



CITY OF SALISBURY
SPECIAL MEETING # 1 AGENDA

JUNE 5, 2023

4:30 p.m.

Government Office Building, Council Chambers, and Zoom Video Conferencing

Times shown for agenda items are estimates only.

4:30 p.m. CALL TO ORDER

4:31 p.m. ADOPTION OF SPECIAL MEETING #1 AGENDA

4:32 p.m. PROCLAMATION- Presented by Mayor John R. "Jack" Heath

- Peter Lloyd Tyler Day

4:37 p.m. **PUBLIC HEARINGS**

Constant Yield Tax Rate, FY24 Budget, Water & Sewer Rates, and Fees - City Attorney Ashley Bosché

- **Constant Yield Tax Rate**
- **Ordinance No. 2802-** appropriating the necessary funds for the operation of the Government and Administration of the City of Salisbury, Maryland for the period July 1, 2023 to June 30, 2024, 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. 2803-** to amend Water and Sewer rates to increase rates by 10% and making said changes effective for all bills dated October 1, 2023 and thereafter unless and until subsequently revised or changed
- **Ordinance No. 2804-** to set Fees for FY 2024 and thereafter unless and until subsequently revised or changed

5:15 p.m. ADMINISTRATION and COUNCIL COMMENTS

5:25 p.m. ADJOURNMENT/CONVENE IN WORK SESSION

Copies of the agenda items are available for review in the City Clerk's Office, 115 S. Division Street, Salisbury Headquarters Building, 410-548-3140 or on the City's website at 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 – June 12, 2023

- **Resolution No. _** - to appoint Sandeep Gopalan to the Ethics Commission
- **Resolution No. _** - to re-appoint Matt Drew to the Bicycle & Pedestrian Advisory Committee
- **Resolution No. _** - to name City Administrator Andy Kitzrow as new Registered Agent
- **Ordinance No. 2802**- 2nd reading- appropriating the necessary funds for the operation of the government and administration of the City of Salisbury, Maryland for the period July 1, 2023 to June 30, 2024, 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. 2803**- 2nd reading- to amend Water and Sewer rates to increase rates by 10% and making said changes effective for all bills dated October 1, 2023 and thereafter unless and until subsequently revised or changed
- **Ordinance No. 2804**- 2nd reading- to set fees for FY 2024 and thereafter unless and until subsequently revised or changed
- **Ordinance No. 2808**- 2nd reading- authorizing the Mayor to appropriate funds for the Comprehensive Plan Project and the Zoning Code Project
- **Ordinance No. 2810**- 2nd reading- approving a budget amendment of the City's budget to accept and appropriate donated funds from the Delmarva Zoological Society for the Andean Bear Campaign

Join Zoom Meeting

<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592



City of
Salisbury
John "Jack" R. Heath, Mayor

TO: City Council
FROM: Andy Kitzrow, City Administrator
DATE: June 1, 2023
SUBJECT: Changes to Mayor's Adopted Budget

Below are the highlighted adjustments to the Mayor's Proposed Budget that are included as revisions that will be presented during the 2nd Reading of the Budget.

- 5% Real Property Tax Increase
- 10% W/S Rate increase (reduced from 12%)
- Elimination of a Fire & Life Safety Fee
- 1-Step (2% approximately) reduction in proposed salary increases
- Reduction in Essential items by \$1.1 million
- Defunded FD Ballistic Vests and 4 PD patrol vehicles (\$407,000)

**CITY OF SALISBURY NOTICE
OF A PROPOSED
REAL PROPERTY TAX INCREASE**

The Mayor and City Council of the City of Salisbury proposes to increase real property taxes.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 3.0%, from \$2,185,756,858 to \$2,251,221,151.
2. If City of Salisbury maintains the current tax rate of \$.9832 per \$100 of assessment, real property tax revenues will increase by 3.0% resulting in \$643,645 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$.9546, the constant yield tax rate.
4. The City of Salisbury is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of \$ 1.0332 per \$100 of assessment. This tax rate is 8.23% higher than the constant yield tax rate and will generate \$1,769,256 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 4:30 p.m. on June 5, 2023 in Council Chambers, Room 301, of the Government Office Building, at 125 N. Division Street, Salisbury, MD.

The hearing is open to the public, and public testimony is encouraged. Persons with questions regarding this hearing may call 410-548-3140 for further information.

AS AMENDED
ORDINANCE NO. 2802

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, 2023 TO JUNE 30, 2024, 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, 2023 and ending June 30, 2024 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 ~~\$1.1332~~ **\$1.0332** per \$100 of assessed valuation for all ~~“commercial” (properties assigned by SDAT Land Use codes: CR, CC, C, CA I, A)~~ **real property, at \$.9832 per \$100 of assessed valuation of all other** 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, 2023 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, that additional details concerning the budget, including adjustments made to the Mayor’s Proposed budget to prepare the Adopted Budget, can be found in the “FY24 Budget Book which can be downloaded from the City website (<https://salisbury.md/departments/finance/budget-information/fy24>).

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AND BE IT FURTHER ORDAINED by the Salisbury City Council that a public hearing on the proposed budget ordinance will be held at 4:30 PM on June 5, 2023 in Room 301 of the City/County Government Office Building, 125 N. Division Street, Salisbury, Maryland.

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

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 24th day of April, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2023.

ATTEST:

Kimberly R. Nichols, City Clerk

Muir W. Boda, City Council President

Approved by me, this _____ day of _____, 2023.

John R. Heath, Acting Mayor

77 **Schedule A - Operating Budget Appropriations**

78				
79	1)	General Fund – for the general municipal purposes of the City of Salisbury:		
		City Council / City Clerk	280,291	277,346
		Mayor's Office/ Development Services	1,446,598	1,419,946
		Finance	954,310	949,349
		Procurement / Municipal Buildings	775,075	772,567
		City Attorney	355,000	355,000
		Information Technology	819,232	809,498
		Police	17,316,698	16,763,222
		Fire	12,392,020	11,910,574
		Housing and Community Development	1,445,781	1,492,957
		Infrastructure and Development	2,144,106	2,123,215
		Field Operations	6,758,499	6,629,982
		Arts, Business, and Culture Development	2,486,055	2,478,279
		Debt Service & Other Uses	6,336,180	6,236,180
		Total	53,509,845	52,218,115
80	2)	Parking Authority Fund – for the special assessment district known as the Parking Authority		
		Total	619,056	634,637
81	3)	Water Sewer Fund - for operations of the water and sewer departments		
		Total	21,801,515	21,643,332
82				
83	4)	Marina Fund – for the operations of the enterprise known as the City Marina		
		Total	100,571	100,571
84	5)	Storm Water Fund – for the operations of the enterprise known as the Storm Water Fund		
		Total	1,060,040	1,060,040
85				
		Grand Total	\$ 77,091,027	76,656,695
86				

Schedule B – Capital Project Appropriations (1 of 2) General Capital Projects

Schedule B: General Capital Projects						
Project Description	Funding Source					
	Approved Amount	PayGO Gen Fund	PayGO Storm Water	Grants	Reallocation	Bond
Marine Electronics Upgrades	25,000	11,000			14,000	
Apparatus Replacement - Rescue 16	1,625,000					1,625,000
Self Contained Breathing	(69,000)				(69,000)	
Exterior: Siding Repair and Painting Phase II	55,000				55,000	
Exterior: Siding Repair and Painting Phase III	100,000			100,000		
Eagle Exhibit Expansion	41,000			41,000		
Schumaker Pond	25,000		25,000			
Woodcock Park Playground Equipment	165,201			165,201		
Doverdale Park Playground Equipment	236,570			236,570		
Impervious Surface Reduction	200,000		200,000			
Beaglin Park Dam Improvements	75,000		75,000			
City Park Master Plan Improvements	100,000			100,000		
North Prong Park Improvements	200,000			200,000		
Impervious Surface Reduction	100,000			100,000		
Rail Trail Master Plan Implementation	500,000			500,000		
Stream Restoration along Beaverdam Creek	300,000			300,000		
Johnson Pond Dam Improvements	1,550,000					1,550,000
General Fund & Capital Projects	5,228,771	11,000	300,000	1,742,771	-	3,175,000

Schedule B – Capital Project Appropriations (2 of2)

Project	Approved Amount	Capital Projects - Funding Source					
		PayGO	Grants	Reallocation	Impact Funds	Revolving Funds	Bond
<u>Water Sewer Fund</u>							
Restore Park Well Field	175,000						175,000
Restore Paleo Well Field	217,000						217,000
Paleo Equalization Basin Liner	120,000	120,000					
Elevated Water Tank Maintenance	115,000	115,000					
Pump Station Improvements	110,000	110,000					
UV Bulbs for WWTP Disinfection	75,000	75,000					
Boom Lift Replacement	106,000	106,000					
Sanitary Sewer Lining	75,000	75,000					
UB Meters DID	100,000	100,000					
WWTP Electric Upgrades	1,060,493						1,060,493
F350 Utility Body Truck	80,000	80,000					
Park Well Field Raw Water Main & Glen Avenue Lift Station	1,100,000			225,000			875,000
WWTP Outfall Inspection and Repair	500,000						500,000
Southside Pump Station Force Mair	495,000						495,000
Water Sewer Fund Total >>	5,078,493	781,000	0	225,000	0	0	4,072,493

Schedule C City Fiscal Year 2024 Appropriations for Grant-Funded Expenditures

Grant Name	Appropriation					Grant Dates		Funding	
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	Dept/Agency
	Total	Prior Yrs	FY 2024	Amount	Account				
Comcast - Public, Educational & Governmental (PEG) Fees									
FY24 - PEG Fees from Comcast	63,000		63,000	N/A	N/A	7/1/2023	6/30/2024	Private	Comcast
Housing & Community Development									
FY23 - Homeless Solutions Program - State Funds	55,000		55,000	N/A	N/A	7/1/2023	6/30/2024	State	DHCD
FY23 - Projects for Assistance in Transition from Homelessness (PATH)	30,000		30,000	N/A	N/A	7/1/2023	6/30/2024	Federal	SAMHSA
FY24 - Critical Time Intervention (CTI)	45,224		45,224	N/A	N/A	7/1/2023	6/30/2024	Federal	SAMHSA
PY22 - Community Development Block Grant (CDBG)	390,000		390,000	N/A	N/A	7/1/2023	N/A	Federal	HUD
FY24 - POS - Resurfacing of Existing Tennis Courts (DNR - Wic. Co.)	99,000		99,000	11,000	91001-599120	7/1/2023	6/30/2024	State	DNR
FY23- POS- North Prong Park Lake St Acquisition (DNR-Wic Co.)	230,000		230,000	73,000	91001-599120	7/1/2023	6/30/2024	State	DNR
FY24 CP&P - Playground Equip. Elizabeth W Woodcock Park/Playground	170,000		170,000	10,000	91001-599120	7/1/2023	6/30/2024	State	DNR
FY24 CP7P - Playground Equip. Replacement at Doverdale Park (DNR)	240,000		240,000	15,000	91001-599120	7/1/2023	6/30/2024	State	DNR
Arts, Business & Culture Department									
Grant for Operations	200,000		200,000	N/A	N/A	7/1/2023	6/30/2024	State	MSAC
Creativity Grant	4,000		4,000	N/A	N/A	7/1/2023	6/30/2024	State	MSAC
Historic Preservation Capital Grant	100,000		100,000	N/A	N/A	7/1/2023	7/1/2025	State	MHT
Technical Assistance Grant	50,000		50,000	N/A	N/A	7/1/2023	6/30/2024	State	DHCD
Main Street Improvement Grant	50,000		50,000	N/A	N/A	7/1/2023	6/30/2024	State	DHCD
Infrastructure & Development Department									
FY22 - MD Dept. of Transportation - State Aid Funds	44,000		44,000	N/A	N/A	7/1/2023	6/30/2023	State	MDOT
FY22 - MD Critical Area Commission - Grant-in-Aid Funds	4,000		4,000	N/A	N/A	7/1/2023	6/30/2023	State	MCAC
FY23 US EPA Brownfields - 317/325 Lake St	2,000,000		2,000,000	N/A	N/A	7/1/2023	6/30/2027	Federal	EPA
FY23 - Highway Safety Improvement (HSIP)	225,000		225,000	22,500	91001-599131	7/1/2023	6/30/2027	Federal	MDOT/ FHWA
FY23 - Highway Safety Improvement (HSIP) - High Friction Surface	100,000		100,000	10,000	91001-599131	7/1/2023	6/30/2027	Federal	MDOT/ FHWA
FY24 - Bikeways Program	200,000		200,000	40,000	91001-599131	7/1/2023	6/30/2027	State	MDOT
Safe Streets for All (SS4A) Vision Zero Program	11,753,587		11,753,587		91001-599131	7/1/2023	6/30/2028	Federal	US DOT
Water Works Department									
FY22 - ENR O&M Grant - MDE Bay Restoration Fund (BRF)	650,000		650,000	N/A	N/A	7/1/2023	6/30/2024	State	MDE / BRF
Salisbury Fire Department									
FY23 Assistance to Firefighters Grant (AFG)	40,000		40,000	4,000	91001-599124	7/1/2023	6/30/2025	Federal	DHS / FEMA
FY24 Center for Waterway Impr. & Infrastructure Waterway Impr. Fund	12,000		12,000	6,000	91001-599124	7/1/2023	6/30/2024	State	DNR
FY20- Staffing - Adequate Fire & Emergency Response (SAFER)	2,716,236	2,716,236	-	35,000	91001-599124	7/1/2022	6/30/2024	Federal	DHS/FEMA

Schedule C City Fiscal Year 2024 Appropriations for Grant-Funded Expenditures (page 2 of 2)

Grant Name	Appropriation					Grant Dates		Funding	
	Funding by Grant			Funding by Grant Match		Start Date	End Date	Source	Dept/Agency
	Total	Prior Yrs	FY 2024	Amount	Account				
Salisbury Police Department									
FY23 - Bulletproof Vest Grant (GOCCP / DOJ-OJP)	9,000		9,000	N/A	N/A	7/1/2023	9/30/2024	Federal	OJP
FY24 - MD Criminal Intelligence Network (MCIN)	400,000		400,000	33,000	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24 - Community Program Grant	10,000		10,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24- Local Warrant Apprehension and Absconding Grant	100,000		100,000	49,000	N/A	7/1/2023	6/30/2024	State	GOCCP
FFY22 - Edward Byrne Memorial JAG	25,559		25,559	N/A	N/A	7/1/2023	9/30/2024	Federal	Justice
FFY23 - Edward Byrne Memorial JAG	25,150		25,150	N/A	N/A	7/1/2023	9/30/2024	Federal	Justice
FFY24 - MD Highway Safety Office - Impaired Driver (DUI)	4,000		4,000	2,500	91001-599121	7/1/2023	9/30/2024	Federal	MHSO
FFY24 - MD Highway Safety Office - Speed Enforcement	3,000		3,000	2,200	91001-599121	7/1/2023	9/30/2024	Federal	MHSO
FFY23 - MD Highway Safety Office - Distracted Driver	3,000		3,000	2,200	91001-599121	7/1/2023	9/30/2024	Federal	MHSO
FY24 - Expanded Development Predictive Policing w/ Machine Learning	100,000		100,000	N/A	N/A	7/1/2023	9/30/2024	Federal	GOCCP / BJAG
FY24- Police Accountability, Community and Transparency Grant (PACT)	100,000		100,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24 - Maryland Victims of Crimes	75,000		75,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
Solicitation	105,158		105,158	N/A	N/A	7/1/2023	8/31/2023	Federal	COPS
FY21 - Collaborative Crisis Response Training Program (BJA)	100,000		100,000	N/A	N/A	7/1/2023	9/30/2024	Federal	OJP
FY24 - Police Recruitment & Retention Grant (PRAR / GOCCP)	20,000		20,000	5,000	91001-599121	7/1/2023	6/30/2024	State	GOCCP
FY23 - State Aid Police Protection Fund	1,103,483		1,103,483	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24 - State Aid Police Protection Fund	750,000		750,000	N/A	N/A	7/1/2023	6/30/2024	State	GOCCP
FY24- Drug Court - Home Visits	9,000		9,000	6,000	91001-599121	7/1/2023	6/30/2024	Local	Circuit Court
FFY24 - U.S. Marshals Program	7,000		7,000	4,000	91001-599121	7/1/2023	9/30/2024	Federal	US Marshals
Total >>	\$22,420,397	\$ 2,716,236	\$ 19,704,161	\$330,400					

The City's Housing First / Homeless Program will require a transfer from the General Fund in FY24 in the amount of \$58,697, which will be transferred from account number 91001-599200

This schedule serves to appropriate funds up to the amount listed and authorize the Mayor to expend grant funds for these programs up to the appropriation amount. Accounts will only be budgeted up to the amount included in the award letter. Awards that exceed the appropriation amount will require further council action. This also serves to authorize the Mayor to enter into any necessary agreements, contracts, or memoranda.

AS AMENDED
ORDINANCE NO. 2803

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO AMEND WATER AND SEWER RATES TO INCREASE RATES BY ~~12%~~ 10% AND MAKING SAID CHANGES EFFECTIVE FOR ALL BILLS DATED OCTOBER 1, 2023 AND THEREAFTER UNLESS AND UNTIL SUBSEQUENTLY REVISED OR CHANGED.

RECITALS

WHEREAS, the water and sewer rates must be revised in accordance with the proposed Fiscal Year 2024 Budget of the City of Salisbury and the appropriations thereby made and established for purposes of the Water and Sewer Departments.

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

Section 1.

A. Water and Sewer Rate Schedules:

Schedule I Metered Water Changes – In City Rates

Residential and Small Commercial

Minimum Charge	\$28.79 \$28.27/ quarter
Commodity Charge	\$4.30 \$4.22/ thousand gallons

Commercial

Customer Charge	\$538.62 \$529.00/ quarter
Commodity Charge	\$2.49 \$2.45/ thousand gallons

Large Commercial/Industrial

Customer Charge	\$832.42 \$817.55/ quarter
Commodity Charge	\$1.99 \$1.96/ thousand gallons

Schedule II Metered Water Charges – Outside City Rates

Residential and Small Commercial

Minimum Charge	\$57.57 \$56.54/ quarter
Commodity Charge	\$8.59 \$8.44/ thousand gallons

Commercial

Customer Charge	\$1,077.24 \$1,058.01/ quarter
Commodity Charge	\$5.00 \$4.91/ thousand gallons

Large Commercial/Industrial

Customer Charge	\$1,664.85 \$1,635.12/ quarter
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48		Commodity Charge	\$4.03 \$3.96 /thousand gallons
49	Schedule III	Metered Water Charges – Wor-Wic Community College and Urban Service District	
50		Rates	
51			
52		Residential and Small Commercial	
53		Minimum Charge	\$43.16 \$42.39 / quarter
54		Commodity Charge	\$6.45 \$6.34 / thousand gallons
55			
56		Commercial	
57		Customer Charge	\$807.94 \$793.51 / quarter
58		Commodity Charge	\$3.75 \$3.68 / thousand gallons
59			
60		Large Commercial/Industrial	
61		Customer Charge	\$1,248.63 \$1,226.33 / quarter
62		Commodity Charge	\$3.01 \$2.96 / thousand gallons
63			
64	Schedule IV	Sewer Charges – In City Rates	
65			
66		Residential and Small Commercial	
67		Minimum Charge	\$71.09 \$69.82 / quarter
68		Commodity Charge	\$10.66 \$10.47 / thousand gallons
69			
70		Commercial	
71		Customer Charge	\$1,342.97 \$1,318.99 / quarter
72		Commodity Charge	\$6.20 \$6.09 / thousand gallons
73			
74		Large Commercial/Industrial	
75		Customer Charge	\$2,071.60 \$2,034.60 / quarter
76		Commodity Charge	\$4.96 \$4.87 / thousand gallons
77			
78	Schedule V	Sewer Charges – Outside City Rates	
79			
80		Residential and Small Commercial	
81		Minimum Charge	\$142.20 \$139.66 / quarter
82		Commodity Charge	\$21.33 \$20.95 / thousand gallons
83			
84		Commercial	
85		Customer Charge	\$2,685.93 \$2,637.97 / quarter
86		Commodity Charge	\$12.37 \$12.15 / thousand gallons
87			
88		Large Commercial/Industrial	
89		Customer Charge	\$4,143.21 \$4,069.22 / quarter
90		Commodity Charge	\$9.95 \$9.77 / thousand gallons
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Schedule VI Sewer Charges – Wor-Wic Community College and Urban Service District Rates

Residential and Small Commercial

Minimum Charge	\$106.66 \$104.75/ quarter
Commodity Charge	\$16.00 \$15.72/ thousand gallons

Commercial

Customer Charge	\$2,014.45 \$1,978.48/ quarter
Commodity Charge	\$9.27 \$9.10/ thousand gallons

Large Commercial/Industrial

Customer Charge	\$3,107.39 \$3,051.90/ quarter
Commodity Charge	\$7.47 \$7.34/ 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	\$90.93 \$89.31	\$181.86 \$178.61	\$136.40 \$133.97
	2 Three to five fixtures	\$136.40 \$133.97	\$272.81 \$267.94	\$204.60 \$200.95
	3 Six to twenty fixtures	\$196.05 \$192.54	\$392.08 \$385.07	\$294.05 \$288.80
	For every five fixtures over twenty	\$80.84 \$79.40	\$161.67 \$158.79	\$121.25 \$119.09

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.

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

C. Calculation of Bills:

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

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

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

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

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

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

Section 5. This Ordinance shall become effective with the bills dated October 1, 2023 and after.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the 24th day of April, 2023 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2023.

ATTEST:

Kimberly R. Nichols, City Clerk

Muir W. Boda, City Council President

Approved by me, this _____ day of _____, 2023.

1 AS AMENDED
2 **ORDINANCE NO. 2804**

3
4 **AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND TO SET**
5 **FEES FOR FY 2024 AND THEREAFTER UNLESS AND UNTIL**
6 **SUBSEQUENTLY REVISED OR CHANGED.**

7
8 **RECITALS**
9

10 **WHEREAS**, the fees charges by the City are reviewed and then revised in accordance with
11 the adoption of the Fiscal Year 2024 Budget of the City of Salisbury; and
12

13 **WHEREAS**, the fee amounts set forth in the “FY 2024 Fee Schedule” attached hereto and
14 incorporated herein as **Exhibit 1**, identify and list all fee amounts to be charged and otherwise
15 assessed by the City of Salisbury for the period of the Fiscal Year 2024, in accordance with the
16 adoption of the Fiscal Year 2024 Budget of the City of Salisbury; and
17

18 **WHEREAS**, some fee amounts to be charged and otherwise assessed by the City of
19 Salisbury in Fiscal Year 2023 may have been inadvertently omitted from the FY 2023 Fee
20 Schedule attached hereto and incorporated herein as **Exhibit 1**, and any fee amount not listed in
21 the said FY 2023 Fee Schedule shall be and remain the fee amount set forth in the City of Salisbury
22 Municipal Code.
23

24 **NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF**
25 **THE CITY OF SALISBURY** as follows:
26

27 **Section 1.** The fee amounts set forth in the FY 2024 Fee Schedule (the “**FY24 Fee**
28 **Schedule**”) attached hereto as **Exhibit 1** and incorporated herein, as if fully set forth in this Section
29 1, are hereby adopted by the Council of the City of Salisbury; and, furthermore, the fee amounts
30 set forth in the FY24 Fee Schedule shall supersede the corresponding fee amounts set forth in the
31 City of Salisbury Municipal Code until one or more of such fee amounts are subsequently
32 amended.
33

34 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE**
35 **CITY OF SALISBURY**, as follows:
36

37 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each
38 provision of this Ordinance shall be deemed independent of all other provisions herein.
39

40 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that
41 if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged
42 invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law,
43 such adjudication shall apply only to the section, paragraph, subsection, clause or provision so
44 adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and
45 enforceable.
46

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

49
50 **Section 5.** This Ordinance shall become effective as of July 1, 2023.

51
52 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council
53 of the City of Salisbury held on the 24th day of April, 2023 and thereafter, a statement of the
54 substance of the Ordinance having been published as required by law, in the meantime, was finally
55 passed by the Council of the City of Salisbury on the ____ day of June, 2023.

56
57
58 **ATTEST:**

59
60
61 _____
62 Kimberly R. Nichols, City Clerk

Muir W. Boda, President
Salisbury City Council

63
64
65
66
67 APPROVED BY ME THIS _____ day of _____, 2023.

68
69 _____
70 John R. Heath, Acting Mayor

FY 2024 Fee Schedule

Licenses			
Alarm Company	80	Per year, Per Code 8.040.30	Police Dept
Amusement		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	
Billboard License	0.55	Per Year, per square foot	Finance
Transient Merchants and Mobile Vendors		Per Code 5.32.070	ABCD
New application	100		
Renewal	50	Per year	
Hotel License	50	Per Code 5.68.060	ABCD
Fortune Telling License	100		ABCD
Door to Door Solicitors	100	Plus \$40 background check performed, Per year, Per Code 5.34.070	City Clerk
Pool Table		Per Code 5.48.020	Finance
1	10	Each	
Additional tables over 1	5	Each	
Restaurant	80	Per year, Per Code 5.52.060	Finance
Theatre	75	Per year, Per Code 5.60.040	Police Dept
Towing Company			Police Dept
Application Fee	80		
License	80	Per Code 5.64.030	

Misc. Fees (by Business Development)			
Food Truck Pad Rental	50	Per month	
Trolley Rental Fee			
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)			
Return Check Fee	40		

MPIA Request Fees (by All Departments)			
<u>First two hours processing request</u>	<u>Waived</u>		
<u>Work exceeding two hours, Departments will charge attorney hourly fee (if applicable) and hourly fee for department staff</u>	<u>*</u>	<u>Varies by Department</u>	

FY 2024 Fee Schedule

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

Landlord Licenses and Other Misc. fees (by the HCDD Department)		
Landlord License Fee 1st Year		Per Code 15.26.050
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
Landlord License Unit Registration 1st Year		Per Code 15.26.040
If paid within 60 days	120	
If paid by between 61-150 days	185	
If paid after 150 days	315	
Landlord License Fee Renewal		Per Code 15.26.060
if paid by March 1st	75	
if paid 3/2 - 7/1	140	
if paid > 7/1	270	
Landlord License Unit Registration Renewal		Per Code 15.026.060
if paid by March 1st	75	per unit
if paid 3/2 - 7/1	140	For first unit plus \$88 for each additional unit
if paid > 7/1	270	For first unit plus \$96 for each additional unit
Administrative Fee for Fines	100	
Foreclosed Property Registration	1,000	One-time fee, Per Code 15.21.040
Re-inspection Fee	100	On each citation, Per Code 15.27.030

Appeal Procedure Fees (Enforced by HCDD)		
<u>Title - 8 Health and Safety Code Appeal</u>	<u>200</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 12 Streets, Sidewalks and Public Places Code Appeal</u>	<u>200</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.22 Vacant Buildings Code Appeal</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.26 Rental Registration</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.27 Chronic Nuisance Property</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.280 Condemnation</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.325 Plan for Rehabilitation</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.350 Failure to Comply with Demolition Order</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.950 Occupancy</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title - 15.24.1640 Order to Reduce Occupancy</u>	<u>250</u>	<u>Per appeal, plus advertising costs if required</u>
<u>Title – 17 All requests for variances, special exceptions and other zoning appeals</u>	<u>150</u>	<u>Per appeal/application, plus advertising costs if required</u>
<u>All other appeals/applications to the Board of Appeals</u>	<u>150</u>	<u>Per appeal/application, plus advertising costs if required</u>

FY 2024 Fee Schedule

Residential Vacant Building Registration	\$200	Per year, Per Code 15.22.040														
Residential Vacant Building Annual Inspection Fee	\$100	Per year, after first fiscal year – Per Code 15.22.040														
Residential Vacant Building Annual Fee	Variable, see chart below															
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Number of Years Vacant</th> <th style="text-align: left;">Annual Fee</th> </tr> </thead> <tbody> <tr> <td>1 year</td> <td>200</td> </tr> <tr> <td>2 years:</td> <td>500</td> </tr> <tr> <td>3-4 years:</td> <td>750</td> </tr> <tr> <td>5-9 years:</td> <td>1,000</td> </tr> <tr> <td>10 years:</td> <td>1,500</td> </tr> <tr> <td>More than 10 years vacant:</td> <td>2,000, plus \$500 for every year the property remains vacant</td> </tr> </tbody> </table>			Number of Years Vacant	Annual Fee	1 year	200	2 years:	500	3-4 years:	750	5-9 years:	1,000	10 years:	1,500	More than 10 years vacant:	2,000, plus \$500 for every year the property remains vacant
Number of Years Vacant	Annual Fee															
1 year	200															
2 years:	500															
3-4 years:	750															
5-9 years:	1,000															
10 years:	1,500															
More than 10 years vacant:	2,000, plus \$500 for every year the property remains vacant															
Nonresidential Vacant Building and Non-residential Vacant Lot Registration	\$500															
Nonresidential Vacant Building Annual Inspection Fee	\$150	Per year, after first fiscal year – Per Code 15.22.040														
Nonresidential Vacant Building Annual Fee	Variable, See Chart Below	Per year, Per Code 15.22.040														
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Assessed Value between</th> <th style="text-align: left;">Annual Fee</th> </tr> </thead> <tbody> <tr> <td>\$0 - \$500,000</td> <td>\$500</td> </tr> <tr> <td>\$500,001- \$5,000,000</td> <td>\$2,000</td> </tr> <tr> <td>\$5,000,001 and over</td> <td>\$5,000</td> </tr> </tbody> </table>			Assessed Value between	Annual Fee	\$0 - \$500,000	\$500	\$500,001- \$5,000,000	\$2,000	\$5,000,001 and over	\$5,000						
Assessed Value between	Annual Fee															
\$0 - \$500,000	\$500															
\$500,001- \$5,000,000	\$2,000															
\$5,000,001 and over	\$5,000															
Nonresidential Vacant Lot Annual Fee	\$0.10 per sqft, or \$500, whichever															

FY 2024 Fee Schedule

	r is greater	
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Community Center Rental Fee		
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)		
Outdoor Rental Space – Small Family Functions, up to 20 people		
Park Pavilion	25	Per day w/o RR
Outdoor Rental Space – Large Private Function or Public Events		
Park Pavilion (with restrooms)	75	Per Day W RR
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR
Amphitheater <u>or Riverwalk Games Park</u>	160 175	Per day
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	25	Per hour weekend (max 2-hour block), as is
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	10	Per hour weekday (max 2-hour block), as is
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street, Newton-Camden Tot Lot, Waterside	50	Per day
Streets /Parking Lots	100 1 st Per 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
Personnel		
Site Supervisor Suggest \$25.00/ Site Coordinator	25	Per hour
Maintenance Labor	25	Per hour
Security/Police/EMS/FIRE (per person)	60	Per hour. 3 hours minimum or \$180
Supplies & Equipment		
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
Traffic Control Devices		
Hard Stop Dump truck/other	50	Per day

FY 2024 Fee Schedule

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
Ceremonial Street Renaming		
Ceremonial Street Renaming – Materials & Labor Fee	250	

Waste Disposal Fees (by Field Operations)		
Trash Service	67.69	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	30	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	80	Per can (plus \$4.80 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)		
Significant Industrial Users: (Per Code 13.12.110)		
IA discharges flow \geq 5% of WWTP flow	8,700	30 units
IB discharges flow \geq 50,000 gpd	7,250	25 units
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
Minor Industrial Users: (Per Code 13.12.110)		
IIA-1 discharges flow ³ 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow ³ 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow ³ 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 ³ 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit

Pretreatment fees are an annual fee, invoices are sent each January to cover the calendar year.

Towing Fees		
Maximum Towing and Storage Fees (vehicles up to 10,000 GVW)		
Disabled Vehicle Tow	100	

FY 2024 Fee Schedule

Emergency Relocation Tow (up to 2 Miles)	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	75	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 – Impounds Only	50	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	50	
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)

Building Plan Review Fees (Per Code 15.04.030)		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	50	
\$3,001 to \$100,000	90	
\$100,001 to \$500,000	250	
\$500,001 to \$1,000,000	300	
\$1,000,001 and Up	375	
Building Permit Fees (Per Code 15.04.030)		Residential, Commercial, Accessory, Fence
<i>Fees based on cost of construction:</i>		
Up to \$ 3000	50	
\$3001 and Up	60	Plus (.0175 * Cost of Construction)
\$100,001 to \$500,000	1,300	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,900	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,500	Plus (\$7 for each \$1,000 over \$1,000,000)
Outdoor Advertising Structure Fee (Per Code 17.216.240)		Per SF foot of sign surface per year
	.50	
Other Building Fees:		
Historic District Commission Application	50	150
Board of Zoning Appeals	50	150 County Fee \$100, Per Code 17.12.110 Plus advertising costs
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	200	Per Code 15.20.050
Maryland Home Builders Fund	50	Per new SFD
Mechanical	50	Per Code 15.04.030
Occupancy Inspection	75	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	50	Set by ordinance 2106, 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

FY 2024 Fee Schedule

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	
<u>Annexation Fees:</u>		
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	
Planning Commission		
Comprehensive Development Plan Review – Non-Residential	\$250	Plus \$10 per 1,000 sq. ft. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Comprehensive Development Plan Review – Residential	\$250	Plus \$10 per unit. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Certificate of Design/Site Plan Review	\$250	Plus \$10 unit/acre. Subsequent submittals, which generate additional comments, may be charged an additional \$250.
Paleochannel/Wellhead Protection Site Plan Review	\$100	
Rezoning	200 \$500	Plus \$15 per acre and advertising cost
Text Amendment	200 \$500	Plus advertising cost
Critical Area Program		
		Ordinance No. 2578
Certificate of Compliance (Per Code 12.20.110)		
Building Permits	75	Activities per code 12.20.110.F. are exempt
Subdivision	200	In addition to standard fee
Site Plans/Certificate of Design/Comprehensive Development Plan	100	In addition to standard fee
Resubdivision	100	In addition to standard fee
Fee-In-Lieu (Per Code 12.20.540)		
		\$1.50 per square foot of mitigation area
License to Encumber Program		
Application – Installation of Service Line	75	\$25 per additional service line in project area, defined as ¼ mile radius from primary address
Application – Large Boring Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Large Open/Cut	250	Includes up to 500 linear feet. \$100 for additional 250 linear feet above the initial
Application – Micro-Trenching Project	125	Includes up to 500 linear feet. \$50 for additional 250 linear feet above the initial
Application – Installation of New Utility Pole (excluding Small Cell facilities)	500	
Application – Underground utility project replacing overhead utilities and removing utility poles	Waived	

FY 2024 Fee Schedule

License to Encumber Program - Small Wireless Facilities		Ordinance No. 2580
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
Storm Water Utility (2306)		
Fee to maintain City storm water facilities	30	Per year per Equivalent Residential Unit
Stormwater Utility Credit Application (2306)		
Fee to apply for credit to Stormwater Utility	150	Per application
Street Break Permit (Per Code 12.12.020)		
Permit for breaking City public streets and way	50	Per break location
Install new or replace existing sidewalk, residential	50	
Install new or replace existing sidewalk, commercial	100	
Install new driveway, residential	150	
Install new driveway, commercial	300	
Excavate street or sidewalk to conduct maintenance of underground facilities	150	\$50 per additional “break” in project area
Excavate street or sidewalk to replace existing utility pole	250	\$100 per additional pole replaced in project area
Excavate street or sidewalk to replace or remove utility pole permanently	Waived	
Obstruction Permit (Per Code 12.12.020)		
Permit for obstructing City public streets and ways	50	Per location
Dumpster – residential, obstruction permit	50	Renewal fee of \$25 after 30 days
Dumpster – commercial, obstruction permit	100	Renewal fee of \$50 after 30 days
Sidewalk closure	50	\$5 per day over 30 days
Lane closure (including bike lane)	100	\$10 per day over 30 days
Street closure	250	\$25 per day over 30 days
Street closure for Block Party or Community Event	Waived	Fee under Outdoor Rental Space Public Events - Streets
Water and Sewer Connection Fee (Per Code 13.02.070)		
Comprehensive Connection Charge of Connection fee for the Developer’s share in the equity of the existing utility system-	3,710	Per Equivalent Dwelling Unit (water \$1,925, sewer \$1,785)
Water and Sewer Infrastructure Reimbursement Fee (Per Code 13.02.070)		
Comprehensive Connection Charge for Infrastructure Reimbursement Fees is based on actual costs of water and sewer infrastructure installed by a Developer.	*	* Fee amount is project dependent. Infrastructure Reimbursement Fee is the prorated share of the cost of the water and sewer mains based on this project’s percentage of the capacity of the proposed infrastructure project.

FY 2024 Fee Schedule

Infrastructure Reimbursement Administrative Fee (Per Code 13.02.090)		
Administrative fee assessed on Infrastructure Reimbursement Fee for processing	*	0.1 percent of the Infrastructure Reimbursement Fee
Development Plan Review Fee (1536)		
<u>Development plans may consist of but not limited to the following: Stormwater Management, Grading, Landscaping, Lighting, Site Layout, Traffic Control, and Utilities.</u>		
Fee for review of development plans and traffic control plans	\$1,000	Plus \$50 per disturbed acre. Subsequent submittals, which generate additional comments, may be charged an additional \$500.
Fee for review of development plans exempt from stormwater management under 13.28.040.B.3 of the code Stormwater Management Waiver Reviews	400	
Water and Sewer Inspection Fee (R 1341)		
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
Public Works Agreement recording fee (Per County Court)		
Recording fee for Public Works Agreements		
For 9 pages or less	60.00 *	Per request Per Circuit Court Fee Schedule
For 10 pages or more	115.00 *	Per request Per Circuit Court Fee Schedule
Stormwater Management As-Built recording fee (Per County Court)		
Recording fee for Stormwater Management As-Built.	10.00 *	Per request Per Circuit Court Fee Schedule
Subdivision review fee (1536)		
Fee for Subdivision review	200.00	
Resubdivision review fee (1536)		
Fee for Resubdivision reviews	200.00	
Administrative Fee for Connection Fee payment Plans (R 2029)		
Administrative Fee for Connection Fee payment Plans	25.00	
Maps and Copying Fees		
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

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Color Photocopying (Large Format) \$2/sq.ft.	2	Sq. ft

Port of Salisbury Marina Fees (by Field Operations)

Transient		
<i>Slip Fees based on size of vessel</i>	1.05	Per foot per day
Electric 30-amp service	6.00	Per day
Electric 50-amp service	12.00	Per day
Slip Rental – Monthly		
<i>Fees based on size of vessel</i>		
October through April	4.75	Per foot + electric
May through September	6.50	Per foot + electric
Slip Rental – Annual*		
*Annual rates are to be paid in full up front, electric can be billed monthly		
Boats up to and including 30 feet long	1,450	+ electric
Boats 31 feet and longer	56	Per foot + electric
Fuel	.50	Per gallon more than the cost per gallon purchase price by the City
Electric Service		
<i>Fees per meter</i>		
Electric 30-amp service	36	Per month
Electric 50-amp service	60	Per month

EMS Services

	Resident	Non-Resident	
BLS Base Rate	950.00	1,050.00	
ALS1 Emergency Rate	1,100.00	1,200.00	
ALS2 Emergency Rate	1,300.00	1,400.00	
Mileage (per mile)	19.00	19.00	
Oxygen	Bundle	Bundle	
Spinal immobilization	Bundle	Bundle	
BLS On-scene Care	250.00	300.00	
ALS On –scene Care	550.00	650.00	

Water Works

Temporary connection to fire hydrant (Per Code 13.08.120)		
Providing temporary meter on a fire hydrant for use of City water	64.50	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
Hydrant flow test (Per Code 13.08.030)		
To perform hydrant flow tests		
In City	125.00	Per request
Out of City	160.00	Per request

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Fire flush and Fire pump test (Per Code 13.08.030)		
To perform hydrant flow tests To perform meter tests on ¾" and 1" meters.		
In City	125.00	Per request
Out of City	160.00	Per request
Meter tests (Per Code 13.08.030)		
To perform meter tests on ¾" and 1" meters.		
In City	40.00	Per request
Out of City	50.00	Per request
Water Meter/Tap Fee and Sewer Connection Fee (Per Code 13.02.070)		
Water Meter/Tap Fee and Sewer Connection Fee if water and sewer services are installed by City forces.	*	The tap and connection fee amount is the actual cost of SPW labor and materials or per this schedule.
Water Tapping Fees - In City:		
¾ Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
Water Tapping Fees - Out of City		
¾ 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
Sanitary Sewer Tapping Fees - In City:		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
Sanitary Sewer Tapping Fees – Out of City		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
Water Meter and Setting Fee (Per Code 13.02.070)		
Water meter setting fee for installation of water meter when tap is done by a contractor. <u>Water meter fee is the cost of the meter.</u>		
Meter Setting Fees - In City:		
¾ Water Meter	125 400	Per Connection
1" Water Meter	125 525	Per Connection
1 ½" Water Meter T-10 Meter	150 785	Per Connection
2" Water Meter –T-10 Meter	150 905	Per Connection
<u>Larger than 2" Water Meter – Tru Flo</u>	1,000 2,030	Per Connection
Meter Setting Fees - Out of City		
¾ Water Meter	175 495	Per Connection
1" Water Meter	175 655	Per Connection
1 ½" Water Meter T-10 Meter	200 980	Per Connection
2" Water Meter –T-10 Meter	200 1,130	Per Connection
<u>Larger than 2" Water Meter – Tru Flo</u>	1,250 2,535	Per Connection

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Meter Fees		
<u>3/4 Water Meter</u>	400	
<u>1" Water Meter</u>	500	
<u>1 1/2" Water Meter</u>	*	<u>Determined by current market price of the meter</u>
<u>2" Water Meter</u>	1,200	
<u>Larger than 2"</u>	*	<u>Determined by current market price of the meter</u>

Parking Violations, False Alarms, Infractions, Scofflaw, MPIA Fees (by the Police & Fire Departments)			
Animal Control	50-100		Police Department
MPIA Request Fees			Police Department
First two hours processing request	Waived		
Work exceeding two hours, SPD will charge attorney hourly fee and hourly fee for Records Tech	75	Attorney hourly fee	
	30	Records Tech hourly fee	
Black and white copy of paper document and photographs	0.25	Per copy	
DVD production	15.00	Per DVD produced	
False Police Alarms (Per Code 8.040.050)			Police Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 rd incident	50		
4 th incident	90		
Greater than 4 each incident	130		
False Fire Alarms (Per Code 8.040.050)			Fire Department
<i>based on number of incidents in calendar year</i>			
First 2 incidents	0		
3 rd incident	45		
4 th incident	90		
Greater than 4 each incident	135		
Scofflaw			Police Department
Tow	135		
Storage	50		
Administrative Fee	35		
Business Administrative Fee	30		

Parking Permits and Fees

	UOM	1-Jul-23 Rate	1-Jul-23 Non-Profit Rate
Parking Permits (Per Code 10.04.010)			
Lot #1 - lower lot by library	Monthly	50.00 55.00	40.00 41.25
Lot #4 - behind City Center	Monthly	50.00 55.00	40.00 41.25
Lot #5 - Market St. & Rt. 13	Monthly	45.00 50.00	36.25 37.50
Lot #7 & 13 - off Garrettson Pl.	Monthly	20.00 25.00	17.50 18.75
Lot #9 - behind GOB	Monthly	50.00 55.00	40.00 41.25
Lot #10 - near State bldg/SAO	Monthly	50.00 55.00	40.00 41.25
Lot #11 - behind library	Monthly	45.00 50.00	36.25 37.50

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Lot #12 - beside Market St. Inn	Monthly	45.00 50.00	36.25 37.50
Lot #15 - across from Feldman's NAI Coastal	Monthly	50.00 55.00	40.00 41.25
Lot #16 - by Avery Hall	Monthly	50.00 55.00	40.00 41.25
Lot #20 - Daily Times	Monthly	50.00 55.00	40.00 41.25
Lot #30 - by drawbridge	Monthly	25.00 30.00	21.25 22.50
Lot #33 - east of Brew River	Monthly	25.00 30.00	21.25 22.50
Lot #35 - west of Brew River	Monthly	25.00 30.00	21.25 22.50
Lot SPS - St. Peters St.	Monthly	50.00 55.00	40.00 41.25
E. Church St.	Monthly	50.00 55.00	40.00 41.25
W. Church St.	Monthly	50.00 55.00	40.00 41.25
Parking Garage	Monthly	60.00 70.00	50.00 52.50
Student Housing Bulk Permits (30 or more)		<u>35.00</u>	<u>26.25</u>
Transient Parking Options			
Parking Lot #1 (first 2 hrs of parking are FREE)	Hourly	2.00	
Parking Garage	Hourly	2.00	
Parking Meters	Hourly	2.00	
Pay Stations			
For hours 1-2	Hourly	2.00	
For hour 3 with a 3 hour Maximum Parking Limit	Hourly	3.00	
Miscellaneous Charges (Per Code 10.04.010)			
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	

Fire Prevention Fees (by the Fire Department)		
Plan review and Use & Occupancy Inspection		
<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</u> – Hours Inspection Fees. If the requesting party wants an after-city-business-hours inspection.	\$100	Per hour/per inspector; 2 hours minimum
Site/Development Plan Review Fee		
The review of site plans for all new commercial and industrial projects or new commercial, residential, or industrial developments. To ensure compliance with the Fire Prevention Code.	\$100	Per submittal
Fire Protection Permit Fees		
Fire Alarm & Detection Systems – Includes plan review and inspection of wiring, controls, alarm and detection equipment and related appurtenances needed to provide a complete system and the witnessing of one final acceptance test per system of the completed installation.		
• Fire Alarm System	\$100	Per system
• Fire Alarm Control Panel	\$75	Per panel
• Alarm Initiating Device	\$1.50	Per device
• Alarm Notification Device	\$1.50	Per device
• Fire Alarm Counter Permit	\$75	For additions and alterations to existing systems involving 4 or less notification/initiating devices.

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<p><u>Sprinkler, Water Spray and Combined Sprinkler & Standpipe Systems</u> – Includes review of shop drawings, system inspection and witnessing of one hydrostatic test, and one final acceptance test per floor or system.</p>		
<ul style="list-style-type: none"> • NFPA 13 & 13R 	\$1.50	Per sprinkler head; 150 minimum
<ul style="list-style-type: none"> • NFPA 13D 	100	Per Dwelling
<ul style="list-style-type: none"> • Sprinkler Counter Permit 	\$75	For additions and alterations to existing systems involving less than 20 heads.
<p><u>Standpipe Systems</u> – The fee applies to separate standpipe and hose systems installed in accordance with NFPA 14 standard for the installation of standpipe and hose systems as incorporated by reference in the State Fire Prevention Code (combined sprinkler systems and standpipe systems are included in the fee schedule prescribed for sprinkler systems) and applies to all piping associated with the standpipe system, including connection to a water supply, piping risers, laterals, Fire Department connection(s), dry or draft fire hydrants or suction connections, hose connections, piping joints and connections, and other related piping and appurtenances; includes plan review and inspection of all piping, control valves, connections and other related equipment and appurtenances needed to provide a complete system and the witnessing of one hydrostatic test, and one final acceptance test of the completed system.</p>	\$50	Per 100 linear feet of piping or portion thereof; \$100 minimum
<p><u>Fire Pumps & Water Storage Tanks</u> – The fees include plan review and inspection of pump and all associated valves, piping, controllers, driver and other related equipment and appurtenances needed to provide a complete system and the witnessing of one pump acceptance test of the completed installation. Limited service pumps for residential sprinkler systems as permitted for NFPA 13D systems and water storage tanks for NFPA 13D systems are exempt.</p>		
<ul style="list-style-type: none"> • Fire Pumps 	\$.50	Per gpm or rated pump capacity; \$125 minimum
<ul style="list-style-type: none"> • Fire Protection Water Tank 	\$75	Per tank
<p><u>Gaseous and Chemical Extinguishing Systems</u> – Applies to halon, carbon dioxide, dry chemical, wet chemical and other types of fixed automatic fire suppression systems which use a gas or chemical compound as the primary extinguishing agent. The fee includes plan review and inspection of all piping, controls, equipment and other appurtenances needed to provide a complete system in accordance with referenced NFPA standards and the witnessing of one performance or acceptance test per system of the completed installation.</p>	\$1.00	Per pound of extinguishing agent; \$400 125 minimum; or \$150 per wet chemical extinguishing system
<ul style="list-style-type: none"> • Gaseous and Chemical Extinguishing System Counter Permit 	\$75	To relocate system discharge heads
<p><u>Foam Systems</u> – The fee applies to fixed extinguishing systems which use a foaming agent to control or extinguish a fire in a flammable liquid installation, aircraft hangar and other recognized applications. The fee includes plan review and inspection of piping, controls, nozzles, equipment and other related appurtenances needed to provide a complete system and the witnessing of one hydrostatic test and one final acceptance test of the completed installation.</p>	\$75	Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum
<p><u>Smoke Control Systems</u> – The fee applies to smoke exhaust systems, stair pressurization systems, smoke control systems and other recognized air-handling systems which are specifically designed to exhaust or control smoke or create pressure zones to minimize the hazard of smoke spread due to fire. The fee includes plan review and inspection of system</p>	\$100	Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum

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components and the witnessing of one performance acceptance test of the complete installation.		
<u>Flammable and Combustible Liquid Storage Tanks</u> – 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.	\$.01	Per gallon of the maximum tank capacity; 100 minimum
<u>Emergency Generators</u> – 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	
<u>Marinas and Piers</u>	\$25	Per linear feet of marina or pier; plus \$1.00 per slip; \$100 minimum
<u>Permit Reinspection and Retest Fees</u>		
• 1 st Reinspection and Retest Fees	\$100 \$75	
• 2 nd Reinspection and Retest Fees	\$250 \$150	
• 3 rd and Subsequent Reinspection and Retest Fees	\$500 \$200	
<u>Fire Pump or Hydrant Flow Test</u> – to perform any hydrant or fire pump flow test utilizing City water.		
<u>In-City Fee</u>	\$125	
<u>Out-of-City Fee</u>	\$160	
<u>Fire Service Water Mains and their Appurtenances</u> – The fee includes the plan review and witnessing one hydrostatic test and one flush of private fire service mains and their appurtenance installed in accordance with NFPA 24: Standard for the Installation of Private Fire Service Mains and Their Appurtenances	\$100	per 100 linear feet or portion thereof; plus \$50 per hydrant; \$150 minimum
<u>Consultation Fees</u> – Fees for consultation technical assistance.	\$75	Per hour
Fire-safety Inspections. The following fees are not intended to be applied to inspections conducted in response to a specific complaint of an alleged Fire Code violation by an individual or governmental agency		
Assembly Occupancies (including outdoor festivals):		
• Class A (>1000 persons)	\$300	
• Class B (301 – 1000 persons)	\$200	
• Class C (51 – 300 persons)	\$100	
• Fairgrounds (<= 9 buildings)	\$200	
• Fairgrounds (>= 10 buildings)	\$400	
• Recalculation of Occupant Load	\$75	
• Replacement or duplicate Certificate	\$25	
Education Occupancies:		
• Elementary School (includes kindergarten and Pre-K)	\$100	
• Middle, Junior, and Senior High Schools	\$150	
• Family and Group Day-Care Homes	\$75	
• Nursery or Day-Care Centers	\$100	
Health Care Occupancies:		
• Ambulatory Health Care Centers	\$150	Per 3,000 sq.ft. or portion thereof
• Hospitals, Nursing Homes, Limited-Care Facilities, Domiciliary Care Homes	\$100	Per building; plus \$2.00/patient bed
• Detention and Correctional Occupancies	\$100	Per building; plus \$2.00/bed
Residential:		
• Hotels and Motels	\$75	Per building; plus \$2.00/guest room
• Dormitories	\$2	Per bed; \$75 minimum
• Apartments	\$2	Per apartment; \$75 minimum
• Lodging or Rooming House	\$75	Plus \$2.00/bed

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<ul style="list-style-type: none"> Board and Care Home 	\$100	Per building; plus \$2.00/bed
Mercantile Occupancies:		
<ul style="list-style-type: none"> Class A (> 30,000 sq.ft.) 	\$200	
<ul style="list-style-type: none"> Class B (3,000 sq.ft. – 30,000 sq.ft.) 	\$100	
<ul style="list-style-type: none"> Class C (< 3,000 sq.ft.) 	\$75	
Business Occupancies	\$75	Per 3,000 sq.ft. or portion thereof
Industrial or Storage Occupancies:		
<ul style="list-style-type: none"> Low or Ordinary Hazard 	\$75	Per 5,000 square feet or portion thereof
<ul style="list-style-type: none"> 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	Plus \$.56/mile for inspections outside of the City of Salisbury
Sidewalk Café	\$35	If not part of an occupancy inspection
Unclassified Inspection	\$75	Per hour or portion thereof
Fire Safety Reinspection: If more than one reinspection is required to assure that a previously identified Fire Code violation is corrected		
<ul style="list-style-type: none"> 2nd Reinspection 	\$100	
<ul style="list-style-type: none"> 3rd Reinspection 	\$250	
<ul style="list-style-type: none"> 4th and Subsequent 	\$500	
Fire Protection Water Supply Fees		
Witnessing Fire Main Flush	\$75	
Witness Underground Water Main Hydrostatic Tests	\$75	
Fire Protection Flow Test (in-City)	\$125	
Fire Protection Flow Test (out-of-City)	\$160	
Display Fireworks Permit		
Firework Display - Includes plan review and associated inspections for any firework display.	\$250	
Sale of Consumer Fireworks		
Stand-alone tent, stand or other commercial space predominately utilized for the sale of consumer fireworks	\$250	
Other commercial space predominately utilized for the sale of goods other than consumer fireworks	\$125	
Fire Report Fees		
1st Page – Operational Fire Report	\$20 <u>\$25</u>	To provide hard or electronic copies of fire reports
<ul style="list-style-type: none"> Each Additional Page 	\$5	
Third Party Fire Protection Report Processing Fee	\$25	Per submittal – Collected by the third-party data collection agency/company