



**CITY OF SALISBURY  
SPECIAL MEETING AGENDA**

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**May 18, 2020**

**4:30 p.m.**

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**ZOOM SPECIAL MEETING**

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Times shown for agenda items are estimates only.

- 4:30 p.m. CALL TO ORDER
- 4:31 p.m. WELCOME/ANNOUNCEMENTS
- 4:32 p.m. SILENT MEDITATION
- 4:33 p.m. ADOPTION OF SPECIAL MEETING AGENDA
- 4:34 p.m. PUBLIC HEARINGS- FY21 Proposed Budget Ordinances – City Attorney Mark Tilghman
- **Ordinance No. 2593** - appropriating the necessary funds for the operation of the government and administration of the City of Salisbury, Maryland for the period July 1, 2020 to June 30, 2021, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
  - **Ordinance No. 2594**- to establish that there is no rate change for water and sewer rates. It is effective for all bills dated October 1, 2020 and thereafter unless and until subsequently revised or changed
  - **Ordinance No. 2595**- to set fees for FY2021 and thereafter unless or until subsequently revised
- 4:50 p.m. PUBLIC HEARING- Constant Yield Tax Rate – City Attorney Mark Tilghman
- 5:10 p.m. COUNCIL COMMENTS
- 5:15 p.m. ADJOURNMENT

Copies of the agenda items are available for review in the City Clerk's Office, Room 305 – City/County Government Office Building, 410-548-3140 or on the City's website at [www.salisbury.md](http://www.salisbury.md). City Council meetings are conducted in Open session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b), by vote of the City Council.

Next Council Meeting – May 26, 2020

- Resolution No. \_ - approving the sale of 1141 S. Division Street
- Resolution No. \_ - appointment of Matt Drew to the Bicycle & Pedestrian Advisory Committee
- Ordinance No. \_ - 2<sup>nd</sup> reading- Elections budget amendment to cover shortfall
- Ordinance No. 2593 – 2<sup>nd</sup> reading- appropriating the necessary funds for the operation of the government and administration of the City of Salisbury, Maryland for the period July 1, 2020 to June 30, 2021, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina, and Storm Water Funds
- Ordinance No. 2594- 2<sup>nd</sup> reading- to establish that there is no rate change for water and sewer rates. It is effective for all bills dated October 1, 2020 and thereafter unless and until subsequently revised or changed
- Ordinance No. 2595-2<sup>nd</sup> reading- to set fees for FY2021 and thereafter unless or until subsequently revised

**Join Zoom Meeting**

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Meeting ID: 851 5844 0184

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Posted 5/15/20

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# MEMO

## Department of Finance

**To:** Julia Glanz, City Administrator  
**From:** Keith Cordrey, Director of Finance Department *KAC*  
**Subject:** FY21 Budget Ordinances  
**Date:** 04 13 2020

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Please find attached the following Budget Ordinances:

**FY21 Budget Ordinance**

This ordinance establishes the appropriations necessary to operate the City during FY21.  
It also authorizes project and grant funding.

**FY21 Water Sewer Rate Ordinance**

This ordinance sets the Water and Sewer Rates for FY21. Water and Sewer Rates were unchanged from the previous year.

**FY21 Fee Ordinances**

This ordinance sets various fees for FY21.

Unless you or the Mayor has further questions, please forward this Ordinance to the Salisbury City Council.

ORDINANCE NO. 2593

AN ORDINANCE APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF SALISBURY, MARYLAND FOR THE PERIOD JULY 1, 2020 TO JUNE 30, 2021, ESTABLISHING THE LEVY FOR THE GENERAL FUND FOR THE SAME FISCAL PERIOD AND ESTABLISHING THE APPROPRIATION FOR THE WATER AND SEWER, PARKING AUTHORITY, CITY MARINA, AND STORM WATER FUNDS.

BE IT ORDAINED, by the City of Salisbury, Maryland that the amounts listed in Schedule A – Operating Budget Appropriations are hereby appropriated for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021 to fund operations of the City of Salisbury, Maryland.

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

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

BE IT FURTHER ORDAINED that:

- 1) The tax levy be, and the same be hereby set, at \$ .9832 per \$100 of assessed valuation of all real property, at \$3.51 per \$100 of assessed valuation for all personal property categorized as utilities, and at \$2.40 per \$100 of assessed valuation for all other personal property subject to taxation by the City of Salisbury for General Fund purposes, including debt service purposes (exclusive of revenues derived from the Water and Sewer Fund for debt service purposes attributed to water and sewer activities); and
- 2) All taxes levied by this ordinance shall be liens from and after July 1, 2020 and shall be due and payable as specified in Title 14 of the Tax Property article of the Annotated Code of Maryland, as amended;

AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at \_\_\_\_ PM on \_\_\_\_\_, 2020 in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.

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

THIS ORDINANCE was introduced and read at a special meeting of the Council of the City of Salisbury held on the \_\_\_\_\_, 2020, and having been published as required by law, in the meantime, was finally passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**ATTEST:**

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor

65 **Schedule A - Operating Budget Appropriations**

66

67	1)	General Fund – for the general municipal purposes of the City of Salisbury:	
		City Council / City Clerk	257,804
		Mayor's Office/ Development Services	1,907,478
		Finance	745,209
		Procurement / Municipal Buildings	563,723
		City Attorney	355,000
		Information Technology	611,061
		Police	14,168,624
		Fire	10,180,062
		Housing and Community Development	1,148,528
		Infrastructure and Development	1,587,840
		Field Operations	7,219,521
		Debt Service & Other Uses	6,264,591
		Total	45,009,441
68	2)	Parking Authority Fund – for the special assessment district known as the Parking Authority	
		Total	831,747
69	3)	Water Sewer Fund - for operations of the water and sewer departments	
		Total	18,126,081
70			
71	4)	Marina Fund – for the operations of the enterprise known as the City Marina	
		Total	111,542
72	5)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund	
		Total	695,355
73			
		Grand Total	\$ 64,774,166

## Schedule B – Capital Project Appropriations (1 of 2)

### General Capital Projects

			Funding Source					
			PayGO Gen Fund	PayGO Storm Water	Grant	Contrib.	Prior Yr Bond	FY22 Bond
Dept	Project	Amount						
	<b>General Government</b>							
GOB	GOB Roof and Air Handler Replacement	175,000					175,000	
IT	Computer Aided Dispatch (CAD) Replacement	50,000					50,000	
	<b>Field Operations</b>	-						
Field Op	Church St Storm Water Pipe Rehabilitation Lining	130,550		130,550				
Field Op	Special Events Pavilions	90,000			90,000			
Field Op	ADA: Ramp and Bathroom Conversion	40,000						40,000
Field Op	Field Operations Facility Plan - Phase 2	2,000,000						2,000,000
Field Op	2 One Ton Dump Trucks (Sanitation & Parks)	140,000					140,000	
	<b>Infrastructure &amp; Development</b>	-						
I & D	Port Exchange Riverwalk Replacement	114,000					-	114,000
I & D	Street Scaping (Town Square)	750,000					750,000	
I & D	Rail Trail Master Plan Implementation	250,000					250,000	
I & D-SW	Waste Shark	25,000		25,000				
	<b>Total</b>	<b>3,764,550</b>	<b>-</b>	<b>155,550</b>	<b>90,000</b>	<b>-</b>	<b>1,365,000</b>	<b>2,154,000</b>

**Schedule B – Capital Project Appropriations (2 of2)**

Project		Funding Source					
		Transfer PayGO	Lawsuit Proceeds	Grant	Impact Funds	Lawsuit Proceeds	Reallocate Bonds
<b><u>Water Sewer Capital Project Fund:</u></b>							
Structural Study	75,000						75,000
Restore Park Well Field	175,000					175,000	
Filter Replacement Project	306,000					306,000	
Replace Distribution Piping & Valves	100,000					100,000	
Park Plant Flow Meter Replacement	250,000					250,000	
Sewer Trunk Line Rehabilitation Lining	150,000					150,000	
Pump Stations Improvements	250,000					250,000	
Paleo Well 3	0				1,231,000	-1,231,000	
Park Water Treatment Plant Interior Improvements	100,000						100,000
<b>Total &gt;&gt;</b>	<b>1,406,000</b>	<b>0</b>		<b>0</b>	<b>1,231,000</b>	<b>0</b>	<b>175,000</b>

**Notes:**

- (1) The above schedule authorizes changing the source of funding of \$1,231,000 for Paleo Well 3 from lawsuit proceeds to Impact Funds since this project will enhance growth. The \$1,231,000 in lawsuit proceeds, made available by this change, will then be used to fund the projects with amounts in the Lawsuit Proceeds column.



## Schedule C City Fiscal Year 2019 Appropriations for Grant-Funded Expenditures

Schedule C: City Fiscal Year 2021 Appropriations for Grant-Funded Expenditures										
Grant Name	Appropriation					Grant Dates		Funding		
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	CFDA #	Dept/Agency
	Total	Prior Yrs	FY 2021	Amount	Account					
Comcast - Public, Educational & Governmental (PEG) Fees										
FY21 - PEG Fees from Comcast	80,000		80,000	N/A	N/A	7/1/2020	6/30/2021	Private	N/A	Comcast
Housing & Community Development Department										
FY21 - Homeless Solutions Program - Federal Funds (ESG)	25,000		25,000	N/A	N/A	7/1/2020	6/30/2021	Federal	14.231	DHCD
FY21 - Homeless Solutions Program - State Funds	30,000		30,000	N/A	N/A	7/1/2020	6/30/2021	State	N/A	DHCD
FY21 - Projects for Assistance Transition-Homelessness (PATH)	35,000		35,000	N/A	N/A	7/1/2020	6/30/2021	Federal	93.150	SAMHSA
FY21 - Community Legacy	200,000		200,000	N/A	N/A	7/1/2020	6/30/2022	State	N/A	DHCD
PY20 - Community Development Block Grant (CDBG)	387,418		387,418	N/A	N/A	7/1/2020	N/A	Federal	14.218	HUD
FY21 - Maryland Heritage Area Authority (MHAA)	50,000		50,000	15,000	91001-599120	7/1/2020	6/30/2022	State	N/A	MHAA / MDP
FY19 - POS - Zoo Special Events Pavilion, Phase 1 (DNR - Wic. Co.)	100,000		100,000	11,000	91001-599120					
Infrastructure & Development Department										
FY21 - MD - Governor's Capital Projects Grant (DGS) (Salisbury	1,000,000		1,000,000	N/A	N/A	7/1/2020	6/30/2027	State	N/A	MD / DGS
FY21 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	255,000		255,000	N/A	N/A	7/1/2020	6/30/2021	State	N/A	MDE / BRF
Salisbury Fire Department										
FY17 - Staffing -Adequate Fire & Emergency Response (SAFER)	1,527,738	1,527,738		536,772	91001-599124	9/11/2018	9/30/2022	Federal	97.083	DHS / FEMA
FY21 - Salisbury Wicomico Firstcare Team (SWIFT)	150,000		150,000	N/A	N/A	7/1/2020	6/30/2021	Private	N/A	WiCHD / CareFirst
FY19 - Assistance to Firefighters Grant (AFG)	113,000		113,000	11,300	91001-599124	11/12/2019	11/11/2020	Federal	97.044	DHS / FEMA
FY20 - Port Security Grant (PSG - 3 projects)	100,000		100,000	25,000	91001-599124	9/1/2020	8/31/2023	Federal	97.056	DHS / FEMA
Salisbury Police Department										
FY17, 18 & 19 - COPS Grant	250,000	250,000		N/A	N/A					
FY21 - Bulletproof Vest Partnership	25,000		25,000	N/A	N/A	10/1/2020	9/30/2022	Federal	16.607	Dept. of Justice
FY21 - MD Criminal Intelligence Network (MCIN)	369,924		369,924	30,000	91001-599121	7/1/2020	6/30/2021	State	N/A	GOCCP
FFY20 - Edward Byrne Memorial JAG	26,000		26,000	N/A	N/A	10/1/2020	9/30/2023	Federal	16.738	Dept. of Justice
FY21 - Gun Violence Reduction Initiative	30,000		30,000	3,500	91001-599121	7/1/2020	6/30/2021	State	N/A	GOCCP
FFY21 - MD Highway Safety Office - Impaired Driver (DUI)	6,000		6,000	5,084	91001-599121	10/1/2020	9/30/2021	Federal	20.616	US DOT / MHSO
FFY21 - MD Highway Safety Office - Aggressive Driver	4,000		4,000	3,398	91001-599121	10/1/2020	9/30/2021	Federal	20.600	US DOT / MHSO
FFY21 - MD Highway Safety Office - Distracted Driver	3,000		3,000	2,555	91001-599121	10/1/2020	9/30/2021	Federal	20.600	US DOT / MHSO
FY21 - Wicomico County Circuit Court - Drug Court	12,000		12,000	5,800	91001-599121	7/1/2020	6/30/2021	County	N/A	Circuit Court
FY18 - Wicomico County Adult Drug Treatment Court	443,469	443,469		N/A	N/A	1/1/2020	12/31/2022	Federal	16.585	Dept. of Justice
FFY21 - U.S. Marshals Program	20,000		20,000	12,013	91001-599121	10/1/2020	9/30/2021	Federal	16.111	US Marshals
Total	\$ 5,242,549	\$ 2,221,207	\$ 3,021,342	\$ 661,422						
Some of the Community Development grants will require an FY21 match totaling \$26,000, which will be transferred from account number 91001-599120										
Some of the Police Dept. grants will require an FY21 match, totaling \$62,350, which will be transferred from account number 91001-599121.										
Some of the Fire Dept. grants will require an FY21 match, totaling \$573,072 which will be transferred from account number 91001-599124.										
The Infrastructure & Development Dept. has applied for a FY21 Governor's Capital Projects grant. The match for this grant will be covered by Bond funds, Water & Sewer funds and other grant funds previously awarded.										

ORDINANCE NO. 2594

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO ESTABLISH THAT THERE IS NO RATE CHANGE FOR WATER AND SEWER RATES. IT IS EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2020 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.

WHEREAS, the water and sewer rates must be revised in accordance with the proposed Fiscal Year 2021 Budget of the City of Salisbury and the appropriations thereby made and established for purposes of the Water and Sewer Departments.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY THAT the following water and sewer rate schedule shall be adopted by the City of Salisbury:

A. Water and Sewer Rate Schedules:

Schedule I Metered Water Charges – In City Rates

Residential and Small Commercial

Minimum Charge	\$22.45/ quarter
Commodity Charge	\$3.35/ thousand gallons

Commercial

Customer Charge	\$420.08/ quarter
Commodity Charge	\$1.95/ thousand gallons

Large Commercial/Industrial

Customer Charge	\$649.22/ quarter
Commodity Charge	\$1.55/ thousand gallons

Schedule II Metered Water Charges – Outside City Rates

Residential and Small Commercial

Minimum Charge	\$44.90/ quarter
Commodity Charge	\$6.70/ thousand gallons

Commercial

Customer Charge	\$840.17/ quarter
Commodity Charge	\$3.90 thousand gallons

Large Commercial/Industrial

Customer Charge	\$1,298.45/ quarter
Commodity Charge	\$3.14 thousand gallons

47 Schedule III Metered Water Charges – Wor-Wic Community College and Urban Service District  
48 Rates  
49

50 Residential and Small Commercial

51 Minimum Charge \$33.66/ quarter  
52 Commodity Charge \$5.03/ thousand gallons  
53

54 Commercial

55 Customer Charge \$630.13/ quarter  
56 Commodity Charge \$2.92/ thousand gallons  
57

58 Large Commercial/Industrial

59 Customer Charge \$973.84/ quarter  
60 Commodity Charge \$2.35/ thousand gallons  
61

62 Schedule IV Sewer Charges – In City Rates  
63

64 Residential and Small Commercial

65 Minimum Charge \$55.45/ quarter  
66 Commodity Charge \$8.31/ thousand gallons  
67

68 Commercial

69 Customer Charge \$1,047.42/ quarter  
70 Commodity Charge \$4.84/ thousand gallons  
71

72 Large Commercial/Industrial

73 Customer Charge \$1,615.69/ quarter  
74 Commodity Charge \$3.87/ thousand gallons  
75

76 Schedule V Sewer Charges – Outside City Rates  
77

78 Residential and Small Commercial

79 Minimum Charge \$110.91/ quarter  
80 Commodity Charge \$16.64/ thousand gallons  
81

82 Commercial

83 Customer Charge \$2,094.82/ quarter  
84 Commodity Charge \$9.65/ thousand gallons  
85

86 Large Commercial/Industrial

87 Customer Charge \$3,231.39/ quarter  
88 Commodity Charge \$7.76/ thousand gallons  
89

90 Schedule VI Sewer Charges – Wor-Wic Community College and Urban Service District Rates  
91

92 Residential and Small Commercial

93 Minimum Charge \$83.18/ quarter  
94 Commodity Charge \$12.48/ thousand gallons

Commercial	
Customer Charge	\$1,571.12/ quarter
Commodity Charge	\$7.23/ thousand gallons
Large Commercial/Industrial	
Customer Charge	\$2,423.53/ quarter
Commodity Charge	\$5.83/ thousand gallons

Schedule VII Sewer Charges – Sewer Only Customers

Rate	Number of fixtures	Quarterly In City Rate	Quarterly Outside City Rate	Quarterly Urban Service District Rate
1	One to two fixtures	\$70.92	\$141.84	\$106.38
2	Three to five fixtures	\$106.38	\$212.77	\$159.57
3	Six to twenty fixtures	\$152.90	\$305.79	\$229.34
	For every five fixtures over twenty	\$63.05	\$126.09	\$94.57

Schedule VIII Commercial and Industrial Activities

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

B. Definitions:

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

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

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

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

C. Calculation of Bills:

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

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

AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was introduced at a meeting of the City Council held on \_\_\_\_ the \_\_\_\_ day of \_\_\_\_\_, 2020 and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the \_\_\_\_ day of \_\_\_\_\_, 2020 and is to become effective with bills dated October 1, 2020 and after.

**ATTEST:**

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor

ORDINANCE NO. 2595

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET FEES FOR FY 2021 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.

WHEREAS, the fees charged by the City are reviewed and then revised in accordance with the adoption of the Fiscal Year 2021 Budget of the City of Salisbury; and

WHEREAS, the fees listed in the attached FY 2021 Fee Schedule, Exhibit 1, are an attempt to identify and list all fees, some of which are revised in accordance with the adoption of the Fiscal Year 2021 Budget of the City of Salisbury; and

WHEREAS, some of the fees may have been inadvertently omitted from the schedule, any existing fees not listed in the attached FY 2021 Fee Schedule shall remain as currently set forth in the Salisbury Municipal Code.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF SALISBURY THAT the fee amounts included in the attached Exhibit 1 – FY 2021 Fee Schedule - shall be adopted by the City of Salisbury and the amounts set forth therein shall supersede the corresponding fee amounts prescribed in the Salisbury Municipal Code until one or more of the said fees are subsequently amended.

AND BE IT FURTHER ORDAINED AND ENACTED that this Ordinance was introduced at a meeting of the City Council held on \_\_\_\_ the \_\_\_\_ day of \_\_\_\_\_, 2020 and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on the \_\_\_\_ day of \_\_\_\_\_, 2020 and is to become effective as of July 1, 2020.

**ATTEST:**

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

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Jacob R. Day, Mayor

## FY 2021 Fee Schedule

Licenses			
<b>Alarm Company</b>	<del>75</del> 80	Per year, Per Code 8.040.30	Police Dept
<b>Amusement</b>		Per Code 5.24.020	Finance
1-5 Machines	500	Per year	
6-10 machines	665	Per year	
11-15 machines	830	Per Year	
Greater than 15 machines	1,500	Per Year	
<b>Billboard License</b>	<del>0.5</del> 0.55	Per Year, per square foot	Finance
<b>Transient Merchants and Mobile Vendors</b>		Per Code 5.32.070	Bus Dev
New application	<del>50</del> 100		
Renewal	50	Per year	
<b>Hotel License</b>	50	Per Code 5.68.060	Bus Dev
<b>Door to Door Solicitors</b>	50	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
<b>Pool Table</b>		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
<b>Restaurant</b>	<del>75</del> 80	Per year, Per Code 5.52.060	Finance
<b>Theatre</b>	75	Per year, Per Code 5.60.040	Police Dept
<b>Towing Company</b>			Police Dept
Application Fee	<del>75</del> 80		
License	<del>75</del> 80	Per Code 5.64.030	

Misc. Fees (by Business Development )			
<b>Food Truck Pad Rental</b>	50	Per month	
<b>Trolley Rental Fee</b>			
Hourly rate	150	Per hour, private event or for-profit business	
Hourly rate	125	Per hour, non-profit or government entity	

Misc. Fees (by Finance )			
<b>Return Check Fee</b>	40		

Misc. Fees (by City Clerk)			
<b>Sale of Code Book</b>		Each, Set by Resolution, Per Code 1.04.080	
<b>Financial Disclosure Statement Late Fee</b>	20	Per day for 5 days, then \$10 per day up to max of \$250; Per Code 1.12.060	
<b>Circus or Horsemanship Event Fee</b>	75	Per day, Per Code 5.44.010	
<b>Other Exhibitions</b>	5	Per day, Per Code 5.44.010	
<b>Commercial Sound Truck Operation Fee</b>	1	Per Code 8.20.080	
<b>Filing Fee (Mayoral Candidates)</b>	25	SC-8	
<b>Filing Fee (City Council Candidates)</b>	15	SC-8	
<b>Bankrupt, Fire and Close-out sales</b>	5	Per month, Renewal – \$50/month, Per code 5.16.010	

## FY 2021 Fee Schedule

Landlord Licenses and Other Misc. fees (by the HCDD Department)		
<b>Landlord License Fee 1<sup>st</sup> Year</b>	<del>120</del> 135	Per Code 15.26.050
<b>Landlord License Unit Registration 1<sup>st</sup> Year</b>	<del>120</del> 135	Per Code 15.26.040
<b>Landlord License Fee Renewal</b>		Per Code 15.26.060
if paid by March 1st	<del>60</del> 75	
if paid 3/2 - 7/1	<del>125</del> 140	
if paid > 7/1	<del>255</del> 270	
<b>Landlord License Unit Registration Renewal</b>		Per Code 15.026.060
if paid by March 1st	<del>60</del> 75	per unit
if paid 3/2 - 7/1	<del>125</del> 140	For first unit plus \$88 for each additional unit
if paid > 7/1	<del>255</del> 270	For first unit plus \$96 for each additional unit
<b>Administrative Fee for Fines</b>	100	
<b>Fore Closed Property Registration</b>	25	One time fee, Per Code 15.21.040
<b>Re-inspection Fee</b>	100	On each citation, Per Code 15.27.030
<b>Vacant Building Registration</b>	200	Per year, Per Code 15.22.040
<b>Vacant Building Registration 1<sup>st</sup> Year, prorated</b>		
<b>If registered/paid:</b>		
<b>7/1-9/30</b>	200	
<b>10/1-12/31</b>	150	
<b>1/1-3/31</b>	100	
<b>4/1-6/30</b>	50	
<b>Historic Application Fee</b>	25	
<b>Change in Occupancy Fee</b>	50	
<b>Change in Use Fee</b>	200	
<b>Community Center Rental Fee</b>		
Truitt Community Center – Gymnasium	35	Per hour
Truitt Community Center – Multi-purpose Field	10	Per hour
Newton Community Center – Community Room	20	Per hour
Newton Community Center – Kitchen	20	Per hour
Newton Community Center – Resource Office	15	Per hour
Community Center – Supplies, per Item	Vary	Each
Community Center – Equipment, per Item	Vary	Each

Misc. Fees (by Field Operations)		
<b>Outdoor Rental Space – Small Family Functions, up to 20 people</b>		
Park Pavilion	25	Per day
<b>Outdoor Rental Space – Large Private Function or Public Events</b>		
Park Pavilion (with restrooms)	75	Per Day W/O RR
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR
Amphitheater	160	Per day
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street,	50	Per day



## FY 2021 Fee Schedule

Newton-Camden Tot Lot, Waterside		
Streets /Parking Lots	100 1 <sup>st</sup> St and 50 each add	Per day
5K Race	150	Per day
City park, designated park area or amenity not listed	50	Per day
Ball field/ Basketball Court / Tennis Court	10 and 40 w/lights	Per hour
<b>Personnel</b>		
Site Supervisor Suggest \$25.00/ Site Coordinator	15	Per hour
Maintenance Labor	15	Per hour
Security/Police/EMS/FIRE (per person)	55	Per hour. 3 hours minimum or \$165
<b>Supplies &amp; Equipment</b>		
Maintenance Supplies (as required)	Vary	
Sports Equipment	Vary	
Additional Trash Cans - Events with over 200 people require additional trashcans, recycle or compost bin and a recycling plan.	5	Per Container
Barrier Fence (Snow Fence)	1	Per Linear Foot
<b>Traffic Control Devices</b>		
Hard Stop Dump truck/other	50	Per day
Digital Msg. Board	50	Per day
Street Barricades	10	Each per day
Cones	1	Each per day
Traffic Control Sign	10	Each per day
Jersey Barrier	600	Minimum 4, delivery, set-up and remove

### Waste Disposal Fees (by Field Operations)

Trash Service	56 59	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	25	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	74	Per can (plus \$4.44 tax), Per Code 8.16.060

### Water/Sewer Misc. Fees (by Water Works)

Water & Sewer Admin Fee (Late Charge)	50	Per occurrence, Per Code 13.08.040
Water Turn On Fee	80	For after hours, Per Code 13.08.040
Water Meter Reading Fee	25	Per request, Per Code 13.08.030
Water Turn On Fee	20	Per request, Per Code 13.08.040
Fire Service	746	Annually per property, Per Code 13.08.050
Meter Test		
In City Limits	40	Per request, Per Code 13.08.030
Out of City Limits	50	Per request, Per Code 13.08.030
Water and Sewer Services		See Water Sewer Rate Ordinance, Quarterly, Per Code 13.08.130-13.12.090

### WWTP Pretreatment Program Fees (by Water Works)

<b>Significant Industrial Users: (Per Code 13.12.110)</b>		
IA discharges flow $\geq$ 5% of WWTP flow	8,700	30 units
IB discharges flow $\geq$ 50,000 gpd	7,250	25 units

## FY 2021 Fee Schedule

IC categorical user which discharges	5,800	20 units
ID discharges flow $\geq$ 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
<b>Minor Industrial Users: (Per Code 13.12.110)</b>		
IIA-1 discharges flow $\geq$ 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow $\geq$ 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow $\geq$ 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow $\geq$ 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit
<i>Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.</i>		

Towing Fees		
<b>Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)</b>		
Accident Vehicle Tow	200	
Disabled Vehicle Tow	80	
Emergency Relocation Tow	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	65	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120
Administrative Fee – Accidents and Impounds Only	30	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	30	
Release Fee (After hours only, at tower's discretion) – Normal business hours defined as M-F, 9am-6pm	55	

Building Fees (by the Department of Infrastructure and Development)		
<b>Building Plan Review Fees (Per Code 15.04.030)</b>		
<i>Fees based on cost of construction:</i>		Residential, Commercial, Accessory
Up to \$ 3,000	45 50	
\$3,001 to \$100,000	80 90	
\$100,001 to \$500,000	200 210	
\$500,001 to \$1,000,000	250 260	
\$1,000,001 and Up	300 310	
<b>Building Permit Fees (Per Code 15.04.030)</b>		
<i>Fees based on cost of construction:</i>		Residential, Commercial, Accessory
Up to \$ 3000	40 50	
\$3001 and Up	50 60	Plus (.0165 * Cost of Construction)
\$100,001 to \$500,000	1,100 1,200	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,400 4,500	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,000 8,100	Plus (\$6 for each \$1,000 over \$1,000,000)
<b>Fence Permit Fees: (Per Code 15.04.030)</b>		
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	40	
\$3,001 to \$100,000	50	Plus (.015 * Cost of Construction)

## FY 2021 Fee Schedule

<b>Outdoor Advertising Structure Fee (Per Code 17.216.240)</b>	.50	Per SF foot of sign surface per year
<b>Other Building Fees:</b>		
Board of Zoning Appeals	50	County Fee \$100, Per Code 17.12.110
Demo - Residential	125	Per Code 15.04.030
Demo - Commercial	175	Per Code 15.04.030
Gas	30	Plus \$10 per fixture, Per Code 15.04.030b
Grading	100	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	50	Per Code 15.04.030
Occupancy Inspection	50	Per Code 15.04.030
Plumbing	30	\$10 per fixture (may vary), Per Code 15.04.030b
Sidewalk Sign		Set by resolution, Per Code 12.40.020
Sidewalk Café Fee		Set by ordinance, Per Code 12.36.020
Sign	50	Plus (\$1.50 per Sq Ft), Per Code 17.216.238
Temp Sign	25	Per month, Per Code 17.216.238
Temp Trailer	25	Per month, Per Code 15.36.030b
Tent	40	Per Code 15.04.030
Well	50	Per Code 13.20.020
Zoning Authorization Letter	50	Per Code 17.12.040
Re-inspection Fee	50	More than 2 insp of any required insp, Per Code 15.04.030
Adult Entertainment Permit Application Fee	100	Per Code 17.166.020
Outdoor Advertising Structure Fee	.50	Per sq ft of sign surface area, Per Code 17.216.240
Notice of Appeal Fee; Sidewalk Sign Standards Violation	100	Per Code 12.40.040
Reconnection Fee; Public Water Connection; Refusal of Inspection	25	Per Code 13.08.100
Administrative Fee – renew temporary certificate of occupancy	100	
<b>Annexation Fees:</b>		
Up to five (5) acres	2,000	
Five (5) acres or more but less than ten (10) acres	10,000	
Ten (10) acres or more but less than twenty five (25) acres	25,000	
Twenty five (25) acres or more but less than fifty (50) acres	35,000	
Fifty (50) acres or more	50,000	

Port of Salisbury Marina Fees (by Field Operations)		
<b>Transient</b>		
<i>Slip Fees based on size of vessel</i>	1.00	Per foot per day
Electric 30-amp service	5.00	Per day
Electric 50-amp service	10.00	Per day
<b>Slip Rental – Monthly</b>		
<i>Fees based on size of vessel</i>		
October through April	3.85	Per foot + electric
May through September	5.50	Per foot + electric
<b>Slip Rental – Annual*</b>		*Annual rates are to be paid in full up front, electric can be billed

## FY 2021 Fee Schedule

		monthly
Boats up to and including 30 feet long	1,150	+ electric
Boats 31 feet and longer	49	Per foot + electric
<b>Fuel</b>	.40	Per gallon more than the cost per gallon purchase price by the City
<b>Electric Service</b>	.40	Per gallon more than the cost per gallon purchase price by the City
<i>Fees per meter</i>		
Electric 30-amp service	30.00	Per month
Electric 50-amp service	50.00	Per month

EMS Services			
	Resident	Non Resident	
BLS Base Rate	600.00	690.00	
ALS1 Emergency Rate	700.00	900.00	
ALS2 Emergency Rate	800.00	1,050.00	
Mileage (per mile)	14.00	16.20	
Oxygen	65.00	65.00	
Spinal immobilization	140.00	140.00	
BLS On-scene Care	200.00	200.00	
ALS On –scene Care	450.00	550.00	

Department of Infrastructure and Development		
<b>Critical Area Program</b>		Ordinance No. 2578
<b>Certificate of Compliance (Per Code 12.20.110)</b>		
Building Permits	75	
Major Subdivision: Preliminary	100	
Major Subdivision: Final	100	Plus (\$25 per lot)
Minor Subdivisions	50	
Plan approval/special projects	50	
Site Plans	50	
Sketch Plat	50	
Resubdivision	50	
Buffer Management Plan	50	
<b>Fee-In-Lieu (Per Code 12.20.540)</b>	1.50	\$1.50 per square foot of mitigation area
<b>License to Encumber Program</b>		Ordinance No. 2580
<b>Small Wireless Facilities</b>		
Application	500	For up to five (5) small wireless facilities
Application – additional facilities	100	For each additional small wireless facility addressed in the application beyond five
Access to the Right of Way fee	1,000	Per each new small wireless facility pole
Annual fee for access to the Right of Way	270	Per year per small wireless facility after year 1
<b>Storm Water Utility (2306)</b>		
Fee to maintain City storm water facilities per Ordinance 2306	20.00	Per year per Equivalent Residential Unit per Ordinance 2315
<b>Stormwater Utility Credit Application (2306)</b>		
Fee to apply for credit to Stormwater Utility	150.00	Per application

## FY 2021 Fee Schedule

<b>Street Break Permit (Per Code 12.12.020)</b>		
Permit for breaking City public streets and way	25.00	Per break location
<b>Obstruction Permit (Per Code 12.12.020)</b>		
Permit for obstructing City public streets and ways.	10.00	Per location
<b>Water and Sewer Capacity Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Capacity fee for the Developer's share in the cost of growth related infrastructure improvements.	3,533.00	Per Equivalent Dwelling Unit (water \$1,513, sewer \$2,020)
<b>Water and Sewer Facility Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge for Facility Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Facility Fee is the prorated share of the cost of the water and sewer mains based on this project's percentage of the capacity of the proposed infrastructure project.
<b>Reimbursement Administrative Fee (Per Code 13.02.090)</b>		
Administrative fee assessed on Facility Fee for processing	*	0.1 percent of the Facility Fee
<b>Water and Sewer Line Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Line fee is based on the actual costs of the public water and sewer.	*	* Fee amount is project dependent
<b>Central System Line Fee (Per Code 13.02.070)</b>		
Comprehensive Connection Charge of Central System Line Fee for water and sewer services connecting directly to the City's Central System.	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
<b>Development Plan Review Fee (1536)</b>		
Fee for review of development plans and traffic control plans	450	Plus \$50 per disturbed acre, \$500 minimum. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
<b>Water and Sewer Inspection Fee (R 1341)</b>		
Fee for inspection of public water and sewer improvements		7.5 % of the approved cost estimate for construction of proposed public water and sewer improvements
<b>Public Works Agreement recording fee (Per County Court)</b>		
Recording fee for Public Works Agreements		
For 9 pages or less	60.00	Per request
For 10 pages or more	115.00	Per request
<b>Stormwater Management As-Built recording fee (Per County Court)</b>		
Recording fee for Stormwater Management As-Built.	10.00	Per sheet
<b>Subdivision review fee (1536)</b>		
Fee for Subdivision review	25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
<b>Subdivision recording fee (Per County Court)</b>		
Recording fee for Subdivision plans	10.00	Per page

## FY 2021 Fee Schedule

<b>Resubdivision review fee (1536)</b>		
Fee for Resubdivision reviews	25.00	Per subdivided acre, (\$25.00 minimum, \$200.00 maximum)
<b>Resubdivision recording fee (Per County Court)</b>		
Recording fee for Resubdivision plans	10.00	Per page
<b>Administrative Fee for Capacity Fee payment Plans (R 2029)</b>		
Administrative Fee for Capacity Fee payment Plans	25.00	
<b>Maps and Copying Fees</b>		
City Street Map	5.00	Ea
Street Map Index	1.00	Ea
Property Maps	3.00	Ea
Sanitary Sewer Utility Maps (400 Scale)	3.00	Ea
Storm Water Utility Maps (400 Scale)	3.00	Ea
Water Main Utility Maps (400 Scale)	3.00	Ea
Sanitary Sewer Contract Drawings	1.00	Ea
Storm Water Contract Drawings	1.00	Ea
Water Main Contract Drawings	1	Ea
Black and White Photocopying (Small Format)	.25	Sq. ft
Black and White Photocopying (Large Format)	.50	Sq. ft
Color Photocopying (Small Format) \$1/sq.ft.	1	Sq. ft
Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

Water Works		
<b>Temporary connection to fire hydrant (Per Code 13.08.120)</b>		
Providing temporary meter on a fire hydrant for use of City water	64.50	Per linear foot based on the area of the property and is the square root of the lot area, in square feet
In City	40.00	Plus charge for water used per current In City rate, \$10 minimum
Out of City	50.00	Plus charge for water used per current Out of City rate, \$10 minimum
<b>Hydrant flow test (Per Code 13.08.030)</b>		
To perform hydrant flow tests		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Fire flush and Fire pump test (Per Code 13.08.030)</b>		
To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.		
In City	125.00	Per request
Out of City	160.00	Per request
<b>Meter tests (Per Code 13.08.030)</b>		
To perform meter tests on ¾" and 1" meters.		
In City	40.00	Per request
Out of City	50.00	Per request
<b>Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)</b>		

## FY 2021 Fee Schedule

Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
<b>Water Tapping Fees - In City:</b>		
3/4 Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
<b>Water Tapping Fees - Out of City</b>		
3/4 Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 ½" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
<b>Sanitary Sewer Tapping Fees - In City:</b>		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
<b>Sanitary Sewer Tapping Fees – Out of City</b>		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
<b>Water Meter Setting Fee (Per Code 13.02.070)</b>		
Water meter setting fee for installation of water meter when tap is done by a contractor.		
<b>Meter Setting Fees - In City:</b>		
3/4 Water Meter	400	Per Connection
1" Water Meter	525	Per Connection
1 ½" Water Meter T-10 Meter	785	Per Connection
2" Water Meter - T-10 Meter	905	Per Connection
2" Water Meter - Tru Flo	2030	Per Connection
<b>Meter Setting Fees - Out of City</b>		
3/4 Water Meter	495	Per Connection
1" Water Meter	655	Per Connection
1 ½" Water Meter T-10 Meter	980	Per Connection
2" Water Meter - T-10 Meter	1130	Per Connection
2" Water Meter - Tru Flo	2535	Per Connection

Parking Violations, False Alarms, Infractions, Scofflaw (by the Police & Fire Departments)			
<b>Animal Control</b>	50-100		Police Department
<b>False Police Alarms (Per Code 8.040.050)</b>			Police Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 <sup>rd</sup> incident	50		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	130		
<b>False Fire Alarms (Per Code 8.040.050)</b>			Fire Department
<i>based on number of incidents in calendar year</i>			

## FY 2021 Fee Schedule

First 2 incidents	0		
3 <sup>rd</sup> incident	45		
4 <sup>th</sup> incident	90		
Greater than 4 each incident	135		
<b>Scofflaw</b>			Police Department
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		

Parking Permits and Fees			
	UOM	1-Jul-20 Rate	1-Jul-20 Non Profit Rate
<b>Parking Permits (Per Code 10.04.010)</b>			
Lot #1 - lower lot by library	Monthly	40.00	30.00
Top Lot #1 - upper lot by library	Monthly	40.00	30.00
Lot #4 - behind City Center	Monthly	40.00	30.00
Lot #5 - Market St. & Rt. 13	Monthly	35.00	26.25
Lot #7 & 13 - off Garrettson Pl.	Monthly	10.00	7.50
Lot #9 - behind GOB	Monthly	40.00	30.00
Lot #10 - near State bldg/SAO	Monthly	40.00	30.00
Lot #11 - behind library	Monthly	35.00	26.25
Lot #12 - beside Market St. Inn	Monthly	35.00	26.25
Lot #14 - by Holiday Inn	Monthly	25.00	18.75
Lot #15 - across from Feldman's	Monthly	40.00	30.00
Lot #16 - by Avery Hall	Monthly	40.00	30.00
Lot #30 - by drawbridge	Monthly	15.00	11.25
Lot #33 - east of Brew River	Monthly	15.00	11.25
Lot #35 - west of Brew River	Monthly	15.00	11.25
Lot SPS - St. Peters St.	Monthly	40.00	30.00
E. Church St.	Monthly	40.00	30.00
W. Church St.	Monthly	40.00	30.00
Parking Garage	Monthly	40.00	30.00
<b>Transient Parking Options</b>			
Parking Lot #1 (first 2-hrs of parking are FREE)	Hourly	1.00	
Parking Garage	Hourly	1.00	
Parking Meters	Hourly	1.00	
<b>Pay Stations</b>			
For hours 1-2	Hourly	1.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
<b>Miscellaneous Charges (Per Code 10.04.010)</b>			
Replacement Parking Permit Hang Tags	Per Hang Tag	5.00	
Parking Permit Late Payment Fee (+15 days)	Per Occurrence	5.00	
New Parking Garage Access Card	Per Card	10.00	
Replacement Parking Garage Access Card	Per Card	10.00	



## FY 2021 Fee Schedule

Fire Prevention Fees (by the Fire Department)		
<b>Plan review and Use &amp; Occupancy Inspection</b>		
<u>Basic Fee</u> – For all multi-family residential, commercial, industrial, and institutional occupancies. Including, but not limited to, new construction, tenant fit-out, remodeling, change in use and occupancy, and/or any other activity deemed appropriate by the City of Salisbury Department of Infrastructure and Development.		60% of the building permit fee; \$75 minimum (Not included – plan review and related inspection of specialized fire protection equipment as listed in the following sections)
<u>Expedited Fees</u> – If the requesting party wants the plan review and inspection to be expedited, to be done within three business days		20% of the basic fee; \$500 minimum (This is in addition to the basic fee)
<u>After – Hours Inspection Fees.</u> If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum
<b>Fire Protection Plan Review and Inspection Permit</b>		
<b>Fire Alarm &amp; Detection Systems</b> – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.		
• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device
• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.
<b>Sprinkler, Water Spray and Combined Sprinkler &amp; Standpipe Systems</b> – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.		
• NFPA 13 & 13R	\$1.50	Per sprinkler head; \$125 minimum
• NFPA 13D	\$75	Per Dwelling
• Sprinkler Counter Permit	\$75	For additions and alterations to existing systems involving less than 20 heads.
<b>Standpipe Systems</b> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<b>Fire Pumps &amp; Water Storage Tanks</b> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.		
• Fire Pumps	\$50	Per gpm or rated pump capacity; \$125 minimum
• Fire Protection Water Tank	\$75	Per tank
• Witnessing Underground Water Main Hydro Tests	\$75	
• Witnessing Fire Main Flush	\$75	
<b>Gaseous and Chemical Extinguishing Systems</b> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire	\$1.00	Per pound of extinguishing agent; \$100 minimum; or \$150 per wet chemical extinguishing system

## FY 2021 Fee Schedule

suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.		
<ul style="list-style-type: none"> <li>Gaseous and Chemical Extinguishing System Counter Permit</li> </ul>	\$75	To relocate system discharge heads
<b>Foam Systems</b> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<b>Smoke Control Systems</b> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system components and the witnessing of one performance acceptance test of the complete installation.	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum
<b>Flammable and Combustible Liquid Storage Tanks</b> – This includes review and one inspection of the tank and associated hardware, including dispensing equipment. Tanks used to provide fuel or heat or other utility services to a building are exempt.	\$.005	Per gallon of the maximum tank capacity; \$75 minimum
<b>Emergency Generators</b> – Emergency generators that are a part of the fire/life safety system of a building or structure. Includes the review of the proposed use of the generator, fuel supply and witnessing one performance evaluation test.	\$100	
Marinas and Piers	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
Reinspection and Retest Fees		
<ul style="list-style-type: none"> <li>1<sup>st</sup> Reinspection and Retest Fees</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>2<sup>nd</sup> Reinspection and Retest Fees</li> </ul>	\$250	
<ul style="list-style-type: none"> <li>3<sup>rd</sup> and Subsequent Reinspection and Retest Fees</li> </ul>	\$500	
<b>Consultation Fees</b> – Fees for consultation technical assistance.	\$75	Per hour
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
Assembly Occupancies (including outdoor festivals):		
<ul style="list-style-type: none"> <li>Class A (&gt;1000 persons)</li> </ul>	\$300	
<ul style="list-style-type: none"> <li>Class B (301 – 1000 persons)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>Class C (51 – 300 persons)</li> </ul>	\$100	
<ul style="list-style-type: none"> <li>Fairgrounds (&lt;= 9 buildings)</li> </ul>	\$200	
<ul style="list-style-type: none"> <li>Fairgrounds (&gt;= 10 buildings)</li> </ul>	\$400	
<ul style="list-style-type: none"> <li>Recalculation of Occupant Load</li> </ul>	\$75	
<ul style="list-style-type: none"> <li>Replacement or duplicate Certificate</li> </ul>	\$25	
Education Occupancies:		
<ul style="list-style-type: none"> <li>Elementary School (includes kindergarten</li> </ul>	\$100	

## FY 2021 Fee Schedule

and Pre-K)		
• Middle, Junior, and Senior High Schools	\$150	
• Family and Group Day-Care Homes	\$75	
• Nursery or Day-Care Centers	\$100	
Health Care Occupancies:		
• Ambulatory Health Care Centers	\$150	Per 3,000 sq.ft. or portion thereof
• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes	\$100	Per building; plus \$2.00/patient bed
• Detention and Correctional Occupancies	\$100	Per building; plus \$2.00/bed
Residential:		
• Hotels and Motels	\$75	Per building; plus \$2.00/guest room
• Dormitories	\$2	Per bed; \$75 minimum
• Apartments	\$2	Per apartment; \$75 minimum
• Lodging or Rooming House	\$75	Plus \$2.00/bed
• Board and Care Home	\$100	Per building; plus \$2.00/bed
Mercantile Occupancies:		
• Class A (> 30,000 sq.ft.)	\$200	
• Class B (3,000 sq.ft. – 30,000 sq.ft.)	\$100	
• Class C (< 3,000 sq.ft.)	\$75	
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof
Industrial or Storage Occupancies:		
• Low or Ordinary Hazard	\$75	Per 5,000 square feet or portion thereof
• High-Hazard	\$100	Per 5,000 square feet or portion thereof
Common Areas of Multitenant Occupancies (i.e., shopping centers, high-rises, etc.)	\$45	Per 10,000 sq.ft. or portion thereof
Outside Storage of Combustible Materials (scrap tires, tree stumps, lumber, etc.)	\$100	Per acre or portion thereof
Outside Storage of Flammable or Combustible Liquids (drums, tanks, etc.)	\$100	Per 5,000 sq.ft. or portion thereof
Marinas and Piers	\$100	Per facility; plus \$1.00/slip
Mobile Vendor	\$35	
Unclassified Inspection	\$75	Per hour or portion thereof
Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
• 2 <sup>nd</sup> Reinspection	\$100	
• 3 <sup>rd</sup> Reinspection	\$250	
• 4 <sup>th</sup> and Subsequent	\$500	
<b>Water Supply</b>		
Witnessing Fire Main Flush	\$75	
Fire Protection Flow Test (in-City)	\$125	
Fire Protection Flow Test (out-of-City)	\$160	