



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

SEPTEMBER 18, 2023

Salisbury Headquarters at 115 S Division Street and Zoom Video Conferencing

- 4:30 p.m. Water & Sewer Extension Policy- Amanda Pollack, Water Resources Engineer at Center for Watershed Protection
- 4:50 p.m. Budget amendment for Six Points Roundabout and Lot #5 investigation- Mike Zimmerman, Supervisory Civil Engineer
- 4:55 p.m. Budget amendment to accept State Transportation Improvement grant funding- Transportation Manager Will White
- 5:00 p.m. Budget amendment raw water line meters- Water Works Assistant Superintendent Ron Clapper
- 5:05 p.m. Budget amendment to update position counts in FY24 Budget- City Administrator Andy Kitzrow, Finance Director Keith Cordrey
- 5:10 p.m. Resolution requested by NAACP and *Wicomico Truth & Reconciliation Initiative- Council discussion
- 5:20 p.m. Cannabis zoning discussion- City Administrator Andy Kitzrow, City Planner Brian Soper
- 5:30 p.m. Annexation fee schedule- City Administrator Andy Kitzrow, City Legal Team
- 5:45 p.m. Boards and Commission Council Reps- Council discussion
- 5:50 p.m. Ordinance to approve grant funds through the Rural Maryland Council SWIFT Grant- Deputy Chief Chris O'Barsky
- 5:55 p.m. Administration and Council Comments
- 6:00 p.m. Adjournment / Convene in Special Meeting

*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=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

Posted 9/14/23

*Rev. 9/18/23



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

TO: City Council
FROM: Andy Kitzrow
DEPT: Mayor's Office
DATE: 9/11/23
SUBJECT: Water & Sewer Extension Policy

Enclosed is the proposed Water & Sewer Extension Policy. This policy defines the circumstances to which the City would extend water and sewer services to County residents and the expectations of all parties involved.

Salisbury Water and Sewer Extension Policy

The Water and Sewer Extension Policy expands on Salisbury Municipal Code Section 13.02.060 General Connection Policies. The code takes precedence over this policy. The policy defines the expectations and responsibilities for utility extension for new development and existing improved properties with public health concerns.

New Development

1. Extension of utilities for new development shall adhere to Salisbury Municipal Code Section 13.02.060 General Connection Policies.
2. New Development includes:
 - a. Existing improved properties without public health concerns, or
 - b. Vacant parcels that can be subdivided to include more than one (1) single family residence, or
 - c. Vacant parcels zoned for multi-family residential, commercial or industrial purposes, or
 - d. Redevelopment of an existing improved property.
3. Annexation and pre-annexation agreements shall adhere to the City's Annexation Policy. Annexation Agreements shall be subject to all fees and improvements required under the City's Annexation Policy including, but not limited to, the following:
 - a. Fee for re-investment in existing neighborhoods
 - b. Fee for development assessments
 - c. Contribution to area improvements
 - d. Payment in lieu of taxes (PILOT) if the property is tax exempt
 - e. Downstream utility improvements, as necessary
 - f. Road improvements to meet City standards including curb, gutter, sidewalk and street lights
4. The property owner/developer will fund the extension of utilities built to City standards including upgrades associated with downstream impacts.

Existing improved properties with public health concerns

1. Per Salisbury Municipal Code section 13.02.060.G, the Director of Infrastructure and Development shall have the authority to approve water and/or sewer connections to properties outside the corporate limits of the City where water and/or sewer is available when the county health officer or designee provides a notification of the need of an immediate connection due to public health concerns.
2. Public Health Concerns shall be identified and categorized by the Wicomico County Health Officer or designee, which includes the Maryland Department of the Environment. Categories of public health concern include but are not limited to areas of potentially failing septic systems, areas of failing septic systems, areas with groundwater contamination or areas with water quality issues. The public health concern must be defined in writing and should include the level of urgency or emergency. Prioritization of requests shall be made based on need and the level of urgency or emergency.

3. Properties that will be considered for utility extensions under the provision of “Existing improved properties with public health concerns” include:
 - a. Properties in a recorded subdivision including both improved parcels with public health concerns and vacant parcels in the subdivision, or
 - b. An individual property with public health concerns that includes multi-family residential, commercial or industrial units, or
 - c. An individual residential single family property with public health concerns that is not part of a recorded subdivision.
4. Utilities should not be extended to only one parcel with public health concerns in a recorded subdivision. Utilities should be extended to the entire subdivision unless there is a formal agreement to connect the remainder of the subdivision within a defined time frame. Piecemeal utility extension is not preferred and is discouraged. Properties within a recorded subdivision that have a public health concern cannot opt out of utility service when service is being provided to the entire subdivision.
5. Applications for utility extensions should be made in writing to the Department of Infrastructure and Development.
 - a. The application shall include a letter or written correspondence from the County Health Officer or designee stating the category and level of urgency for the public health concern.
 - b. The applicant shall be the entity that will extend the utilities, which will typically be the Wicomico County Urban Service Commission or its successor, a developer or the property owner(s).
 - c. Upon receipt of the completed application, the Department of Infrastructure and Development shall schedule a meeting with the applicant and the Department of Water Works within thirty (30) days to discuss the application, service area, status of planning elements, utility capacity, downstream infrastructure to be evaluated by the applicant, funding, and schedule.
 - d. Once the extent of the utility extension and downstream infrastructure improvements are determined, the Department of Infrastructure and Development shall prepare an Out of Town Service Agreement. The agreement shall be executed by the property owner, the applicant (if different from the property owner), and the Mayor, and shall be recorded among the Land Records of Wicomico County. The agreement must be executed prior to the City’s approval of the utility system design.
 - e. Per Salisbury Municipal Code section 13.02.060.A, properties shall be required to connect to both the public water and public sewer system when available.
6. Annexation, Pre-Annexation and Out of Town Service Areas
 - a. All properties seeking utility service with a documented public health concern shall execute an Out of Town Service Agreement. The Out of Town Service Agreement shall be in a substantially similar form to Exhibit B.
 - b. Exhibit A represents the City’s target annexation areas to infill the City Limits. The goal in these areas is to fill gaps within the corporate limits to eliminate holes in the overall City footprint. When properties with documented public health concerns in the areas shown on Exhibit A seek utility service, annexation is required if the property is contiguous to City Limits. The annexation agreements for properties with public health concerns will phase in property taxes over a period of a minimum of 10 years. The applicable annexation fees are defined in Section 7.d. below.

- c. The requirements for annexation and pre-annexation for all other properties shall be described in the Out of Town Service Agreement.
 - d. Properties in an Out of Town Service Areas may petition for annexation at any time if contiguous and otherwise eligible under the City’s Annexation Policy.
 - e. New Urban Service Districts shall not be created. Properties located in existing Urban Service Districts shall remain in those districts in perpetuity until either:
 - i. The property owners petition for annexation, or
 - ii. The City requests annexation if the property owner has signed a pre-annexation agreement.
7. Utility Rates and Fees
- a. Quarterly utility bills will be issued based on the Out of Town rates adopted by the City Council in the annual Water and Sewer Rate Ordinance.
 - b. Comprehensive Connection Charges per Salisbury Municipal Code section 13.02.070 shall be assessed for all utility extensions. The connection charges include connection fees for each property which pays for a share of equity in existing system. The fees associated with Comprehensive Connection Charges are adopted by the City Council in the annual fee ordinance.
 - c. Utility extensions are eligible for Infrastructure Reimbursement per Salisbury Municipal Code section 13.02.070.C.
 - d. In the event that properties with public health concerns are annexed, the fees to cover the actual costs of the City Attorney to process the annexation application shall be assessed. However, when properties with public health concerns are annexed, the standard annexation fees for new development annexations shall not apply. The fees that will not apply include fees for re-investment in existing neighborhoods, development assessment fees, and contributions to area improvements.
 - e. Applicants can request consideration for payment plans for Comprehensive Connection Charges due to financial hardship. The terms of payment plans shall be defined in the Out of Town Service Agreement.
 - f. If utilities are being extended by the Wicomico County Urban Service Commission or its successor, full payment of Comprehensive Connection Charges are expected in advance of receiving utility service.
 - g. Any waiver requests for Comprehensive Connection Charges must be presented to the City Council for consideration.
8. Utility Extensions shall be funded by the applicant. The applicant will fund the design and construction of utility extensions and downstream improvements, and will obtain all necessary permits and approvals, including from the City. If the applicant is applying for funding, the City shall review the application and if approved, provide a willingness to serve letter.
9. In the event that the City applies for grant funding on behalf of an applicant, the Out of Town Service Agreement shall define the provisions associated with the terms of the funding. Out of Town utility extensions shall not place a financial burden on City taxpayers. The City will not typically apply for funding on behalf of an applicant and will consider this option only in extreme public health emergencies.
10. Per Salisbury Municipal Code section 13.02.060.D, any public water and sewer facilities shall be the property of the City and constructed within City-owned easements and rights-of-way in accordance

with City standards and specifications. The applicant shall prepare and submit executed deeds for utility easement and/or right-of-way to the City. Upon completion of construction and acceptance by the City, operation, maintenance and repair of the utilities shall be the responsibility of the City. The public utilities that were extended by developers, property owners or the Wicomico County Urban Service Commission or its successor, shall be dedicated to and turned over to the City for ownership once all outstanding loans or other financial obligations related to the utilities have been paid.

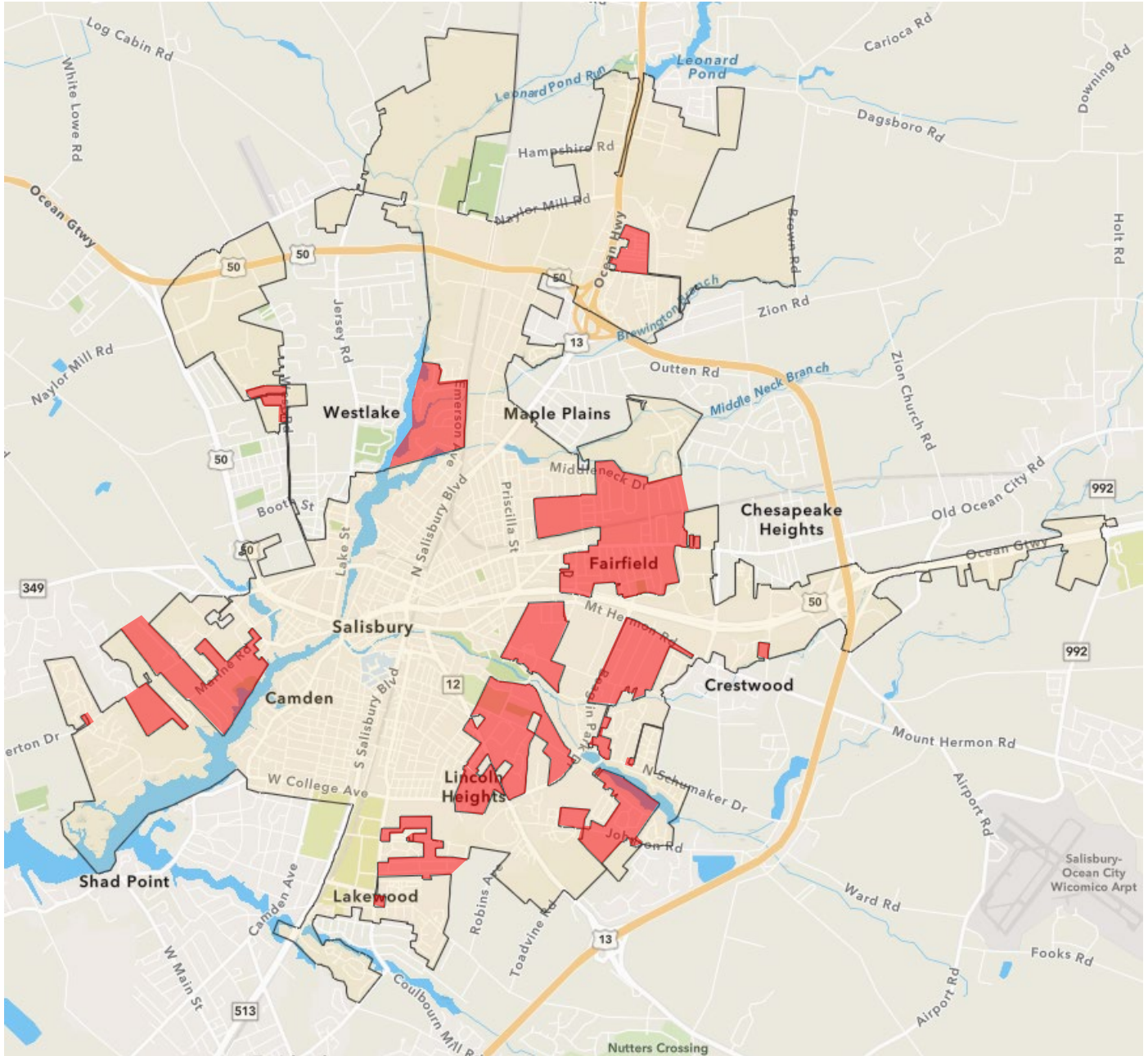
11. The Department of Infrastructure and Development will identify downstream or system wide infrastructure that the applicant shall evaluate for impacts. The applicant is responsible for retaining a professional engineer to evaluate impacts to existing infrastructure and to recommend upgrades. The recommendations shall be reviewed and approved by the Director of Infrastructure and Development.
 - a. Water distributions system extensions shall include looping whenever feasible to avoid creation of dead end lines. When dead end lines are created, the water use to flush the line will be metered and will be billed to the applicant.
 - b. Evaluation of existing downstream or system wide infrastructure is not required when the utilities are being extended to an individual single family residential property.
 - c. Downstream and system wide improvements must be designed and funded by the applicant.
 - d. Utilities shall be sized for future system growth at direction of the Department of Infrastructure and Development.
 - e. Improvements to roads, sidewalks, storm drains, and street lights are not required when utilities are extended due to public health concerns.

12. The applicant is responsible for preparing the applications and associated documentation for any and all Planning related requirements, including but not limited to:
 - a. Wicomico County Comprehensive Water and Sewer Plan
 - b. Priority Funding Area (PFA) designation
 - c. Smart Growth Coordinating Committee
 - d. Critical Area Commission
 - e. Comprehensive Plan update

13. The City shall review all planning and permit applications prepared by the applicant and when approved, sign as the utility service provider.

14. When properties are served by the Salisbury Wastewater Treatment Plant, the City shall account for the septic system eliminations in the Restoration Activity Schedule of the National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer Systems (MS4) General Discharge Permit. Salisbury will receive the impervious area restoration credit associated with the MDE approved Alternative BMP of Septic Connections to WWTP.

Salisbury Water and Sewer Extension Policy Exhibit A



Legend:



Areas partially or fully surrounded by
Salisbury City Limits

Salisbury Water and Sewer Extension Policy

Exhibit B

OUT OF TOWN SERVICE AGREEMENT

*for service connection to
City of Salisbury Water/Sewer Mains*

THIS OUT OF TOWN SERVICE AGREEMENT (hereinafter referred to as “Agreement”) made and executed this _____ day of _____, 20____, by and between the City of Salisbury, a municipal corporation of the State of Maryland (hereinafter referred to as “City”), _____, the property owner (hereinafter referred to as “Owner”), and when applicable, _____ the entity extending utility service (hereinafter referred to as “Applicant”):

WHEREAS, Owner has a documented public health concern on a tract of land (hereinafter referred to as “Property”) located at _____ (Address) _____ (Liber/Folio), located outside the City of Salisbury Corporate Limits, Wicomico County, State of Maryland, and has requested water and/or sewer utility service to the described Property utilizing City of Salisbury public utility mains.

NOW, THEREFORE, in consideration of the mutual understandings and agreements contained herein, the parties covenant and agree as follows:

A. The Property is (check one):

- Within the areas defined on Exhibit A and is contiguous to the City Limits. Owner shall submit a petition for annexation within 30 days of the date of this Agreement.
- Within the areas defined on Exhibit A and is not contiguous to the City Limits, or is not within the areas defined on Exhibit A. Owner shall submit a petition for annexation upon request by the City and subject to the following:
 1. City will allow the extension of municipal public utilities outside the City corporate limits to serve the Property before annexation, but conditioned upon the agreement that the Owner shall petition for annexation of the Property into the City upon request by the City.
 2. The City shall request a petition for annexation when the Property is contiguous to City Limits and when the City desires to annex and provide all services afforded to City residents, including but not limited to public safety, sanitation, streetlights, and sidewalks.
 3. The Owner shall submit a petition for annexation within thirty (30) days of receipt of an annexation request from the City.

B. The Owner and the Applicant shall adhere to the “Salisbury Water and Sewer Extension Policy” adopted by Resolution No. ____ on _____ and shall be

responsible for all costs and fees associated with the extension and connection of utility services.

- C. The City has identified the utility extensions and downstream infrastructure improvements to provide service to the Property, as follows: _____
- D. The City shall phase in property taxes over a period of ten (10) years from the date of annexation since the annexation is a result of a documented public health concern.
- E. This Covenant and Agreement is, and shall be, binding upon the Owner, its successors, heirs, and assigns, and shall burden and run with the land. All future Owners shall be bound by this Covenant and Agreement. This Covenant and Agreement shall become null and void when the annexation of the Property into the City becomes effective.

WITNESS the hands and seals of the parties, the day and year set forth above.

ATTEST: CITY OF SALISBURY
 _____ (SEAL)

By: _____

ATTEST: OWNER
 _____ (SEAL)

ATTEST: APPLICANT
 _____ (SEAL)

STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20____, before me, the subscriber, a Notary Public, for the state and county aforesaid, personally appeared _____, as _____ for the CITY OF SALISBURY, a municipal corporation of the State of Maryland, and on their behalf did acknowledge the foregoing instrument to be the act and deed of said corporation.

AS WITNESS my hand and Notarial Seal.

 NOTARY PUBLIC

My Commission Expires: _____

STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20____, before me, the subscriber, a Notary Public, for the state and county aforesaid, personally appeared _____, Owner, and (they/he/she) acknowledged the foregoing to be (their/his/her) respective act and deed.

AS WITNESS my hand and Notarial Seal.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 20____, before me, the subscriber, a Notary Public, for the state and county aforesaid, personally appeared _____, as _____ for the Applicant, and (they/he/she) acknowledged the foregoing to be (their/his/her) respective act and deed.

AS WITNESS my hand and Notarial Seal.

NOTARY PUBLIC

My Commission Expires: _____

I HEREBY CERTIFY that I am an attorney admitted to practice before the Court of Appeals of Maryland, and that the foregoing instrument was prepared under my supervision.

City Attorney



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.

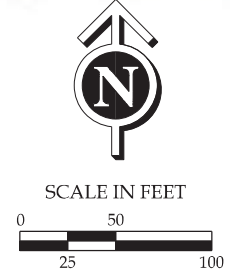
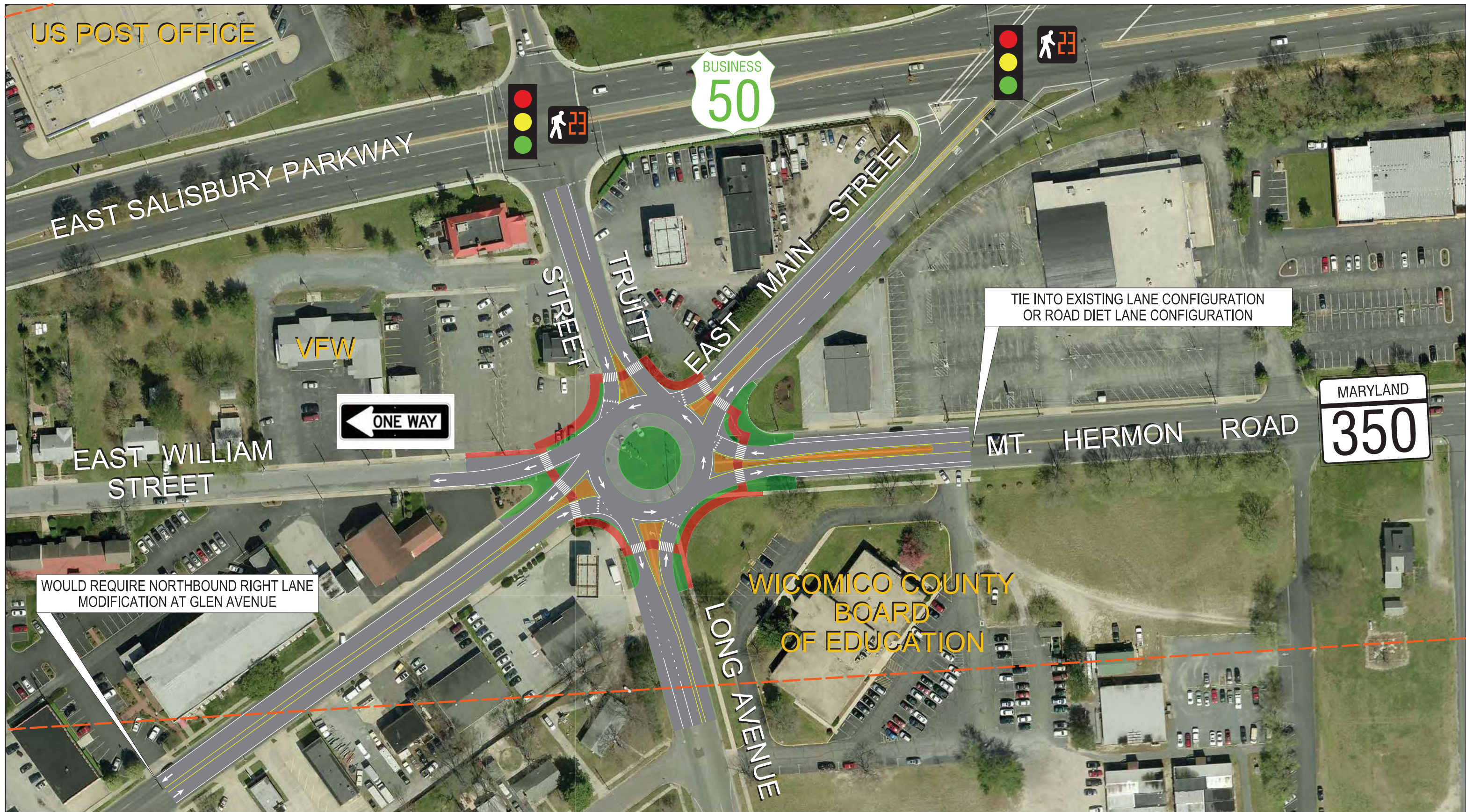
The request for E. Main Street is to fund a portion of a feasibility study for a potential roundabout at the intersection of E. Main St., E. William St. Long Ave., and Mt. Hermon Rd. (Six Points Intersection). A potential roundabout at this location has been discussed with State Highway Administration 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 SPLITTER ISLAND
	PROPOSED SIDEWALK		PROPOSED TRUCK APRON
	PROPOSED LANDSCAPING		TRAFFIC FLOW ARROW
	PROPOSED PAVEMENT		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:**

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60 _____
61 **Kimberly R. Nichols, City Clerk**

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

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

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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



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

To: Andy Kitzrow, City Administrator
From: Rick Baldwin, Director of Infrastructure and Development
Date: July 11, 2023
Re: Ordinance to Accept MDOT-MTA and Allocate Reimbursements to the Citywide Transit Service Study

In 2022, Salisbury Infrastructure and Development applied for a grant from the Maryland Department of Transportation – Maryland Transit Administration (MDOT-MTA) to provide funding for the study and planning of Citywide flex route and fixed route service to better provide for the residents of Salisbury. The MDOT-MTA has prepared the attached grant agreement.

The Scope of Work identified within these Grant Agreements includes the feasibility of starting a traditional fixed route service on US 13 in addition to flexible, computer-routed microtransit service across the City as a whole.

Please find attached an Ordinance to sign the Grant Agreements with MDOT-MTA and to accept the Statewide Transit Innovation Grans in the amount \$79,997.00 with a City match of \$19,975.00

The budget shall require amendment as follows:

- 1) Increase the FY22 Maryland Bikeways Program Grant Revenue Account (10500-425805-xxxx) by \$79,997.00
- 2) Increase the FY22 Maryland Bikeways Program Grant Expense Account (10500-513026-xxxx) by \$79,977.00

These are reimbursement-based grants; therefore, DID shall pay the contractor from the identified accounts initially and when reimbursements from MDOT arrive, it will be necessary for the Department of Finance to accept the reimbursement into the MDOT Reimbursement Account. This Ordinance as written will authorize Finance to execute that transfer as soon as funds arrive and it is understood that the reimbursement may be in several payments and not in one large sum, thereby necessitating multiple transfers.



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

The City will provide in-kind services via project management and coordination. Department of Infrastructure and Development recommends approval of the grant agreement.

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

49 **Section 4.** It is the intention of the Mayor and Council of the City of Salisbury that each provision
50 of this Ordinance shall be deemed independent of all other provisions herein.

51 **Section 5.** It is further the intention of the Mayor and Council of the City of Salisbury that if any
52 section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid,
53 unconstitutional or otherwise unenforceable under applicable Maryland or Federal law, such adjudication
54 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
55 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

56 **Section 6.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
57 if such recitals were specifically set forth at length in this Section 6.

58 **Section 7.** This Ordinance shall take effect from and after the date of its final passage.

59
60 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City
61 of Salisbury held on the _____ day of _____, 2023 and thereafter, a statement of the substance of
62 the Ordinance having been published as required by law, in the meantime, was finally passed by the Council
63 of the City of Salisbury on the _____ day of _____, 2023.
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65 **ATTEST:**

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68 **Kimberly R. Nichols, City Clerk**

April R. Jackson, City Council President

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

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73 **John R. Heath, Acting Mayor**

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

To: Andy Kitzrow, City Administrator

From: Cori Cameron, Director of Water Works

Date: September 12, 2023

Re: Budget Amendment – Paleo Raw Water Line at Naylor Mill (North Prong Crossing)

The Department of Water Works is requesting consideration for a budget amendment to move funds from Pay Go accounts that are no longer needed to the Paleo Raw Water Line project. The Department of Water Works was able to identify \$236,255.84 in funds from numerous completed pay go projects that could be put forth into the completion of the Paleo Raw Water Line project. An additional \$40k will be needed from surplus.

The Raw Water Line on Naylor Mill Road is being replaced in connection with the raw water line on Scenic Drive into the water plant. The old raw water line was 30 inches and had a Venturi meter at the plant influent to meter our groundwater. The new line will be 24 inches and will not work correctly with the current Venturi meter. The City of Salisbury is required by Maryland Department of the Environment (MDE) to meter the amount of groundwater that we remove from the aquifer. To meet our permit requirements, we need to install a new meter. A new Mag Meter sized for the 24 inch pipe will not be able to properly monitor the low flow from a single well pump. At the completion of Paleo Well 3, there will be five well pumps alternating from three well houses in the Paleo well field. Well 3 has a mag meter. The simplest way to handle metering the other two wells is to install a Mag Meter, in a vault, at each groundwater well house, to meet permit requirements.

Unless you or the Mayor have further questions, please forward a copy of this memo, the agreement and the ordinance to the City Council.

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Schedule A

Account		Project		Account Description	Increase Decrease	Amount
Org	Object	No.	Description			
96013	469161	50037	Park Water Treatment Plan	Transfers from Water Sewerage	Decrease	24,701.00
96113	513026	50037	Park Water Treatment Plan	Construction	Decrease	24,701.00
96013	469161	50039	Park Plant Flow Meter	Transfers from Water Sewerage	Decrease	1,032.00
96113	513026	50039	Park Plant Flow Meter	Construction	Decrease	1,032.00
96013	469161	55513	Caustic Feed	Transfers from Water Sewerage	Decrease	6,183.45
96113	513026	55513	Caustic Feed	Construction	Decrease	6,183.45
96013	469161	50048	Raw Water Line Naylor Mill	Transfers from Water Sewerage	Increase	31,916.45
96113	513026	50048	Raw Water Line Naylor Mill	Construction	Increase	31,916.45
96016	469313	50015	Replace Distribution Pipe	Pay Go Funds	Decrease	7,021.50
96216	577022	50015	Replace Distribution Pipe	Water Main Construction	Decrease	7,021.50
96016	469313	50017	Park WTP High Service	Pay Go Funds	Decrease	5,600.00
96216	513020	50017	Park WTP High Service	Engineering/Architectural	Decrease	5,600.00
96016	469313	50018	Park WTP Finished Water	Pay Go Funds	Decrease	7,422.50
96216	513020	50018	Park WTP Finished Water	Engineering/Architectural	Decrease	7,422.50
96016	469313	55519	WWTP Main Building HVAC	Pay Go Funds	Decrease	164,199.39
96216	513026	55519	WWTP Main Building HVAC	Construction	Decrease	159,466.00
96216	577015	55519	WWTP Main Building HVAC	Buildings	Decrease	4,733.39
96016	469162	60007	CCTV Inspection Cam	Transfers from WS Revolving	Decrease	20,096.00
96116	577025	60007	CCTV Inspection Cam	Vehicles	Decrease	20,096.00
96016	469313	50048	Raw Water Line Naylor Mill	Pay Go Funds	Increase	184,243.39
96016	469161	50048	Raw Water Line Naylor Mill	Transfers from Water Sewerage	Increase	20,096.00
96116	513026	50048	Raw Water Line Naylor Mill	Construction	Increase	204,339.39
97030	469313	50048	Raw Water Line Naylor Mill	Pay Go Funds	Increase	40,000.00
97030	513026	5E+05	Raw Water Line Naylor Mill	Construction	Increase	40,000.00

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INTER

OFFICE

MEMO

Finance Department

To: Andy Kitzrow, City Administrator *KAC*
From: Keith Cordrey, Director of Finance
Subject: Budget Ordinance – Authorized Position Counts and Grades
Date: August 30, 2023

Please find attached an ordinance that updates the authorized position counts, titles, and grades according to the following schedule.

Position Title	Org	Grade	Position Totals	
			Current	Revised
Housing and Community Development				
Housing & Homelessness Case Coordinator	25200	4	0	1
Field Operations Administration				
Assets and Facility Manager	30000	M6	1	0
Assistant Director	30000	M7	0	1
Infrastructure and Development				
Project Engineer I/II/III/IV	31000	14/15/16/17	5	0
Project Manager/Engineer I/II/III/IV	31000	14/15/16/17	0	5
Salisbury Zoo				
Collections Operations Manager	40000	M2	1	0
Lead Keeper	40000	M2	0	1
Parks Rec				
General Maintenance Technician	45001	2	1	0
Downtown Ambassador	45001	2	0	1

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

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

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

Section 5. This Ordinance shall take effect from and after the date of its final passage.

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

ATTEST:

Kimberly R. Nichols, City Clerk

April R. Jackson, City Council President

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

John R. Heath, Acting Mayor



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

TO: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: Request to adopt resolution
DATE: September 11, 2023

The Wicomico County NAACP Branch 7028b and the Wicomico Truth and Reconciliation Initiative have issued a Press Release requesting a formal apology for the City's historical role in the lynching of three Black men from 1898 to 1931.

The Press Release and draft resolution are attached for Council's discussion.



For Immediate Release

The **Wicomico NAACP Branch 7028b** and the **Wicomico Truth and Reconciliation Initiative** call on the Salisbury city council to adopt the following resolution, which encompasses a formal apology for the city's historical role in the lynchings of three Black men from 1898 to 1931.

In addition to the duty of city officials to act in the best interests of all its citizens and to protect the most vulnerable, some **city officials have recently been identified as having been directly involved in the lynching of Matthew Williams** on December 4th, 1931. Specifically police chief Nicholas Holland, who helped lead the mob that kidnapped Williams; and fire chief Frederick Grier Jr., who provided the rope used to hang Williams.

It is felt that an honest reckoning with our shared history will help to rebuild a trust that has been repeatedly broken, and allow a ***true chance for healing***.

For more information, please contact:

Monica Brooks/ Wicomico NAACP
443-415-5642

James Yamakawa/ Wicomico Truth and Reconciliation Initiative
443-235-4608

Our draft resolution is as follows:

A RESOLUTION CONCERNING AN APOLOGY FOR THE RACIAL TERROR LYNCHING OF THREE BLACK CITIZENS OF SALISBURY, MD.

WHEREAS the term "racial terror lynching", according to the Equal Justice Initiative, means the

intentional inflicting of lethal violence at people because of their race, as an effort to terrorize the entire community and reinforce an existing racial hierarchy.

WHEREAS on May 31st, 1898, a white mob numbering over a hundred broke into the County Jail in Salisbury MD and kidnapped an 18 year old Black male named Garfield King, accused of murdering a white man. He was taken to the Wicomico County courthouse lawn, hung from a tree, and reportedly his body was shot 50 times. No one was ever officially identified as being a part of the mob.

WHEREAS on on December 4th, 1931, a white mob numbering several hundred to upwards of a thousand individuals kidnapped a 23 year old Black male named Matthew Williams from the negro ward at Peninsula General Hospital. Williams was accused of the murder of his employer, a white man named Daniel Elliot. After being tortured and hung on the Wicomico County courthouse lawn, his body was dragged through the nearby Black neighborhood and then set on fire in a vacant lot. Though a grand jury investigation led to no one being officially identified as being part of the mob that lynched Williams, a secret investigation authorized by then governor Albert Ritchie was undertaken by an undercover Pinkerton detective named Patsy Johnson. Throughout the course of this investigation, the names of several prominent white community members were identified as being involved in the conspiracy to lynch Matthew Williams and enforce community silence. Most relevant to the City of Salisbury, two members of the City Administration were directly involved. Salisbury Police Chief Nicholas H. Holland helped lead the mob from the hospital to the courthouse, and Salisbury Fire Chief Frederick Grier Jr. provided the mob with the rope used to hang Williams.

WHEREAS in the hours following the racial terror lynching of Matthew Williams, an unknown middle-aged Black male (hereafter referenced as “Unknown”) was found beaten to death, presumably by either members of the same white mob that had just lynched Williams or from a similar one. This third person was acknowledged finally as a racial terror lynching victim by the Equal Justice Initiative in 2017.

THEREFORE

BE IT RESOLVED BY THE CITY OF SALISBURY that it formally apologizes to the known descendants of the victims. Ms. LaTanya Christopher, descendant of Garfield King, and Ms. Jeannie Jones, descendant of Matthew Williams, for the city’s historical role in committing these acts of racial terrorism, and for the intervening years of silence.

BE IT RESOLVED BY THE CITY OF SALISBURY that it formally apologizes for its historical role in targeting the larger Black community of Salisbury during and after these acts of racial terrorism, and for its negligence in not protecting its own citizens.

BE IT RESOLVED BY THE CITY OF SALISBURY that although those that committed the aforementioned crimes are no longer alive, the institutions that they represented still exist. That as institutions that are supposed to serve and protect all of the community (regardless of race) that they bear a responsibility towards this legacy and towards telling the truth.

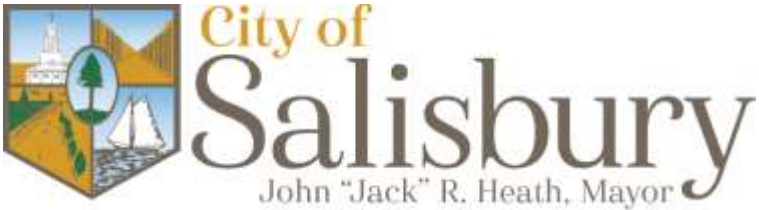
BE IT RESOLVED BY THE CITY OF SALISBURY that though many years have passed since these crimes were committed, the community-wide trauma of racial terror lynchings and their attendant effects are long-lasting and pervasive and therefore must also be acknowledged.

BE IT RESOLVED BY THE CITY OF SALISBURY that it will formally commit itself to justice and the repair of the community's trust, and therefore will work with leaders and organizations within the Black community of Salisbury to whatever extent is deemed necessary by said community.

BE IT RESOLVED BY THE CITY OF SALISBURY that with the city's relocation into the historic Salisbury Fire Headquarters, this space which was used in the terror, will be hereby reclaimed as a place of inclusion, fairness and healing.

BE IT RESOLVED BY THE CITY OF SALISBURY that it will make this resolution publicly available in the spirit of transparency and accountability.

BE IT RESOLVED BY THE CITY OF SALISBURY that this resolution will take effect from the date of its passage.



TO: City Council
FROM: Andy Kitzrow
DEPT: Mayor's Office
DATE: 9/11/23
SUBJECT: Water & Sewer Extension Policy

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 plus legal, advertising and other related administrative fees
- Additional Acre (partial or full) - \$500 per

Current Rates

- Up to one (1) acre - \$9,011 (prorated for partial acreage)
- Additional Acre - \$9,011 (prorated for partial acreage)

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

ATTEST:

Kimberly R. Nichols, City Clerk

Muir W. Boda, 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

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Community Center Rental Fee		
Truitt Community Center – Gymnasium	35	Per hour
Truitt Community Center – Multi-purpose Field	10	Per hour
Newton Community Center – Community Room	20	Per hour
Newton Community Center – Kitchen	20	Per hour
Newton Community Center – Resource Office	15	Per hour
Community Center – Supplies, per Item	Vary	Each
Community Center – Equipment, per Item	Vary	Each

Misc. Fees (by Field Operations)		
Outdoor Rental Space – Small Family Functions, up to 20 people		
Park Pavilion	25	Per day w/o RR
Outdoor Rental Space – Large Private Function or Public Events		
Park Pavilion (with restrooms)	75	Per Day W RR
Rotary/Bandstand, Doverdale, Lake Street	100	Per Day W RR
Amphitheater <u>or Riverwalk Games Park</u>	160 175	Per day
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	25	Per hour weekend (max 2-hour block), as is
Amphitheater Hourly Rental <u>or Riverwalk Games Park</u>	10	Per hour weekday (max 2-hour block), as is
Park Pavilion (no restrooms): Jeanette P. Chipman Boundless, Kiwanis, Marina Riverwalk, Market Street, Newton-Camden Tot Lot, Waterside	50	Per day
Streets /Parking Lots	100 1 st Per St and 50 each add	Per day
5K Race	150	Per day
City park, designated park area or amenity not listed	50	Per day
Ball field/ Basketball Court / Tennis Court	10 and 40 w/lights	Per hour
Personnel		
Site Supervisor Suggest \$25.00/ Site Coordinator	25	Per hour
Maintenance Labor	25	Per hour
Security/Police/EMS/FIRE (per person)	60	Per hour. 3 hours minimum or \$180
Supplies & Equipment		
Maintenance Supplies (as required)	Vary	
Sports Equipment	Vary	
Additional Trash Cans - Events with over 200 people require additional trashcans, recycle or compost bin and a recycling plan.	5	Per Container
Barrier Fence (Snow Fence)	1	Per Linear Foot
Traffic Control Devices		
Hard Stop Dump truck/other	50	Per day

FY 2024 Fee Schedule

Digital Msg. Board	50	Per day
Street Barricades	10	Each per day
Cones	1	Each per day
Traffic Control Sign	10	Each per day
Jersey Barrier	600	Minimum 4, delivery, set-up and remove
Ceremonial Street Renaming		
Ceremonial Street Renaming – Materials & Labor Fee	250	

Waste Disposal Fees (by Field Operations)		
Trash Service	67.69	Per quarter, Per Code 8.16.090
Bulk Trash Pick up	30	For three items, additional amounts for specific items, Per Code 8.16.060
Trash Cans	80	Per can (plus \$4.80 tax), Per Code 8.16.060

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

WWTP Pretreatment Program Fees (by Water Works)		
Significant Industrial Users: (Per Code 13.12.110)		
IA discharges flow \geq 5% of WWTP flow	8,700	30 units
IB discharges flow \geq 50,000 gpd	7,250	25 units
IC categorical user which discharges	5,800	20 units
ID discharges flow \geq 25,000 gpd	4,350	15 units
IE categorical user which does not discharge	2,900	10 units
Minor Industrial Users: (Per Code 13.12.110)		
IIA-1 discharges flow ³ 5,000 gpd or hospitals, campus	2,030	7 units
IIA-2 discharges flow ³ 5,000 gpd or light industry, hotels	1,450	5 units
IIB discharges flow ³ 1,000 gpd or fast food, large restaurants, large garages	580	2 units
IIC discharges flow 500 - 1,000 gpd or small restaurants, small garages	435	1.5 units
IID discharges flow ³ 500 gpd or restaurants that are carry out only no fryer	290	1 unit
IIE photographic processor which discharges silver rich wastewater	290	1 unit

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

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

FY 2024 Fee Schedule

Emergency Relocation Tow (up to 2 Miles)	80	Per Code 5.64.100
Impound Vehicle Tow	135	
Standby/Waiting Time - Billed in 15 minute increments only after 16 minute wait	75	Per hour
Winching (Does not include pulling vehicle onto rollback type truck) - Billed in 15 minute increments	110	Per hour
Storage – Beginning at 12:01 am following the tow	50	Per calendar day or portion thereof, Per Code 5.64.120
Administrative Fee – Impounds Only	50	
Snow Emergency Plan in Effect (in addition to other applicable towing fees)	50	
Release Fee (After hours only, at tower’s discretion) – Normal business hours defined as M-F, 9am-6pm	55	

Building Fees (by the Department of Infrastructure and Development)		
Building Plan Review Fees (Per Code 15.04.030)		Residential, Commercial, Accessory
<i>Fees based on cost of construction:</i>		
Up to \$ 3,000	50	
\$3,001 to \$100,000	90	
\$100,001 to \$500,000	250	
\$500,001 to \$1,000,000	300	
\$1,000,001 and Up	375	
Building Permit Fees (Per Code 15.04.030)		Residential, Commercial, Accessory, Fence
<i>Fees based on cost of construction:</i>		
Up to \$ 3000	50	
\$3001 and Up	60	Plus (.0175 * Cost of Construction)
\$100,001 to \$500,000	1,300	Plus (\$10 for each \$1,000 over \$100,000)
\$500,001 to \$1,000,000	4,900	Plus (\$9 for each \$1,000 over \$500,000)
\$1,000,001 and Up	8,500	Plus (\$7 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>		
<u>Up to one (1) acre</u>	<u>5,000</u>	<u>Plus Legal, advertising and other related administrative fees to draft Annexation Agreement</u>
<u>Additional partial or full acre</u>	<u>500</u>	<u>Per acre</u>
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		
Certificate of Compliance (Per Code 12.20.110)		Ordinance No. 2578
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:		
¾ Water Meter	3,850	Per Connection
1" Water Meter	4,160	Per Connection
1 ½" Water Meter T-10 Meter	5,810	Per Connection
2" Water Meter - T-10 Meter	6,200	Per Connection
2" Water Meter - Tru Flo	7,320	Per Connection
Water Tapping Fees - Out of City		
¾ Water Meter	4,810	Per Connection
1" Water Meter	5,200	Per Connection
1 ½" Water Meter T-10 Meter	7,265	Per Connection
2" Water Meter - T-10 Meter	7,750	Per Connection
2" Water Meter - Tru Flo	9,155	Per Connection
Sanitary Sewer Tapping Fees - In City:		
6" Sewer Tap	3,320	Per Connection
8" Sewer Tap	3,380	Per Connection
6" or 8" Location & Drawing Fee	45	Per Connection
Sanitary Sewer Tapping Fees – Out of City		
6" Sewer Tap	4,150	Per Connection
8" Sewer Tap	4,225	Per Connection
6" or 8" Location & Drawing Fee	60	Per Connection
Water Meter and Setting Fee (Per Code 13.02.070)		
Water meter setting fee for installation of water meter when tap is done by a contractor. <u>Water meter fee is the cost of the meter.</u>		
Meter Setting Fees - In City:		
¾ Water Meter	125 400	Per Connection
1" Water Meter	125 525	Per Connection
1 ½" Water Meter T-10 Meter	150 785	Per Connection
2" Water Meter – T-10 Meter	150 905	Per Connection
<u>Larger than 2" Water Meter – Tru Flo</u>	1,000 2,030	Per Connection
Meter Setting Fees - Out of City		
¾ Water Meter	175 495	Per Connection
1" Water Meter	175 655	Per Connection
1 ½" Water Meter T-10 Meter	200 980	Per Connection
2" Water Meter – T-10 Meter	200 1,130	Per Connection

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: City Council
FROM: Kim Nichols, City Clerk
SUBJECT: City Council Reps on Boards and Commissions
DATE: September 12, 2023

The recent change in Council leadership requires some changes to the reps list. The list below shows the current Council representatives on the City boards and commissions and is provided for your discussion.

Council Boards and Commissions Reps list

Planning & Zoning Commission – Mr. Boda
Town Gown – Mr. Boda
SWMPO – Mr. Boda
Zoo Commission – Mr. Boda
Wicomico Truth & Reconciliation- Ms. Jackson
Parks & Rec – Ms. Jackson
Youth Development Advisory Committee – Ms. Blake
Bicycle and Pedestrian Advisory Committee – Ms. Blake
Human Rights Advisory Committee – Ms. Blake
Wicomico Library Committee – Ms. Gregory
Disability Advisory Committee – Ms. Gregory
Sustainability Advisory Committee - Green Team – Ms. Outten
Airport Committee – Ms. Outten
PAC14 – Ms. Outten
Tri-County Council – No rep available at this time



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

Date: 9/11/2023

To: Andy Kitzrow

From: Chris O'Barsky, Deputy Fire Chief

RE: Rural Maryland Council SWIFT Grant

The Fire Department is requesting the approval of grant funds in the amount of \$85,012.00 that it's received as a sub-grantee from a Tidal Health Grant. These funds will continue to support the Salisbury-Wicomico Integrated Firstcare Team (SWIFT) as it continues to improve health outcomes through a coordinated care approach and to prevent unnecessary ambulance transports, Emergency Department visits and hospital readmissions, ultimately saving health care dollars. Thank you for your time in this request. If you have any further questions or concerns, please do not hesitate to reach out to me.

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

Swift MOU

Addendum

Updated September 1, 2023

TidalHealth is the recipient of a \$209,425 grant from the Rural Maryland Council's Rural Maryland Prosperity Investment Fund (RMPIF).

The grant period is October 1, 2023 – September 30, 2024

Salisbury Fire Department is a subgrantee of the grant and budgeted to receive the following funds:

- \$85,012.00 for the salary of a Paramedic to increase the hours of the MDCN (Minor Definitive Care Now) program to at least 42 hours/week during the grant period.

As conditions of the grant agreement, Salisbury Fire Department agrees to document for auditing purposes all time and activities associated with SWIFT, including in-kind activity.

TidalHealth will provide funds upon receipt of an invoice from the Salisbury Fire Department.

On behalf of the organization I represent, I wish to sign this addendum and contribute to the further development of the MOU.

Contact Information:

Tidal Health, Inc.

Kathryn Fiddler

VP of Population Health

410-912-4923

Kathryn.fiddler@tidalhealth.org

Signed Kathryn Fiddler

Date: 9/8/23

Salisbury Fire Department

Chirs O'barsky

Administrative Deputy Chief

410-548-3120

cobarsky@salisbury.md

Signed: De Clair O'Barsky

Date: 9/6/23

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ATTEST:

Kimberly R. Nichols, City Clerk

April R. Jackson, City Council President

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

John R. Heath, Acting Mayor