



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

OCTOBER 2, 2023

Salisbury Headquarters at 115 S Division Street and Zoom Video Conferencing

- 4:35 p.m. Tax Increment Financing (TIF) Policy- Finance Director Keith Cordrey, Lindsey Rader of Funk & Bolton, P.A., and Emily Metzler of MuniCap, Inc.
- 4:55 p.m. Annexation fees- City Attorney Heather Konyar, Acting Assistant City Administrator Tom Stevenson
- 5:10 p.m. Salisbury Police Department Apps and programs presentation- Dr. Walker Skeeter, Data Analyst: Crime
- 5:20 p.m. Resolution to accept donation of washer and dryer for Anne St. Village- Housing & Community Development Director Muir Boda
- 5:25 p.m. Ordinance to appropriate funds for the Newton Community Center Project- Housing & Community Development Director Muir Boda
- 5:30 p.m. Ordinance to authorize the Mayor to appropriate funds for the East Main Street Roundabout project and the Lot 5 Compliance project
- 5:45 p.m. Public Comments on topics presented above
- 5:55 p.m. Administration and Council Comments
- 6:00 p.m. Adjournment

Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant. The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).

Join Zoom Meeting

<https://us02web.zoom.us/j/88163253286?pwd=K3RtZUhUMHNucDRPU2lHbnROQzZVUT09>

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592



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

TO: CITY COUNCIL

FROM: KIM NICHOLS, CITY CLERK

SUBJECT: Tax Increment Financing (TIF) Policy

DATE: 9/28/23

Attached are three items for your discussion with Lindsay Rader of Funk & Bolton and Emily Metzler of MuniCap, Inc. regarding their recommendation that the City adopt a tax increment financing (TIF) Policy.

The items include:

1. A working draft of the City's TIF Policy Guidelines. This document remains a work in progress and is likely to have additional edits to the document before being brought to a final version for adoption as we continue working on some companion materials that will work in conjunction with the TIF Policy Guidelines.
2. A copy of Bowie's 2015 adopted TIF Policy.
3. A copy of Howard County's TIF Guidelines.

The Bowie and Howard County materials are provided as samples of other jurisdiction's policies or guidelines relating to TIF financing.

Office of the Clerk
115 S. Division St., Salisbury, MD 21801
410-548-3140
www.salisbury.md



CITY OF SALISBURY

TIF POLICY GUIDELINES

DRAFT



TIF Policy Guidelines for Parties Seeking a Tax Increment Financing District(s) and/or Tax Increment Financing (TIF Policy)

I. Purpose of TIF Policy

The purpose of this policy is to:

- 1) guide City staff in forming recommendations regarding the use of tax increment financing (also referred to as “TIF”) and negotiating contract terms with developers;
- 2) guide staff in forming recommendations regarding the pledge of City tax increment revenues to support tax increment financing issued by Wicomico County, where applicable;
- 3) provide a framework within which the City Council and City staff can evaluate and compare proposed uses of tax increment financing and the creation of a tax increment financing district; and
- 4) inform the public of the City’s position on the use of tax increment financing and the process through which decisions regarding the use of the tool are made.

State law (the “Tax Increment Financing Act”) authorizes the creation of tax increment financing (or “TIF”) “districts” as a means of financing public infrastructure in connection with private development which furthers City-wide goals and policies. A TIF accomplishes this by pledging the increased property tax revenues (the “Tax Increment”) resulting from the private development to pay for the bonds or other financing used to fund the public infrastructure. The TIF structure allows the City to continue to receive the tax revenues attributable to the assessable base of property within the TIF district prior to the private development, to receive the entire increase in tax revenues from the private development after the bonds or other obligations are paid, and to fund the infrastructure without having to increase City-wide tax rates or other revenues. One key to the success of a TIF is that the Tax Increment should be projected to be sufficient to support the bonds or other obligations issued to finance the public infrastructure. These policy guidelines have been prepared for the purpose of: (1) evaluating the feasibility of a TIF as a mechanism to fund public improvements in connection with private development projects, and (2) to determine whether the private development and public improvements within a TIF district will meet the City’s economic development, land use, and other strategic goals.

This guidance is intended to provide applicants with insight on the criteria, standards, and procedures that the City employs when considering a TIF. Applicants will be required to submit a detailed application on a TIF application form available from the City. TIF applications submitted by developers shall be reviewed by the City of Salisbury Department of Infrastructure and Development (DID), Department of Finance (DOF), and the Mayor’s office. The TIF application process is competitive, and requires a significant effort by all parties involved; applicants are highly encouraged to contact DID and DOF representatives to discuss the specifics of their project before submitting an official application.



No right or entitlement is created for any applicant seeking financing under this policy and the guidelines set forth herein, including (without limitation) any applicant that submits a fully complete application form in accordance with this policy. No tax increment financing will be provided by the City unless and until the City Council and/or one or more appropriate City official(s) take all action required by the Maryland Tax Increment Financing Act and any other applicable law.

Terms used herein have the same meaning as they do in the Maryland Tax Increment Financing Act. The terms “developer” and “applicant” are used interchangeably in this policy to the extent applicable.

References in this policy to (i) “project” mean the vertical development to be undertaken by an applicant within the TIF district, and (ii) “infrastructure improvements” means the improvements and facilities eligible to be financed by the proposed TIF under applicable law.

The City views tax increment financing as a last course of action and will consider its use only in the rarest of circumstances.

This policy is effective as of _____, 2023.

II. General Guidelines & Evaluation Process and Criteria

The following items will be taken into consideration in the evaluation process of any application form requesting tax increment financing assistance.

1) Need for Public Assistance:

- a. Project must merit public assistance.
- b. Project must implement an adopted public goal.
- c. Project must align with the City’s Master Plan.
 - i. Projects for which TIF is used shall be consistent with the City’s Comprehensive Plan and Zoning Ordinance.
- d. Project must be located within a TIF district.
 - i. The project must be located within an area of the City that is of strategic importance to achieving the City’s revitalization or other development goals.

2) “But For” Test:

- a. Project must meet “But For” test.
 - i. Quantitative and qualitative evaluation of the project.
- b. Project is to be self-sufficient and likely to be able to get off the ground without the support of a TIF.

3) Amount of Public Assistance:

- a. Project must answer the following four tests:



- i. What infrastructure improvement qualify for TIF?
- ii. How much debt service will the project tax increment revenues support?
- iii. Can the local government afford to forego the TIF Increment?
- iv. How much does the developer need for its project to be feasible?

4) TIF Benefit to City:

- a. Public purpose and financial and other benefits from all TIF funded infrastructure improvements shall be clearly defined.
- b. Infrastructure improvements must be based upon the nature of the benefit and measurable.
- c. Questions to answer:
 - i. What are the financial advantages of the project?
 - ii. What are land use/planning advantages of the project?

5) Public vs. Private Investment:

- a. Project must leverage both private and public investment.
- b. Questions to answer:
 - i. What is the public investment to total investment ratio?
 - ii. Is the public investment adequately leveraging private investment?

6) Surplus Tax Revenues:

- a. Project must generate sufficient tax revenues to cover the costs of public services for the project.
- b. Examples of public services:
 - i. Police
 - ii. Fire
 - iii. Field Operations

7) TIF Economic Benefit:

- a. Project must generate more economic benefits with TIF than without.
- b. Questions to answer:
 - i. What do cash flows look like in years 1-15?
 - ii. What do cash flows look like after year 15 through the end of TIF?

8) Public Funding:

- a. Public funding mechanisms such as TIF shall ONLY be used for qualifying infrastructure improvements that serve a public purpose and/or to mitigate impact of development, and must adhere to state and, to the extent applicable, federal tax law.
- b. Qualifying infrastructure improvements may include roads, transit, utilities, streetscape improvements, public parks and open spaces, bicycle and pedestrian improvements, cultural facilities, and parking garages, and are



subject to the provisions of the Tax Increment Financing Act and any other applicable law.

- c. Questions to answer:
 - i. What infrastructure improvements is the City willing to fund through TIF?
 - ii. What are the estimated costs of the infrastructure improvements?

9) Risks:

- a. Risks associated with the TIF shall be considered, evaluated, and addressed.

10) Public Support:

- a. Project's public support shall be considered, evaluated, and addressed.
- b. Questions to answer:
 - i. Are there groups who will be negatively effected by the project?
 - ii. Are there groups who will benefit from the project?

11) City's Financial Status:

- a. The proposed TIF shall not create a negative impact on the City's financial status.
- b. Negative impacts to consider included but are not limited to the following:
 - i. City's bond rating shall not be impacted;
 - ii. Debt capacity shall be sufficient to cover any portion of public investment identified as the City's responsibility;
 - iii. Project must pose no direct or indirect liability to the City; and
 - iv. Any approved TIF financing shall be structured to provide a back-up source for payment of debt service if TIF revenues prove insufficient for such purpose.
 - 1. TIF can be accompanied by a Special Taxing District financing ("STD"), other revenues, other security, or a combination thereof.
- c. Maximum period/term of repayment for TIF debt service should not exceed the maximum permitted by statute.
 - i. As of 2023, the applicable statutes allow a 40-year term for a TIF and a 30-year term for an STD; accordingly, a hybrid TIF/STD is limited to a 30-year term.

12) TIF Applications:

- a. Applications must include detailed information on the financial feasibility of the project.
- b. Developers will be required to grant full access to all account records, project pro formas, and any other financial information required for any project involving financial partnership of the City.



- III. **Due Diligence:** A due diligence investigation performed by the City or its agents must confirm information regarding the developer's demonstrated ability to complete the project as well as the property owners and the prospective occupants of the project. The investigation shall also include a review of the developer's and property owner's financial resources to sustain the project.

- IV. **Transparency and Public Process:** Once a completed application form is deemed by the City Administrator to meet the requirements of such form and this policy, he or she will notify the City Council. Thereafter, at least two separate public meetings with the City Council will be held: an introductory meeting and an official public hearing session. A public hearing session may be held prior to the introduction or the passage of any resolution or ordinance required by the Maryland Tax Increment Financing Act or other applicable law.

- V. **City's Interest and Discretion:** The City reserves the right to deviate from this policy, in its sole discretion, to the extent the City Council determines by resolution, motion, or other appropriate action that any such action deviation is in the City's best interest.

END

NOTE: THIS WORKING DRAFT REMAINS SUBJECT TO ADDITIONAL EDITS FROM THE CITY COUNCIL, CITY STAFF AND THE CITY'S ADVISORS.



Glossary of Terms

The following is a listing of terms often referenced when discussing tax increment financing but not necessarily referenced in the policy above.

Public Private Partnerships: Primarily used for provision of specific public facilities where there is a confluence of public need and private profit; generally involves leverage of land value and/or public sector assumption of risk to reduce financial and debt impact. In practice, PPP opportunities tend to jump projects ahead of other priorities if funding support can be seen as non-competitive or not interfering with completion of other projects.

Redevelopment: The development or improvement of an area that has previously been developed, typically consisting of underutilized sites. Redevelopment activity is generally characterized by clearing of existing structures and new construction. The new development may be the same type of land use, or a new type, but it is usually at a higher level of intensity or density than that which it replaces.

Reinvestment: Continued and expanded economic activity to strengthen existing businesses and attract new economic opportunities. Capital for reinvestment can come from private and/or public sources with the goal of stimulating the local economy. Reinvestment could include direct financial investment, capital improvements, enhanced public services, or financial incentive programs.

Revitalization: The improved physical and economic development of older commercial areas resulting from redevelopment and reinvestment efforts. The intention is to encourage quality renovation and new construction; enhance public spaces and pedestrian amenities; ensure safe, efficient and convenient transportation options; and contribute to the social and economic vitality of the area.

Tax Increment Financing: Funding mechanism only. Obligates portion of future “additional” tax revenue generated by the development. Usually works best for relatively small geographic areas. In theory, creates a net benefit to the general fund that may or may not cover cost of increased services; debt impact will be the same as the net revenue impact – positive, negative or neutral as determined by project pro forma and economic impact analysis.

City of Bowie Tax Increment Financing (TIF) Policy (Revised. eff. 5/4/2015)

I. Purpose of Policy

The purpose of this policy is to:

- guide City staff in forming recommendations regarding the use of tax increment financing (also referred to as “TIF”) and negotiating contract terms with developers;
- guide City staff in forming recommendations regarding the pledge of City tax increment revenues to support tax increment financing issued by Prince George’s County;
- provide a framework within which the City Council and City staff can evaluate and compare proposed uses of tax increment financing; and
- inform the public of the City’s position on the use of tax increment financing and the process through which decisions regarding the use of the tool are made.

No right or entitlement is created for any applicant seeking financing under this policy and the guidelines set forth herein, including (without limitation) any applicant that submits a fully complete application form in accordance with this policy. No tax increment financing will be provided by the City unless and until the City Council and/or one or more appropriate City officials take all action required by the Maryland Tax Increment Financing Act and any other applicable law.

Terms used herein have the same meaning as they do in the Maryland Tax Increment Financing Act. The terms “developer” and “applicant” are used interchangeably in this policy to the extent applicable.

The City views tax increment financing as a last course of action and will consider its use only in the rarest of circumstances and then only if the County is also participating in a TIF for the project.

This policy is effective as of May 4, 2015.

City of Bowie Tax Increment Financing (TIF) Policy (Revised. eff. 5/4/2015)

II. Development Objectives

The City intends to use tax increment financing to fund utilities and other improvements or activities permitted by the Maryland Tax Increment Financing Act to accomplish one or more of these major objectives:

- A. Eliminate blighting influences throughout the City.
- B. Support neighborhood retail services, commercial corridors and employment hubs.
- C. Increase the City's property tax base and maintain its diversity.
- D. Attract new and expand existing services, developments and employers to and in the City.
- E. Promote development of an array of housing choices that meet the needs of current residents and attract new residents to the City, with an emphasis on promoting development of senior housing and workforce housing.

III. General Guidelines in the Use of Tax Increment Financing

These general guidelines will guide the City:

- A. The City will comply with all requirements of the Maryland Tax Increment Financing Act, any other applicable Maryland law and, to the extent applicable, federal tax law.
- B. The City will undertake a rigorous analysis to ensure that the proposed project satisfies a "but for" test. The "but for" test must demonstrate to the City's satisfaction that the developer cannot obtain conventional financing at satisfactory rates and that other avenues of financial assistance have been explored without success. The "but for" test is to provide an explanation of why the TIF is needed to make the project feasible—why the project would not occur "but for" the TIF funding. The intent is to prevent TIF funds from being used in place of available private financing, grants, or other non-tax supported funding sources. Evidence must also be provided showing that the TIF assistance provided is limited to the assistance required to make the project feasible.

City of Bowie Tax Increment Financing (TIF) Policy (Revised. eff. 5/4/2015)

C. The City will use tax increment financing only when a clearly identified City development objective is served and only to the degree necessary to accomplish that development objective.

D. Any proposed development project seeking tax increment financing must be in concert with the approved Bowie and Vicinity Master Plan.

E. Tax increment financing will only be used in cases where the City Council deems it fiscally prudent to provide such assistance and the developer can clearly demonstrate that the development will serve a public purpose and that such development will likely generate incremental tax revenues sufficient to support such tax increment financing.

F. Only those project and other costs permitted by the Maryland Tax Increment Financing Act and directly associated with or needed to service the proposed project should be financed through tax increment financing.

G. Tax increment financing should be used only as part of an overall funding package for projects that benefit the City and add long term property tax revenues.

H. Once bonds are issued, incremental tax revenues shall be applied to pay administrative expenses related to the development district.

I. The City shall employ a TIF project manager to monitor and review the public construction, and certify all related invoices. Such expenses shall be paid by the bond proceeds or by the developer.

J. The disbursement of all bond proceeds shall be undertaken in a manner acceptable to the City.

K. The developer shall be responsible for paying all fees and expenses of the City's consultants, including (without limitation) the City's financial advisor and bond counsel, whether or not a requested tax increment financing is completed. The City may require the developer to fund one or more escrows (including escrows that are subject to replenishment) to cover such costs.

City of Bowie Tax Increment Financing (TIF) Policy (Revised. eff. 5/4/2015)

IV. Economic Analysis and Risk Assessment Process

A. Proposed uses of tax increment financing will be subject to rigorous economic analysis and risk assessment. City staff will be responsible for overseeing the analysis and assessment process. Consultants paid for by the applicant will be used to complete needed analysis and assessment as appropriate.

B. The analysis and assessment of all proposed uses of tax increment financing will address the following questions as part of the standard format for reports to the City Council:

- What is the public benefit of the financial assistance to the project?
- Why is there a financial need for public investment and/or subsidy?
- What is the total cost of the project?
- What is the appropriate level of public participation?
- What are the risks associated with the project?
- What are the alternative plans for managing the risk?
- How does the proposed project finance plan compare with previously approved comparable projects?
- What is the project's impact on other publicly financed projects?
- What is the impact of the proposed financing on the current City credit rating?
- Will the proposed tax increment financing impact the City's ability to issue other rated debt?
- How will the proposed development impact the cost and provision of City services, including (without limitation) operation and maintenance of the financed improvements, and police services?

C. The results of the economic analysis and risk assessment will be presented to the City Council at the time of the request for approval of the proposed use of tax increment financing. The report will identify any elements of the proposed project that are not in conformance with this Tax Increment Financing Policy.

V. Application for Tax Increment Financing; Application Fee

The City Manager has developed and may revise from time to time an application form that requests sufficiently detailed information to allow City staff to analyze any requested tax increment financing and to provide the City Council with the information it needs for decision-making purposes.

City of Bowie Tax Increment Financing (TIF) Policy (Revised. eff. 5/4/2015)

The City will charge a fee for submission of an application form. The fee shall be submitted to the City with the completed application form. For Fiscal Years 2015 and 2016 the application fee will be \$10,000.00. For Fiscal Year 2017 and beyond, the application fee may be modified through the City's existing budget process and/or through City Council approval of modifications to this policy. An application fee shall be non-refundable even if (i) the City Council determines not to approve the requested tax increment financing, (ii) the County or other TIF funders do not act upon or approve an application made to them for the same project, and/or (iii) no purchaser or purchasers satisfactory to the City and the applicant can be found to purchase any approved tax increment financing.

VI. Evaluation Process and Criteria

A. General Guidance: The following items will be taken into consideration in the evaluation of any application form requesting tax increment financing assistance.

1. Need For Public Assistance – In all cases, it is required that the need for public assistance be demonstrated and documented by the developer to the satisfaction of City staff. All such documentation, including development budgets, cash flow projections, market studies and other financial and market information, must be submitted by the developer along with an application for public financial assistance.

2. Amount of Public Assistance versus Private Investment - All proposed developments should seek to maximize the amount of private investment per dollar of public assistance. Public assistance as a percentage of total development costs will be determined for each project (or discrete portion of a project receiving a subsidy) and compared to other development projects or subprojects of similar scope and magnitude whenever possible.

3. Term of Tax Increment Financing –The term of the tax increment financing shall be kept to a minimum. The proposed term of any tax increment financing shall be fully documented and explained to the City Council.

4. Development Benefits and Costs – The direct and indirect public benefits to the City of the proposed development shall be determined and quantified to the degree possible. Costs to the City of the proposed development shall

City of Bowie Tax Increment Financing (TIF) Policy (Revised. eff. 5/4/2015)

also be identified to the degree possible; such costs include (without limitation) ongoing operation and maintenance of the financed public improvements and costs of other City-provided services (e.g. police).

5. Credit Enhancement – The City may require that credit enhancement be used to support a particular tax increment financing issue in order to protect the City’s taxpayers and fiscal reputation. The credit enhancement provided may take the form of a third party guaranty satisfactory to the City, a special taxing district legally tied and coincident to the development district which is the subject of a particular tax increment financing issue, a letter of credit, posting of satisfactory collateral, bond insurance, or other credit enhancement vehicle that is satisfactory to the City.

B. Due Diligence: A due diligence investigation performed by the City or its agents must confirm information regarding the developer’s demonstrated ability to complete the project as well as the property owners and the prospective occupants of the project. The investigation shall also include a review of the developer’s and property owner’s financial resources to sustain the project.

C. Transparency and Public Process: Once a completed application form is deemed by the City Manager to meet the requirements of such form and this policy, he will notify the City Council. Thereafter, at least two separate public meetings with the City Council will be held: an introductory meeting and an official public hearing session. At the conclusion of the public hearing session the City Council may introduce or approve any resolution or ordinance required by the Maryland Tax Increment Financing Act or other applicable law.

VII. City’s Interest and Discretion

The City reserves the right to deviate from this policy, in its sole discretion, to the extent the City Council determines by resolution, motion or other appropriate action that any such deviation is in the City’s best interest.

END



HOWARD COUNTY DEPARTMENT OF FINANCE

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Ellicott City, Maryland 21043 ■

410-313-2195

Stanley J. Milesky, Director
smilesky@howardcountymd.gov

FAX 410-313-4433
TDD 410-313-2323

GUIDELINES FOR THE CREATION OF A TAX INCREMENT FINANCING DISTRICT(S) AND/OR TAX INCREMENT FINANCING HOWARD COUNTY, MARYLAND

Purpose. The purpose of these guidelines is to set forth the considerations that the appropriate departments in the Executive branch will use to guide decision-making in reviewing proposals for 1) the creation of a tax increment financing district and 2) tax increment financing to fund public infrastructures within an established TIF District.

Background. State law (the “Tax Increment Financing Act”) authorizes the creation of tax increment financing (or “TIF”) “districts” as a means of financing public infrastructure in connection with private development which furthers county-wide goals and policies. A TIF accomplishes this by pledging the increased property tax revenues (the “Tax Increment”) resulting from the private development to pay for the bonds or other financing used to fund the public infrastructure. The TIF structure allows the County to continue to receive the tax revenues existing prior to the private development, to receive the entire increase in tax revenues from the private development after the bonds or other obligations are paid, and to fund the infrastructure without having to increase county-wide tax rates or other revenues. One key to the success of a TIF is that the Tax Increment will generally be sufficient to finance the public infrastructure. These guidelines have been prepared for the purpose of (1) evaluating the feasibility of a TIF as a mechanism to fund public improvements in connection with private development projects, and (2) to determine whether the private development and public improvements within the TIF District will meet the County’s economic development, land use, and other strategic goals.

Guidelines. In order to assure that TIF financing at a proposed location will accomplish its stated benefits, the County Administration will evaluate an application to establish a TIF District utilizing these guidelines, prior to any required action of the County’s governing body pursuant to State law (Md. Code Ann., Art. 41, Title 14, Subtitle 2). The ability to utilize TIF financing is not a right or entitlement established by Maryland law or these guidelines. The County reserves the right, in its sole discretion, to amend or waive these guidelines when such waiver would further the County’s goals for establishment of the TIF.

A TIF application seeking the creation of a tax increment financing district (Part I of the application), in a form determined by the Director of Finance, will be evaluated to determine the extent to which:

1. the proposed public improvements meet all requirements of the Tax Increment Financing Act;
2. the establishment of a special tax assessment district is desirable to supplement the Tax Increment to ensure repayment of the bonds or other obligations incurred, and the public improvements meet all the applicable requirements of State law for the establishment of a special taxing district;

3. the proposed public infrastructure furthers the goals and policies set forth in the County's General Plan, and goals and policies established in other plans adopted by the County Council or other County agencies;
4. the proposed private development is consistent with the County's General Plan, the Howard County Zoning and Subdivision Regulations;
5. the public and private development will yield a public benefit to residents outside of the TIF District;

A TIF application seeking the tax increment financing (Part II of the application), in a form determined by the Director of Finance, will be evaluated to determine the extent to which:

1. the developer requesting TIF financing has a significant investment at risk in the development relative to the amount of County investment in the public infrastructure funded through the TIF;
2. the proposed private development would not be economically feasible but for the establishment of a TIF District, and the financial assistance resulting from the TIF financing is limited to the amount required to make the development feasible;
3. the proposed private development will be economically viable throughout the term of the bonds issued (or other obligations incurred) to finance the public infrastructure;
4. the total incremental tax revenues (from all sources) generated by the development exceed the annual debt service on the bonds issued to finance the public infrastructure to the extent needed to offset the fiscal burden placed on the County to provide services to the new development (such as the cost of new students in the school system); and
5. the issuance of bonds or other obligations incurred to finance the public infrastructure will not have an adverse impact on the County's credit rating.

A TIF application seeking the creation of a tax increment financing district (Part I of the Application) and tax increment financing (Part II of the Application), in a form determined by the Director of Finance, will be evaluated to determine the extent to which the Application meets both sets of guidelines established above.



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

TO: City Council
FROM: Andy Kitzrow
DEPT: Mayor's Office
DATE: 9/11/23
SUBJECT: Annexation Fees

The City is proposing to update the FY24 Fee Schedule and reduce Annexation Fees to the following:

Proposed Rates

- Up to one (1) acre - \$5,000
- Additional Acre (partial or full) - \$500 per

Current Rates

- Up to one (1) acre - \$9,091 (prorated for partial acreage)
- Additional Acre - \$9,091 (prorated for partial acreage)

ANNEXATION FEES: SURVEY OF OTHER JURISDICTIONS

| Municipality | Annexation Fee |
|--------------|---|
| Aberdeen | Costs, but in no event less than \$1,000 |
| Annapolis | \$4,000 |
| Bel Air | <1 acre \$250 >1 acre or more \$500 + \$10.00/acre Plus hearing and advertising costs |
| Cambridge | \$5,000 |
| Easton | \$15,000 |
| Emmitsburg | Costs |
| Frederick | \$4,400 + \$10.00/acre |
| Hagerstown | Infill Residential Lot (1 or 2 units): \$150 Minor Residential Dev. (5 or less units): \$500 Major Res. Dev. (5 or more units): \$1,000+\$15/unit Nonresidential Dev.: \$1,000+\$50/acre Plus planning fees |
| Mt. Airy | \$5,000 deposit toward costs, difference refunded if not used, additional costs funded by petitioners |
| North East | Costs |
| Pocomoke | The greater of: 1) all costs incurred by the City (not to exceed \$50,000.00) or (2) \$1,000 |
| Rockville | \$1,500 per lot for Single Family Residential Lots \$10,250 plus \$205/acre or part thereof, no limit for all others |
| Westminster | <5 acres \$2,500 >5 acres \$5,000 Plus reimbursement of legal fees |

1 **ORDINANCE NO.**
2

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

7 **RECITALS**
8

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

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

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

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

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

31 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF**
32 **SALISBURY**, as follows:
33

34 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each provision
35 of this Ordinance shall be deemed independent of all other provisions herein.
36

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

43 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
44 if such recitals were specifically set forth at length in this Section 4.
45

46 **Section 5.** This Ordinance shall become effective as of July 1, 2023.
47

48 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City
49 of Salisbury held on the ___ day of ____, 2023 and thereafter, a statement of the substance of the
50 Ordinance having been published as required by law, in the meantime, was finally passed by the Council
51 of the City of Salisbury on the ___ day of June, 2023.

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ATTEST:

Kimberly R. Nichols, City Clerk

April R. Jackson, President
Salisbury City Council

APPROVED BY ME THIS ____ day of _____, 2023.

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 | |
|--|-----------------|--|

| 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 6 for each \$1,000 over \$1,000,000) |
| | | |
| Outdoor Advertising Structure Fee (Per Code 17.216.240) | .50 | Per SF foot of sign surface per year |
| | | |
| 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 | |
| <u>Annexation Fees:</u> | | |
| For the first partial or one (1) acre | <u>5,000</u> | Plus Legal, planning, consulting and other related administrative fees |
| Additional partial or full acre(s) | <u>500</u> | Per acre (no proration) |
| 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 | \$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 | |

FY 2024 Fee Schedule

| | | |
|--|--------|---|
| Application – Underground utility project replacing overhead utilities and removing utility poles | Waived | |
| | | |
| 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 |

FY 2024 Fee Schedule

| | | |
|--|---|--------|
| Color Photocopying (Small Format) \$1/sq.ft. | 1 | Sq. ft |
| 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* | | |
| 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 |

FY 2024 Fee Schedule

| | | |
|--|------------------------|---|
| Out of City | 160.00 | Per request |
| 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: | | |
| 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 |
| Water Tapping Fees - Out of City | | |
| 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 |
| 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: | | |
| 3/4 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 |
| Larger than 2" Water Meter – Tru Flo | 1,000,2,030 | Per Connection |
| Meter Setting Fees - Out of City | | |
| 3/4 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 |

FY 2024 Fee Schedule

| | | |
|---|------------------------|--|
| Larger than 2" Water Meter - Tru Flo | 1,250 2,535 | Per Connection |
| Meter Fees | | |
| <u>3/4 Water Meter</u> | <u>400</u> | |
| <u>1" Water Meter</u> | <u>500</u> | |
| <u>1 1/2" Water Meter</u> | <u>*</u> | <u>Determined by current market price of the meter</u> |
| <u>2" Water Meter</u> | <u>1,200</u> | |
| <u>Larger than 2"</u> | <u>*</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 30 | Attorney hourly fee 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 |

FY 2024 Fee Schedule

| | | | |
|---|--------------------|-----------------------------------|-----------------------------------|
| Lot #11 - behind library | Monthly | 45.00 50.00 | 36.25 37.50 |
| 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 |
| <u>Student Housing Bulk Permits (30 or more)</u> | | <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 | | |
| <u>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.</u> | \$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 |

FY 2024 Fee Schedule

| | | |
|---|--------|--|
| <ul style="list-style-type: none"> Fire Alarm Counter Permit | \$75 | For additions and alterations to existing systems involving 4 or less notification/initiating devices. |
| <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. | | |
| <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. |
| <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. | \$50 | Per 100 linear feet of piping or portion thereof; \$100 minimum |
| <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. | | |
| <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 |
| <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. | \$1.00 | Per pound of extinguishing agent; \$100 125 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 |
| <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. | \$75 | Per nozzle or local applicator; plus \$1.50/ sprinkler head for combined sprinkler/foam system; \$100 minimum |
| <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 | \$100 | Per 30,000 cubic feet of volume or portion thereof of protected or controlled space; \$200 minimum |

FY 2024 Fee Schedule

| | | |
|---|-------|--|
| 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. | | |
| Flammable and Combustible Liquid Storage Tanks – 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 |
| Emergency Generators – 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 |
| Permit Reinspection and Retest Fees | | |
| • 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 |
| Fire Pump or Hydrant Flow Test – to perform any hydrant or fire pump flow test utilizing City water. | | |
| In-City Fee | \$125 | |
| Out-of-City Fee | \$160 | |
| 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</u> | \$100 | per 100 linear feet or portion thereof; plus \$50 per hydrant; \$150 minimum |
| Consultation Fees – 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 |

FY 2024 Fee Schedule

| | | |
|--|---------------------------------|---|
| • 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 | 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 | | |
| • 2 nd Reinspection | \$100 | |
| • 3 rd Reinspection | \$250 | |
| • 4 th 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 \$25 | To provide hard or electronic copies of fire reports |
| • Each Additional Page | \$5 | |
| Third Party Fire Protection Report Processing Fee | \$25 | Per submittal – Collected by the third-party data collection agency/company |



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

To: Salisbury City Council

CC: Kim Nichols, Julie English, Andy Kitzrow

From: Muir Boda, Director of Housing & Community Development

Subject: Resolution to accept the donation of a Washer & Dryer for Anne St. Village

Date: September 20, 2023

Council Members,

The Housing and Community Development Department has received a donation of a new washer and dryer for the residents of Anne St. Village from Shore Appliance Connection here in Salisbury. Currently the residents have to go to a laundromat and pay to wash their clothes, which many times involves staff transporting them to and from the laundromat. This will be much more convenient for both the residents and staff when it comes to residents doing their laundry.

We are very appreciative of the support of the local business community and our citizens who have been very generous and supportive of Anne St. Village. If you have any questions, please feel free to reach out.

Thank you for your consideration.

Muir Boda

Director of Housing & Community Development



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

To: Salisbury City Council

CC: Kim Nichols, Julie English, Michael Tomlinson, Rachel Manning, Keith Cord

From: Muir Boda, Director of Housing & Community Development

Subject: Budget Amendment Newton Street Community Center STEM Lab Construction

Project

Date: September 21, 2023

Council,

The Newton Street Community Center is in the process of finishing the 3rd floor project which will create an additional space for programming. Our programming partners at Truitt Street Community Center, The Boys & Girls Club, has connected us with a private grant from the Cal Ripken, Sr. Foundation. We applied and were approved for a grant which will provide a STEM Lab valued over \$30,000 which the foundation will deliver, install, and train our staff on the lab. The STEM Program is designed to target elementary and middle school students. On a side note, the Boys & Girls Club applied for and was awarded the grant to be installed at the Truitt Street Community Center as part of their programming, which will give the City of Salisbury two STEM Labs, one at each Community Center.

We are waiting to receive the MOU from the foundation and once that is received a resolution to authorize the mayor to sign the MOU and accept the donation of the STEM Lab will be forwarded to Council at the time.

This budget amendment takes unused funds from the 2017 General Bond Pool, within which the Newton Community Center has an account, and moves the funds into that account. This will clean up that bond pool and allows us to finish the construction needed on this project as well as several other items needed at the Community Center including replacing a handrail, connecting the sprinkler system to the alarm system, and few other necessary repair items in the Community Center. Our goal is to have the project completed by early January 2024.

If Council has any questions or concerns, please feel to reach out.

Muir Boda
Director HCDD

37 **Section 4.** It is further the intention of the Mayor and Council of the City of Salisbury that if any
38 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
39 unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication
40 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
41 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

42 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
43 if such recitals were specifically set forth at length in this Section 5.

44 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
45

46 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
47 Salisbury held on the _____ day of _____, 2023 and thereafter, a statement of the substance
48 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
49 Council of the City of Salisbury on the _____ day of _____, 2023.
50

51 **ATTEST:**
52
53

54 _____
55 **Kimberly R. Nichols, City Clerk**

_____ **April R. Jackson, City Council President**

56
57 Approved by me, this _____ day of _____, 2023.
58

59 _____
60
61 **John R. Heath, Acting Mayor**



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

TO: CITY COUNCIL

FROM: KIM NICHOLS, CITY CLERK

SUBJECT: E MAIN & LOT #5 BUDGET AMENDMENT

DATE: 9/28/23

The attached was discussed by Council at the September 18, 2023 Work Session and consensus to reached to advance the budget amendment forward to September 25, 2023 Legislative Session.

After discussion during the September 25th Legislative Session, the legislation was not approved for first reading and has been returned to Work Session for further consideration.



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

To: Andy Kitzrow, City Administrator
From: Richard D. Baldwin, Director of Infrastructure and Development
Date: August 28, 2023
Re: Budget Amendment – E. Main St. Roundabout and Lot #5 Environmental Compliance

The Department of Infrastructure and Development recently worked with the Department of Finance to identify funds for E. Main Street Roundabout and Lot #5 Environmental Compliance. These efforts were not identified prior to or during the FY24 budget process, and while unrelated the common denominator is the source of funds requested.

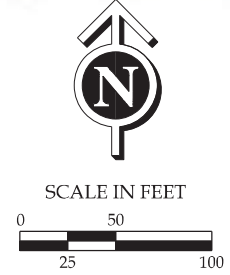
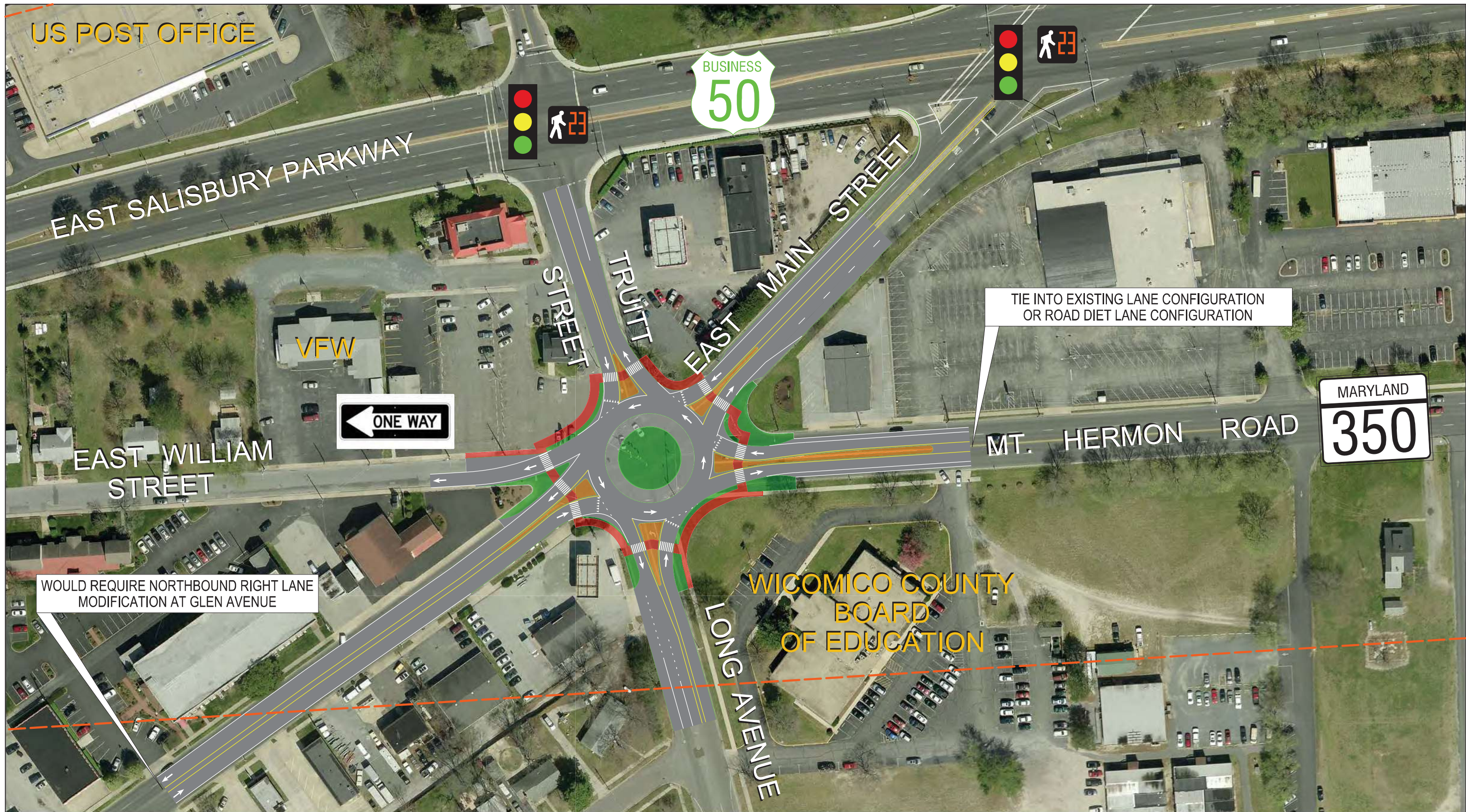
The request for E. Main Street is to fund a portion of a feasibility study for a potential roundabout at the intersection of E. Main St., E. William St. Long Ave., and Mt. Hermon Rd. (Six Points Intersection). A potential roundabout at this location has been discussed with State Highway Administration and the Metropolitan Planning Organization (MPO). The cost of the feasibility study is \$50,000, the MPO is willing to fund \$28,000 and the City is being asked to fund \$22,000.

The request for Lot #5 is to proceed with a Work Plan as required per MDE OCP Case No. 2023-0429-WI. This work plan is to investigate petroleum hydrocarbon contamination and six anomalies identified on Lot #5 as the result of an Environmental Assessment conducted in association with a proposed sale of Lot #5. The planned investigation involves additional sampling, installation of monitoring wells, excavating the locations of the six anomalies, possible UST removal and monitoring in accordance with MDE direction.

The funds requested for these efforts is to utilize PayGo funds not currently required in four City (City Park Phase 1, Main Street Master Plan, North Prong Park, and Riverfront Games Park).

The work on Lot #5 is not optional, as the responsible property owner the City is directed by MDE to proceed with the approved work plan. Redevelopment of the Six Points Intersection is a badly needed improvement to this location and would serve to establish a gateway on the east side of downtown.

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



| LEGEND | |
|--------|----------------------------|
| | STUDY AREA BOUNDARY |
| | PROPOSED SIDEWALK |
| | PROPOSED LANDSCAPING |
| | PROPOSED PAVEMENT |
| | PROPOSED SPLITTER ISLAND |
| | PROPOSED TRUCK APRON |
| | TRAFFIC FLOW ARROW |
| | SIGNALIZED INTERSECTION |
| | PEDESTRIAN CROSSING/SIGNAL |

| | |
|---|------------------|
| US ROUTE 50 PEDESTRIAN AND BICYCLIST SAFETY AND CONNECTIVITY PLAN | |
| TARGETED IMPROVEMENT AREA: MT. HERMON RD. / E. MAIN ST. INTERSECTION | |
| DATE: JUNE 2014 | FIGURE NO. 20 |



Figure 21: Graphical Rendering of Mt. Hermon Road/East Main Street Intersection Targeted Improvement

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

55
56 **ATTEST:**

57
58
59
60 _____
61 **Kimberly R. Nichols, City Clerk**

_____ **April R. Jackson, City Council President**

62
63 Approved by me, this _____ day of _____, 2023.

64
65
66 _____
67 **John R. Heath, Acting Mayor**

Schedule A

| Increase Decrease | Project | | Account | | | Amount |
|----------------------|---------|-------------------------|---------|-------|--------------|-----------|
| | No | Description | Object | Org | Description | |
| Decrease | 48041 | City Park Phase I | 469313 | 98019 | Pay Go Funds | 53,000.00 |
| Decrease | 48041 | City Park Phase I | 513026 | 98119 | Construction | 53,000.00 |
| Increase | TBD | E Main Round A Bout | 469313 | 98019 | Pay Go Funds | 28,056.00 |
| Increase | TBD | E Main Round A Bout | 513026 | 98119 | Construction | 28,056.00 |
| Increase | TBD | Compliance Lot 5 | 469313 | 98019 | Pay Go Funds | 24,944.00 |
| Increase | TBD | Compliance Lot 5 | 513026 | 98119 | Construction | 24,944.00 |
| Decrease | 33170 | Main Street Master Plan | 469313 | 98114 | Pay Go Funds | 62,871.64 |
| Decrease | 33170 | Main Street Master Plan | 513020 | 98114 | Engineering | 977.50 |
| Decrease | 33170 | Main Street Master Plan | 513026 | 98114 | Construction | 61,894.14 |
| Increase | TBD | Compliance Lot 5 | 469313 | 98114 | Pay Go Funds | 62,871.64 |
| Increase | TBD | Compliance Lot 5 | 513026 | 98114 | Construction | 62,871.64 |
| Decrease | 48039 | North Prong Park | 469313 | 98018 | Pay Go Funds | 1,925.00 |
| Decrease | 48039 | North Prong Park | 513026 | 98118 | Construction | 1,925.00 |
| Increase | TBD | Compliance Lot 5 | 469313 | 98018 | Pay Go Funds | 1,925.00 |
| Increase | TBD | Compliance Lot 5 | 513026 | 98118 | Construction | 1,925.00 |
| Decrease | 48080 | Riverfront Games Park | 469313 | 98022 | Pay Go Funds | 164.89 |
| Decrease | 48080 | Riverfront Games Park | 513026 | 98122 | Construction | 164.89 |
| Increase | TBD | Compliance Lot 5 | 469313 | 98022 | Pay Go Funds | 164.89 |
| Increase | TBD | Compliance Lot 5 | 513026 | 98122 | Construction | 164.89 |