	LGIT	PLP-502500-2013/14-07	\$11,860	
Law Enforcement Legal Liability (Wrongful Acts)	\$3,000,000 – Annual Aggregate \$1,000,000 – Each wrongful act	07/01/14 - 07/01/15	LGIT	PLP-502500-2013/14-07	\$69,360	\$1,000 Deductible – Each wrongful act
Property	\$162,137,098.59 Limit; Per Occurrence amounts vary per item	07/01/14 - 07/01/15	LGIT	PLP-502500-2013/14-07	\$74,201	\$10,000 Deductible (includes: Fine Arts; Historical Property; Mobile Equipment; Valuable Papers & Records)



City of Salisbury
 Schedule of Renewal Insurance Estimates
 FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Public Officials Legal Liability (Errors and Omissions)	\$3,000,000 – Annual Aggregate \$1,000,000 – Each Wrongful Act	07/01/14 - 07/01/15	LGIT	PLP-502500-2013/14-07	\$71,667	\$1,000 Deductible – Each wrongful act
Pollution Legal Insurance	\$2,000,000 Each Occurrence and Aggregate	07/01/13 - 07/01/16	AIG (Chartis Specialty Insurance Co)	PLS 2672478	\$51,786 (Three Year Premium)	\$25,000 Deductible Covers WTP, WWTP, Salt Storage, Zoo, Marina, 407-411 Anne & Short Streets
Commercial Crime	\$5,000 - \$100,000, depending on Insuring Agreement	07/01/13 - 07/01/16	LGIT (Travelers)	103872405	\$3,242 (Annual Installment Payment)	Includes: Employee Theft, Forgery or Alteration Theft, Disappearance and Destruction; and Computer Fraud coverage
Public Official Bond	\$50,000	02/06/14-02/06/15	US Ins. SVCS (Travelers)	106056063	\$175	Shawanda Garrison
Public Official Bond	\$50,000	02/06/14-02/06/15	US Ins. SVCS (Travelers)	106056087	\$175	Patricia Summers
Public Official Bond	\$50,000	10/01/14-10/01/15	US Ins. SVCS (Travelers)	105855463	\$158	Keith Cordrey



City of Salisbury
 Schedule of Renewal Insurance Estimates
 FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Friends of Poplar Hill Mansion – Commercial General Liability	\$1,000,000/ Each Occurrence \$2,000,000 General Aggregate	01/27/14 - 01/27/15 01/27/15 - 01/27/16	Avery Hall Insurance (Travelers Indemnity Co of CT)	16608178H203	\$474 \$484 EST	Friends of Poplar Hill Mansion Liability
Zoo Volunteer Accident	\$5,000 Death/Dismemberment; \$10,000 Medical	01/22/14 - 01/22/15 01/22/15– 01/22/16	Avery Hall Insurance (Hartford)	42-SR-344024	\$432 \$441 EST	Zoo Volunteer - medical care coverage if injured
Zoo Commission General Liability & Property	\$1,000,000	03/12/14 - 03/12/15	Avery Hall Insurance (Philadelphia Ins. Co)	PHSD814111	\$1,899	\$1,000 Deductible
Salisbury Police Dept. Aux Police/Volunteer Accident	\$5,000 Death/Dismemberment; \$10,000 Medical	09/16/13-09/16/14 09/16/14-09/16/15	Avery Hall Insurance (Hartford)	42-SR-34016	\$310 \$316 EST	Police Auxiliary; SPARC Unit, Et-al; medical coverage if injured
Salisbury Fire Dept. Ladies Auxiliary Accident	\$5,000 Death/Dismemberment; \$10,000 Medical	11/13/13-11/13/14 11/13/14-11/13/15	Avery Hall Insurance (Hartford)	42-SR-344022	\$310 \$316 EST	Fire Department – Ladies Auxiliary; medical care coverage if injured
Salisbury Fire Dept. Cadet Program	\$5,000 Death/Dismemberment; \$10,000 Medical	10/23/13-10/24/14 10/23/14-10/24/15	Avery Hall Insurance (Hartford)	42-SR-344015	\$310 \$316 EST	Fire Department – Cadets; medical care coverage if injured
Storage Tank Liability Policy	\$1,000,000 per Incident \$2,000,000 Aggregate	06/14/14 - 06/14/15	Avery Hall Insurance (ACE American Insurance Company)	G24682559	\$491	\$5,000 Deductible; Covers fuel storage tanks at Marina



City of Salisbury
 Schedule of Renewal Insurance Estimates
 FY2015

COVERAGE COMMENTS	AMT OR LIMITS	DATES OF COVERAGE	COMPANY	POLICY #	PREMIUM	COMMENTS
Salisbury Fire Department General, Mgmt & Umbrella Liability & Employee Dishonesty	\$1,000,000	03/27/14 - 03/27/15 03/27/15-03/27/16	Avery Hall Insurance (American Alternative Ins. Group)	VFISTR205493106	\$7,096 \$7,806 EST	Commercial Package & Umbrella Policies for Volunteer Fire Departments #1, #2, #16
Salisbury Fire Department Divers Insurance	\$1,000,000 per Incident \$2,000,000 Annual Aggregate Total	06/30/13-06/30/14 06/30/14-06/30/15	Vicencia & Buckley (Lexington Insurance Co)	025819195 Cert.# 201403753	\$332 \$340 EST	Professional Liability Divers Insurance- Joseph Andrews
Salisbury Fire Department Divers Instructor Liability	\$1,000,000 per Incident \$2,000,000 Annual Aggregate Total	06/30/13-06/30/14 06/30/14-06/30/15	Vicencia & Buckley (Lexington Insurance Co)	025819195 Cert.# 201403759	\$576 \$590 EST	Professional Liability Diver Instructor- David Insley
Watercraft Policy- Misc. Work Boat Coverage	\$1,000,000 Liability Limit	06/10/14-06/10/15	Avery Hall Insurance (Travelers)	ZOH-14R77296-13-ND	\$37,065	Firestorm 36 Fire Boat; \$1K-\$10K Deductible
Excess Marine Liability	\$4,000,000	06/10/14-06/10/15	Avery Hall Insurance (Travelers)	ZOH-14R77315-13-ND	\$4,941	Firestorm 36 Fire Boat
Skatepark		(construction complete approx. Fall 2014)			\$3,500 ESTIMATE	
Cyber Insurance	\$500,000 each Claim; \$5,000,000 Aggregate	01/01/14-01/01/15	LGIT	MTP0042807	N/C	\$50,000 Deductible



12500 Community Promotions Fiscal Year 2015

4/15/2014

	FY 07	FY 08	FY 09	FY 10	FY11	FY 12	FY 13	FY14	FY 15	FY15	FY15
	Budget	Request	Mayor	Council							
Americorp	---	---	---	---	---	---	---	\$6,100	\$6,100	\$6,100	
Friends of Poplar Hill Mansion	---	---	---	---	\$10,000	\$7,575	\$7,500	\$20,000	\$20,000	\$20,000	
Public Access Channel	\$84,000	\$89,000	\$91,500	\$102,900	\$99,000	\$99,000	\$146,400	\$114,000	\$114,000	\$114,000	
Salisbury Neighborhood Housing Service	\$40,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$39,428	\$37,675	\$40,000	\$40,000	
Salisbury Wicomico Arts Council	---	---	---	---	---	---	\$2,000	\$4,714	\$10,000	\$10,000	
Salisbury Wicomico Economic Development	\$19,500	\$20,000	\$20,500	\$20,500	\$20,500	\$20,500	\$19,928	\$19,317	\$20,500	\$20,500	
Village of Hope	---	---	---	\$1,800	\$0	\$0	---	---	---	---	
Wicomico Creek Watchers	\$2,500	\$1,000	\$0	\$0	\$2,000	\$3,500	\$3,928	\$4,214	\$4,796	\$5,000	
Stop the Violence	---	---	---	---	---	---	---	\$20,000	\$20,000	\$20,000	
Totals	\$146,000	\$145,000	\$147,000	\$160,200	\$156,500	\$165,575	\$219,184	\$226,020	\$235,396	\$235,600	



Neighborhood Housing Services, INC.



January 10, 2014

Mr. Tom Stevenson
Interim City Administrator
Office of the Mayor, Room #304
125 North Division Street
Salisbury, MD 21801

Dear Mr. Stevenson:

As the City of Salisbury begins its budget discussions for FY15, Salisbury Neighborhood Housing Services respectfully requests \$40,000 in operating support from the City.

SNHS has recently applied for additional CDBG downpayment/closing cost funds to assist low and moderate income families in purchasing a home. We have also just started a CDBG rehab grant which will directly benefit low and moderate income families needing home repairs. We continue to administer the Special Loan Programs and the Lead Paint programs on behalf of the City as well. These programs are available Citywide. As you know, these programs are very valuable to our residents but they come with little or no administrative funds. We rely on the City's annual contribution to SNHS to enable us to offer these programs. Additionally, as a HUD certified counseling agency, we serve the entire City with our counseling programs. These services include credit and budget counseling, foreclosure counseling, group workshops for homebuyer education and financial fitness. In the coming year, we look forward to working with City in new ways that may allow SNHS to expand our programs and services.

We appreciate your past support and look forward to continuing our partnership in strengthening our neighborhoods. Enclosed for your review please find the following information:

1. Current Year Budget
2. Expenditures to Date
3. Financial Statement for the most recently completed fiscal year

If you have any questions or need additional information please call me at 410 543-4626.

Sincerely,

Cheryl Meadows
Executive Director

FY2014 Budget

Payroll Taxes	\$	23,000.00
Salaries	\$	281,891.00
Workmans Comp. Insurance	\$	1,400.00
Postage	\$	1,200.00
Printing Expenses	\$	2,000.00
Professional Fees		
Appraisals	\$	600.00
Audit Fees	\$	10,000.00
Computer Maintenance/Upgrades	\$	2,000.00
Inspections		
Legal Fees	\$	5,500.00
Payroll Fees	\$	2,000.00
Property Expenses	\$	7,000.00
Public Relations	\$	1,000.00
Returned Checks/Service Charges		
Training and Travel	\$	6,000.00
Total Expense	\$	437,681.00
Net REVENUE	\$	444.00
Revised 6/11/13-Approved City contribution		
Revised 6/12/13-CFES Investment Income		
Approved by Board of Directors 6/24/13		

Salisbury Neighborhood Housing Service, Inc.
Profit & Loss Prev Year Comparison - All Funding Sources
 July through December 2013

	Jul - Dec 13	Jul - Dec 12	\$ Change
Payroll Expenses			
Employee Benefits, Health Ins	12,561.29	5,517.51	7,043.78
Payroll Taxes	11,319.54	9,942.83	1,376.71
Salaries	133,072.25	119,112.22	13,960.03
Workers Compensation Insurance	1,329.00	0.00	1,329.00
Total Payroll Expenses	158,282.08	134,572.56	23,709.52
Postage	1,241.86	518.96	722.90
Printing Expenses	497.06	745.00	-247.94
Professional Fees			
Appraisals	0.00	340.00	-340.00
Audit Fees	7,750.00	6,175.00	1,575.00
Computer Consulting	9,162.47	815.40	8,347.07
Inspections	1,075.00	-295.00	1,370.00
Legal Fees	1,873.52	3,240.00	-1,366.48
Payroll Fees	1,108.69	859.12	249.57
Professional Fees - Other	0.00	168.28	-168.28
Total Professional Fees	20,969.68	11,302.80	9,666.88
Property Expenses			
122 Second Street	1,879.15	529.98	1,349.17
2900B Adventist Drive	1,952.49	1,886.35	66.14
501 Tangier Street	433.24	649.24	-216.00
515 E. Church Street	1,082.27	2,357.84	-1,275.57
523 East Church Street	47.39	0.00	47.39
527-529 E. Church Street	455.00	439.60	15.40
605 Church Street	134.57	190.40	-55.83
703 Delaware Avenue	371.52	0.00	371.52
705 Delaware Avenue	192.73	0.00	192.73
709 Delaware Avenue	5,608.53	325.97	5,282.56
Adventist Drive Lots	349.97	1,076.62	-726.65
Delaware Ave./Rose St. Property	975.00	680.00	295.00
Rose/Lake Street Properties Exp	183.24	338.48	-155.24
Property Expenses - Other	2,430.51	0.00	2,430.51
Total Property Expenses	16,095.61	8,474.48	7,621.13
Public Relations/Advertising	1,260.76	0.00	1,260.76
Recording & Inspector Fees	0.00	60.00	-60.00
Returned Checks	65.00	500.00	-435.00
Service Charges	5.00	5.00	0.00
Training & Travel Expenses			
Mileage Reimbursement	501.01	862.28	-361.27
Staff Training & Travel	1,372.93	2,204.85	-831.92
Total Training & Travel Expenses	1,873.94	3,067.13	-1,193.19
Total Expense	236,718.42	224,518.54	12,199.88
Net Ordinary Income	-9,177.13	-68,774.44	59,597.31
Net Income	-9,177.13	-68,774.44	59,597.31

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Salisbury Neighborhood Housing Service, Inc. as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Salisbury Neighborhood Housing Service, Inc.'s 2012 financial statements, and our report dated November 19, 2012, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012, is consistent, in all material respects, with the audited financial statements from which it has been derived.

PKS & Company, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

November 18, 2013

	2013			2012
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Current liabilities				
Current maturities of loans payable	\$ 7,469	\$	\$	\$ 7,469
Current maturities of lease payable	237			2,191
Accounts payable	3,455			2,430
Deposits	23,569			19,575
Deferred revenue	6,174			
Accrued vacation	11,731			8,451
Total current liabilities	52,635			52,635
Long-term liabilities				
Loans payable	192,248	123,030		315,278
Lease payable				237
Total long-term liabilities	192,248	123,030		315,278
Total liabilities	244,883	123,030		367,913
Net assets				
Unrestricted				
Operating	556,867			556,867
Loan guaranty funds	303,075			301,221
Board designated funds	889,801			889,801
Investment in fixed assets, net of related debt	54,147			54,147
Temporarily restricted		182,796		182,796
Permanently restricted			1,394,164	1,394,164
Total net assets	1,803,890	182,796	1,394,164	3,380,850
Total liabilities and net assets	\$ 2,048,773	\$ 305,826	\$ 1,394,164	\$ 3,748,763
				\$ 3,894,048

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2013

(WITH SUMMARY FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)

	2013			2012
	Program Service	Management and General	Total	Total
Payroll and related costs				
Salaries	\$ 201,354	\$ 41,484	\$ 242,838	\$ 228,382
Payroll taxes	19,548	4,028	23,576	22,223
Other payroll expenses	16,893	3,481	20,374	19,879
	<u>237,795</u>	<u>48,993</u>	<u>286,788</u>	<u>270,484</u>
Advertising	1,026	181	1,207	
Bad debts	92,919		92,919	11,593
Depreciation and amortization		7,836	7,836	10,794
Dues and subscriptions	4,397	906	5,303	5,356
Grant program expenses	47,359		47,359	83,482
Insurance	5,298	1,092	6,390	4,603
Meeting expense		707	707	574
Miscellaneous	1,588	327	1,915	1,734
Occupancy expenses				
Equipment leases	2,720	560	3,280	4,888
Interest	3,410	703	4,113	
Maintenance and alarm system	4,988	1,028	6,016	1,824
Moving expense		11,033	11,033	
Rent	8,447	1,740	10,187	27,773
Telephone	4,208	867	5,075	4,064
Utilities	3,531	727	4,258	3,728
Office supplies	5,183	1,068	6,251	3,568
Postage and printing	3,614	744	4,358	1,809
Professional fees	35,341	3,161	38,502	35,040
Property expenses	12,751		12,751	15,792
Property expense - impairment on fair value	131,525		131,525	20,482
Public relations				479
Training and travel	7,390		7,390	4,419
Total functional expenses	<u>\$ 613,490</u>	<u>\$ 81,673</u>	<u>\$ 695,163</u>	<u>\$ 512,486</u>

The accompanying notes are an integral part of these financial statements.

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

NATURE OF BUSINESS

The Salisbury Neighborhood Housing Service, Inc. (the "Organization") is a private, not-for-profit corporation, dedicated to residential revitalization of targeted neighborhoods and populations and the promotion of home ownership in Salisbury, Maryland. Funding is primarily provided through state and local grants, contributions, and earnings from mortgages provided to qualified recipients. "Neighborworks" is the chartering organization of Salisbury Neighborhood Housing Service, Inc. Neighborworks is a nationwide network comprised of over 200 organizations specializing in revitalization. The network is overseen by "Neighborhood Reinvestment", a "congressionally chartered non-profit revitalization organization."

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The Organization has adopted the provisions of the American Institute of Certified Public Accountants' *Audit and Accounting Guide for Not-for-Profit Entities* in the presentation of its financial information.

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

In accordance with the above guide, the Organization uses in its financial statements three classes of net assets as follows:

Unrestricted Net Assets – Net assets that are not subject to donor-imposed restrictions.

Temporarily Restricted Net Assets – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. The Organization has elected to show restricted revenue, whose restrictions are met in the same reporting period, as unrestricted revenue. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets which have been restricted by donors to be maintained by the Organization in perpetuity and only the income be made available for program operations in accordance with donor restrictions. These restrictions neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization. However, the restrictions can be removed by actions of the Neighborhood Reinvestment Corporation as explained at a later point in the footnotes.

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Donated Services

The Organization depends on volunteers for a significant amount of the services provided to the community. In addition, an attorney donates his time to process foreclosure documents. The estimated value of his services for the year ended June 30, 2013 was \$20,000 and has been recognized in the statement of activities as revenue and expense.

Functional Allocation of Expenses

The Organization allocates its expenses on a functional basis among its programs. Expenses that can be identified with a specific program are allocated directly to that program.

Prior Year Comparative Information

The financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the organization's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

Subsequent Events

Management has evaluated subsequent events through November 18, 2013, which is the date the financial statements were available to be issued.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

CONCENTRATIONS OF CREDIT RISK

The Organization maintains cash balances at several financial institutions located in Maryland. Interest bearing accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000; non-interest bearing accounts at each institution are fully insured by the FDIC. The Organization's cash balances in excess of this limit were \$1,039,679 for the year ended June 30, 2013.

The Organization has received confirmation of pledged collateral for the deposits in excess of the FDIC insurance.

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

LOANS RECEIVABLE (Continued)

Loan maturities are as follows for the years ended June 30, 2013:

2014	\$	52,668
2015		72,893
2016		74,010
2017		72,477
2018		70,313
Thereafter		849,264
		<u>1,919,625</u>
Less loan loss reserve		<u>(118,800)</u>
	\$	<u>1,072,825</u>

FAIR VALUE MEASUREMENTS

Financial Accounting Standards Board Statement No. 157, *Fair Value Measurements* (FASB Statement No. 157), establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB Statement No. 157 are described as follows:

Level 1 – Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Level 2 – Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

FAIR VALUE MEASUREMENTS (Continued)

The following table sets forth a summary of changes in the fair value of the plan's Level 3 assets for the year ended June 30, 2013.

	Loans receivable	Inventory— property held for resale	Totals
Balance, beginning of year	\$ 1,240,593	\$ 483,518	\$ 1,724,111
Unrealized gains/(losses) relating to instruments held at reporting date	(167,768)	(95,119)	(262,887)
Transfers in and/or (out) of Level 3			
Balance, end of year	\$ 1,072,825	\$ 388,399	\$ 1,461,224

LOAN GUARANTY FUNDS

Loan guaranty funds represents cash deposits placed in various banks and used to guarantee certain loans or a percentage of loans made by the bank to recipients serviced by the Organization.

LOAN PAYABLE – UNRESTRICTED

Mortgage payable to Hebron Savings Bank, secured by office condo unit. Principal and interest payments of \$283.33 plus interest monthly due May 2033.	\$ 67,717
Mortgage payable to Hebron Savings Bank, secured by office condo units. Interest only payments for the first 12 months at 3.25%. Due in monthly installments of \$871.47 including interest of 5.00% after the interest only period, due May 2033.	132,000
	199,717
Less current maturities	(7,469)
Long-term debt	\$ 192,248

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

PERMANENTLY RESTRICTED NET ASSETS

Permanently restricted net assets include grants and loans received from the Neighborhood Reinvestment Corporation and are permanently restricted for loans and capital projects. They are restricted to investments that are held in perpetuity, the income of which is expendable (unrestricted) to support the operations of Salisbury Neighborhood Housing Service, Inc. The \$348,540 release to unrestricted net assets is the result of a formal written release of these funds from permanently restricted to unrestricted by the Neighborhood Reinvestment Corporation.

GRANTS

The following grants were received by the Organization for the year ended June 30, 2013:

Administrative Grants

Neighborhood Reinvestment Corporation	\$ 72,500
State of Maryland	<u>53,000</u>
	<u>\$ 125,500</u>

Program-Related Grants

Neighborhood Reinvestment Corporation	\$ 8,650
CDBG Rehab Grant	451
State of Maryland Housing Counseling Grant	138,498
CDBG Closing Cost Assistance Grant	<u>16,666</u>
	<u>\$ 164,265</u>

OPERATING LEASES

In October 2012, the Organization entered into a lease for a copy machine over a term of five years. Base charges effective October 25, 2012 under this lease are \$270 monthly, plus additional charges for copies in excess of the agreement amount. This lease replaced the 2008 lease for the copy machine below. As part of the agreement, the lessor agreed to pay off the remainder of the 2008 copier lease obligation and issued the Organization a check in the amount of \$3,625 for this purpose. Total expense under this lease agreement for the year ended June 30, 2013 was \$2,738. Future annual minimum lease payments are \$3,235 for the years ended June 30, 2014 through 2017 and \$1,078 for the year ended June 30, 2018.

SUPPLEMENTARY INFORMATION

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.

SCHEDULES OF BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2013

(WITH SUMMARY FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2012)

	2013			2012
	Budget (Unaudited)	Actual	Favorable (Unfavorable)	Actual
Support and revenues				
Contributions	\$ 44,000	\$ 54,428	\$ 10,428	\$ 37,500
Fundraising income	13,000		(13,000)	
Grants - administrative	164,000	125,500	(38,500)	148,370
Grants - program related	79,819	164,265	84,446	65,978
Program income	3,000	1,899	(1,101)	2,957
Origination and application fees	8,400	10,160	1,760	6,234
Loan interest income	53,000	58,077	5,077	61,122
Investment income	17,000	16,638	(362)	17,789
Rental income		17,060	17,060	3,520
Miscellaneous income	1,500	1,852	352	3,072
Gain (loss) on sale of property	3,000		(3,000)	
Total support and revenues	<u>386,719</u>	<u>449,879</u>	<u>63,160</u>	<u>346,542</u>
Operating expenses				
Advertising	1,000	1,207	(207)	
Dues & subscriptions	2,000	5,303	(3,303)	5,356
Fundraising	3,000		3,000	
Grant program expenses		47,359	(47,359)	873
Insurance	6,000	6,390	(390)	4,603
Meeting expense	1,000	707	293	574
Miscellaneous	500	1,915	(1,415)	1,734
Occupancy expenses	48,873	43,962	4,911	42,277
Office supplies	5,000	6,251	(1,251)	3,568
Payroll expenses	281,536	286,788	(5,252)	270,484
Postage and printing	3,200	4,358	(1,158)	1,809
Professional fees	15,600	18,502	(2,902)	14,240
Property expenses/taxes	7,000	12,751	(5,751)	15,792
Public relations/marketing	1,000		1,000	479
Training and travel	7,000	7,390	(390)	4,419
Total operating expenses	<u>382,709</u>	<u>442,883</u>	<u>(60,174)</u>	<u>366,208</u>
Net income (loss) from operations	<u>\$ 4,010</u>	<u>\$ 6,996</u>	<u>\$ 2,986</u>	<u>\$ (19,666)</u>

The figures in actual columns do not include non-budgeted items for 2013 and 2012. See page 19 for a reconciliation of the items excluded.

SALISBURY NEIGHBORHOOD HOUSING SERVICE, INC.
 SCHEDULE OF NEIGHBORHOOD REINVESTMENT CAPITAL FUND

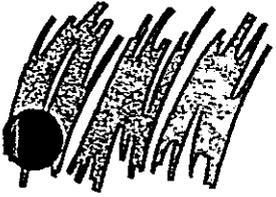
JUNE 30, 2013

Assets in the Neighborhood Reinvestment Capital Fund are as follows:

Loans receivable, net of allowance for uncollectible loans	\$ 1,008,265
Inventory - 515 Church Street	66,000
Inventory - 605 Church Street	7,100
Inventory - 709 Delaware Ave.	85,000
Inventory - Rose & Delaware Ave. Lots	39,766
Inventory - Adventist Drive Lots	151,600
Inventory - 501 Tangier Street	9,733
Inventory - 122 Second Street	26,700
Total assets	\$ 1,394,164

Capital grants received are as follows:

June 30, 1995	\$ 40,000
June 30, 1996	110,000
June 30, 1997	210,000
June 30, 1998	165,000
June 30, 1999	500,000
June 30, 2000	60,000
June 30, 2001	450,000
June 30, 2002	300,000
June 30, 2003	250,000
June 30, 2004	200,301
June 30, 2005	65,000
June 30, 2006	150,000
June 30, 2007	100,000
June 30, 2008	100,000
June 30, 2010: Less amount released from restriction	(675,075)
June 30, 2012	100,000
June 30, 2012: Less amount released from restriction	(382,522)
June 30, 2013: Less amount released from restriction	(348,540)
Total net assets	\$ 1,394,164



Been SWAC'd?

Salisbury Wicomico Arts Council SWAC

*"Arts for
Better Living"*

*Founded
in 1967
to promote
the arts
in Wicomico
County.*

*"The arts are a
gift to our souls,
that we may
achieve gladness
in the midst of
tedious living."*

*"The arts are our
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executive director

e-mail address:

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410-543-ARTS

website:

www.GetSWAC.org

Salisbury Wicomico Arts Council's Request and Plans for City Funds

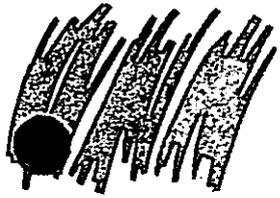
The Salisbury Wicomico Art Council (SWAC) respectfully requests Salisbury City funding for Fiscal Year 2015 in the amount of \$10,000. Ten thousand dollars.

(Noting that SWAC is one of only two Arts Councils in the 24 counties of Maryland that has NOT received any county funding in the last 5 years or more, and may not receive county funds again in FY15)

City Funding offered to SWAC would be used in some or all of the administration, promotion, marketing, and advocacy tasks, and / or actual distribution of funds, for some or all of the following programs:

1. Arts project grants issued to community organizations for art events
2. Arts operating grants issued to community organizations for arts business operations
3. Arts Enhanced Education grants issued to Wicomico County Schools to supplement arts funding cuts.
4. Arts scholarships for higher education and / or arts lessons, camps, & support for younger children.
5. Instrument Barn provides instruments to disadvantaged children, and creates events to promote youth
6. Bringing the arts to marginalized populations. (at risk children, nursing homes, shelters, hospitals, etc.)
7. SWAC Arts for Better Living monthly television show bringing live arts events into homes, a particular help to the elderly and home bound.
8. Arts Advocacy efforts with legislation on local and state levels, and coordinating MD Citizens for the Arts Advocacy teams, resulting last year in a 2 million dollar increase in Governor's budget for the arts.
9. Organizational collaboration for international culture exchanges such as Estonia's "Singing to My Sister" and international culture tours for residents without leaving Salisbury.
10. Arts emergency grants issued to keep the arts event on target for the Salisbury area
11. Supporting SWAC fundraising events that ultimately create more funds for arts programs, and grant funding to community groups and schools.
12. Supporting and enhancing the Artists Registry, a SWAC program to connect artists with events, and to promote events and support community economic value.
13. Arts advocacy team efforts with Maryland Citizens for the Arts
14. SWAC program the Salisbury Film Society showing 8 rare films a year with facilitated discussion
15. Promotes Salisbury regularly through various publications with TADD – a nine county / 2 state collaboration supporting Tourism, Art, and Downtown Development.
16. Arts and Entertainment District collaboration for arts events, and *enhanced 3rd Friday celebrations through SWAC involvement. **Specifically programs SWAC provides to revitalize downtown free of charge are: Outdoor Movies in the park, art shows,*

"We can do together, what we only dream about . . . alone"



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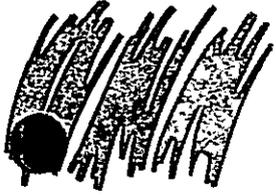
poetry readings, indoor winter movies, public dancing reviews, dog day summer art, Oktoberfest celebrations, 4th of July concert, monthly children's activities in the arts, and much more

17. SWAC grant research and grant writing for arts support that will benefit Salisbury economically
18. Public presentations to glean support for, and educate the community in the arts as an academic and economic engine.
19. Support and growth for the SWAC program The Arts Round Table; artists and arts organizations resolving arts issues, promoting arts events, artist's collaboration, with economic and downtown stimulus.
20. Accent on the Arts quarterly publication with three month calendar of events and arts news
21. Enhanced SWAC website for arts applications to benefit the arts community
22. Increased staffing for SWAC for productivity and increase arts events and economic impact for Salisbury.
23. Enlarge SWAC program Wicomico ArtScape that promotes, markets, and supplies local art work on consignment in commercial galleries and county business establishments.
24. Enable SWAC Executive Director in her new State leadership position with CAAM (County Arts Agencies MD) to enhance statewide arts endeavors, and increase arts funding in the state budget for all.
25. Bringing together 25 corporate businesses, and supporting 55 local businesses with arts enhancement.
26. Participating with the MD State Arts Council to create and arts events in Salisbury for youth and adults.
27. Pursue, develop and fund in part, a performing arts center for Salisbury.
28. Promotes Salisbury and Wicomico County through SWAC branding efforts.
29. Research and develop new arts events to educate and enhance quality of life and stimulate local economy
30. Assist, support, and direct if desired, artist residency and arts events by collaborating with Rivers Edge complex.
31. Supports City, County and State government with a positive and citizen influential nature.

Additionally, an enormous benefit to funding SWAC is that the more arts and culture reside in a community, the population grows, and our area becomes more appealing to increase commerce and trade. In essence, funding SWAC could directly impact the business growth for downtown Salisbury and the entire region.

Finally, the arts are an economic engine to our City, County, State and Country, producing over 166 Billion dollars a year in economic activity. The arts increase character, employment opportunities, tourism, academia, spiritual enhancement, physical strength, emotional stability and induce health of the community they serve.

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website:
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The more funds coming into The Salisbury Wicomico Arts Council produce more funds that can be given back to the community through grants, arts advocacy, arts programs and arts economic and academic success!

Thank you for considering our request for funding, and thank you for supporting the arts, when you support the arts, you support yourselves.

"We can do together, what we only dream about . . . alone."

Yours in service,

Therese Hamilton
Executive Director
Salisbury Wicomico Arts Council

"We can do together, what we only dream about . . . alone"

	Actual January 2014	Actual YTD January 2014	Budget July 2013 - June 2014
Ordinary Income/Expense			
4000 · Fundraising Events			
4030 · Home Parties	\$ -	\$ 7,070.00	\$ 2,500.00
4015 · Annual Dinner	-	150.00	16,000.00
4040 · MSCA Show	-	505.00	500.00
4025 · A Night at the Winery	40.00	7,090.00	14,500.00
Total 4000 · Fundraising Events	40.00	14,815.00	33,500.00
4100 · Grants			
4107 · CFES Endowment for the Arts	-	7,271.00	12,000.00
4119 · City of Salisbury Grant	-	4,714.00	4,714.00
4108 · MD State Arts Council Grant	-	71,710.00	94,293.00
4109 · Scholarship Revenues	-	6,316.00	7,000.00
4115 · Summer Center Sponsor	-	-	1,000.00
4111 · Annual Meeting Sponsor	-	-	200.00
Total 4100 · Grants	-	90,011.00	119,207.00
4200 · Programs			
4205 · Instrument Barn	108.00	3,412.00	300.00
4215 · Salisbury Film Society	50.00	1,425.00	3,600.00
Total 4200 · Programs	158.00	4,837.00	3,900.00
4300 · Support Projects			
4315 · Contributions	210.00	696.98	3,500.00
4325 · Interest Collected	-	0.03	25.00
4330 · Memberships	355.00	15,345.00	21,000.00
Total 4300 · Support Projects	565.00	16,042.01	24,525.00
Total Income	763.00	125,705.01	\$ 181,132.00
Administrative Expenses			
6019 · Board's Discretionary Fund	-	450.00	200.00
6010 · Advertising	-	170.00	150.00
6012 · Bank Service Charges	56.86	636.76	300.00
6017 · Computer	-	21.20	-
6020 · Director's Discretionary Fund	59.45	313.40	600.00
6025 · Dues & Materials	-	1,269.18	1,300.00
6030 · Insurance - Business	450.00	2,137.00	3,000.00
6035 · Insurance - Health	579.34	4,207.18	6,900.00
6040 · Internet/Website Expenses	35.00	656.71	1,000.00
6045 · Miscellaneous	33.98	887.88	2,000.00
6050 · Parking	168.00	336.00	500.00
6055 · Postage & Delivery	-	1,516.08	1,600.00
6060 · Rent	1,050.00	6,300.00	12,600.00
6065 · Stationary	-	84.10	1,500.00
6070 · Supplies	270.50	2,263.36	3,500.00
6075 · Telephone	215.94	2,009.53	3,500.00
6085 · Travel	114.28	651.90	1,100.00
6100 · Utilities	369.54	2,247.66	3,300.00
Total Administrative Expenses	3,402.89	26,157.94	43,050.00
6300 · Fundraising Events Expenses			
6302 · Home Party Expense	-	3,176.25	-
6303 · MD Summer Center	-	1,095.30	1,100.00
6305 · Annual Dinner	520.00	540.96	7,300.00
6315 · A Night at the Winery	-	3,112.77	3,200.00
Total 6300 · Fundraising Events Expenses	520.00	7,925.28	11,600.00
6400 · Grants & Scholarships Expenses			
6405 · AEE Grants Awarded	2,000.00	2,000.00	3,000.00
6410 · CAD Grants	2,400.00	15,200.00	16,800.00
6415 · Scholarships	2,749.00	6,796.00	7,000.00
Total 6400 · Grants & Scholarships Expenses	7,149.00	23,996.00	26,800.00

	Actual December 2013	Actual YTD December 2013	Budget July 2013 - June 2014
6560 · Payroll Expenses	6,432.92	43,869.69	81,517.00
6565 · Payroll Taxes	555.66	3,512.55	6,900.00
6600 · Program Expenses	-		
6605 · "ACCENT on the Arts"	118.20	3,308.56	5,200.00
6606 · Instrument Barn	-	433.62	-
6615 · Salisbury Film Society	371.29	1,336.87	3,000.00
Total 6600 · Program Expenses	489.49	5,079.05	8,200.00
6700 · Support Projects Expenses			
6705 · 3rd Friday	-	62.24	300.00
6710 · Annual Meeting	-	-	200.00
6720 · Memberships	-	361.72	2,500.00
Total 6700 · Support Projects Expenses	-	423.96	3,000.00
Total Expenses	18,549.96	110,964.47	181,067.00
Net Ordinary Income (Loss)	\$ (17,786.96)	\$ 14,740.54	\$ 65.00

Salisbury Wicomico Arts Council, Inc.
Profit & Loss Budget Performance
July 2012 through June 2013

	Jul '12 - Jun 13	Annual Budget
Ordinary Income/Expense		
Income		
Total 4000 · Fundraising Events	27,863.00	36,000.00
Total 4100 · Grants	100,837.00	100,475.00
Total 4200 · Programs	3,585.00	7,000.00
Total 4300 · Support Projects	23,292.74	26,525.00
Total Income	155,577.74	170,000.00
Expense		
Total Administrative Expenses	41,424.41	39,845.00
6200 · Depreciation	435.90	
Total 6300 · Fundraising Events Expenses	11,316.73	12,500.00
Total 6400 · Grants & Scholarships Expenses	20,793.67	22,000.00
6560 · Payroll Expenses	74,894.11	77,784.00
6565 · Payroll Taxes	6,011.41	6,600.00
Total 6600 · Program Expenses	7,993.75	8,271.00
Total 6700 · Support Projects Expenses	3,301.73	3,000.00
Total Expense	166,171.71	170,000.00
Net Ordinary Income	-10,593.97	0.00

Signed: 
Daniel M. O'Connell, Treasurer

Salisbury Wicomico Arts Council, Inc.
Profit & Loss Budget Performance
July 2012 through June 2013

	Jul '12 - Jun 13	Annual Budget
Ordinary Income/Expense		
Income		
4000 · Fundraising Events		
4015 · Annual Dinner	14,835.00	17,000.00
4040 · MSCA Show	1,235.00	2,000.00
4025 · A Night at the Winery	11,793.00	17,000.00
Total 4000 · Fundraising Events	27,863.00	36,000.00
4100 · Grants		
4107 · CFES Endowment for the Arts	7,500.00	7,500.00
4119 · City of Salisbury Grant	2,000.00	2,000.00
4108 · MD State Arts Council Grant	83,443.00	83,440.00
4109 · Scholarship Revenues	6,500.00	6,000.00
4115 · Summer Center Sponsor	1,319.00	1,285.00
4111 · Annual Meeting Sponsor	75.00	250.00
4100 · Grants - Other	0.00	0.00
Total 4100 · Grants	100,837.00	100,475.00
4200 · Programs		
4205 · Instrument Barn	150.00	3,000.00
4215 · Salisbury Film Society	3,435.00	4,000.00
Total 4200 · Programs	3,585.00	7,000.00
4300 · Support Projects		
4315 · Contributions	3,751.97	3,000.00
4325 · Interest Collected	1.77	25.00
4330 · Memberships	19,539.00	23,500.00
Total 4300 · Support Projects	23,292.74	26,525.00
Total Income	155,577.74	170,000.00
Gross Profit	155,577.74	170,000.00
Expense		
Administrative Expenses		
6019 · Board's Discretionary Fund	65.94	500.00
6010 · Advertising	150.00	150.00
6012 · Bank Service Charges	299.00	300.00
6020 · Director's Discretionary Fund	554.26	600.00
6025 · Dues & Materials	1,391.68	1,250.00
6030 · Insurance - Business	2,941.00	2,850.00
6035 · Insurance - Health	6,187.33	5,500.00
6040 · Internet/Website Expenses	1,690.31	1,000.00
6045 · Miscellaneous	798.76	945.00

Salisbury Wicomico Arts Council, Inc.
Profit & Loss Budget Performance
July 2012 through June 2013

	Jul '12 - Jun 13	Annual Budget
6050 · Parking	201.00	150.00
6055 · Postage & Delivery	1,705.50	1,600.00
6060 · Rent	12,650.00	12,600.00
6065 · Stationary	1,525.00	1,500.00
6070 · Supplies	3,355.01	3,500.00
6075 · Telephone	3,396.88	3,300.00
6085 · Travel	1,204.98	1,100.00
6100 · Utilities	3,307.76	3,000.00
Total Administrative Expenses	41,424.41	39,845.00
6200 · Depreciation	435.90	
6300 · Fundraising Events Expenses		
6303 · MD Summer Center	188.42	1,500.00
6305 · Annual Dinner	7,241.52	7,500.00
6315 · A Night at the Winery	3,886.79	3,500.00
Total 6300 · Fundraising Events Expenses	11,316.73	12,500.00
6400 · Grants & Scholarships Expenses		
6405 · AEE Grants Awarded	3,000.00	3,000.00
6410 · CAD Grants	13,000.15	13,000.00
6415 · Scholarships	4,793.52	6,000.00
Total 6400 · Grants & Scholarships Expenses	20,793.67	22,000.00
6560 · Payroll Expenses	74,894.11	77,784.00
6565 · Payroll Taxes	6,011.41	6,600.00
6600 · Program Expenses		
6605 · "ACCENT on the Arts"	5,218.12	5,200.00
6615 · Salisbury Film Society	2,775.63	3,071.00
Total 6600 · Program Expenses	7,993.75	8,271.00
6700 · Support Projects Expenses		
6705 · 3rd Friday	246.50	300.00
6710 · Annual Meeting	157.47	200.00
6720 · Memberships	2,897.76	2,500.00
Total 6700 · Support Projects Expenses	3,301.73	3,000.00
Total Expense	166,171.71	170,000.00
Net Ordinary Income	-10,593.97	0.00

Signed: 
Daniel M. O'Connell, Treasurer

Salisbury Wicomico Arts Council, Inc.
Balance Sheet
As of June 30, 2013

	<u>Jun 30, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1065 · Cash - PNC - Debit Cards (9727)	483.36
1001 · Cash- PNC - Operating (1801)	7,743.22
1005 · Cash - PNC - Internet (4428)	8,139.85
1015 · Cash - Bk of Delmarva - Ticket	895.50
1025 · Cash - PNC - Ticket (4762)	570.87
1030 · Cash - PNC - Money Mkt (7214)	966.74
1040 · Petty cash	400.00
Total Checking/Savings	<u>19,199.54</u>
Total Current Assets	19,199.54
Fixed Assets	
1300 · Equipment	14,492.83
1350 · Accumulated Depreciation	-13,179.66
Total Fixed Assets	<u>1,313.17</u>
Other Assets	
1565 · Doug Smith Fund	13,402.07
1560 · Arts and Abilities Fund	2,514.43
1500 · Nancy Allen Music Endowment Fun	17,856.16
1520 · H. D. Brent Scholarship Fd	43,192.62
1525 · Paul S. Hyde Scholarship Fund	54,236.16
1535 · Wico Cnty Endowmt for the Arts	180,798.13
1550 · Wico Performing Arts Center Fd	32,047.66
Total Other Assets	<u>344,047.23</u>
TOTAL ASSETS	<u>364,559.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2310 · Deferred revenue	10,135.00
2100 · Payroll Liabilities	2,517.09
2200 · Ticket Sales Held for Disbur.	787.00
Total Other Current Liabilities	<u>13,439.09</u>
Total Current Liabilities	<u>13,439.09</u>
Total Liabilities	13,439.09
Equity	
3200 · Permanently restrict net assets	272,141.33
3100 · Temporarily restrict net asset	41,784.71
3010 · Unrestrict (retained earnings)	17,667.59
Net Income	19,527.22
Total Equity	<u>351,120.85</u>
TOTAL LIABILITIES & EQUITY	<u>364,559.94</u>

Signed: 
Daniel M. O'Connell
Treasurer

*One Plaza East, Suite 501
P.O. Box 4700
Salisbury, MD 21803*



City of Salisbury
c/o Mr. Tom Stevenson
125 N. Division Street
Salisbury, Md. 21801

January 24, 2014

Dear Mr. Stevenson:

Thank you for your continued partnership, support and confidence in our mutual program of economic development. Though economic challenges are great, one of the City's greatest assets is the diversity of its economic base. SWED has been pleased to play a role in such diversity and looks forward to working with the City toward generating new and additional initiatives that will help retain, attract and grow our job base in the years ahead.

Highlights of our past year include the following:

- As announced last fall, the expansion of Jubilant Cadista Pharmaceuticals, Inc. is underway. The \$10 million, 100,000 square foot addition to the existing facility will be home to approximately three hundred new jobs and millions of dollars more in personal property additions. The Northwood location serves not only as a manufacturing and distribution center, but as the corporate headquarters of Cadista as well. SWED has been pleased to assist the firm over many years, even prior to the company becoming Cadista. Today, Jubilant Cadista is the eighth fastest growing generic pharmaceutical company in the world.
- In conjunction with the Wicomico County Airport Commission, Wicomico County and the Maryland Department of Business and Economic Development (DBED), we structured and brokered a conditional loan from DBED to Wicomico that allowed for the renovation and repair of the Piedmont hangar complex at the Salisbury-Ocean City: Wicomico Regional Airport. This complex is home to approximately two hundred associates, a maintenance base and the corporate headquarters of Piedmont Airlines.
- Through the Southern Eastern Shore Revolving Loan Fund, SWED brokered business loans to Manufacturing Support Services, Inc. (MSI) and Bay Steel, Inc. The working capital loan to MSI helped to preserve twenty-five jobs as the firm relocated to smaller quarters. The real property loan to Bay Steel, Inc. helped the company purchase a vacant, 10,000 square foot facility on Brown Street in Salisbury's Enterprise Zone. Along similar lines, SWED, in conjunction with other lenders, helped Machining Technologies become financially stronger by restructuring existing loans. MaTech employs approximately one hundred fifty associates.

- We were pleased to complete our mutual tech-transfer project with AHPharma Food Safety Products this past year. AHPharma licensed patented technology from the U.S. Department of Agriculture and is now, with the acquisition of a 3-D printer, manufacturing the bacteria detecting device (and other products) locally. SWED was pleased to partner with the company in this tech-transfer endeavor.

Internally and often overlooked is the service we provide on a daily basis. We receive hundreds of calls from students, brokers, corporate executives and people from all walks of life seeking information about our community. We respond to every call.

While we cannot predict with certainty the types of jobs or the companies that will encompass our area in the years to come, we recognize that diversity of business is perhaps our greatest asset. We also recognize the value of entrepreneurship in creating new and diversified businesses. A diversified economy allows our community to mitigate the impact of economic downturns while seizing opportunities in expansive economic cycles. As indicated by the City's financial and professional support, SWED recognizes the value the City places upon economic development in general and SWED in particular.

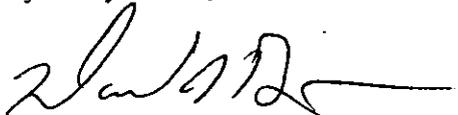
As in the past, we remain committed to our mission and prudent in our expenditures.

Economic forces can challenge every organization and SWED is no different. As mentioned last year, we continue to realize increased efficiencies from digitizing our files, utilizing a web-based email system, adding multiple monitors to existing computers, reducing land line services, utilizing third-party back-up systems, employing part time staff or interns, initiating receipt of online mailings and statements, and utilizing smartphone and tablet technology to enhance communication and promotion. With your support and confidence coupled with greater efficiencies, we are well-positioned to promote our community to businesses all around the globe.

The attached spreadsheet indicates budgets of years past as well as our next fiscal year proposal. For FY 2014 – 2015, SWED respectfully requests funding from the City of Salisbury in the amount of \$20,500.

On behalf of all of our partners in both public and private sectors, thank you for your consideration, partnership and commitment to economic development.

Very Truly Yours,



David J. Ryan
Executive Director

Attachments: 2014-2015 Budget Proposal, 5-year history, most recent year-end financial statement & most recent interim financial statement

**SALISBURY-WICOMICO ECONOMIC DEVELOPMENT, INC.
2014-2015 BUDGET PROPOSAL**

	08-'09	09-'10	10-'11	11-'12	12-'13	13-'14	14-'15
	Actual	Actual	Actual	Actual	Actual	Actual	Proposal
Gross Wages	\$119,650	\$119,650	\$99,100	\$99,100	\$104,100	\$126,640	\$126,640
SimpleIRA	\$3,605	\$3,355	\$2,975	\$2,975	\$2,975	\$3,800	\$3,800
Simple IRA Match	\$3,605	\$3,355	\$2,975	\$2,975	\$2,975	\$3,800	\$3,800
FICA	\$9,200	\$9,200	\$7,600	\$7,600	\$8,000	\$9,700	\$9,700
Unemp.Ins.	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Med/Retirement	\$23,800	\$23,800	\$24,300	\$24,300	\$24,000	\$24,800	\$25,500
Exec. Dir. Expense	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Rent	\$11,300	\$11,700	\$11,700	\$11,700	\$11,000	\$11,000	\$11,000
Office Expense	\$2,400	\$2,200	\$2,200	\$2,200	\$2,500	\$2,500	\$2,000
Dues, Mbrshps, Subs.	\$750	\$500	\$500	\$500	\$1,000	\$1,000	\$1,000
SWED Meetings	\$4,500	\$4,500	\$4,500	\$4,500	\$3,000	\$3,000	\$3,000
Telephone	\$3,600	\$3,600	\$3,600	\$3,600	\$4,200	\$4,000	\$3,800
Postage	\$600	\$400	\$400	\$400	\$400	\$500	\$500
Client Expenses	\$4,500	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
Insurance	\$1,400	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Fix., Furn, & Equip.	\$0	\$0	\$0	\$0	\$3,500	\$1,000	\$1,000
Professional Services	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,600	\$1,600
Advertising & Promotion	\$20,000	\$7,700	\$7,700	\$7,700	\$11,400	\$16,500	\$16,500
Annual Meetings	\$500	\$500	\$500	\$500	\$0	\$0	\$0
Totals	\$217,610	\$203,760	\$181,350	\$181,350	\$192,350	\$221,640	\$221,640

Salisbury-Wicomico Economic Development, Inc.

Financial Statement: December 2013

	Dec-13	YTD Dec-13	4 Month Fiscal year ends 8/31/14
Beg. Cash			
Savings	\$257.46		
Checking	\$7,542.95		
Total	\$7,800.41		
Income			
Pledges	\$16,460.00	\$69,336.75	
Savings Interest	\$0.09	\$0.47	
Meals/Meetings	\$40.00	\$1,580.00	
Miscellaneous	\$20.00	\$770.01	
SWEDspace	\$25.00	\$750.00	
BEF Fees	\$0.00	\$0.00	
Total Income	\$16,545.09	\$72,437.23	
Total Cash Available	\$24,345.50		

Expenses	Actual Month	Monthly Budget	Actual YTD	Budget YTD	Budget Year
Gross Wages	\$8,613.28	\$10,553.33	\$37,166.37	\$42,213.33	\$ 126,640.00
Simple IRA	\$0.00	\$316.67	\$0.00	\$1,266.67	\$3,800.00
Simple IRA Match	\$0.00	\$316.67	\$0.00	\$1,266.67	\$3,800.00
FICA	\$963.02	\$808.33	\$3,121.09	\$3,233.33	\$9,700.00
Md. - Fed U.Ins.	\$0.00	\$16.67	\$0.00	\$66.67	\$200.00
Exec. Dir. Exp.	\$539.58	\$541.67	\$2,178.36	\$2,166.67	\$6,500.00
Medical - Retirement	\$2,059.86	\$2,066.67	\$8,239.44	\$8,266.67	\$24,800.00
Rent/Custodial	\$904.00	\$916.67	\$3,616.00	\$3,666.67	\$11,000.00
Office Expense	\$121.87	\$208.33	\$535.06	\$833.33	\$2,500.00
Dues, Memberships, Subscriptions	\$53.34	\$83.33	\$108.86	\$333.33	\$1,000.00
SWED Meetings	\$0.00	\$250.00	\$2,467.88	\$1,000.00	\$3,000.00
Telephone	\$279.57	\$333.33	\$1,124.59	\$1,333.33	\$4,000.00
Postage	\$112.00	\$41.67	\$171.94	\$166.67	\$500.00
Client Expenses	\$390.63	\$300.00	\$1,112.79	\$1,200.00	\$3,600.00
Furniture, Fixtures & Equipment	\$96.98	\$0.00	\$940.21	\$333.33	\$1,000.00
Insurance	\$0.00	\$125.00	\$1,475.00	\$500.00	\$1,500.00
Professional Services	\$0.00	\$65.43	\$0.00	\$533.33	\$1,600.00
Advertising & Promotion	\$1,691.79	\$1,375.00	\$3,850.32	\$5,500.00	\$16,500.00
Total Expenses	\$15,825.92	\$18,470.00	\$66,107.91	\$73,880.00	\$221,640.00
Cash	\$8,519.58		Over (Under) Budget		

Savings	\$267.55	Month	(\$2,644.08)
Checking	\$8,252.03	YTD	(\$7,772.09)
Restricted	\$627,480.22		
Reserve	\$29,881.82		
Savings II	\$77,861.49		

bef loan fund

Salisbury-Wicomico Economic Development, Inc.

Financial Statement: August 2013

	Aug-13	YTD Aug-13	12 Month		
				Fiscal year ends 8/31/13	
Beg. Cash					
Savings	\$170.60				
Checking	\$910.52				
Total	\$1,081.12				
Income					
Pledges	\$31,174.25	\$177,401.85			
Savings Interest	\$0.01	\$0.98			
Meals/Meetings	\$0.00	\$1,705.00			
Miscellaneous	\$0.00	\$1,373.94			
SWEDspace	\$25.00	\$3,525.00			
BEF Fees	\$0.00	\$0.00			
Total Income	\$31,199.26	\$184,006.77			
Total Cash Available	\$32,280.38				
	Actual	Monthly	Actual	Budget	Budget
Expenses	Month	Budget	YTD	YTD	Year
Gross Wages	\$10,241.56	\$8,675.00	\$100,900.08	\$104,100.00	\$ 104,100.00
Simple IRA	\$0.00	\$247.92	\$1,485.25	\$2,975.00	\$2,975.00
Simple IRA Match	\$0.00	\$247.92	\$1,485.25	\$2,975.00	\$2,975.00
FICA	\$582.70	\$666.67	\$7,663.87	\$8,000.00	\$8,000.00
Md. - Fed U.Ins.	\$0.00	\$16.67	\$110.54	\$200.00	\$200.00
Exec. Dir. Exp.	\$577.20	\$541.67	\$6,465.15	\$6,500.00	\$6,500.00
Medical - Retirement	\$2,012.98	\$2,000.00	\$23,408.86	\$24,000.00	\$24,000.00
Rent/Custodial	\$904.00	\$916.67	\$10,748.00	\$11,000.00	\$11,000.00
Office Expense	\$31.18	\$208.33	\$1,768.09	\$2,500.00	\$2,500.00
Dues, Memberships, Subscriptions	\$0.00	\$83.33	\$764.05	\$1,000.00	\$1,000.00
SWED Meetings	\$0.00	\$250.00	\$2,103.01	\$3,000.00	\$3,000.00
Telephone	\$292.47	\$350.00	\$3,434.05	\$4,200.00	\$4,200.00
Postage	\$92.00	\$33.33	\$606.04	\$400.00	\$400.00
Client Expenses	\$230.04	\$300.00	\$3,512.43	\$3,600.00	\$3,600.00
Furniture, Fixtures & Equipment	\$0.00	\$0.00	\$3,474.84	\$3,500.00	\$3,500.00
Insurance	\$0.00	\$125.00	\$1,475.00	\$1,500.00	\$1,500.00
Professional Services	\$1,365.00	\$65.43	\$1,365.00	\$1,500.00	\$1,500.00
Advertising & Promotion	\$825.99	\$950.00	\$12,369.46	\$11,400.00	\$11,400.00
Total Expenses	\$17,155.12	\$16,029.17	\$183,138.97	\$192,350.00	\$192,350.00
Cash	\$15,125.26				
Res	(\$12,935.00)				
	\$2,190.26				
				Over (Under) Budget	
			Month	\$1,125.95	
			YTD	(\$9,211.03)	
Savings	\$170.61				
Checking	\$2,019.65				
Restricted	\$627,099.36	bef loan fund			
Reserve	\$29,876.83				
Savings II	\$129,542.42				

WICOMICO CREEK WATCHERS

206 West Main Street
Salisbury, MD 21801

February 3, 2014

The Honorable James Ireton, Mayor
Jake Day, President, Salisbury City Council
Laura Mitchell, Vice President, Salisbury City Council
Terry Cohen, Salisbury City Council
Eugenie (Shanie) Shields, Salisbury City Council
Tim Spies, Salisbury City Council
125 N. Division Street
Salisbury, Maryland 21801-4940

Dear Mayor Ireton and City Council Members,

The Wicomico Creekwatchers have been fortunate to have had the financial support of the City of Salisbury for its water quality monitoring program over the last three years. An all-volunteer collaboration between Salisbury University (SU) and citizen volunteers, the nonpartisan, science-based Creekwatcher program advances the efforts of citizens, businesses, and public officials to inform public policy and support pollution reduction initiatives.

Water quality testing is coordinated by Dr. Judith Stribling of Salisbury University, using student volunteers and laboratory testing services at both SU and the Horn Point Laboratory at the University of Maryland Center for Environmental Science (UMCES).

The mission of the Wicomico Creekwatchers is to collect and report objective and scientifically credible water quality data using a grassroots volunteer force who gather information along the Wicomico River and its tributaries each year from March through November. Our goal is to be an integral part of the restoration of the Wicomico River by providing science-based, objective information on its condition, engaging and educating the public on the importance of scientific study and stewardship, and providing a range of opportunities for citizen and student participation.

Specific objects include:

- o Maintaining a robust analytical and management program for monitoring the Wicomico River
- o Providing fundamental baseline and assessment information to managers and government agencies for Wicomico River watershed assessment and planning
- o Monitoring the progress of the Wicomico County Phase II (and beyond) Watershed Implementation Plan (WIP)
- o Enhancing the goals of the Wicomico River Project
- o Generating citizen awareness and community stewardship of the Wicomico Watershed
- o Providing citizens with the opportunity to directly engage with the health of their river; and
- o Fostering increased interest in and participation by Salisbury University students in community action.

With this letter, we are requesting financial assistance in the amount of \$4,796 from the City of Salisbury for the 2014 sampling season. The funds will be used for three areas:

1. To test for total nitrogen (TN) and total phosphorus (TP) and quality control check samples which are performed at the Horn Point Lab at UMCES;
2. To test for bacterial levels at SU's Bacterial Source Tracking Lab in its Department of Biology;

3. To analyze pH and Chlorophyll a levels at SU's biology lab; and
4. To purchase sampling equipment as necessary.

A detailed budget for the 2014 program and last year's financial report are enclosed. We have applied to the Chesapeake Bay Trust for a matching grant that will fund most of the remainder of funds needed for 2014 testing (which does not include in-kind support). The City of Salisbury's financial support is critical for the Creekwatcher program, and the City's partnership is important as we gather resources from the community and grantors.

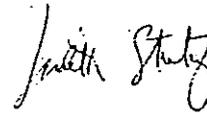
We believe that the service the Wicomico Creekwatchers provide the City of Salisbury and the community at large is invaluable to all who care about the health of the Wicomico River. In the last two years, we added bacterial testing of specific sites along the river to more fully understand the health impacts of pollution. We continue to adhere to the best practices in water quality monitoring (NAME) so that our data will be both legitimate and compelling. We continue to partner with the City and local organizations working to develop a Wicomico River Watershed Management Plan, which has almost completed assessment of the three subwatersheds within the City of Salisbury.

Your support and approval of our request for support of water quality testing will be of great value and truly appreciated by the Wicomico Creekwatchers and our partners. Please feel free to contact us with any questions or needs for further information.

Sincerely,



Pete A Bozick, Jr., PE, Chair
Wicomico Creekwatchers Leadership Team



Judith Stribling, PhD, Science Coordinator
Wicomico Creekwatchers Leadership Team

WICOMICO CREEKWATCHERS
FY2015 BUDGET

TOTAL COSTS

BREAKDOWN by funding source

Budget Item	Cost per Item	Quantity	Total Cost	SU	CBT	SBY	WET
UMCES: TN/TP Analysis	\$12.90	400	\$5,160.00		\$3,805.00	\$1,355.00	
UMCES: Quality Control checks & NO3 Analysis	\$4.25	80	\$340.00			\$340.00	
SU: pH, salinity, NO ₃ & Chl a Analysis	\$3.00	400	\$1,200.00			\$1,200.00	
SU: Fecal enterococci Bacterial Testing	\$32.45	80	\$2,596.00		\$895.00	\$1,701.00	
SU: Sampling equipment	\$200.00		\$200.00			\$200.00	
SU: Final Report: design & printing	\$4.00	75	\$300.00		\$300.00		
Dr. Judith Stribling, Scientific Consultant, SU	\$38.00	180	\$6,840.00	\$6,840.00			
Keota Silaphone, Volunteer Coordination, WET	\$25.00	45	\$1,125.00				\$1,125.00
SU Website: Management	\$75.00	7	\$525.00	\$525.00			
SU Website: Hosting	\$24.00	1	\$24.00	\$24.00			
SU Website: Domain	\$10.00	1	\$10.00	\$10.00			
Communications, WET	\$25.00	30	\$750.00				\$750.00
Volunteer Training & Retention, WET	\$5.00	25	\$125.00				\$125.00
SU Student analysts	\$8.00	128	\$1,024.00	\$1,024.00			
TOTAL			\$20,219.00	\$8,423.00	\$5,000.00	\$4,796.00	\$2,000.00

Sources of Support	Budget Items Covered	Type	Total
Chesapeake Bay Trust	TN/TP Analysis (partial); bacterial testing (partial); final report	Grant	\$5,000.00
Salisbury University	Personnel, website	In-kind	\$8,423.00
Wicomico Environmental Trust	Communications, volunteer training	In-kind	\$2,000.00
City of Salisbury	TN/TP Analysis (partial); Quality Control; pH, NO ₃ & Chl a analysis; bacterial analysis (partial); supplies	Funding	\$4,796.00
TOTAL			\$20,219.00

WICOMICO CREEKWATCHERS
 FY2014 Budget to Actuals

As of: 2/6/2014

TOTAL COSTS

BREAKDOWN by funding source

Budget Item	Cost per Item	Quantity	Total Cost	SU	CBT	SBY	WET
UMCES: TN/TP Analysis	\$12.75	361	\$4,602.75		\$3,658.00	\$944.75	
UMCES: Quality Control checks & NO ₃ Analysis	\$3.85	36	\$138.60			\$138.60	
SU: pH, salinity, NO ₃ & Chl a Analysis	\$3.00	361	\$1,083.00			\$1,083.00	
SU: Fecal enterococci Bacterial Testing	\$22.50	48	\$1,080.00		\$1,080.00		
Equip: NO ₃ electrode	233.65	1	\$233.65			\$233.65	
SU: Final Report: design & printing	\$4.00	75	\$300.00			\$300.00	
Dr. Judith Stribling, Scientific Consultant, SU	\$38.00	180	\$6,840.00	\$6,840.00			
Dr. Aaron Hogue, Volunteer Coordination, SU	\$38.00	45	\$1,710.00	\$1,710.00			
SU Website: Management	\$75.00	7	\$525.00	\$525.00			
SU Website: Hosting	\$25.00	1	\$25.00	\$25.00			
SU Website: Domain	\$10.00	1	\$10.00	\$10.00			
SU Student Testing	\$8.00	128	\$1,024.00	\$1,024.00			
Volunteer Time/4hr per sample date	\$15.00	64	\$960.00	\$960.00			
Supplies, inclding equipment, reagents, filters			\$1,000.00			\$1,000.00	
Volunteer Retention, training & PR			\$800.00			\$800.00	
Admin, WET	\$25.00	30	\$750.00				\$750.00
TOTAL			\$21,082.00	\$11,094.00	\$4,738.00	\$4,500.00	\$750.00

CITY OF SALISBURY/FY2014 Expenses To Date

DATE	EXPENDITURE	SUPPLIER	TOTAL	SBY Budget	Unexpended Funds
7/26/2013	Supplies: thermometers	Forestry Suppliers	\$210.51	\$1,000.00	\$789.49
8/28/2013	TN/TP/NO3 analysis; A80804	Horn Point	\$1,925.50	\$944.75	\$0.00
11/4/2013	TN/TP/NO3 analysis; A80826	Horn Point	\$1,583.65	\$138.60	\$0.00
12/10/2013	Fecal enterococci bacteria analysis	SU BST	\$1,080.00	\$0.00	\$0.00
12/13/2013	TN/TP/NO3 analysis; A80840	Horn Point	\$1,232.20	\$0.00	\$0.00
12/30/2013	SU sample analysis, 244@ 3.00	SU	\$732.00	\$1,083.00	\$351.00
	Euquipment: NO3 electrode			\$233.65	\$233.65
	SU: Final Report: design & printing			\$300.00	\$300.00
	Volunteer Retention			\$800.00	\$800.00
		Total to date	\$6,763.86	\$4,500.00	\$2,474.14

WICOMICO CREEKWATCHERS
 FY 2013 INCOME & EXPENDITURES

EXPENSES

Date	Budget Item	Payee	Total
10/2/2012	TN/TP, NO ₃ analysis, A80665	Horn Point Lab	\$1,567.55
11/28/2012	Fecal enterococci analysis	BST Lab, SU	\$1,710.00
1/4/2013	TN/TP, NO ₃ analysis, A80708	Horn Point Lab	\$1,801.15
1/31/2013	TN/TP, NO ₃ analysis, A80716	Horn Point Lab	\$1,127.55
2/25/2013	NO3 electrode	Cole Parmer	\$281.59
2/25/2013	2012 Report Printing, 75 copies	SU Publications	\$78.00
3/6/2013	2012 Report design	SU Publications	\$5.00
2/23/2013	Training session food	Panera Bread	\$88.28
2/25/2013	Secchi disks	Ben Meadows	\$152.00
3/1/2013	pH sensor for Sonde	YSI	\$275.00
6/1/2013	SU sample analysis, 394 @ 3.00	SU	\$1,182.00
			\$8,268.12

INCOME

Source	Amount	Spent	Net
Chesapeake Bay Trust	\$4,738.00	\$4,738.00	\$0.00
City of Salisbury	\$4,214.00	\$3,530.12	\$683.88

Due to the City of Salisbury: \$683.88

STOP THE VIOLENCE IN WICOMICO COUNTY

P.O. Box 1366
Salisbury, MD 21802
410-543-4813

stoptheviolencewc@verizon.net



City of Salisbury
Attn. Mayor Jim Ireton
125 North Division Street
Salisbury, Maryland 21801
January 31, 2014

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Dr. George Whitehead

Nina DiCarlo East

Andrew Kitzrow,
Program

Dear Mayor Ireton,

Thank you so much for your continued support of Stop the Violence in Wicomico County. The money allocated last year to STV was incredibly useful and needed to make a difference in the 30-60+ children we help each night. We have been keeping our focus this year on education and helping each child acknowledge their potential and guiding them to achieve everything they could ever dream of becoming. We provide tutoring, worksheets, computer lab, library and educational programming each night. By providing a safe place and alternative to joining gangs we truly feel like a difference is being made on the East side of Salisbury. One of our growing focuses is to show these kids how lucky they are to be part of such a program. We are teaching our kids to give back by helping other local non-profits like HALO and Christian Shelter. We want to stop the cycle of getting and instill a giving, appreciative heart in each and every child that goes through our program.

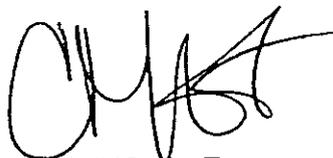
The money you graciously provided last year eliminated an incredible amount of stress to our board and our volunteers, and gave us the ability to focus more of our efforts on helping these children.

Per your request in the packet provided we have included copies of our current year's budget, our expenditures and our "working budget" for 2014.

The funds we are asking for in 2014 will go to provide the rental of the building, air conditioning and heat for STV to meet; as well as cover the expenses it takes to put on our programming. Due to the demographic and area we are working in we are finding a consistent turn over in many of the children that attend STV. This in turn is making it hard for our volunteers and workers; because kids need consistency so our job is much harder since each week we are getting to know at least 5-10 new kids while working with the "regulars". By providing the funding again we are going to be able to have an extra employee to help with the kids on a regular basis and help with our volunteer efforts.

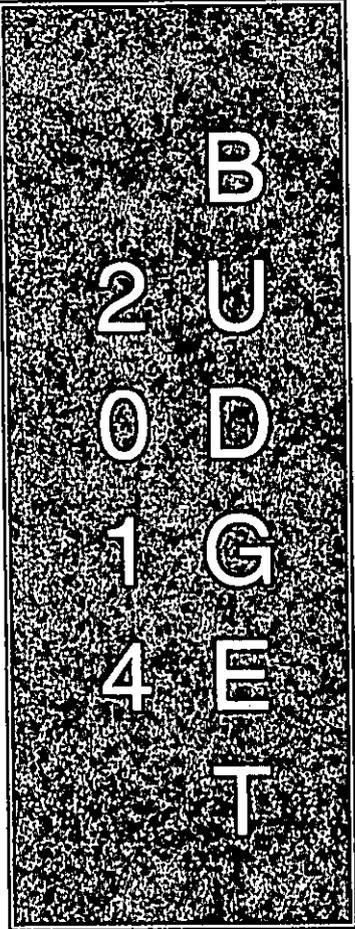
We appreciate your time and effort, if you need more information please feel free to call (410.251.8028) or email nina@dicarlo1.com.

Respectfully Submitted;



Nina DiCarlo East

2014 Proposed Budget



2014
BUDGET

- Facility Expenses (rent, utilities, insurance etc.)
 - \$35,000.00
- Employee Expenses (Employee Pay)
 - \$17,000.00
- Misc. Operating Expenses
 - \$12,00.00
- Contributions/Donations/Fundraisers
 - \$48,944.42 (with another \$20k from City)
- 2014 Net Cash Flow
 - **\$-15,000.00**

We need your help!



NEED:

- ❑ Funding to continue current operations (approx. \$20,000.00)
- ❑ Funding to expand programs and improve facilities
- ❑ Funding for to help fund 1-2 employees for 1 year @ approx. \$9.00/hour 2 days per week (approx. \$6,000.00)
- ❑ Funding to purchase a property and building (\$385,000 to purchase property)
- ❑ Volunteers needed to offer services for programming (Martial Arts, Music Lessons, Art Classes, Sports Camps, Nutrition & Cooking Classes, Computer Instruction, Sewing Classes)

Why We Started:

- **Wicomico County has the 3rd highest gun crime rate in the state of Maryland and 46% of those crimes are committed by youth ages 15 to 18.**
- **In 2010 a concerned group of local community members decided to take a pro-active solution to deter gang violence and youth involvement in crime.**
- **In July 2011 the center opened; within 3 weeks we had 50 - 70+ adolescence coming to the facility to engage in recreational and educational activities.**

Community Partners

- ❑ **Wicomico County Park & Recreation**
- ❑ **Salisbury's Promise**
- ❑ **Wicomico Partnership for Families & Children**
- ❑ **Kidz ROC**
- ❑ **City of Salisbury**
- ❑ **Wicomico Mentoring Project/WCBOE**
- ❑ **Salisbury Sunrise Rotary Club**
- ❑ **Asbury United Methodist Church Sunday School**

Who we help



- **70+ participants**
 - ranging in age from 5-18
- **30+ elementary and middle school students**
(from East Salisbury, Wi-Middle & North Salisbury)
 - M-Th from 5:00 – 8:00
- **25+ high school age and older** (Wi-High)
 - T-Th after 8:00 until 9:30/10:00
- **Saturdays**
 - STV Basketball League: about 20 middle school boys
 - STV: Football League
 - STV: Soccer League

Programs



Summer Camp Program

- For youth 5-14 years of age
- DoverDale Playground & Calloway Street Gym

Youth Recreational Programs

- 2013
 - Monday thru Thursday - 5:00pm-8:00pm
 - included tutoring, educational help, sports, games and Arts & Crafts, life skills and healthy living and choices programming
- 2014
 - Expanded operations to include a more up to date computer lab, book club, gardening program, tutoring program and paying it forward (giving back campaign)
 - Began weekly enrichment programs covering skills development, creative arts, and service learning