



Town Council AGENDA

Monday, May 2, 2022 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

4:30 PM Workshop with TischlerBise, Inc. (Fiscal, Economic & Planning Consultants)

Discussion of Impact Fee Study.

5:30 PM: Call to Order by President Cook.

Opening remarks and Pledge of Allegiance by Councilmember Ron Engle.

Approval of Minutes.

Meeting minutes 4/18/22.

Municipal Official Items.

Items by the Town Manager.

Confirmation of Re-Appointments.

Public Assembly Events:
2022 Outdoor Summer Concert Series June 11 - August 27
4th of July Celebration June 24 - July 4

Approval to Award Bid for Building Relocation.

Items by the Town Attorney.

Public Hearings.

5:35 PM

Ordinance No. 782, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 6C AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO BLUE CRAB SELF STORAGE, LLC."

Ordinance No. 783, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 2 AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO PRO WELLNESS GROUP, LLC."

Legislation.

Ord. No. 782, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 6C AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO BLUE CRAB SELF STORAGE, LLC."

Ord. No. 783, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 2 AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO PRO WELLNESS GROUP, LLC."

Public Participation/Comments.

Review of Invoices.

Invoices from 4/6/22 - 4/27/22 totaling \$839,796.98.

Items by Members of the Council:

Adjournment.

The public can access the meeting as follows:

<https://www.eastonmd.gov/129/Agendas-Minutes>

If you are an Easton Cable subscriber, you can view the meeting through TV-Channel 98.

Please note: There is a possibility of all or part of the meeting may be held in Closed Session.

Impact Fee Study Overview

Town of Easton, MD

May 2, 2022



Impact Fee Fundamental

- One-time payment for growth-related infrastructure, usually collected at the time buildings permits are issued
- Not a tax, similar to a contractual arrangement to build infrastructure with fee revenue, with three requirements
 - Need (system improvements, not project-level improvements)
 - Benefit
 - Short range expenditures
 - Geographic service areas and/or benefit districts
 - Proportionate

Eligible Costs

- Facilities/improvements required to serve new development – Yes
- Excess capacity in existing facilities – Yes
- Improvements required to correct existing deficiencies – No
 - Unless there is a funding plan
- Maintenance and repairs – No
- Operating costs – No

Why Impact Fees?

- Infrastructure capacity is essential to accommodate new development
- New growth pays its equitable share
- Encourages disciplined capital improvement planning
 - Earmarks money for capital improvements
- Promotes comprehensive planning and growth management
 - Helps ensure adequate public facilities
- Compared to negotiated agreements, streamlines approval process with known costs (predictability)
- Anti-growth pressure can be eased

Easton Impact Fee Summary

○ Maximum Supportable Fees

Development Type	Parks & Recreation	Municipal	Transport.	Police	Fire	Stormwater	Maximum Supportable Fee	Current Fee	Increase/ (Decrease)
Residential (per unit)									
Single Family	\$3,342	\$410	\$1,310	\$356	\$686	\$187	\$6,291	\$3,189	\$3,102
Multifamily	\$2,668	\$328	\$596	\$284	\$548	\$47	\$4,471	\$2,470	\$2,001
Nonresidential (per 1,000 square feet)									
Retail	\$0	\$293	\$1,849	\$531	\$496	\$156	\$3,325	\$2,120	\$1,205
Office	\$0	\$371	\$694	\$180	\$630	\$156	\$2,031	\$1,260	\$771
Industrial	\$0	\$199	\$280	\$73	\$337	\$156	\$1,045	\$520	\$525
Warehousing	\$0	\$43	\$124	\$32	\$72	\$156	\$427	\$520	(\$93)
Institutional	\$0	\$354	\$764	\$198	\$600	\$156	\$2,072	\$1,350	\$722
Medical Office	\$0	\$500	\$2,481	\$644	\$848	\$156	\$4,629	\$1,350	\$3,279
Hotel	\$0	\$121	\$987	\$256	\$206	\$156	\$1,726	\$645	\$1,081

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- Police
- Fire
- Stormwater

Parks & Rec Impact Fee Analysis

- Parks & Recreation
 - Components: (1) park land & improvements, (2) regional trails, (3) indoor sports complex, (4) vehicles, (5) office space, (6) study cost, (7) credit
 - Attributed to residential development only
 - Single family/multifamily: persons per household

Parks & Rec Impact Fee Analysis

- Maximum Supportable Fee

Fee Component	Cost per Person
Park Land & Improvements	\$917
Indoor Sports Complex	\$585
Recreational Trails	\$84
Parks & Rec Office Space	\$17
Parks & Rec Vehicles	\$5
Impact Fee Study	\$14
GROSS CAPITAL COST	\$1,622
Debt Service Credit	(\$156)
NET CAPITAL COST	\$1,466

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$3,342	\$1,055	\$2,287
Multifamily	1.82	\$2,668	\$838	\$1,830

Parks & Rec Impact Fee Analysis

○ Parks & Rec Impact Fee Revenue

Infrastructure Costs for Park & Rec Facilities

	Total Cost	Growth Cost
Park Land & Improvements	\$18,930,750	\$1,478,250
Parks & Rec Vehicles	\$8,220	\$8,220
Indoor Sports Complex	\$12,220,000	\$936,585
Parks & Rec Office Space	\$27,111	\$27,111
Recreational Trails	\$126,884	\$126,884
Impact Fee Study	\$13,471	\$13,471
Total Expenditures	\$31,326,436	\$2,590,521

Projected Revenue =>	\$2,251,668
Total Expenditures =>	\$2,590,521
Non-Impact Fee Funding =>	\$338,853

Remaining growth-related capital cost is the result of the credit and visitor population.

Projected Development Impact Fee Revenue

		Single Family \$3,342 per unit	Multifamily \$2,668 per unit	Retail \$0 per KSF	Office/Inst. \$0 per KSF	Industrial \$0 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$1,851,468	\$400,200	\$0	\$0	\$0

Easton Impact Fee Study

- Parks & Recreation
- **Municipal**
- Transportation
- Police
- Fire
- Stormwater

Municipal Impact Fee Analysis

- Municipal
 - Components: (1) office space, (2) vehicles, (3) study cost, (4) credit
 - Attributed to residential & nonresidential development
 - Persons per household
 - Jobs per 1,000 square feet

Municipal Impact Fee Analysis

○ Maximum Supportable Fee

Fee Component	Cost per Person	Cost per Job
Municipal Office Space	\$168	\$116
Municipal Vehicles	\$6	\$5
Impact Fee Study	\$8	\$6
GROSS CAPITAL COST	\$182	\$127
Debt Service Credit	(\$2)	(\$2)
NET CAPITAL COST	\$180	\$125

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$410	\$157	\$253
Multifamily	1.82	\$328	\$125	\$203

Nonresidential

Development Type	Jobs per 1,000 Sq Ft	Maximum Supportable Fee per KSF	Current Fees	Increase/ (Decrease)
Retail	2.34	\$293	\$50	\$243
Office	2.97	\$371	\$80	\$291
Industrial	1.59	\$199	\$40	\$159
Warehousing	0.34	\$43	\$40	\$3
Institutional	2.83	\$354	\$70	\$284
Medical Office	4.00	\$500	\$70	\$430
Hotel	0.97	\$121	\$15	\$106

Municipal Impact Fee Analysis

○ Municipal Impact Fee Revenue

Infrastructure Costs for Municipal Facilities

	Total Cost	Growth Cost
Municipal Office Space	\$434,979	\$434,979
Municipal Vehicles	\$18,150	\$18,150
Impact Fee Study	\$12,901	\$12,901
Total Expenditures	\$466,030	\$466,030

Projected Revenue =>	\$454,578
Total Expenditures =>	\$466,030
Non-Impact Fee Funding =>	\$11,453

Remaining growth-related capital cost is the result of the credit.

Projected Development Impact Fee Revenue

		Single Family \$410 per unit	Multifamily \$328 per unit	Retail \$293 per KSF	Office/Inst. \$371 per KSF	Industrial \$199 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$227,140	\$49,200	\$39,415	\$124,047	\$14,776

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- **Transportation**
- Police
- Fire
- Stormwater

Transportation Impact Fee Analysis

- Transportation
 - Components: (1) road improvements, (2) public work facilities, (3) public works vehicles, (4) study cost, (5) credit
 - Attributed to residential & nonresidential development
 - Vehicle miles traveled

Transportation Impact Fee Analysis

○ Maximum Supportable Fee

Fee Component	Cost per Vehicle Miles Traveled
Road Improvements	\$11
Public Work Facilities	\$5
Public Work Vehicles	\$9
Impact Fee Study	\$1
GROSS CAPITAL COST	\$26
Debt Service Credit	(\$5)
NET CAPITAL COST	\$21

Development Type	Average Daily Vehicle Trip Ends	Trip Rate Adjustment	Trip Length Weighting	Average Trip Length	Maximum Supportable Fee	Current Fees	Increase/ (Decrease)
Residential (per housing unit)							
Single Family	8.80	63%	1.21	9.30	\$1,310	\$807	\$503
Multifamily	4.00	63%	1.21	9.30	\$596	\$578	\$18
Nonresidential (per 1,000 square feet)							
Retail	37.75	38%	0.66	9.30	\$1,849	\$1,440	\$409
Office	9.74	50%	0.73	9.30	\$694	\$600	\$94
Industrial	3.93	50%	0.73	9.30	\$280	\$200	\$80
Warehousing	1.74	50%	0.73	9.30	\$124	\$200	(\$76)
Institutional	10.72	50%	0.73	9.30	\$764	\$720	\$44
Medical Office	34.80	50%	0.73	9.30	\$2,481	\$720	\$1,761
Hotel	13.85	50%	0.73	9.30	\$987	\$448	\$539

Transportation Impact Fee Analysis

○ Transportation Impact Fee Revenue

Infrastructure Costs for Transportation Facilities

	Total Cost	Growth Cost
Roadway Improvements	\$7,740,000	\$696,600
Public Work Facilities	\$307,920	\$307,920
Public Work Vehicles	\$537,680	\$537,680
Impact Fee Study	\$22,103	\$22,103
Total Expenditures	\$8,607,703	\$1,564,303

Projected Revenue => **\$1,322,616**

Total Expenditures => **\$1,564,303**

Non-Impact Fee Funding => **\$241,687**

Remaining growth-related capital cost is the result of the credit.

Projected Development Impact Fee Revenue

		Single Family \$1,310 per unit	Multifamily \$596 per unit	Retail \$1,849 per KSF	Office/Inst. \$729 per KSF	Industrial \$202 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2019	6,000	1,943	1,758	3,390	970
Year 1	2020	6,084	1,958	1,771	3,450	978
Year 2	2021	6,169	1,973	1,784	3,511	985
Year 3	2022	6,253	1,988	1,797	3,537	992
Year 4	2023	6,296	2,003	1,811	3,563	999
Year 5	2024	6,339	2,018	1,824	3,589	1,007
Year 6	2025	6,382	2,033	1,838	3,616	1,014
Year 7	2026	6,425	2,048	1,851	3,643	1,022
Year 8	2027	6,468	2,063	1,865	3,670	1,029
Year 9	2028	6,511	2,078	1,879	3,697	1,037
Year 10	2029	6,554	2,093	1,893	3,724	1,045
Ten-year Increase		554	150	135	334	74
Projected Revenue		\$725,740	\$89,400	\$248,730	\$243,747	<u>\$14,999</u>

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- **Police**
- Fire
- Stormwater

Police Impact Fee Analysis

- Police
 - Components: (1) police station, (2) vehicles, (3) training facility, (4) study cost, (5) credit
 - Attributed to residential & nonresidential development
 - Persons per household
 - Vehicle trips per 1,000 square feet

Police Impact Fee Analysis

- Maximum Supportable Fee

Police Impact Fee Analysis

○ Police Impact Fee Revenue

Infrastructure Costs for Police Facilities

	Total Cost	Growth Cost
Police Station	\$454,748	\$454,748
Police Vehicles	\$115,901	\$115,901
Training/Shooting Range	\$158,000	\$13,806
Impact Fee Study	\$8,918	\$8,918
Total Expenditures	\$737,567	\$593,373

Projected Revenue =>	\$376,860
Total Expenditures =>	\$593,373
Non-Impact Fee Funding =>	\$216,513

Remaining growth-related capital cost is the result of the credit.

Projected Development Impact Fee Revenue

		Single Family \$356 per unit	Multifamily \$284 per unit	Retail \$531 per KSF	Office/Inst. \$180 per KSF	Industrial \$73 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$197,224	\$42,600	\$71,431	\$60,184	\$5,420

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- Police
- **Fire**
- Stormwater

Fire Impact Fee Analysis

- Fire
 - Components: (1) fire station, (2) vehicles, (3) study cost, (4) credit
 - Based on call data, 61 percent is attributed to Town of Easton demand
 - Attributed to residential & nonresidential development
 - Persons per household
 - Jobs per 1,000 square feet

Fire Impact Fee Analysis

○ Maximum Supportable Fee

Fee Component	Cost per Person	Cost per Job
Fire Stations	\$130	\$91
Fire Apparatuses	\$185	\$130
Impact Fee Study Cost	\$7	\$5
GROSS CAPITAL COST	\$322	\$226
State Apparatus Contribution Credit	(\$19)	(\$13)
Debt Service Credit for Existing Debt	(\$2)	(\$1)
NET CAPITAL COST	\$301	\$212

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$686	\$723	(\$37)
Multifamily	1.82	\$548	\$574	(\$26)

Nonresidential

Development Type	Jobs per 1,000 Sq Ft	Maximum Supportable Fee per KSF	Current Fees	Increase/ (Decrease)
Retail	2.34	\$496	\$260	\$236
Office	2.97	\$630	\$440	\$190
Industrial	1.59	\$337	\$240	\$97
Warehousing	0.34	\$72	\$240	(\$168)
Institutional	2.83	\$600	\$390	\$210
Medical Office	4.00	\$848	\$390	\$458
Hotel	0.97	\$206	\$76	\$130

Fire Impact Fee Analysis

○ Fire Impact Fee Revenue

Infrastructure Costs for Fire Facilities

	Total Cost	Growth Cost
Fire Stations	\$337,488	\$337,488
Fire Apparatuses	\$476,890	\$476,890
Impact Fee Study	\$10,245	\$10,245
Total Expenditures	\$824,623	\$824,623

Projected Revenue =>	\$764,635
Total Expenditures =>	\$824,623
Non-Impact Fee Funding =>	\$59,989

Remaining growth-related capital cost is the result of the credit.

Projected Development Impact Fee Revenue

		Single Family \$686 per unit	Multifamily \$548 per unit	Retail \$496 per KSF	Office/Inst. \$630 per KSF	Industrial \$337 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
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Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$380,044	\$82,200	\$66,723	\$210,645	\$25,023

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- Police
- Fire
- Stormwater
 - Stormwater improvements
 - Study cost

Stormwater Impact Fee Analysis

- Stormwater analysis requires a different set of demand factors
- Nexus is accomplished by analyzing acres of new development and impervious surface
- Assumptions from Comprehensive Plan & Zoning District Regulations for new development:
 - Single family: 3.5 dwelling units/acre, 24% impervious surface
 - Multifamily: 8 dwelling units/acre, 55% impervious surface
 - Nonresidential: 0.20 Floor Area Ratio (FAR), 50% impervious surface

Stormwater Impact Fee Analysis

- Growth will need 240 new acres of land



Stormwater Impact Fee Analysis

- Based on the projected need for new land and impervious surfaces, proportionate share is attributed to land use types

Land Use Type	Projected Land Use Acreage (10-years)	Percent Impervious	Impervious Acres	Proportionate Share
Single Family	158.3	24%	38.2	53.1%
Multifamily	18.8	14%	2.6	3.6%
Retail	15.4	50%	7.7	10.7%
Office/Institutional	38.4	50%	19.2	26.7%
Industrial/Flex	8.5	50%	4.3	5.9%
Total	239.4		71.9	100.0%

Stormwater Impact Fee Analysis

- Based on parcel data, there are 3,452 developed acres in Easton
- Over the next ten years, new growth's share of land will be 6.5%
- Growth's share is applied to capital costs

Easton, MD	
Current Developed Acres [1]	3,452
New Acres (10-Years)	239.4
Growth's Share	6.5%

[1] Source: State of Maryland Department of Assessments and Taxation

Stormwater Projects	Total Cost
Harrison Street Stormwater	\$580,800
North Higgins Street (Mid-Town) Stormwater	\$1,940,400
Station Lane Stormwater	\$336,600
Total \$2,857,800	

10-Year Capital Cost	\$2,857,800
Growth's Share	6.5%
Growth's Cost	\$185,325

Stormwater Impact Fee Analysis

- Growth's cost, land use proportionate share, and future acreage are combined to find capital cost per acre by land use

Stormwater System Improvements	
Growth-Related Capital Costs	\$185,325
Total	\$185,325

<i>Land Use</i>	<i>Projected Land Use Acreage (10-years)</i>	<i>Percent Impervious</i>	<i>Impervious Acres</i>	<i>Proportionate Share</i>
Single Family	158.3	24%	38.2	53.1%
Multifamily	18.8	14%	2.6	3.6%
Retail	15.4	50%	7.7	10.7%
Office/Institutional	38.4	50%	19.2	26.7%
Industrial/Flex	8.5	50%	4.3	5.9%
Total	239.4		71.9	100.0%

<i>Land Use</i>	<i>Capital Cost per Acre</i>
Single Family	\$621
Multifamily	\$355
Retail	\$1,289
Office/Institutional	\$1,289
Industrial/Flex	\$1,289

Stormwater Impact Fee Analysis

- Proportionate share and projected acres is combined with study fee to find cost per acre

Component	Cost
Stormwater Consultant Fee	\$10,272

Level-of-Service Standards

Land Use Type	Proportionate Share	Total Cost	Projected Land Use Acreage (10-years)	Cost per Acre
Single Family	53.1%	\$5,450	158.3	\$34
Multifamily	3.6%	\$369	18.8	\$20
Retail	10.7%	\$1,103	15.4	\$71
Office/Institutional	26.7%	\$2,741	38.4	\$71
Industrial/Flex	5.9%	\$609	8.5	\$71
	100.0%	\$10,272	239.4	

Stormwater Impact Fee Analysis

○ Maximum Supportable Fee

Land Use Type	Future Projects Capital Cost per Acre	Impact Fee Study Capital Cost per Acre	Total Capital Cost per Acre
Single Family	\$621	\$34	\$655
Multifamily	\$355	\$20	\$375
Retail	\$1,289	\$71	\$1,360
Office/Institutional	\$1,289	\$71	\$1,360
Industrial/Flex	\$1,289	\$71	\$1,360

Development Type	Total Capital Cost per Acre	Acres per Housing Unit / FAR	Maximum Supportable Fee	Current Fees	Increase/ (Decrease)
Residential (per housing unit)					
Single Family	\$655	0.286	\$187	-	\$187
Multifamily	\$375	0.125	\$47	-	\$47
Nonresidential (per 1,000 square feet)					
Retail	\$1,360	0.200	\$156	-	\$156
Office	\$1,360	0.200	\$156	-	\$156
Industrial	\$1,360	0.200	\$156	-	\$156
Warehousing	\$1,360	0.200	\$156	-	\$156
Institutional	\$1,360	0.200	\$156	-	\$156
Medical Office	\$1,360	0.200	\$156	-	\$156
Hotel	\$1,360	0.200	\$156	-	\$156

Stormwater Impact Fee Analysis

○ Stormwater Impact Fee Revenue

Infrastructure Costs for Stormwater Facilities

	Total Cost	Growth Cost
Future Stormwater Projects	\$2,857,800	\$185,325
Impact Fee Study	\$10,272	\$10,272
Total Expenditures	\$2,868,072	\$195,597

Projected Revenue =>	\$195,376
Total Expenditures =>	\$195,597
Non-Impact Fee Funding =>	\$221

Projected Development Impact Fee Revenue

		Single Family \$187 per unit	Multifamily \$47 per unit	Retail \$156 per KSF	Office/Inst. \$156 per KSF	Industrial \$156 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
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Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$103,598	\$7,050	\$20,985	\$52,160	\$11,583

Easton Impact Fee Summary

○ Maximum Supportable Fees

Development Type	Parks & Recreation	Municipal	Transport.	Police	Fire	Stormwater	Maximum Supportable Fee	Current Fee	Increase/ (Decrease)
Residential (per unit)									
Single Family	\$3,342	\$410	\$1,310	\$356	\$686	\$187	\$6,291	\$3,189	\$3,102
Multifamily	\$2,668	\$328	\$596	\$284	\$548	\$47	\$4,471	\$2,470	\$2,001
Nonresidential (per 1,000 square feet)									
Retail	\$0	\$293	\$1,849	\$531	\$496	\$156	\$3,325	\$2,120	\$1,205
Office	\$0	\$371	\$694	\$180	\$630	\$156	\$2,031	\$1,260	\$771
Industrial	\$0	\$199	\$280	\$73	\$337	\$156	\$1,045	\$520	\$525
Warehousing	\$0	\$43	\$124	\$32	\$72	\$156	\$427	\$520	(\$93)
Institutional	\$0	\$354	\$764	\$198	\$600	\$156	\$2,072	\$1,350	\$722
Medical Office	\$0	\$500	\$2,481	\$644	\$848	\$156	\$4,629	\$1,350	\$3,279
Hotel	\$0	\$121	\$987	\$256	\$206	\$156	\$1,726	\$645	\$1,081

Comments/Questions

Appendix

- Residential Projections
 - Includes the Hyde Park housing development

	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Population												
Permanent Population	17,216	17,436	17,655	17,875	18,000	18,126	18,251	18,376	18,502	18,627	18,752	1,536
Seasonal Population	186	188	190	192	193	194	195	196	197	198	199	13
Visitor Population	606	614	622	630	634	638	642	646	650	654	658	52
Total Peak Population	18,008	18,238	18,467	18,697	18,827	18,958	19,088	19,218	19,349	19,479	19,609	1,601
Housing Units												
Single Family	6,000	6,084	6,169	6,253	6,296	6,339	6,382	6,425	6,468	6,511	6,554	554
Multifamily	1,943	1,958	1,973	1,988	2,003	2,018	2,033	2,048	2,063	2,078	2,093	150
Total Housing Units	7,943	8,042	8,142	8,241	8,299	8,357	8,415	8,473	8,531	8,589	8,647	704

Source: Town of Easton Planning & Zoning Department; U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

Appendix

- Nonresidential Projections
 - Includes the Talbot Commerce Park/Mistletoe Hall office developments

Industry	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Jobs												
Retail	4,117	4,148	4,179	4,210	4,241	4,272	4,304	4,336	4,368	4,400	4,432	315
Office/Institutional	10,059	10,238	10,418	10,495	10,573	10,651	10,730	10,809	10,889	10,970	11,051	992
Industrial/Flex	1,545	1,557	1,568	1,580	1,592	1,603	1,615	1,627	1,639	1,651	1,664	118
Total	15,722	15,942	16,165	16,285	16,405	16,526	16,649	16,772	16,896	17,021	17,147	1,425
Nonresidential Floor Area (1,000 sq. ft.)												
Retail	1,758	1,771	1,784	1,797	1,811	1,824	1,838	1,851	1,865	1,879	1,893	135
Office/Institutional	3,390	3,450	3,511	3,537	3,563	3,589	3,616	3,643	3,670	3,697	3,724	334
Industrial/Flex	970	978	985	992	999	1,007	1,014	1,022	1,029	1,037	1,045	74
Total	6,118	6,199	6,280	6,326	6,373	6,420	6,468	6,516	6,564	6,613	6,662	543

Source: Maryland Department of Labor, Licensing, & Regulation, *Long Term Industry Projections*; *Trip Generation*, Institute of Transportation Engineers, 10th Edition (2017)

Appendix

○ Vehicle Miles Traveled Projections

	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Single Family Units	6,000	6,084	6,169	6,253	6,296	6,339	6,382	6,425	6,468	6,511	6,554	554
Multifamily Units	1,943	1,958	1,973	1,988	2,003	2,018	2,033	2,048	2,063	2,078	2,093	150
Retail KSF	1,758	1,771	1,784	1,797	1,811	1,824	1,838	1,851	1,865	1,879	1,893	135
Office/Inst. KSF	3,390	3,450	3,511	3,537	3,563	3,589	3,616	3,643	3,670	3,697	3,724	334
Industrial KSF	970	978	985	992	999	1,007	1,014	1,022	1,029	1,037	1,045	74
Single Family Units Trips	33,264	33,732	34,199	34,667	34,905	35,143	35,382	35,620	35,859	36,097	36,335	3,071
Multifamily Units Trips	4,896	4,934	4,972	5,010	5,048	5,085	5,123	5,161	5,199	5,237	5,274	378
Residential Subtotal	38,160	38,666	39,171	39,676	39,953	40,229	40,505	40,781	41,057	41,334	41,610	3,449
Retail Trips	25,221	25,407	25,595	25,785	25,975	26,168	26,361	26,556	26,753	26,951	27,150	1,930
Office Trips	16,509	16,802	17,098	17,225	17,352	17,480	17,610	17,740	17,871	18,004	18,137	1,628
Industrial Trips	1,907	1,921	1,935	1,950	1,964	1,979	1,993	2,008	2,023	2,038	2,053	146
Nonresidential Subtotal	43,636	44,130	44,628	44,959	45,291	45,627	45,964	46,304	46,647	46,992	47,340	3,704
Total Trips	81,796	82,796	83,800	84,635	85,244	85,855	86,469	87,086	87,704	88,326	88,950	7,153
Arterial Road VMT	709,245	718,166	727,112	734,917	740,160	745,418	750,692	755,982	761,289	766,611	771,950	62,706

Appendix

○ Functional Population

Demand Units in 2015			
<i>Residential</i>		<i>Demand Hours/Day</i>	<i>Person Hours</i>
Population*	16,599		
Residents Not Working	8,733	20	174,660
Employed Residents	7,866		
Employed in Easton	2,758	14	38,612
Employed outside Easton	5,108	14	71,512
	Residential Subtotal		284,784
	Residential Share =>		62%
<i>Nonresidential</i>			
Non-working Residents	8,733	4	34,932
Jobs Located in Easton	13,943		
Residents Employed in Easton	2,758	10	27,580
Non-Resident Workers (inflow commuters)	11,185	10	111,850
	Nonresidential Subtotal		174,362
	Nonresidential Share =>		38%
	TOTAL		459,146

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

* Source: U.S. Census Bureau, American Community Survey, 2015

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- Police
- Fire
- Stormwater

Parks & Rec Impact Fee Analysis

○ Current Park Level of Service

Community Park	Acres
Idlewild	12.21
Matthewstown Run	5.67
Moton Park	5.80
North Easton Park	26.22
Stoney Ridge	19.80
RTC Property	58.34
Total	128.04

<i>Level-of-Service Standards</i>	Residential
Proportionate Share	100%
Total Acres	128.04
2021 Population	18,008
Acres per 1,000 Persons	7.11

The current level of service is established with the Town's inventory of community park acreage, **7.11 acres per 1,000 persons**.

Parks & Rec Impact Fee Analysis

○ Park Land and Improvements

Easton Point Park - Timeline and Cost Estimations

Project	Cost
SHA Traffic Signal at Easton Parkway and Glenwood Avenue	\$250,000
Rails to Trails Project	
<i>Port Street to St Michaels Road</i>	Funded
<i>Port Street to Pennsylvania Rail Trail</i>	Funded
<i>Port Street to Easton Point</i>	Funded
<i>Easton Point Annexation</i>	By Applicants
Easton Point Park	
<i>Glenwood Avenue Site Preparations</i>	Funded
<i>DNR Parks and Playground Program</i>	\$200,000
<i>Glenwood Avenue Design and Construction</i>	\$590,900
<i>Parking Spaces</i>	\$341,600
<i>Boat Ramp and Facilities Design and Construction</i>	\$165,500
<i>Ramp and Facilities</i>	\$2,544,000
<i>Public Transient Boat Slips</i>	\$665,000
<i>Truck-Trailer Parking Spaces</i>	\$255,400
<i>Port Street Connection Design and Construction</i>	\$415,300
<i>Parking Spaces</i>	\$240,100
Shoreline and Public Access (Living Shore Line, Bulk Heading, Boardwalk, and Promenade)	\$7,748,600
Southern States Acquired and Relocation (2.585 Acres)	\$2,500,000
Vulcan Acquired and Relocation (6.489 Acres)	\$7,500,000
Talbot County Land - Park Conversion (0.620 Acres)	\$139,700

Gross Cost	\$23,556,100
Recovery from Annexations and Development Projects	\$4,625,350
Town of Easton Net Cost	<u>\$18,930,750</u>

Town Land (acres)	9.48
Acquired Land (acres)	9.73
Total Land (acres)	<u>19.21</u>

Net Town of Easton Cost Total	<u>\$18,930,750</u>
Town's Average Cost per Acre	<u>\$985,500</u>

Easton Point Park's average cost per acre for the Town is established, **\$985,500/acre.**

Parks & Rec Impact Fee Analysis

○ Park Land and Improvements

Easton Point Park Acres	Current LOS (acres/1,000 persons)	New Residents to Serve	Base Year Population	Future Pop. to Serve
19.21	7.11	2,702	18,008	20,710

<i>Level-of-Service Standards</i>		Residential
	Proportionate Share	100%
	Share of Easton Point Park Acres	19.21
	Future Population Served	20,710
Easton Point Park Acres per 1,000 Persons		0.93

<i>Cost Analysis</i>		Residential
	Easton Point Park Acres per 1,000 Persons	0.93
	Town's Average Cost per Acre	\$985,500
Capital Cost Per Person		\$917

- Easton Point Park will add **19.21 acres** to the Town's inventory.
- At the current LOS, the park will be able to serve the current population and an additional **2,702 new residents, a total population of 20,710.**
- An LOS for Easton Point Park is calculated at 0.93 acres/1,000 persons.
- Applying the Town's average cost per acre finds the capital cost per person, \$917.

Parks & Rec Impact Fee Analysis

- Regional Trails
 - Plan-based methodology, LOS set to 2022 population

Trail	Length (mi)	Cost per Mile	Town Cost [1]
Rails-to-Trails	2.5	\$158,143	\$395,357
Rails-to-Trails South Expansion	0.6	\$230,622	\$138,373
Easton Village Trail [2]	0.9	\$618,779	\$556,901
Rails to Trails West Expansion (Planned) [3]	1.4	\$207,745	\$290,843
Port Street Trail (Planned) [3]	0.6	\$173,600	\$104,160
Waterside Village Trail Head-Parking (Planned) [3] [4]	0.1	\$623,500	\$62,350
TOTAL	6.1	\$253,768	\$1,547,984

<i>Level-of-Service Standards</i>		Residential
Proportionate Share		100%
Share of Miles		6.1
2022 Population		18,238
Trail Miles per 1,000 Persons		0.33

<i>Cost Analysis</i>		Residential
Trail Miles per 1,000 Persons		0.33
Average Cost per Mile		\$253,768
Capital Cost Per Person		\$84

[1] Includes paving, benches, trash receptacles, signs and crosswalk upgrades.

[2] Town cost is based on cost to date, trail is open for use with some remaining project element to be completed.

[3] Total Project Cost is estimated at \$2,056,250. Grant funding and developers agreements will fund the remaining \$1,598,897 portion of total costs.

[4] Town cost include the 0.1 mile of trail and the trail head parking lot.

Source: Town of Easton

Parks & Rec Impact Fee Analysis

- Indoor Sports Complex
 - Plan-based methodology, assumed to serve both current and future growth for 20 years

Future Indoor Sports Complex (sq. ft.)	2021 Population	2041 Population	Growth's Share
130,000	18,008	20,913	14%

Growth's Share	Residential Growth's Floor Area (sq. ft.)	Population Increase	Square Feet per Person
14%	18,057	2,905	6.22

<i>Cost Analysis</i>		Residential
Square Feet per Person		6.22
Future Indoor Sports Complex Sq. Ft.		130,000
Cost for Future Indoor Sports Complex		\$12,220,000
Cost per Square Foot		\$94
Capital Cost Per Person		\$585

Parks & Rec Impact Fee Analysis

○ Parks & Rec Vehicles

Vehicles	Number of Units	Unit Cost	Total Replacement Cost
Pickup	2	\$27,300	\$54,600
Compact Car	1	\$27,600	\$27,600
TOTAL	3		\$82,200

<i>Level-of-Service Standards</i>	Residential
Proportionate Share	100%
Share of Vehicles	3.0
2021 Population	18,008
Vehicles per 1,000 Persons	0.17

<i>Cost Analysis</i>	Residential
Vehicles per 1,000 Persons	0.17
Average Cost per Vehicle	\$27,400
Capital Cost Per Person	\$5

Parks & Rec Impact Fee Analysis

○ Parks & Rec Office Space

Facility	Square Feet	Total Replacement Cost
Parks & Rec Office Space	900	\$304,996
TOTAL	900	\$304,996

<i>Level-of-Service Standards</i>	Residential
Proportionate Share	100%
Share of Square Feet	900
2021 Population	18,008
Square Feet per 1,000 Persons	49.98

<i>Cost Analysis</i>	Residential
Square Feet per 1,000 Persons	49.98
Average Cost per Square Foot	\$339
Capital Cost Per Person	\$17

Parks & Rec Impact Fee Analysis

- Parks & Rec Impact Fee Study

Component	Cost
Parks & Rec Consultant Fee	\$13,471

<i>Level-of-Service Standards</i>	Residential
Proportionate Share	100%
Share of Consultant Fee	\$13,471
Population Increase in 5 Years	950
Cost per Person	\$14

Parks & Rec Impact Fee Analysis

- Credit for future debt payments
- 2015 & 2020 Public Facilities Bond
 - Paid through property tax
 - 60% of tax base is residential

Land Use	Assessed Value	% of Total
Residential	\$1,645,379,132	59.8%
Commercial	\$755,214,367	27.5%
Exempt	\$349,202,400	12.7%
Other	\$569,700	0.0%
Total	\$2,750,365,599	100.0%

Source: State of Maryland Department of
Assessments and Taxation

Parks & Rec Impact Fee Analysis

- Credit for future debt payments
- 2015 & 2020 Public Facilities Bond

Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%
Base Year	\$53,753	\$32,157	\$21,596
2022	\$31,688	\$18,957	\$12,731
2023	\$31,454	\$18,817	\$12,637
2024	\$290,984	\$174,078	\$116,906
2025	\$300,749	\$179,920	\$120,829
2026	\$310,515	\$185,763	\$124,752
2027	\$320,045	\$191,464	\$128,581
2028	\$329,341	\$197,025	\$132,316
2029	\$343,637	\$205,577	\$138,060
2030	\$332,511	\$198,921	\$133,590
2031	\$342,511	\$204,904	\$137,607
2032	\$347,511	\$207,895	\$139,616
2033	\$352,511	\$210,886	\$141,625
2034	\$357,511	\$213,877	\$143,634
2035	\$362,277	\$216,729	\$145,548
2036	\$367,277	\$219,720	\$147,557
2037	\$365,000	\$218,358	\$146,642
2038	\$370,000	\$221,349	\$148,651
2039	\$380,000	\$227,331	\$152,669
2040	\$385,000	\$230,322	\$154,678
2041	\$395,000	\$236,305	\$158,695
2042	\$400,000	\$239,296	\$160,704
2043	\$410,000	\$245,278	\$164,722
Total	\$7,179,275	\$4,294,929	\$2,884,346

Residential

Fiscal Year	Payment	Projected Population	Payment/ Person
2021	\$32,157	18,008	\$1.79
2022	\$18,957	18,238	\$1.04
2023	\$18,817	18,467	\$1.02
2024	\$174,078	18,697	\$9.31
2025	\$179,920	18,827	\$9.56
2026	\$185,763	18,958	\$9.80
2027	\$191,464	19,088	\$10.03
2028	\$197,025	19,218	\$10.25
2029	\$205,577	19,349	\$10.62
2030	\$198,921	19,479	\$10.21
2031	\$204,904	19,609	\$10.45
2032	\$207,895	19,740	\$10.53
2033	\$210,886	19,870	\$10.61
2034	\$213,877	20,000	\$10.69
2035	\$216,729	20,131	\$10.77
2036	\$219,720	20,261	\$10.84
2037	\$218,358	20,391	\$10.71
2038	\$221,349	20,522	\$10.79
2039	\$227,331	20,652	\$11.01
2040	\$230,322	20,782	\$11.08
2041	\$236,305	20,913	\$11.30
2042	\$239,296	21,043	\$11.37
2043	\$245,278	21,173	\$11.58
Total	\$4,294,929		\$215.36
Discount Rate			2.47%
Total Credit per Person			\$156

Easton Impact Fee Study

- Parks & Recreation
- **Municipal**
- Transportation
- Police
- Fire
- Stormwater

Municipal Impact Fee Analysis

○ Municipal Office Space

Facility	Square Feet	Replacement Cost
Town Hall	14,145	\$4,844,706
TOTAL	14,145	\$4,844,706

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62.0%	38.0%
Share of Facility Square Feet	8,770	5,375
2021 Population or Jobs	18,008	15,722
Square Feet per Person or Jobs	0.49	0.34

<i>Cost Analysis</i>	Residential	Nonresidential
Square Feet per Person or Jobs	0.49	0.34
Cost per Square Foot	\$343	\$343
Capital Cost Per Person or Job	\$168	\$116

Municipal Impact Fee Analysis

○ Municipal Vehicles

Vehicles	Number of Units	Unit Cost	Total Replacement
Planning & Zoning Pick-Up	1	\$35,000	\$35,000
Code Enforcement Mid-Size	2	\$27,600	\$55,200
Building Inspection Pick-Up	1	\$27,600	\$27,600
Building Inspection Mid-Size Pick-Up	1	\$36,100	\$36,100
Administration Mid-Size	1	\$27,600	\$27,600
TOTAL		6	\$181,500

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62.0%	38.0%
Share of Vehicles	3.7	2.3
2021 Population or Jobs	18,008	15,722
Vehicles per 1,000 Persons or Jobs	0.21	0.15

<i>Cost Analysis</i>	Residential	Nonresidential
Vehicles per 1,000 Persons or Jobs	0.21	0.15
Average Cost per Vehicle	\$30,250	\$30,250
Capital Cost Per Person or Jobs	\$6	\$5

Municipal Impact Fee Analysis

- Municipal Impact Fee Study

Component	Cost
Municipal Consultant Fee	\$12,901

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62.0%	38.0%
Share of Consultant Fee	\$7,999	\$4,902
Demand Unit Increase in 5 Years	950	805
Cost per Person or Job	\$8	\$6

Municipal Impact Fee Analysis

- Credit for future debt payments
- 2015 Public Facilities Bond
 - Paid through property tax
 - Tax base: 60% residential, 40% nonresidential

Land Use	Assessed Value	% of Total
Residential	\$1,645,379,132	59.8%
Commercial	\$755,214,367	27.5%
Exempt	\$349,202,400	12.7%
Other	\$569,700	0.0%
Total	\$2,750,365,599	100.0%

Source: State of Maryland Department of
Assessments and Taxation

Municipal Impact Fee Analysis

- Credit for future debt payments
- 2015 Public Facilities Bond

Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%
Base Year	\$6,580	\$3,936	\$2,644
2022	\$11,079	\$6,628	\$4,451
2023	\$11,079	\$6,628	\$4,451
2024	\$6,531	\$3,907	\$2,624
2025	\$6,483	\$3,878	\$2,605
2026	\$6,386	\$3,820	\$2,566
2027	\$6,338	\$3,792	\$2,546
2028	\$6,289	\$3,762	\$2,527
2029	\$6,192	\$3,704	\$2,488
2030	\$6,047	\$3,618	\$2,429
2031	\$5,902	\$3,531	\$2,371
2032	\$1,548	\$926	\$622
2033	\$1,548	\$926	\$622
2034	\$1,548	\$926	\$622
2035	\$1,548	\$926	\$622
2036	\$1,548	\$926	\$622
2037	\$1,500	\$897	\$603
2038	\$1,500	\$897	\$603
Total	\$89,646	\$53,628	\$36,018

Residential

Fiscal Year	Payment	Projected Population	Payment/ Person
2021	\$3,936	18,008	\$0.22
2022	\$6,628	18,238	\$0.36
2023	\$6,628	18,467	\$0.36
2024	\$3,907	18,697	\$0.21
2025	\$3,878	18,827	\$0.21
2026	\$3,820	18,958	\$0.20
2027	\$3,792	19,088	\$0.20
2028	\$3,762	19,218	\$0.20
2029	\$3,704	19,349	\$0.19
2030	\$3,618	19,479	\$0.19
2031	\$3,531	19,609	\$0.18
2032	\$926	19,740	\$0.05
2033	\$926	19,870	\$0.05
2034	\$926	20,000	\$0.05
2035	\$926	20,131	\$0.05
2036	\$926	20,261	\$0.05
2037	\$897	20,391	\$0.04
2038	\$897	20,522	\$0.04
Total	\$53,628		\$2.85
Discount Rate			2.47%
Total Credit per Person			\$2

Nonresidential

Fiscal Year	Payment	Projected Jobs	Payment/ Job
2021	\$2,644	15,722	\$0.17
2022	\$4,451	15,942	\$0.28
2023	\$4,451	16,165	\$0.28
2024	\$2,624	16,285	\$0.16
2025	\$2,605	16,405	\$0.16
2026	\$2,566	16,526	\$0.16
2027	\$2,546	16,649	\$0.15
2028	\$2,527	16,772	\$0.15
2029	\$2,488	16,896	\$0.15
2030	\$2,429	17,021	\$0.14
2031	\$2,371	17,147	\$0.14
2032	\$622	17,274	\$0.04
2033	\$622	17,402	\$0.04
2034	\$622	17,531	\$0.04
2035	\$622	17,660	\$0.04
2036	\$622	17,791	\$0.03
2037	\$603	17,923	\$0.03
2038	\$603	18,055	\$0.03
Total	\$36,018		\$2.19
Discount Rate			2.47%
Total Credit per Job			\$2

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- **Transportation**
- Police
- Fire
- Stormwater

Transportation Impact Fee Analysis

○ Roadway Improvements - Plan-based approach

Street Name	Classification	Description	Lanes	Lane Miles	Total Cost	Growth Share [1]	Growth Cost
RTC Parks Property Access	Collector	Connect Rt. 50 to RTC Park	2	0.66	\$1,400,000	9%	\$126,000
Mistletoe Hall Farm	Collector	Connect to Goldsborough Neck Rd	2	1.48	\$2,500,000	9%	\$225,000
Port Street Corridor Plan	Corridor	Upgrading roadways and access to Easton Point	2	1.90	\$3,840,000	9%	\$345,600
TOTAL				4.04	\$7,740,000		\$696,600

Total Cost for Road Projects	\$696,600
VMT Increase 2021-2031	62,706
Capital Cost per VMT	\$11

[1] Note: the growth share of the road projects is calculated by analyzing the growth in vehicle miles traveled (VMT) over the next ten years. From 2021 to 2031, projected new residential and nonresidential development results in VMT increasing by 9 percent.

Transportation Impact Fee Analysis

- Public Works Facilities

Facility	Square Feet	Replacement Cost
Public Works Office	21,050	\$1,472,530
Public Works Shop	7,500	\$1,203,638
Salt Distribution	4,000	\$360,900
Storage Buildings	10,985	\$428,473
TOTAL	43,535	\$3,465,541

Level-of-Service Standards

Total Square Feet	43,535
2021 Vehicle Miles Traveled	709,245
Square Feet per 1,000 VMT	61.38

Cost Analysis

Square Feet per 1,000 VMT	61.38
Average Cost per Square Foot	\$80
Capital Cost Per VMT	\$5

Transportation Impact Fee Analysis

○ Public Works Vehicles

Vehicles	Units in Service	Unit Cost	Total Replacement Cost
Pickups	19	\$29,900	\$568,100
Dump, Garbage, Other Large Trucks	20	\$183,800	\$3,676,000
Sweeper	2	\$159,600	\$319,200
Backhoe	3	\$106,000	\$318,000
Chipper	2	\$90,300	\$180,600
Loader	2	\$140,900	\$281,800
Mini Excavator	2	\$78,600	\$157,200
Other	34	\$14,900	\$506,600
TOTAL	84		\$6,007,500

Level-of-Service Standards

Total Units in Service	84
2021 Vehicle Miles Traveled	709,245
Square Feet per 1,000 VMT	0.12

Cost Analysis

Square Feet per 1,000 VMT	0.12
Average Cost per Vehicle	\$71,500
Capital Cost Per VMT	\$9

Transportation Impact Fee Analysis

- Transportation Impact Fee Study

Component	Cost
Transportation Consultant Fee	\$22,103

Level-of-Service Standards

Consultant Fee	\$22,103
VMT Increase in 5 Years	36,173
Cost per Person	\$1

Transportation Impact Fee Analysis

- Credit for Future Debt Payments

Fiscal Year	Payment	Projected VMT	Payment/ VMT
Base Year	\$620,263	720,618	\$0.86
2022	\$365,657	729,540	\$0.50
2023	\$362,949	735,907	\$0.49
2024	\$357,532	741,133	\$0.48
2025	\$354,823	746,376	\$0.48
2026	\$352,114	751,634	\$0.47
2027	\$346,697	756,908	\$0.46
2028	\$338,572	762,198	\$0.44
2029	\$330,446	767,505	\$0.43
2030	\$86,674	772,827	\$0.11
2031	\$86,674	778,166	\$0.11
2032	\$86,674	783,522	\$0.11
2033	\$86,674	788,894	\$0.11
2034	\$86,674	794,283	\$0.11
2035	\$83,966	799,689	\$0.10
2036	\$83,966	805,111	\$0.10
Total	\$4,030,355		\$5.36
		Discount Rate	2.47%
		Total Credit per VMT	\$5

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- **Police**
- Fire
- Stormwater

Police Impact Fee Analysis

○ Police Station

Facility	Square Feet	Replacement Cost
Police Station	26,674	\$5,219,424
TOTAL	26,674	\$5,219,424

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Facility Square Feet	16,538	10,136
2021 Population or Nonres. Trips	18,008	43,637
Square Feet per Person or Nonres. Trip	0.92	0.23

<i>Cost Analysis</i>	Residential	Nonresidential
Square Feet per Person or Nonres. Trip	0.92	0.23
Cost per Square Foot	\$196	\$196
Capital Cost Per Person or Nonres. Trip	\$180	\$45

Police Impact Fee Analysis

○ Police Vehicles

Vehicles	Number of Units	Unit Cost	Total Replacement Cost
Administration – Full-Size SUV	4	\$40,700	\$162,800
Administration – Police Passenger Sedan	1	\$28,000	\$28,000
Administration – Truck Crew Cab	1	\$39,900	\$39,900
Patrol & Special Operations – Full-Size SUV	10	\$48,100	\$481,000
Patrol & Special Operations – Police Passenger Sedan	7	\$28,000	\$196,000
Patrol & Special Operations – Truck Crew Cab	1	\$39,900	\$39,900
Patrol K9 – Full-Size SUV	5	\$43,800	\$219,000
Emergency Command Unit – Compact SUV	1	\$21,700	\$21,700
SWAT – Transit Cargo Van	1	\$24,000	\$24,000
Transit Passenger Van (15 Persons)	1	\$46,800	\$46,800
Training	2	\$28,000	\$56,000
Utility Terrain Vehicle	1	\$15,600	\$15,600
Trailers	2	\$4,700	\$9,400
TOTAL	37		\$1,340,100

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Vehicles	22.9	14.1
2021 Population or Nonres. Trips	18,008	43,637
Vehicles per 1,000 Persons or Nonres. Trips	1.27	0.32

<i>Cost Analysis</i>	Residential	Nonresidential
Vehicles per 1,000 Persons or Nonres. Trips	1.27	0.32
Average Cost per Vehicle	\$36,219	\$36,219
Capital Cost Per Person or Nonres. Trip	\$46	\$12

Police Impact Fee Analysis

- Police Training/Shooting Range – Plan-based
 - Population and nonresidential vehicle trip increase from 2021-2031 is used to determine growth share

New Training/Shooting Range	
Total Improvement Cost	\$158,000
Total Acres	3.5
Improvement Cost per Acre	\$45,143

Residential Share (acres)	2021 Population	2031 Population	Population Increase	Growth Share	Cost per Acre	Capital Cost per Person
2.17	18,008	19,609	1,601	9%	\$45,143	\$5

Nonres. Share (acres)	2021 Nonres. Trips	2031 Nonres. Trips	Nonres. Trip Increase	Growth Share	Cost per Acre	Capital Cost per Nonres. Trip
1.33	43,637	47,340	3,703	8%	\$45,143	\$1

Police Impact Fee Analysis

- Police Impact Fee Study

Component	Cost
Police Consultant Fee	\$8,918

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Consultant Fee	\$5,529	\$3,389
Demand Unit Increase in 5 Years	950	1,990
Cost per Person or Nonres. Trip	\$6	\$2

Police Impact Fee Analysis

- Credit for future debt payments
- 2015 Public Facilities Bond
 - Paid through property tax
 - Tax base: 60% residential, 40% nonresidential

Land Use	Assessed Value	% of Total
Residential	\$1,645,379,132	59.8%
Commercial	\$755,214,367	27.5%
Exempt	\$349,202,400	12.7%
Other	\$569,700	0.0%
Total	\$2,750,365,599	100.0%

Source: State of Maryland Department of
Assessments and Taxation

Police Impact Fee Analysis

- Credit for future debt payments
- 2015 Public Facilities Bond

Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%
Base	\$451,531	\$270,124	\$181,407
2022	\$266,186	\$159,243	\$106,943
2023	\$264,215	\$158,064	\$106,151
2024	\$260,271	\$155,705	\$104,566
2025	\$258,299	\$154,525	\$103,774
2026	\$256,328	\$153,346	\$102,982
2027	\$252,384	\$150,986	\$101,398
2028	\$246,469	\$147,448	\$99,021
2029	\$240,554	\$143,909	\$96,645
2030	\$63,096	\$37,747	\$25,349
2031	\$63,096	\$37,747	\$25,349
2032	\$63,096	\$37,747	\$25,349
2033	\$63,096	\$37,747	\$25,349
2034	\$63,096	\$37,747	\$25,349
2035	\$61,124	\$36,567	\$24,557
2036	\$61,124	\$36,567	\$24,557
Total	\$2,933,965	\$1,755,219	\$1,178,746

Residential

Fiscal Year	Payment	Projected Population	Payment/ Person
2021	\$270,124	18,008	\$15.00
2022	\$159,243	18,238	\$8.73
2023	\$158,064	18,467	\$8.56
2024	\$155,705	18,697	\$8.33
2025	\$154,525	18,827	\$8.21
2026	\$153,346	18,958	\$8.09
2027	\$150,986	19,088	\$7.91
2028	\$147,448	19,218	\$7.67
2029	\$143,909	19,349	\$7.44
2030	\$37,747	19,479	\$1.94
2031	\$37,747	19,609	\$1.92
2032	\$37,747	19,740	\$1.91
2033	\$37,747	19,870	\$1.90
2034	\$37,747	20,000	\$1.89
2035	\$36,567	20,131	\$1.82
2036	\$36,567	20,261	\$1.80
Total	\$1,755,219		\$93.12
		Discount Rate	2.47%
	Total Credit per Person		\$81

Nonresidential

Fiscal Year	Payment	Projected Nonres. Trips	Payment/ Trip
2021	\$181,407	43,637	\$4.16
2022	\$106,943	44,130	\$2.42
2023	\$106,151	44,628	\$2.38
2024	\$104,566	44,960	\$2.33
2025	\$103,774	45,291	\$2.29
2026	\$102,982	45,627	\$2.26
2027	\$101,398	45,964	\$2.21
2028	\$99,021	46,304	\$2.14
2029	\$96,645	46,647	\$2.07
2030	\$25,349	46,993	\$0.54
2031	\$25,349	47,340	\$0.54
2032	\$25,349	47,690	\$0.53
2033	\$25,349	48,043	\$0.53
2034	\$25,349	48,398	\$0.52
2035	\$24,557	48,757	\$0.50
2036	\$24,557	49,118	\$0.50
Total	\$1,178,746		\$25.92
		Discount Rate	2.47%
	Total Credit per Trip		\$23

Easton Impact Fee Study

- Parks & Recreation
- Municipal
- Transportation
- Police
- **Fire**
- Stormwater

Fire Impact Fee Analysis

- Easton Fire Calls for Service
- In 2020, **61 percent** of all fire calls were within the Town
- Used to allocate facilities

2020	Total Emergency Incidents	Incidents in Easton	% of Total in Easton
January	60	32	53%
February	50	25	50%
March	71	49	69%
April	43	24	56%
May	70	41	59%
June	89	64	72%
July	99	55	56%
August	90	52	58%
September	70	45	64%
October	69	45	65%
November	69	45	65%
December	62	35	56%
Total	842	512	61%

Source: Easton Volunteer Fire Department

Fire Impact Fee Analysis

- Fire Stations
 - 61% of the floor area of the stations are attributed to Easton

Facility	Replacement Cost	Square Feet	Easton Share 61%
Station 60	\$5,252,935	29,594	17,995
Station 66	\$961,200	5,400	3,284
TOTAL	\$6,214,135	34,994	21,279

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Facility Square Feet	13,193	8,086
2021 Population or Jobs	18,008	15,722
Square Feet per Person or Jobs	0.73	0.51

<i>Cost Analysis</i>	Residential	Nonresidential
Square Feet per Person or Jobs	0.73	0.51
Average Cost per Square Foot	\$178	\$178
Capital Cost Per Person or Jobs	\$130	\$91

Fire Impact Fee Analysis

- Fire Apparatuses
 - 61% of the floor area of the stations are attributed to Easton

Apparatuses	Number of Units	Unit Cost	Total Replacement	Easton Share 61%
Trailer	2	\$35,000	\$70,000	1.22
Brush Truck	2	\$410,000	\$820,000	1.22
Engine	5	\$800,000	\$4,000,000	3.04
Tanker	2	\$300,000	\$600,000	1.22
Ambulance	1	\$250,000	\$250,000	0.61
Utility Truck	5	\$150,000	\$750,000	3.04
Tower	1	\$1,400,000	\$1,400,000	0.61
Rescue Truck	1	\$900,000	\$900,000	0.61
TOTAL	19		\$8,790,000	11.57

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Apparatuses	7.17	4.40
2019 Population or Jobs	18,008	15,722
Units per 1,000 Persons or Jobs	0.40	0.28

<i>Cost Analysis</i>	Residential	Nonresidential
Units per 1,000 Persons or Jobs	0.40	0.28
Cost per Unit	\$463,000	\$463,000
Cost Per Person or Jobs	\$185	\$130

Fire Impact Fee Analysis

- Fire Impact Fee Study

Component	Cost
Fire Consultant Fee	\$10,245

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Consultant Fee	\$6,352	\$3,893
Demand Unit Increase in 5 Years	950	805
Cost per Person or Job	\$7	\$5

Fire Impact Fee Analysis

- Credit for State Contribution
- Over the past five years, MD has contributed an average of \$16,160 annually to fire capital costs
- That is **10%** of the Town's annual capital spending

Fiscal Year	State Contribution	Fire Capital Spending	Contribution % of Spending
2016	\$12,700	\$74,000	17%
2017	\$12,700	\$450,000	3%
2018	\$12,700	\$63,500	20%
2019	\$12,700	\$108,500	12%
2020	\$30,000	\$95,000	32%
Total	\$80,800	\$791,000	10%
Annual Average	\$16,160	\$158,200	10%

Fire Impact Fee Analysis

- Credit for future debt payments
- 2015 Public Facilities Bond
 - Paid through property tax
 - Tax base: 60% residential, 40% nonresidential

Land Use	Assessed Value	% of Total
Residential	\$1,645,379,132	59.8%
Commercial	\$755,214,367	27.5%
Exempt	\$349,202,400	12.7%
Other	\$569,700	0.0%
Total	\$2,750,365,599	100.0%

Source: State of Maryland Department of
Assessments and Taxation

Fire Impact Fee Analysis

- Credit for future debt payments
- 2015 Public Facilities Bond

Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%
Base Year	\$4,973	\$2,975	\$1,195
2022	\$8,374	\$5,010	\$2,013
2023	\$8,374	\$5,010	\$2,013
2024	\$4,937	\$2,954	\$1,187
2025	\$4,900	\$2,931	\$1,178
2026	\$4,827	\$2,888	\$1,160
2027	\$4,790	\$2,866	\$1,151
2028	\$4,754	\$2,844	\$1,143
2029	\$4,681	\$2,800	\$1,125
2030	\$4,571	\$2,735	\$1,099
2031	\$4,461	\$2,669	\$1,072
2032	\$1,170	\$700	\$281
2033	\$1,170	\$700	\$281
2034	\$1,170	\$700	\$281
2035	\$1,170	\$700	\$281
2036	\$1,170	\$700	\$281
Total	\$65,492	\$39,182	\$15,741

Residential

Fiscal Year	Payment	Projected Population	Payment/ Person
2021	\$2,975	18,008	\$0.17
2022	\$5,010	18,238	\$0.27
2023	\$5,010	18,467	\$0.27
2024	\$2,954	18,697	\$0.16
2025	\$2,931	18,827	\$0.16
2026	\$2,888	18,958	\$0.15
2027	\$2,866	19,088	\$0.15
2028	\$2,844	19,218	\$0.15
2029	\$2,800	19,349	\$0.14
2030	\$2,735	19,479	\$0.14
2031	\$2,669	19,609	\$0.14
2032	\$700	19,740	\$0.04
2033	\$700	19,870	\$0.04
2034	\$700	20,000	\$0.03
2035	\$700	20,131	\$0.03
2036	\$700	20,261	\$0.03
Total	\$39,182		\$2.07
Discount Rate			2.47%
Total Credit per Person			\$2

Nonresidential

Fiscal Year	Payment	Projected Jobs	Payment/ Job
2021	\$1,195	15,722	\$0.08
2022	\$2,013	15,942	\$0.13
2023	\$2,013	16,165	\$0.12
2024	\$1,187	16,285	\$0.07
2025	\$1,178	16,405	\$0.07
2026	\$1,160	16,526	\$0.07
2027	\$1,151	16,649	\$0.07
2028	\$1,143	16,772	\$0.07
2029	\$1,125	16,896	\$0.07
2030	\$1,099	17,021	\$0.06
2031	\$1,072	17,147	\$0.06
2032	\$281	17,274	\$0.02
2033	\$281	17,402	\$0.02
2034	\$281	17,531	\$0.02
2035	\$281	17,660	\$0.02
2036	\$281	17,791	\$0.02
Total	\$15,741		\$0.97
Discount Rate			2.47%
Total Credit per Job			\$1



Development Impact Fee Study

Submitted to:
Town of Easton, Maryland

April 18, 2022

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EXECUTIVE SUMMARY

The Town of Easton, Maryland, retained TischlerBise, Inc. to update the impact fees imposed on new development to meet the new demands generated for public facilities in the Town. The Town of Easton established impact fees, in 2005, for five types of public capital improvements: (1) parks and recreation, (2) municipal, (3) transportation, (4) police, and (5) fire. This report presents the methodologies and calculations used to generate current levels of service and updated maximum supportable impact fees. A sixth infrastructure component has been added as well: stormwater. It is intended to serve as supporting documentation for future updates to impact fees in the Town of Easton.

The purpose of this study is to demonstrate the Town's compliance with the Maryland Constitution as authorized by the General Assembly. Consistent with the authorization, it is the intent of the Town of Easton to:

1. Collect impact fees to fund capital improvements required to serve growth, and
2. To use revenue generated from impact fees to benefit new development by maintaining current town-wide levels of service.

Impact fees are one-time payments used to construct system improvements needed to accommodate new development. An impact fee represents new growth's fair share of capital facility needs. By law, impact fees can only be used for capital improvements, not operating or maintenance costs. Impact fees are subject to legal standards, which require fulfillment of three key elements: need, benefit and proportionality.

- First, to justify a fee for public facilities, it must be demonstrated that new development will create a need for capital improvements.
- Second, new development must derive a benefit from the payment of the fees (i.e., in the form of public facilities constructed within a reasonable timeframe).
- Third, the fee paid by a particular type of development should not exceed its proportional share of the capital cost for system improvements.

TischlerBise evaluated possible methodologies and documented appropriate demand indicators by type of development for the levels of service and fees. Local demographic data and improvement costs were used to identify specific capital costs attributable to growth. This report includes summary tables indicating the specific factors, referred to as level of service standards, used to derive the impact fees.

The geographic area for all fees, except Fire, is the Town of Easton. The Easton Volunteer Fire Department service area includes the Town of Easton and parts of unincorporated Talbot County. The Fire impact fee is for the entire service area. Parks and Recreation fees are based on residential demand, while the remaining four fees are calculated for both residential and nonresidential development.

METHODOLOGIES AND CREDITS

Development impact fees can be calculated by any one of several legitimate methods. The choice of a particular method depends primarily on the service characteristics and planning requirements for each facility type. Each method has advantages and disadvantages in a particular situation, and to some extent can be interchangeable, because each allocates facility costs in proportion to the needs created by development.

Reduced to its simplest terms, the process of calculating development impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities. The following paragraphs discuss three basic methods for calculating development impact fees, and how each method can be applied.

Plan-Based Fee Calculation. The plan-based method allocates costs for a specified set of improvements to a specified amount of development. Facility plans identify needed improvements, and land use plans identify development. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. Then, the cost per unit of demand is multiplied by the amount of demand per unit of development (e.g., housing units or square feet of building area) in each category to arrive at a cost per specific unit of development (e.g., single family detached unit).

Cost Recovery or Buy-In Fee Calculation. The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities already built or land already purchased from which new growth will benefit. This methodology is often used for systems that were oversized such as sewer and water facilities.

Incremental Expansion Fee Calculation. The incremental expansion method documents the current level of service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an existing service standard (such as square feet per student). This approach ensures that there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. The level of service standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, the fee revenues would not be for renewal and/or replacement of existing facilities. Rather, revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards based on current conditions in the community.

Credits. Regardless of the methodology, a consideration of “credits” is integral to the development of a legally valid impact fee methodology. There are two types of “credits,” each with specific and distinct characteristics, but both of which should be addressed in the calculation of development impact fees. The first is a credit due to possible double payment situations. This could occur when contributions are made by the property owner toward the capital costs of the public facility covered by the impact fee. This type of credit is integrated into the impact fee calculation. The second is a credit toward the payment of a fee for dedication of public sites or improvements provided by the developer and for which the facility fee is imposed. This type of credit is addressed in the administration and implementation of a facility fee program.

FEE METHODOLOGIES

Of the fee methodologies discussed above, the *incremental expansion* and *plan-based* methodologies are used to calculate impact fees for the Town of Easton. Where capacity is sufficient to serve current demand the *incremental expansion* method documents the current Level of Service (LOS) for each type of public facility. The following table summarizes the method(s) used to derive the impact fee for each type of public facility in Easton.

Figure 1. Summary of Impact Fee Methodologies

Fee Category	Service Area	Incremental Expansion	Plan-Based	Cost Recovery	Cost Allocation
Parks & Recreation	Townwide	Indoor Recreation Center, Office Space, Vehicles	Community Park Land, Recreational Trails	n/a	Population
Municipal	Townwide	Facilities, Vehicles	n/a	n/a	Population and Jobs
Transportation	Townwide	Facilities, Vehicles	Roadway Improvements	n/a	Vehicle Miles Traveled (VMT)
Police	Townwide	Station Facilities, Vehicles and Equipment	n/a	n/a	Population and Vehicle Trips
Fire	Townwide	Station Facilities, Vehicles and Apparatuses	n/a	n/a	Population and Jobs
Stormwater	Townwide	n/a	Stormwater Improvements	n/a	Impervious Acres

COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in each fee is the cost for preparation of the Development Impact Fee Study. This is calculated based on the projected growth in Easton population over the next five years, which is the recommended period of time impact fees should be in effect before reevaluation to reflect changes in development and levels of service. The Town of Easton incurred a cost of \$77,910 for the 2021 Impact Fee Study. To distribute the cost among each study component, the fee shares established for the 2013 Impact Fee Study were applied to the current study’s cost. The component shares and costs are shown in Figure 2.

Figure 2. Development Fee Preparation Cost

Fee Components	2013 Component Costs	2013 Component Shares	2021 Component Costs
Parks & Recreation	\$13,503	20%	\$13,471
Municipal	\$12,932	19%	\$12,901
Transportation	\$22,156	33%	\$22,103
Police	\$8,939	13%	\$8,918
Fire	\$10,270	15%	\$10,245
Stormwater	-	-	\$10,272
Total	\$67,800	100%	\$77,910

Calculations throughout this technical memo are based on an analysis conducted using Excel software. Results are discussed in the memo using one-and two-digit places (in most cases), which represent rounded figures. However, the analysis itself uses figures carried to their ultimate decimal places; therefore, the sums and products generated in the analysis may not equal the sum or product if the reader replicates the calculation with the factors shown in the report (due to the rounding of figures shown, not in the analysis).

MAXIMUM SUPPORTABLE DEVELOPMENT IMPACT FEES BY TYPE OF LAND USE

Figure 3 provides a schedule of the maximum supportable development impact fees by type of land use for the Town of Easton. The fees represent the highest amount supportable for each type of applicable land use, and represents new growth's fair share of the cost for capital facilities. The Town may adopt fees that are less than the amounts shown. However, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in levels of service.

The fees for residential development are to be assessed per housing unit and should be collected when building permits are issued. For nonresidential development, the fees are assessed per square foot of floor area, and should be collected when building permits are issued. Nonresidential development categories are consistent with the terminology and definitions contained in the reference book, Trip Generation 10th Edition, published by the Institute of Transportation Engineers. These definitions are provided in the Nonresidential Development Categories section of Appendix B.

Figure 3. Summary of Maximum Supportable Development Impact Fees by Land Use

Development Type	Parks & Recreation	Municipal	Transport.	Police	Fire	Stormwater	Maximum Supportable Fee	Current Fee	Increase/ (Decrease)
Residential (per unit)									
Single Family	\$3,342	\$410	\$1,310	\$356	\$686	\$187	\$6,291	\$3,189	\$3,102
Multifamily	\$2,668	\$328	\$596	\$284	\$548	\$47	\$4,471	\$2,470	\$2,001
Nonresidential (per 1,000 square feet)									
Retail	\$0	\$293	\$1,849	\$531	\$496	\$156	\$3,325	\$2,120	\$1,205
Office	\$0	\$371	\$694	\$180	\$630	\$156	\$2,031	\$1,260	\$771
Industrial	\$0	\$199	\$280	\$73	\$337	\$156	\$1,045	\$520	\$525
Warehousing	\$0	\$43	\$124	\$32	\$72	\$156	\$427	\$520	(\$93)
Institutional	\$0	\$354	\$764	\$198	\$600	\$156	\$2,072	\$1,350	\$722
Medical Office	\$0	\$500	\$2,481	\$644	\$848	\$156	\$4,629	\$1,350	\$3,279
Hotel	\$0	\$121	\$987	\$256	\$206	\$156	\$1,726	\$645	\$1,081

PARKS & RECREATION DEVELOPMENT IMPACT FEE ANALYSIS

METHODOLOGY

A *plan-based* methodology was used to calculate several Parks & Recreation infrastructure categories:

1. Community park land and improvements
2. Indoor recreation center

An *incremental expansion* methodology was used to calculate other Parks & Recreation infrastructure:

3. Recreational trails
4. Parks & Rec vehicles
5. Parks & Rec office space
6. Parks & Rec portion of the impact fee study

Smaller, neighborhood parks have been excluded from the calculation of impact fees. The Town of Easton intends to continue to negotiate neighborhood park land and improvements through development agreements. All capital costs have been allocated 100 percent to residential development.

PARKS & RECREATION LEVEL OF SERVICE AND COST ANALYSIS

The following section details the level of service calculations and capital cost per person for each infrastructure category.

COMMUNITY PARK LAND AND PARK IMPROVEMENTS – PLAN-BASED

The plan-based approach first calculates the current level of service for community parks. Listed in Figure 4, there is a total of 128.04 acres of community parks and a population of 18,008. As a result, there is 7.11 acres per 1,000 persons.

Figure 4. Current Community Park Land Level of Service

Community Park	Acres
Idlewild	12.21
Matthewstown Run	5.67
Moton Park	5.80
North Easton Park	26.22
Stoney Ridge	19.80
RTC Property	58.34
Total	128.04

Level-of-Service Standards	Residential
Proportionate Share	100%
Total Acres	128.04
2021 Population	18,008
Acres per 1,000 Persons	7.11

Second, the Town has a plan to purchase land and install improvements in a future Easton Point Park. In Figure 5, the build-out plan for Easton Point Park is listed along with the estimated costs. The gross cost of the park is estimated to be \$23.6 million. However, the Town anticipates recovering \$4.6 million from annexations and development projects. As a result, there is \$18.9 million remaining in Town costs.

Furthermore, the Town currently owns 9.48 acres and plans to purchase 9.73 additional acres for the park, resulting in a total of 19.21 acres. On average, at build-out the Easton Point Park will cost the Town \$985,500 per acre.

Figure 5. Easton Point Park Build-Out Plan

Easton Point Park - Timeline and Cost Estimations	
Project	Cost
SHA Traffic Signal at Easton Parkway and Glenwood Avenue	\$250,000
Rails to Trails Project	
Port Street to St Michaels Road	Funded
Port Street to Pennsylvania Rail Trail	Funded
Port Street to Easton Point	Funded
Easton Point Annexation	By Applicants
Easton Point Park	
Glenwood Avenue Site Preparations	Funded
DNR Parks and Playground Program	\$200,000
Glenwood Avenue Design and Construction	\$590,900
Parking Spaces	\$341,600
Boat Ramp and Facilities Design and Construction	\$165,500
Ramp and Facilities	\$2,544,000
Public Transient Boat Slips	\$665,000
Truck-Trailer Parking Spaces	\$255,400
Port Street Connection Design and Construction	\$415,300
Parking Spaces	\$240,100
Shoreline and Public Access (Living Shore Line, Bulk Heading, Boardwalk, and Promenade)	\$7,748,600
Southern States Acquired and Relocation (2.624 Acres)	\$2,500,000
Vulcan Acquired and Relocation (6.489 Acres)	\$7,500,000
Talbot County Land - Park Conversion (0.620 Acres)	\$139,700
Gross Cost	\$23,556,100
Recovery from Annexations and Development Projects	\$4,625,350
Town of Easton Net Cost	\$18,930,750
Town Land (acres)	9.48
Acquired Land (acres)	9.73
Total Land (acres)	19.21
Net Town of Easton Cost Total	\$18,930,750
Town's Average Cost per Acre	\$985,500

Based on the future acreage of Easton Point Park (19.21 acres) and the current level of service (7.11 acres per 1,000 persons), Easton Point Park is estimated to serve 2,702 new residents. Combining the new residents to the existing population (18,008), the future level of service is calculated with a future population of 20,710. As a result, the future level of service for the park is 0.93 acres per 1,000 persons. The level of service is multiplied by the average cost per acre (\$985,500) to calculate the capital cost per person. As a result, the capital cost is \$917 per person.

Figure 6. Future Community Park Land and Improvements Level of Service and Cost Analysis

Easton Point Park Acres	Current LOS (acres/1,000 persons)	New Residents to Serve	Base Year Population	Future Pop. to Serve
19.21	7.11	2,702	18,008	20,710

Level-of-Service Standards		Residential
Proportionate Share		100%
Share of Easton Point Park Acres		19.21
Future Population Served		20,710
Easton Point Park Acres per 1,000 Persons		0.93

Cost Analysis		Residential
Easton Point Park Acres per 1,000 Persons		0.93
Town's Average Cost per Acre		\$985,500
Capital Cost Per Person		\$917

INDOOR RECREATION CENTER – PLAN-BASED

The Town has plans to construct a new indoor sports complex that will be 130,000 square feet and cost approximately \$12.2 million (\$94 per square foot). The sports complex will accommodate an existing demand and a future demand through 2041. Illustrated in Figure 7, over the next 20 years, growth's share of the recreation center is 14 percent, or 18,057 square feet. There is a projected increase in population of 2,905, resulting in a 6.22 square feet per person.

The level of service is combined with the average cost to find the capital cost per person. As a result, the indoor recreation center costs \$585 per person (6.22 square feet per person x \$94 per square foot = \$585 per person, rounded).

Figure 7. Indoor Recreation Center Level of Service and Cost Analysis

Future Indoor Sports Complex (sq. ft.)	2021 Population	2041 Population	Growth's Share
130,000	18,008	20,913	14%

Growth's Share	Residential Growth's Floor Area (sq. ft.)	Population Increase	Square Feet per Person
14%	18,057	2,905	6.22

Cost Analysis	Residential
Square Feet per Person	6.22
Future Indoor Sports Complex Sq. Ft.	130,000
Cost for Future Indoor Sports Complex	\$12,220,000
Cost per Square Foot	\$94
Capital Cost Per Person	\$585

RECREATIONAL TRAILS – INCREMENTAL EXPANSION

Easton has a recreational trail system with a current inventory of approximately 3.1 miles. The Town plans to expand to 6.1 miles in the next year with four trail projects. After the expansion projects, Easton will be at a new level of service. Furthermore, the Town plans to continue expanding the trail network at the new level of service. Because of this, an incremental expansion methodology is appropriate and the level of service is calculated with the 2022 population

As mentioned, in the next year, Easton will have 6.1 miles of recreational trails. Listed in Figure 8, the trails will cost the Town \$1.5 million, an average of \$254,000 per mile. The level of service is found by comparing the trail miles with the 2022 population estimate, resulting in 0.33 miles per 1,000 persons. The level of service is combined with the average cost per mile to find the capital cost per person. As a result, the recreational trail component of the impact fee is \$84 per person.

Figure 8. Recreational Trails Level of Service and Cost Analysis

Trail	Length (mi)	Cost per Mile	Town Cost [1]
Rails-to-Trails	2.5	\$158,143	\$395,357
Rails-to-Trails South Expansion	0.6	\$230,622	\$138,373
Easton Village Trail [2]	0.9	\$618,779	\$556,901
Rails to Trails West Expansion (Planned) [3]	1.4	\$207,745	\$290,843
Port Street Trail (Planned) [3]	0.6	\$173,600	\$104,160
Waterside Village Trail Head-Parking (Planned) [3] [4]	0.1	\$623,500	\$62,350
TOTAL	6.1	\$253,768	\$1,547,984

<i>Level-of-Service Standards</i>	Residential
Proportionate Share	100%
Share of Miles	6.1
2022 Population	18,238
Trail Miles per 1,000 Persons	0.33

<i>Cost Analysis</i>	Residential
Trail Miles per 1,000 Persons	0.33
Average Cost per Mile	\$253,768
Capital Cost Per Person	\$84

[1] Includes paving, benches, trash receptacles, signs and crosswalk upgrades.

[2] Town cost is based on cost to date, trail is open for use with some remaining project element to be completed.

[3] Total Project Cost is estimated at \$2,056,250. Grant funding and developers agreements will fund the remaining \$1,598,897 portion of total costs.

[4] Town cost include the 0.1 mile of trail and the trail head parking lot.

Source: Town of Easton

PARKS & RECREATION OFFICE SPACE – INCREMENTAL EXPANSION

Currently, there is 900 square feet of office space for Parks & Recreation staff. The replacement cost of the space is \$304,996. Detailed in Figure 9, the current level of service is 49.98 square feet per person (900 square feet / 18,008 residents = 49.98 square feet per person). The capital cost per person is found by combining the level of service and the average cost per square foot, resulting in \$17 per person.

Figure 9. Parks & Recreation Office Space Level of Service and Cost Analysis

Facility	Square Feet	Total Replacement Cost
Parks & Rec Office Space	900	\$304,996
TOTAL	900	\$304,996

Level-of-Service Standards		Residential
Proportionate Share		100%
Share of Square Feet		900
2021 Population		18,008
Square Feet per 1,000 Persons		49.98

Cost Analysis		Residential
Square Feet per 1,000 Persons		49.98
Average Cost per Square Foot		\$339
Capital Cost Per Person		\$17

PARKS & RECREATION VEHICLES – INCREMENTAL EXPANSION

The Parks & Recreation Department has three vehicles for their dedicated use. The average cost per vehicle is \$27,400. Detailed in Figure 10, the current level of service is 0.17 vehicles per person (3 square feet / 18,008 residents = 0.17 vehicles per person). The capital cost per person is found by combining the level of service and the average cost per square foot, resulting in \$5 per person.

Figure 10. Parks & Recreation Vehicles Level of Service and Cost Analysis

Vehicles	Number of Units	Unit Cost	Total Replacement Cost
Pickup	2	\$27,300	\$54,600
Compact Car	1	\$27,600	\$27,600
TOTAL	3		\$82,200

Level-of-Service Standards		Residential
Proportionate Share		100%
Share of Vehicles		3.0
2021 Population		18,008
Vehicles per 1,000 Persons		0.17

Cost Analysis		Residential
Vehicles per 1,000 Persons		0.17
Average Cost per Vehicle		\$27,400
Capital Cost Per Person		\$5

PARKS & RECREATION CAPITAL IMPROVEMENTS NEEDED TO SERVE GROWTH

Needs due to future growth were calculated using the levels of service and cost factors for the infrastructure components. Growth-related needs are a projection of the amount of existing

infrastructure and estimated costs over a specified period needed to maintain levels of service for expected unit increases.

PARK LAND AND IMPROVEMENTS

The planned level of service of 0.93 acres per 1,000 persons is combined with the population projections to illustrate the need for park land and improvements. Shown in Figure 11, over the next ten years, there is a need for 1.50 new acres of improved parks. The average cost per acre (\$985,500) is multiplied by the need to find the projected capital need from growth (\$1,478,250).

Figure 11. Projected Demand for Park Land & Improvements

Infrastructure:		Park Land & Improvements	
Level of Service		Cost / Acre	
0.93	Acres	per 1,000 persons	\$985,500

Growth-Related Need for Park Land &			
Year		Population	Acres
Base	2021	18,008	16.7
Year 1	2022	18,238	16.9
Year 2	2023	18,467	17.1
Year 3	2024	18,697	17.3
Year 4	2025	18,827	17.5
Year 5	2026	18,958	17.6
Year 6	2027	19,088	17.7
Year 7	2028	19,218	17.8
Year 8	2029	19,349	17.9
Year 9	2030	19,479	18.1
Year 10	2031	19,609	18.2
Ten-Year Increase		1,601	1.50
Projected Expenditure			\$1,478,250

INDOOR RECREATION CENTER

The planned level of service of 6.22 square feet per person is combined with the population projections to illustrate the need for indoor recreation center to accommodate future growth. Shown in Figure 12, over the next ten years, there is a need for 9,961 square feet from growth. The average cost per square foot (\$94) is multiplied by the need to find the projected capital need from growth (\$936,334).

Figure 12. Projected Demand for Indoor Recreation Center

Infrastructure:		Indoor Recreation Center	
Level of Service			Cost / Sq. Ft.
6.22	Sq. Ft.	per person	\$94

Growth-Related Need for Indoor Recreation Center			
Year		Population	Square Feet
Base	2021	18,008	112,009
Year 1	2022	18,238	113,439
Year 2	2023	18,467	114,867
Year 3	2024	18,697	116,295
Year 4	2025	18,827	117,106
Year 5	2026	18,958	117,916
Year 6	2027	19,088	118,727
Year 7	2028	19,218	119,538
Year 8	2029	19,349	120,348
Year 9	2030	19,479	121,159
Year 10	2031	19,609	121,970
Ten-Year Increase		1,601	9,961
Projected Expenditure			\$936,334

RECREATION TRAILS

The level of service of 0.33 miles per 1,000 persons is combined with the population projections to illustrate the need for park land and improvements. Shown in Figure 13, over the next ten years, there is a need for 0.5 new miles of trails. The average cost per mile (\$253,768) is multiplied by the need to find the projected capital need from growth (\$126,884).

Figure 13. Projected Demand for Recreational Trails

Infrastructure:		Recreational Trails	
Level of Service			Cost / Mile
0.33	Miles	per 1,000 persons	\$253,768

Growth-Related Need for Recreational Trails			
Year		Population	Miles
Base	2021	18,008	5.9
Year 1	2022	18,238	6.0
Year 2	2023	18,467	6.0
Year 3	2024	18,697	6.1
Year 4	2025	18,827	6.2
Year 5	2026	18,958	6.2
Year 6	2027	19,088	6.2
Year 7	2028	19,218	6.3
Year 8	2029	19,349	6.3
Year 9	2030	19,479	6.4
Year 10	2031	19,609	6.4
Ten-Year Increase		1,601	0.5
Projected Expenditure			\$126,884

PARKS & RECREATION OFFICE SPACE

The level of service of 49.98 square feet per 1,000 persons is combined with the population projections to illustrate the need for office space. Shown in Figure 14, over the next ten years, there is a need for 80 square feet of office space. The average cost per square foot (\$339) is multiplied by the need to find the projected capital need from growth (\$27,111).

Figure 14. Projected Demand for Parks & Recreation Office Space

Infrastructure:		Parks & Rec Office Space	
Level of Service		Cost / Sq. Ft.	
49.98	Sq. Ft. per 1,000 persons	\$339	

Growth-Related Need for Parks & Rec Office Space			
Year		Population	Square Feet
Base	2021	18,008	900
Year 1	2022	18,238	912
Year 2	2023	18,467	923
Year 3	2024	18,697	934
Year 4	2025	18,827	941
Year 5	2026	18,958	948
Year 6	2027	19,088	954
Year 7	2028	19,218	961
Year 8	2029	19,349	967
Year 9	2030	19,479	974
Year 10	2031	19,609	980
Ten-Year Increase		1,601	80
Projected Expenditure			\$27,111

PARKS & RECREATION VEHICLES

The level of service of 0.17 vehicles per 1,000 persons is combined with the population projections to illustrate the need for office space. Shown in Figure 15, over the next ten years, there is a need for 0.3 new vehicles. The average cost per vehicle (\$27,400) is multiplied by the need to find the projected capital need from growth (\$8,220).

Figure 15. Projected Demand for Parks & Recreation Vehicles

Infrastructure:		Parks & Rec Vehicles	
Level of Service			Cost / Vehicle
0.17	Vehicles	per 1,000 persons	\$27,400

Growth-Related Need for Parks & Rec Vehicles			
Year		Population	Vehicles
Base	2021	18,008	3.0
Year 1	2022	18,238	3.1
Year 2	2023	18,467	3.1
Year 3	2024	18,697	3.1
Year 4	2025	18,827	3.2
Year 5	2026	18,958	3.2
Year 6	2027	19,088	3.2
Year 7	2028	19,218	3.2
Year 8	2029	19,349	3.2
Year 9	2030	19,479	3.3
Year 10	2031	19,609	3.3
Ten-Year Increase		1,601	0.3
Projected Expenditure			\$8,220

COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in the fee is the cost for preparation of the Parks & Recreation development impact fees. This is calculated based on the projected growth in Easton population over the next five years, which is the recommended period of time impact fees should be in effect before reevaluation to reflect changes in development and levels of service. Between 2021 and 2026, the Town of Easton population is projected to grow by 950 persons. The Parks & Recreation portion (\$13,471) of the consultant fee is divided by 950 to derive a per person cost of \$14.

Figure 16. Development Fee Preparation Cost (Parks & Recreation Portion)

Component	Cost
Parks & Rec Consultant Fee	\$13,471

Level-of-Service Standards	Residential
Proportionate Share	100%
Share of Consultant Fee	\$13,471
Population Increase in 5 Years	950
Cost per Person	\$14

CREDIT EVALUATION

TischlerBise is including a credit for future debt payments on the Parks & Recreation portion of the 2015 and 2020 Public Facilities and Refunding Bonds. Total payments attributable to Parks & Recreation uses equals \$7,179,275, and principal payments are allocated 59.8 percent to residential development based on the existing townwide assessed value of the tax base. Dividing the principal payments by population in each year, and then applying a 2.47 percent discount rate, yields a net present value of \$156 per person.

Figure 17. Credit for Future Debt Payments

Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%
Base Year	\$53,753	\$32,157	\$21,596
2022	\$31,688	\$18,957	\$12,731
2023	\$31,454	\$18,817	\$12,637
2024	\$290,984	\$174,078	\$116,906
2025	\$300,749	\$179,920	\$120,829
2026	\$310,515	\$185,763	\$124,752
2027	\$320,045	\$191,464	\$128,581
2028	\$329,341	\$197,025	\$132,316
2029	\$343,637	\$205,577	\$138,060
2030	\$332,511	\$198,921	\$133,590
2031	\$342,511	\$204,904	\$137,607
2032	\$347,511	\$207,895	\$139,616
2033	\$352,511	\$210,886	\$141,625
2034	\$357,511	\$213,877	\$143,634
2035	\$362,277	\$216,729	\$145,548
2036	\$367,277	\$219,720	\$147,557
2037	\$365,000	\$218,358	\$146,642
2038	\$370,000	\$221,349	\$148,651
2039	\$380,000	\$227,331	\$152,669
2040	\$385,000	\$230,322	\$154,678
2041	\$395,000	\$236,305	\$158,695
2042	\$400,000	\$239,296	\$160,704
2043	\$410,000	\$245,278	\$164,722
Total	\$7,179,275	\$4,294,929	\$2,884,346

Residential			
Fiscal Year	Payment	Projected Population	Payment/ Person
2021	\$32,157	18,008	\$1.79
2022	\$18,957	18,238	\$1.04
2023	\$18,817	18,467	\$1.02
2024	\$174,078	18,697	\$9.31
2025	\$179,920	18,827	\$9.56
2026	\$185,763	18,958	\$9.80
2027	\$191,464	19,088	\$10.03
2028	\$197,025	19,218	\$10.25
2029	\$205,577	19,349	\$10.62
2030	\$198,921	19,479	\$10.21
2031	\$204,904	19,609	\$10.45
2032	\$207,895	19,740	\$10.53
2033	\$210,886	19,870	\$10.61
2034	\$213,877	20,000	\$10.69
2035	\$216,729	20,131	\$10.77
2036	\$219,720	20,261	\$10.84
2037	\$218,358	20,391	\$10.71
2038	\$221,349	20,522	\$10.79
2039	\$227,331	20,652	\$11.01
2040	\$230,322	20,782	\$11.08
2041	\$236,305	20,913	\$11.30
2042	\$239,296	21,043	\$11.37
2043	\$245,278	21,173	\$11.58
Total	\$4,294,929		\$215.36
		Discount Rate	2.47%
		Total Credit per Person	\$156

PARKS & RECREATION INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 18 provides a summary of the input variables (described in the chapter sections above) used to calculate the net capital cost per person of park land and improvements, indoor recreation centers, recreational trails, parks office, and vehicles. The Parks & Recreation impact fees are the product of persons per household, by type, multiplied by the total net capital cost per person. Fees are provided for the single family and multifamily housing type. Also shown is a comparison with the Town's current fees. An example of the calculation for a single family unit is: the net capital cost per person (\$1,466) multiplied by the persons per household for that size unit (2.28) to arrive at the development impact fee per average single family unit of \$3,342.

Figure 18. Parks & Recreation Maximum Supportable Impact Fees

Fee Component	Cost per Person
Park Land & Improvements	\$917
Indoor Sports Complex	\$585
Recreational Trails	\$84
Parks & Rec Office Space	\$17
Parks & Rec Vehicles	\$5
Impact Fee Study	\$14
GROSS CAPITAL COST	\$1,622
Debt Service Credit	(\$156)
NET CAPITAL COST	\$1,466

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$3,342	\$1,055	\$2,287
Multifamily	1.82	\$2,668	\$838	\$1,830

CASH FLOW PROJECTIONS FOR PARKS & RECREATION MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the Town of Easton, if the Parks & Recreation development fee is implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter and the development projections discussed in Appendix A.

At the top of Figure 19, the cost for growth over the next ten years is listed. The total cost of the Easton Point Park is included for comparison purposes, although only a portion is attributed to growth. Overall, the maximum supportable fee amount covers nearly all the future growth's cost. The funding gap is a result of the credit included in the analysis.

Figure 19. Cash Flow Summary for Parks & Recreation

Infrastructure Costs for Park & Rec Facilities

	Total Cost	Growth Cost
Park Land & Improvements	\$18,930,750	\$1,478,250
Parks & Rec Vehicles	\$8,220	\$8,220
Indoor Sports Complex	\$12,220,000	\$936,334
Parks & Rec Office Space	\$27,111	\$27,111
Recreational Trails	\$126,884	\$126,884
Impact Fee Study	\$13,471	\$13,471
Total Expenditures	\$31,326,436	\$2,590,270

Projected Development Impact Fee Revenue

		Single Family \$3,342 per unit	Multifamily \$2,668 per unit	Retail \$0 per KSF	Office/Inst. \$0 per KSF	Industrial \$0 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$1,851,468	\$400,200	\$0	\$0	\$0
Projected Revenue =>						\$2,251,668
Total Expenditures =>						\$2,590,270
Non-Impact Fee Funding =>						\$338,602

MUNICIPAL DEVELOPMENT IMPACT FEE ANALYSIS

METHODOLOGY

For Municipal facilities and vehicles, TischlerBise recommends an *incremental expansion* approach because current inventory is sufficient to serve current demand. The Municipal Facilities impact fees for residential development are calculated on a per capita basis, and then converted, using persons per housing unit factors, to an appropriate amount for each type of housing unit. For nonresidential development, the fee methodology allocates the capital costs on a per employee basis.

COST ALLOCATION FOR MUNICIPAL INFRASTRUCTURE

Proportionate share factors, shown in Figure 20, were used to allocate capital costs to residential and nonresidential development. Characteristics of the residential population and workers in the Town of Easton were analyzed to determine demand by type of land use using “person-hours.” For residential development, the proportionate share factor is based on estimated person hours of *non-working residents plus the non-working hours of resident workers*. The portion of the population not working is estimated at 8,733 in 2015. (This is calculated by subtracting the Longitudinal Employer-Household Dynamics (LEHD) web-based application OnTheMap estimate of employed residents of the Town (7,866) from the ACS population count (16,599)). For these residents, 20 hours per day is allocated to residential demand. According to the 2015 ACS data, workers who live in Easton total 7,866. (Of the 7,866 workers living in Town, the U.S. Census estimates that 2,758 work in Easton and 5,108 work outside the Town.) For workers living in the Town, 14 hours per day is allocated to residential demand. Time spent at work (10 hours) is allocated to nonresidential development. Based on estimated person hours, the cost allocation is **62 percent for residential development** (284,784 person hours of residential demand out of a total 459,146 person hours)

For nonresidential development, 10 hours per person is estimated for each worker. For the 2,758 estimated Town residents working in Town and the 11,185 non-resident workers (estimated based on the number of jobs in the Town minus resident workers), 10 hours of demand per day is allocated. Based on estimated person hours, the cost allocation is **38 percent for nonresidential development** (174,362 person hours of nonresidential demand out of a total 459,146 person hours). The following figure provides further detail on calculation of proportionate share.

Figure 20. Proportionate Share Factors for Municipal Facilities

Demand Units in 2015				
			Demand Hours/Day	Person Hours
Residential				
Population*	16,599			
Residents Not Working	8,733		20	174,660
Employed Residents	7,866			
Employed in Easton	2,758	14		38,612
Employed outside Easton	5,108	14		71,512
Residential Subtotal				284,784
Residential Share =>				62%
Nonresidential				
Non-working Residents	8,733	4		34,932
Jobs Located in Easton	13,943			
Residents Employed in Easton	2,758	10		27,580
Non-Resident Workers (inflow commuters)	11,185	10		111,850
Nonresidential Subtotal				174,362
Nonresidential Share =>				38%
TOTAL				459,146

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

* Source: U.S. Census Bureau, American Community Survey, 2015

MUNICIPAL FACILITIES LEVEL OF SERVICE AND COST ANALYSIS

The following section details the level of service calculations and capital cost per demand unit for each infrastructure category.

MUNICIPAL FACILITIES – INCREMENTAL EXPANSION

The Town of Easton has one main municipal facility, Town Hall. Figure 21 provides a current level of service for the municipal facility. Based on the proportionate share factors discussed above, the Town Hall facility is allocated 62 percent to residential demand and 38 percent to nonresidential demand, for a level of service for Municipal facilities of 0.49 square feet per person and 0.34 square feet per job. Total cost for the existing facility is \$4,844,706, which results in a per capita cost of \$168 and a per job cost of \$116.

Figure 21. Municipal Facilities Level of Service and Cost Allocation

Facility	Square Feet	Replacement Cost
Town Hall	14,145	\$4,844,706
TOTAL	14,145	\$4,844,706

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62.0%	38.0%
Share of Facility Square Feet	8,770	5,375
2021 Population or Jobs	18,008	15,722
Square Feet per Person or Jobs	0.49	0.34

<i>Cost Analysis</i>	Residential	Nonresidential
Square Feet per Person or Jobs	0.49	0.34
Cost per Square Foot	\$343	\$343
Capital Cost Per Person or Job	\$168	\$116

MUNICIPAL VEHICLES – INCREMENTAL EXPANSION

The Town of Easton owns vehicles that are used for general government purposes. Current inventory and level of service standards are provided below in Figure 22. Proportionate share is applied to 2021 population and jobs for a current LOS of 0.21 vehicles per 1,000 residents, and 0.15 vehicles per 1,000 jobs in the Town of Easton. To determine net capital cost per person, TischlerBise applies the average unit cost (\$30,250) to the existing LOS (discussed above). This yields a capital cost per person of \$6 and \$5 per job.

Figure 22. Municipal Vehicles Level of Service and Cost Allocation

Vehicles	Number of Units	Unit Cost	Total Replacement
Planning & Zoning Pick-Up	1	\$35,000	\$35,000
Code Enforcement Mid-Size	2	\$27,600	\$55,200
Building Inspection Pick-Up	1	\$27,600	\$27,600
Building Inspection Mid-Size Pick-Up	1	\$36,100	\$36,100
Administration Mid-Size	1	\$27,600	\$27,600
TOTAL	6		\$181,500

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62.0%	38.0%
Share of Vehicles	3.7	2.3
2021 Population or Jobs	18,008	15,722
Vehicles per 1,000 Persons or Jobs	0.21	0.15

<i>Cost Analysis</i>	Residential	Nonresidential
Vehicles per 1,000 Persons or Jobs	0.21	0.15
Average Cost per Vehicle	\$30,250	\$30,250
Capital Cost Per Person or Jobs	\$6	\$5

PROJECTED DEMAND FOR MUNICIPAL CAPITAL IMPROVEMENTS

Needs due to future growth were calculated using the levels of service and cost factors for the infrastructure components. Growth-related needs are a projection of the amount of existing infrastructure and estimated costs over a specified period needed to maintain levels of service for expected unit increases.

MUNICIPAL FACILITIES

Municipal facility needs to accommodate future growth can be calculated from the above levels of service and cost factors. Growth-related needs are a projection of facility space and estimated costs over a specified period needed to maintain current levels of service for expected growth. In total, new development demands an additional 1,270 square feet of municipal facilities at a cost of \$434,979.

Figure 23. Projected Demand for Municipal Facilities

Infrastructure	Level of Service		Demand Unit	Cost / Sq. Ft.
Municipal Office Space	Residential	0.49	per persons	\$343
	Nonresidential	0.34	per jobs	

Growth-Related Need for Municipal Office Space						
Year		Population	Jobs	Residential Square Feet	Nonresidential Square Feet	Total Square Feet
Base	2021	18,008	15,722	8,823	5,345	14,168
Year 1	2022	18,238	15,942	8,936	5,420	14,356
Year 2	2023	18,467	16,165	9,049	5,496	14,545
Year 3	2024	18,697	16,285	9,161	5,537	14,698
Year 4	2025	18,827	16,405	9,225	5,578	14,803
Year 5	2026	18,958	16,526	9,289	5,619	14,908
Year 6	2027	19,088	16,649	9,353	5,661	15,014
Year 7	2028	19,218	16,772	9,416	5,702	15,118
Year 8	2029	19,349	16,896	9,480	5,745	15,225
Year 9	2030	19,479	17,021	9,544	5,787	15,331
Year 10	2031	19,609	17,147	9,608	5,830	15,438
Ten-Year Increase		1,601	1,425	785	485	1,270
Projected Expenditure				\$268,865	\$166,114	\$434,979

Growth-Related Expenditures for Municipal Office Space	\$434,979
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MUNICIPAL VEHICLES

Municipal vehicle needs to accommodate future growth can be calculated from the levels of service and cost factors from Figure 22. Growth-related needs are a projection of facility space and estimated costs over a specified period needed to maintain current levels of service for expected growth. In total, new development demands an additional 0.6 units of municipal vehicles at a cost of \$18,150.

Figure 24. Projected Demand for Municipal Vehicles

Infrastructure	Level of Service		Demand Unit	Cost / Unit
Municipal Vehicles	Residential	0.21	Units	per 1,000 persons
	Nonresidential	0.15		per 1,000 jobs
				\$30,250

Growth-Related Need for Municipal Vehicles						
Year		Population	Jobs	Residential Units	Nonresidential Units	Total Units
Base	2021	18,008	15,722	3.7	2.4	6.1
Year 1	2022	18,238	15,942	3.8	2.4	6.2
Year 2	2023	18,467	16,165	3.8	2.4	6.2
Year 3	2024	18,697	16,285	3.9	2.4	6.3
Year 4	2025	18,827	16,405	3.9	2.5	6.4
Year 5	2026	18,958	16,526	3.9	2.5	6.4
Year 6	2027	19,088	16,649	4.0	2.5	6.5
Year 7	2028	19,218	16,772	4.0	2.5	6.5
Year 8	2029	19,349	16,896	4.0	2.5	6.5
Year 9	2030	19,479	17,021	4.0	2.6	6.6
Year 10	2031	19,609	17,147	4.1	2.6	6.7
Ten-Year Increase		1,601	1,425	0.4	0.2	0.6
		Projected Expenditure		\$12,100	\$6,050	\$18,150

Growth-Related Expenditures for Municipal Vehicles	\$18,150
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COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in the fee is the cost for preparation of the Municipal portion of the development impact fees. This is calculated based on the projected growth in Easton population and jobs over the next five years, which is the recommended period of time impact fees should be in effect before reevaluation to reflect changes in development and levels of service. Between 2021 and 2026, the Town of Easton is projected to grow by 950 persons and 805 jobs. The municipal portion (\$12,901) of the consultant fee is first multiplied by proportionate share factors by land use, and then divided by the increase in demand units to derive costs of \$8 per person and \$6 per job.

Figure 25. Development Fee Preparation Cost (Municipal Portion)

Component	Cost
Municipal Consultant Fee	\$12,901

Level-of-Service Standards	Residential	Nonresidential
Proportionate Share	62.0%	38.0%
Share of Consultant Fee	\$7,999	\$4,902
Demand Unit Increase in 5 Years	950	805
Cost per Person or Job	\$8	\$6

CREDIT EVALUATION

To ensure fee-payers avoid potential double payment for annual debt service, TischlerBise included a credit in the development impact fee calculations for the debt issued for the Public Facilities and Refunding Bond 2015, of which 1 percent was allocated to Municipal uses. The repayment of annual debt service is allocated based on the residential and nonresidential share of the existing assessed value of the town's tax base. To account for the time value of money, annual payments are discounted using a net present value formula based on the applicable discount (interest) rate. This results in a credit of \$2 per person and \$2 per job.

Figure 26. Credit for Future Debt Payments

				Residential				Nonresidential			
Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%	Fiscal Year	Payment	Projected Population	Payment/ Person	Fiscal Year	Payment	Projected Jobs	Payment/ Job
Base Year	\$6,580	\$3,936	\$2,644	2021	\$3,936	18,008	\$0.22	2021	\$2,644	15,722	\$0.17
2022	\$11,079	\$6,628	\$4,451	2022	\$6,628	18,238	\$0.36	2022	\$4,451	15,942	\$0.28
2023	\$11,079	\$6,628	\$4,451	2023	\$6,628	18,467	\$0.36	2023	\$4,451	16,165	\$0.28
2024	\$6,531	\$3,907	\$2,624	2024	\$3,907	18,697	\$0.21	2024	\$2,624	16,285	\$0.16
2025	\$6,483	\$3,878	\$2,605	2025	\$3,878	18,827	\$0.21	2025	\$2,605	16,405	\$0.16
2026	\$6,386	\$3,820	\$2,566	2026	\$3,820	18,958	\$0.20	2026	\$2,566	16,526	\$0.16
2027	\$6,338	\$3,792	\$2,546	2027	\$3,792	19,088	\$0.20	2027	\$2,546	16,649	\$0.15
2028	\$6,289	\$3,762	\$2,527	2028	\$3,762	19,218	\$0.20	2028	\$2,527	16,772	\$0.15
2029	\$6,192	\$3,704	\$2,488	2029	\$3,704	19,349	\$0.19	2029	\$2,488	16,896	\$0.15
2030	\$6,047	\$3,618	\$2,429	2030	\$3,618	19,479	\$0.19	2030	\$2,429	17,021	\$0.14
2031	\$5,902	\$3,531	\$2,371	2031	\$3,531	19,609	\$0.18	2031	\$2,371	17,147	\$0.14
2032	\$1,548	\$926	\$622	2032	\$926	19,740	\$0.05	2032	\$622	17,274	\$0.04
2033	\$1,548	\$926	\$622	2033	\$926	19,870	\$0.05	2033	\$622	17,402	\$0.04
2034	\$1,548	\$926	\$622	2034	\$926	20,000	\$0.05	2034	\$622	17,531	\$0.04
2035	\$1,548	\$926	\$622	2035	\$926	20,131	\$0.05	2035	\$622	17,660	\$0.04
2036	\$1,548	\$926	\$622	2036	\$926	20,261	\$0.05	2036	\$622	17,791	\$0.03
2037	\$1,500	\$897	\$603	2037	\$897	20,391	\$0.04	2037	\$603	17,923	\$0.03
2038	\$1,500	\$897	\$603	2038	\$897	20,522	\$0.04	2038	\$603	18,055	\$0.03
Total	\$89,646	\$53,628	\$36,018	Total	\$53,628		\$2.85	Total	\$36,018		\$2.19
						Discount Rate	2.47%			Discount Rate	2.47%
						Total Credit per Person	\$2			Total Credit per Job	\$2

MUNICIPAL FACILITIES INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 27 provides a summary of the input variables used to calculate the net capital cost per person and per job of Municipal facilities and vehicles.

The residential Municipal Facilities Impact Fees are the product of persons per household by type multiplied by the total net capital cost per person. Fees are provided for the single family and multifamily housing types. Each PPHH factor is multiplied by the net capital cost per person to derive the impact fee per unit. The nonresidential impact fees are the product of jobs per 1,000 square feet of nonresidential land use multiplied by the net capital cost. An example of the calculation for an average single-family unit is: the net capital cost per person (\$180) multiplied by the persons per household for that size unit (2.28) to arrive at the development impact fee of \$410 per unit. Also shown is a comparison with the Town's current fees.

Figure 27. Municipal Facilities Maximum Supportable Impact Fees

Fee Component	Cost per Person	Cost per Job
Municipal Office Space	\$168	\$116
Municipal Vehicles	\$6	\$5
Impact Fee Study	\$8	\$6
GROSS CAPITAL COST	\$182	\$127
Debt Service Credit	(\$2)	(\$2)
NET CAPITAL COST	\$180	\$125

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$410	\$157	\$253
Multifamily	1.82	\$328	\$125	\$203

Nonresidential

Development Type	Jobs per 1,000 Sq Ft	Maximum Supportable Fee per KSF	Current Fees	Increase/ (Decrease)
Retail	2.34	\$293	\$50	\$243
Office	2.97	\$371	\$80	\$291
Industrial	1.59	\$199	\$40	\$159
Warehousing	0.34	\$43	\$40	\$3
Institutional	2.83	\$354	\$70	\$284
Medical Office	4.00	\$500	\$70	\$430
Hotel	0.97	\$121	\$15	\$106

CASH FLOW PROJECTIONS FOR MUNICIPAL MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the Town of Easton, if the Municipal Facilities Impact Fees are implemented at the maximum supportable amounts. The summary provides an indication of the impact fee revenue generated by new development and capital expenditures necessary to meet the demand for new Municipal facilities and vehicles brought about by new development.

Overall, impact fee revenue is projected to cover all but a small portion of the capital needs to accommodate new growth. A funding gap is expected when a credit is included in the impact fee analysis to ensure there are no double payment scenarios.

Figure 28. Cash Flow Summary for Municipal Facilities Impact Fees

Infrastructure Costs for Municipal Facilities

	Total Cost	Growth Cost
Municipal Office Space	\$434,979	\$434,979
Municipal Vehicles	\$18,150	\$18,150
Impact Fee Study	\$12,901	\$12,901
Total Expenditures	\$466,030	\$466,030

Projected Development Impact Fee Revenue

		Single Family \$410 per unit	Multifamily \$328 per unit	Retail \$293 per KSF	Office/Inst. \$371 per KSF	Industrial \$199 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$227,140	\$49,200	\$39,415	\$124,047	\$14,776
Projected Revenue =>						\$454,578
Total Expenditures =>						\$466,030
Non-Impact Fee Funding =>						\$11,453

TRANSPORTATION DEVELOPMENT IMPACT FEE ANALYSIS

METHODOLOGY

The Town of Easton Transportation impact fees are calculated using two methodologies—a plan-based approach for transportation system improvements, and an incremental expansion approach for public works facilities and public works vehicles. The plan-based methodology utilizes a current capital improvement plan to allocate the capital costs of growth-related projects to a future level of service while the incremental expansion methodology, documents the current level of service provided to development and serves to maintain this as new development occurs.

DEMAND FOR TRANSPORTATION INFRASTRUCTURE

The Town of Easton has planned several roads improvement projects intended to increase capacity and service new development. To estimate new development's share of costs associated with these projects, TischlerBise has developed a travel demand model for the Town of Easton. This model serves to establish the base year characteristics of demand for transportation services and, using the residential and nonresidential projections outlined in Appendix A, estimate the pace of future development's demand on the Town's arterial network.

The steps to calculate a current level of service for the Town of Easton street network involve calibrating existing development to the arterial street network. To do so, development units by type are multiplied by adjusted vehicle trip ends per development unit. The factors used to calculate the current level of service expressed in Vehicle Miles of Travel (VMT) are discussed below and shown in Figure 29 after the discussion.

TRIP LENGTH WEIGHTING FACTOR BY TYPE OF LAND USE

The Transportation impact fees methodology includes a percentage adjustment, or weighting factor, to account for trip length variation by type of land use. As documented in Table 6 of the 2009 National Household Travel Survey, vehicle trips from residential development are approximately 121 percent of the average trip length. The residential trip length adjustment factor includes data on home-base work trips, social, and recreational purposes. Conversely, shopping trips associated with commercial development are roughly 66 percent of the average trip length while other nonresidential development typically accounts for trips that are 73 percent of the average for all trips.

LANE CAPACITY

Transportation impact fees are based on established daily per-lane capacities for each classification of roadways. The daily per-lane capacity of minor arterials in Easton was established to be 7,000. The capacity for minor arterials is used to calculate Vehicle Miles of Travel (VMT) on the Town street network to reflect the ability of collector roads to absorb additional VMT before reaching capacity.

SUMMARY OF DEMAND MODEL INPUTS

Figure 29 shows the calibration of existing development to the current Town arterial and collector street network. Knowing the Town's current inventory of arterial lane miles (101.3), TischlerBise determined a weighted-average trip length of 9.30 miles on the current system using a series of spreadsheet iterations. As shown in Figure 29 below, based on the trip generation, trip adjustment, and trip length factors discussed above, are the adjusted VMT for each type of development in Easton.

Figure 29. Summary of Travel Demand Input Variables

Land Use	ITE Codes	Vehicle Trip Ends	Trip Adj. Factor	Trip Length Wgt. Factor	Vehicle Miles of Travel (VMT)
Residential (per housing unit)					
Single Family	210	8.80	63%	121%	62.39
Multifamily	220	4.00	63%	121%	28.36
Nonresidential (per 1,000 square feet)					
Retail	820	37.75	38%	66%	88.05
Office	710	9.74	50%	73%	33.06
Industrial	610	3.93	50%	73%	13.34
Institutional	140	10.72	50%	73%	36.39

Source: *Trip Generation*, Institute of Transportation Engineers, 10th Edition (2017); National Household Travel Survey, 2009; TischlerBise analysis

PROJECTED TRAVEL DEMAND

The projected need for system lane miles is a function of the ten-year development forecast (see Appendix A) and the existing infrastructure standards discussed above. A typical vehicle trip, such as a person leaving their home and traveling to work, generally begins on a local street that connects to a collector street, which connects to an arterial road and eventually to a state or interstate highway. For the purpose of impact fees, this progression of travel up and down the functional classification chain narrows the average trip length determination to the following question, "what is the average vehicle trip length on Transportation impact fee system improvements (i.e., the same type of streets used to document current infrastructure standards)?"

PROJECTED TRAVEL DEMAND

The projected need for system lane miles is a function of the ten-year development forecast (see Appendix A) and the existing infrastructure standards discussed above. A typical vehicle trip, such as a person leaving their home and traveling to work, generally begins on a local street that connects to a collector street, which connects to an arterial road and eventually to a state or interstate highway. For the purpose of impact fees, this progression of travel up and down the functional classification chain narrows the average trip length determination to the following question, “what is the average vehicle trip length on Transportation impact fee system improvements (i.e., the same type of streets used to document current infrastructure standards)?”

As shown in Figure 30 below, new development increases vehicle miles of travel from 709,245 in 2021 to 771,950 in 2031, for a net increase of 62,706 VMT. When VMT is compared to the current infrastructure (existing level of service) standards discussed previously new development generates the need for an additional 8.6 lane miles of Town-maintained roads in the next 10 years.

Figure 30. Transportation Improvement Demand Model

	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Single Family Units	6,000	6,084	6,169	6,253	6,296	6,339	6,382	6,425	6,468	6,511	6,554	554
Multifamily Units	1,943	1,958	1,973	1,988	2,003	2,018	2,033	2,048	2,063	2,078	2,093	150
Retail KSF	1,758	1,771	1,784	1,797	1,811	1,824	1,838	1,851	1,865	1,879	1,893	135
Office/Inst. KSF	3,390	3,450	3,511	3,537	3,563	3,589	3,616	3,643	3,670	3,697	3,724	334
Industrial KSF	970	978	985	992	999	1,007	1,014	1,022	1,029	1,037	1,045	74
Single Family Units Trips	33,264	33,732	34,199	34,667	34,905	35,143	35,382	35,620	35,859	36,097	36,335	3,071
Multifamily Units Trips	4,896	4,934	4,972	5,010	5,048	5,085	5,123	5,161	5,199	5,237	5,274	378
Residential Subtotal	38,160	38,666	39,171	39,676	39,953	40,229	40,505	40,781	41,057	41,334	41,610	3,449
Retail Trips	25,221	25,407	25,595	25,785	25,975	26,168	26,361	26,556	26,753	26,951	27,150	1,930
Office Trips	16,509	16,802	17,098	17,225	17,352	17,480	17,610	17,740	17,871	18,004	18,137	1,628
Industrial Trips	1,907	1,921	1,935	1,950	1,964	1,979	1,993	2,008	2,023	2,038	2,053	146
Nonresidential Subtotal	43,636	44,130	44,628	44,959	45,291	45,627	45,964	46,304	46,647	46,992	47,340	3,704
Total Trips	81,796	82,796	83,800	84,635	85,244	85,855	86,469	87,086	87,704	88,326	88,950	7,153
Arterial Road VMT	709,245	718,166	727,112	734,917	740,160	745,418	750,692	755,982	761,289	766,611	771,950	62,706
Arterial Road Lane Miles	101.3	102.6	103.9	105.0	105.7	106.5	107.2	108.0	108.8	109.5	110.3	8.96

TRANSPORTATION LEVEL OF SERVICE AND COST ANALYSIS

ROADS IMPROVEMENTS – PLAN BASED

Figure 31 summarizes the cost of planned transportation system improvements to accommodate growth in the Town of Easton over the next 10 years. The Town of Easton plans to spend approximately \$7.74 million on the projects listed below, which will benefit both new and existing development.

The Town of Easton has identified three road segments, which once constructed will improve access to Town amenities, provide better circulation on the streets network, and increase the transportation system by 4.04 lane miles. Identified improvements include three new collector roads. Two of the projects are connecting different roads for increased capacity, while the third upgrades and existing road to increase its capacity.

As shown in the demand model additional lane miles are needed to accommodate an increase of VMT. The increase in VMT represents a 9 percent growth over current demand. Shown in Figure 31 below, the cost of each identified system improvement is adjusted by 9 percent to reflect the portion that is attributable to growth.

To calculate a capital cost per net new VMT between 2021 and 2031 the growth portion (\$696,000) of the planned system improvement costs is divided by the net new VMT (62,706), resulting in a cost per Vehicle Mile of Travel of \$11.

Figure 31. Summary of Growth-Related Transportation Projects (10-Year Plan)

Street Name	Classification	Description	Lanes	Lane Miles	Total Cost	Growth Share [1]	Growth Cost
RTC Parks Property Access	Collector	Connect Rt. 50 to RTC Park	2	0.66	\$1,400,000	9%	\$126,000
Mistletoe Hall Farm	Collector	Connect to Goldsborough Neck Rd	2	1.48	\$2,500,000	9%	\$225,000
Port Street Corridor Plan	Corridor	Upgrading roadways and access to Easton Point	2	1.90	\$3,840,000	9%	\$345,600
TOTAL				4.04	\$7,740,000		\$696,600
Total Cost for Road Projects							\$696,600
VMT Increase 2021-2031							62,706
Capital Cost per VMT							\$11

[1] Note: the growth share of the road projects is calculated by analyzing the growth in vehicle miles traveled (VMT) over the next ten years. From 2021 to 2031, projected new residential and nonresidential development results in VMT increasing by 9 percent.

PUBLIC WORKS FACILITIES – INCREMENTAL EXPANSION

As shown in Figure 41, the Town's current inventory of Public Works facilities totals 43,535 square feet. Since demand for public works space is estimated in per 1,000 vehicle miles traveled (VMT), there is no need to allocate the current inventory to residential and nonresidential development based on functional population. Using VMT to indicate demand for Public Works space treats residential and nonresidential development equally.

The current level of service is found by dividing the allocated floor area by the 2021 vehicles miles traveled (VMT). See the previous discussion for a detailed derivation of base year VMT estimates for the Town of Easton. The current level of service for the Town's public works facilities is 61.38 square feet per 1,000 VMT.

Based on the replacement cost of the current inventory (\$3,465,541), the average cost per square foot is \$80 for public works facilities. To find the capital cost per VMT, the level of service standard (61.38 square feet per 1,000 VMT) is applied to the average cost per square foot. This calculation results in a capital cost per VMT of \$5 for public works facilities.

Figure 32. Public Works Facilities Level of Service and Cost Allocation

Facility	Square Feet	Replacement Cost
Public Works Office	21,050	\$1,472,530
Public Works Shop	7,500	\$1,203,638
Salt Distribution	4,000	\$360,900
Storage Buildings	10,985	\$428,473
TOTAL	43,535	\$3,465,541

Level-of-Service Standards

Total Square Feet	43,535
2021 Vehicle Miles Traveled	709,245
Square Feet per 1,000 VMT	61.38

Cost Analysis

Square Feet per 1,000 VMT	61.38
Average Cost per Square Foot	\$80
Capital Cost Per VMT	\$5

PUBLIC WORKS VEHICLES – INCREMENTAL EXPANSION

As shown in Figure 41, the Town's current inventory of Public Works vehicles totals 84 vehicles. Since demand for public works vehicles is estimated in per 1,000 vehicle miles traveled (VMT), there is no need to allocate the current inventory to residential and nonresidential development based on functional population. Using VMT to indicate demand for Public Works vehicles treats residential and nonresidential development equally.

The current level of service is found by dividing the allocated floor area by the 2021 vehicles miles traveled (VMT). See the previous discussion for a detailed derivation of base year VMT estimates for the Town of Easton. The current level of service for the Town's public works vehicles is 0.12 vehicles per 1,000 VMT.

Based on the replacement cost of the current inventory (\$6,007,500), the average cost per vehicle is \$71,500. To find the capital cost per VMT, the level of service standard (0.12 vehicles per 1,000 VMT) is applied to the average cost per vehicle. This calculation results in a capital cost per VMT of \$9 for public works vehicles.

Figure 33. Public Works Vehicles Level of Service and Cost Allocation

Vehicles	Units in Service	Unit Cost	Total Replacement Cost
Pickups	19	\$29,900	\$568,100
Dump, Garbage, Other Large Trucks	20	\$183,800	\$3,676,000
Sweeper	2	\$159,600	\$319,200
Backhoe	3	\$106,000	\$318,000
Chipper	2	\$90,300	\$180,600
Loader	2	\$140,900	\$281,800
Mini Excavator	2	\$78,600	\$157,200
Other	34	\$14,900	\$506,600
TOTAL	84		\$6,007,500

Level-of-Service Standards

Total Units in Service	84
2021 Vehicle Miles Traveled	709,245
Square Feet per 1,000 VMT	0.12

Cost Analysis

Square Feet per 1,000 VMT	0.12
Average Cost per Vehicle	\$71,500
Capital Cost Per VMT	\$9

TRANSPORTATION CAPITAL IMPROVEMENT NEEDS TO SERVE GROWTH

PUBLIC WORKS FACILITIES

Based on a projected increase of 62,706 VMT persons over the next 10 years in the Town of Easton, development demands an additional 3,849 square feet (62,706 additional VMT x 61.38 square feet per 1,000 VMT) of public works facilities. Projected growth-related expenditures for public works facilities equals \$307,920 (3,849 square feet x \$80 per square foot).

Figure 34. Projected Demand for Public Works Facilities

Infrastructure		Public Works Facilities	
Level of Service		Demand Unit	Unit Cost
61.38	Sq. Ft.	per 1,000 VMT	\$80

Growth-Related Need for Public Works Facilities			
Year		Vehicle Miles Traveled	Public Works Square Feet
Base	2019	709,245	43,533
Year 1	2020	718,166	44,081
Year 2	2021	727,112	44,630
Year 3	2022	734,917	45,109
Year 4	2023	740,160	45,431
Year 5	2024	745,418	45,754
Year 6	2025	750,692	46,077
Year 7	2026	755,982	46,402
Year 8	2027	761,289	46,728
Year 9	2028	766,611	47,055
Year 10	2029	771,950	47,382
Ten-Year Increase		62,706	3,849
Projected Expenditure			\$307,920

Growth-Related Expenditures for Public Works Facilities	\$307,920
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PUBLIC WORKS VEHICLES

Based on a projected increase of 62,706 VMT persons over the next 10 years in the Town of Easton, development demands an additional 7.52 units (62,706 additional VMT x 0.12 units per 1,000 VMT) of public works vehicles. Projected growth-related expenditures for public works vehicles equals \$537,680 (7.52 units x \$71,500 per unit).

Figure 35. Projected Demand for Public Works Vehicles

Infrastructure		Public Works Vehicles	
Level of Service		Demand Unit	Unit Cost
0.12	Units	per 1,000 VMT	\$71,500

Growth-Related Need for Public Works Vehicles			
Year		Vehicle Miles Traveled	Public Works Vehicles
Base	2019	709,245	85.11
Year 1	2020	718,166	86.18
Year 2	2021	727,112	87.25
Year 3	2022	734,917	88.19
Year 4	2023	740,160	88.82
Year 5	2024	745,418	89.45
Year 6	2025	750,692	90.08
Year 7	2026	755,982	90.72
Year 8	2027	761,289	91.35
Year 9	2028	766,611	91.99
Year 10	2029	771,950	92.63
Ten-Year Increase		62,706	7.52
Projected Expenditure			\$537,680

Growth-Related Expenditures for Public Works Vehicles	\$537,680
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COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in the Transportation fee is the cost for preparation of the Transportation portion of the development impact fees. This is calculated based on the projected growth of vehicle miles of travel on the system improvements over the next five years, which is the recommended period of time impact fees should be in effect before reevaluation to reflect changes in development and levels of service. Between 2021 and 2026 the Town of Easton is projected to see an additional 36,173 VMT. The Transportation portion (\$22,103) of the consultant fee is divided by the increase in VMT to derive per VMT costs of \$1. See Figure 36.

Figure 36. Development Fee Preparation Cost (Transportation Portion)

Component	Cost
Transportation Consultant Fee	\$22,103

Level-of-Service Standards

Consultant Fee	\$22,103
VMT Increase in 5 Years	36,173
Cost per Person	\$1

CREDIT FOR FUTURE PRINCIPAL PAYMENTS

To ensure fee-payers avoid potential double payment for annual debt service, TischlerBise included a credit in the development impact fee calculations for the debt issued for the Public Facilities and Refunding Bond 2015, of which 54.2 percent was allocated to Public Works uses. The repayment of annual debt service is allocated based on the existing assessed value residential and nonresidential share of the town's tax base. To account for the time value of money, annual payments are discounted using a net present value formula based on the applicable discount (interest) rate. This results in a credit of \$5 per VMT.

Figure 37. Credit for Future Principal Payments on Public Works Facilities

Fiscal Year	Payment	Projected VMT	Payment/VMT
Base Year	\$620,263	720,618	\$0.86
2022	\$365,657	729,540	\$0.50
2023	\$362,949	735,907	\$0.49
2024	\$357,532	741,133	\$0.48
2025	\$354,823	746,376	\$0.48
2026	\$352,114	751,634	\$0.47
2027	\$346,697	756,908	\$0.46
2028	\$338,572	762,198	\$0.44
2029	\$330,446	767,505	\$0.43
2030	\$86,674	772,827	\$0.11
2031	\$86,674	778,166	\$0.11
2032	\$86,674	783,522	\$0.11
2033	\$86,674	788,894	\$0.11
2034	\$86,674	794,283	\$0.11
2035	\$83,966	799,689	\$0.10
2036	\$83,966	805,111	\$0.10
Total	\$4,030,355		\$5.36
		Discount Rate	2.47%
		Total Credit per VMT	\$5

TRANSPORTATION INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 38 provides a summary of the input variables (described in the chapter sections above) used to calculate the net capital cost per vehicle mile of travel for Transportation improvements, public works facilities, and public works vehicles.

The residential Transportation impact fees are the product of adjusted residential vehicle miles of travel multiplied by the total net capital cost per VMT. Fees are provided for multifamily units and an average sized single-family unit. Also shown is a comparison with the Town's current fees. To calculate the per unit residential fee, the average weekday vehicle trip factor is multiplied by both the trip rate

adjustment and the trip length weighting factor, and then by to average miles per trip to yield the fee per unit. The nonresidential transportation impact fees are calculated in the same way. Fees are provided for seven categories of nonresidential land uses. TischlerBise used 2017 weekday vehicle trip ends factors published by The Institute of Transportation Engineers in Trip Generation, 10th Edition.

Figure 38. Transportation Input Variables and Maximum Supportable Impact Fees

Fee Component	Cost per Vehicle Miles Traveled
Road Improvements	\$11
Public Work Facilities	\$5
Public Work Vehicles	\$9
Impact Fee Study	\$1
GROSS CAPITAL COST	\$26
Debt Service Credit	(\$5)
NET CAPITAL COST	\$21

Development Type	Average Daily Vehicle Trip Ends	Trip Rate Adjustment	Trip Length Weighting	Average Trip Length	Maximum Supportable Fee	Current Fees	Increase/ (Decrease)
Residential (per housing unit)							
Single Family	8.80	63%	1.21	9.30	\$1,310	\$807	\$503
Multifamily	4.00	63%	1.21	9.30	\$596	\$578	\$18
Nonresidential (per 1,000 square feet)							
Retail	37.75	38%	0.66	9.30	\$1,849	\$1,440	\$409
Office	9.74	50%	0.73	9.30	\$694	\$600	\$94
Industrial	3.93	50%	0.73	9.30	\$280	\$200	\$80
Warehousing	1.74	50%	0.73	9.30	\$124	\$200	(\$76)
Institutional	10.72	50%	0.73	9.30	\$764	\$720	\$44
Medical Office	34.80	50%	0.73	9.30	\$2,481	\$720	\$1,761
Hotel	13.85	50%	0.73	9.30	\$987	\$448	\$539

CASH FLOW PROJECTIONS FOR TRANSPORTATION MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the Town of Easton, if the Transportation impact fees are implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter. To the extent the rate of development either accelerates or slows down, there will be a corresponding change in the development fee revenue and capital costs.

The summary provides an indication of the impact fee revenue generated by new development, and capital expenditures necessary to meet the demand for new Transportation system improvements, public works facilities, and public works vehicles brought about by new development. The deficit shown in the cash flow represents the portion of system improvements that will not be recouped through impact fee revenues. The cash flow is affected by the reduction of impact fee revenue due to a credit for future payments of general obligation debt for the Public Works facility.

Figure 39. Cash Flow Summary for Transportation

Infrastructure Costs for Transportation Facilities

	Total Cost	Growth Cost
Roadway Improvements	\$7,740,000	\$696,600
Public Work Facilities	\$307,920	\$307,920
Public Work Vehicles	\$537,680	\$537,680
Impact Fee Study	\$22,103	\$22,103
Total Expenditures	\$8,607,703	\$1,564,303

Projected Development Impact Fee Revenue

		Single Family \$1,310 per unit	Multifamily \$596 per unit	Retail \$1,849 per KSF	Office/Inst. \$729 per KSF	Industrial \$202 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-year Increase		554	150	135	334	74
Projected Revenue		\$725,740	\$89,400	\$248,730	\$243,747	\$14,999
Projected Revenue =>						\$1,322,616
Total Expenditures =>						\$1,564,303
Non-Impact Fee Funding =>						\$241,687

POLICE DEVELOPMENT IMPACT FEE ANALYSIS

METHODOLOGY

There are three proposed components for the Police impact fees, facilities, training facilities, and vehicles. An *incremental expansion* methodology was used to determine the impact fees for Police facilities and Police vehicles. A *plan-based* methodology was used to for Police training facilities.

Police impact fees use different demand indicators for residential and nonresidential development. Residential impact fees are calculated on a per capita basis, and then converted to an appropriate amount for each type of housing unit, based on persons per housing unit. To calculate nonresidential impact fees, TischlerBise recommends using nonresidential vehicle trips as the best demand indicator for police impact fees. Trip generation rates are highest for commercial development, such as shopping centers, and lowest for industrial/warehouse development. Office/institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for police services from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, do not accurately reflect the demand for police services. If employees per thousand square feet were used as the demand indicator, Police impact fees would be too high for office/institutional development. If floor area were used as the demand indicator, the impact fees would be too high for industrial development.

COST ALLOCATION FOR POLICE INFRASTRUCTURE

Proportionate share factors, shown in Figure 40, were used to allocate capital costs to residential and nonresidential development. Characteristics of the residential population and workers in the Town of Easton were analyzed to determine demand by type of land use using “person-hours.” For residential development, the proportionate share factor is based on estimated person hours of *non-working residents plus the non-working hours of resident workers*. The portion of the population not working is estimated at 8,733 in 2015. (This is calculated by subtracting the Longitudinal Employer-Household Dynamics (LEHD) web-based application OnTheMap estimate of employed residents of the Town (7,866) from the ACS population count (16,599)). For these residents, 20 hours per day is allocated to residential demand. According to the 2015 ACS data, workers who live in Easton total 7,866. (Of the 7,866 workers living in Town, the U.S. Census estimates that 2,758 work in Easton and 5,108 work outside the Town.) For workers living in the Town, 14 hours per day is allocated to residential demand. Time spent at work (10 hours) is allocated to nonresidential development. Based on estimated person hours, the cost allocation is **62 percent for residential development** (284,784 person hours of residential demand out of a total 459,146 person hours).

For nonresidential development, 10 hours per person is estimated for each worker. For the 2,758 estimated Town residents working in Town and the 11,185 non-resident workers (estimated based on

the number of jobs in the Town minus resident workers), 10 hours of demand per day is allocated. Based on estimated person hours, the cost allocation is **38 percent for nonresidential development** (174,362 person hours of nonresidential demand out of a total 459,146 person hours). The following figure provides further detail on calculation of proportionate share.

Figure 40. Proportionate Share Factors for Police

Demand Units in 2015				
			Demand Hours/Day	Person Hours
Residential				
Population*	16,599			
Residents Not Working	8,733		20	174,660
Employed Residents	7,866			
Employed in Easton	2,758	14		38,612
Employed outside Easton	5,108	14		71,512
Residential Subtotal				284,784
Residential Share =>				62%
Nonresidential				
Non-working Residents	8,733		4	34,932
Jobs Located in Easton	13,943			
Residents Employed in Easton	2,758	10		27,580
Non-Resident Workers (inflow commuters)	11,185	10		111,850
Nonresidential Subtotal				174,362
Nonresidential Share =>				38%
TOTAL				459,146

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

* Source: U.S. Census Bureau, American Community Survey, 2015

POLICE LEVEL OF SERVICE AND COST ANALYSIS

The following section details the level of service calculations and capital cost per demand unit for each infrastructure category.

POLICE FACILITIES – INCREMENTAL EXPANSION

As shown in Figure 41, Police station space totals 26,674 square feet. The floor area is allocated to residential and nonresidential demand based on the functional population analysis. Of the attributed floor area, 16,538 square feet is allocated to residential demand and 10,136 square feet is allocated to nonresidential demand.

The current level of service is found by dividing the allocated floor area by the 2021 residential and nonresidential demand units (population and nonresidential vehicle trips). Specifically, 0.92 square feet per person and 0.23 square feet per nonresidential vehicle trips.

Based on the replacement cost of the police station (\$5,219,424), the average cost per square foot is \$196. To find the capital cost per person or per nonresidential vehicle trip, the level of service standards are applied to the average cost per square foot. For example, the residential cost per person is \$180 (0.23 square feet per person x \$196 per square foot = \$180 per person, rounded).

Figure 41. Police Facilities Level of Service and Cost Analysis

Facility	Square Feet	Replacement Cost
Police Station	26,674	\$5,219,424
TOTAL	26,674	\$5,219,424

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Facility Square Feet	16,538	10,136
2021 Population or Nonres. Trips	18,008	43,637
Square Feet per Person or Nonres. Trip	0.92	0.23

<i>Cost Analysis</i>	Residential	Nonresidential
Square Feet per Person or Nonres. Trip	0.92	0.23
Cost per Square Foot	\$196	\$196
Capital Cost Per Person or Nonres. Trip	\$180	\$45

POLICE VEHICLES – INCREMENTAL EXPANSION

As shown in Figure 41, the Town's current inventory of Police vehicles includes 37 units of vehicles. The vehicles are allocated to residential and nonresidential demand based on the functional population analysis. Of the attributed vehicles, 22.9 units are allocated to residential demand and 14.1 units are allocated to nonresidential demand.

The current level of service is found by dividing the allocated floor area by the 2021 residential and nonresidential demand units (population and nonresidential vehicle trips), and multiplying by 1,000. Specifically, 1.27 units per 1,000 persons and 0.32 units per 1,000 nonresidential vehicle trips.

Based on the replacement cost of the current inventory (\$1,340,100), the average cost unit is \$36,219. To find the capital cost per person or per nonresidential vehicle trip, the level of service standards are applied to the average cost per square foot. For example, the residential cost per person is \$46 (1.27 units per 1,000 persons x \$36,219 per unit / 1,000 = \$46 per person, rounded).

Figure 42. Police Vehicles Level of Service and Cost Allocation

Vehicles	Number of Units	Unit Cost	Total Replacement Cost
Administration – Full-Size SUV	4	\$40,700	\$162,800
Administration – Police Passenger Sedan	1	\$28,000	\$28,000
Administration – Truck Crew Cab	1	\$39,900	\$39,900
Patrol & Special Operations – Full-Size SUV	10	\$48,100	\$481,000
Patrol & Special Operations – Police Passenger Sedan	7	\$28,000	\$196,000
Patrol & Special Operations – Truck Crew Cab	1	\$39,900	\$39,900
Patrol K9 – Full-Size SUV	5	\$43,800	\$219,000
Emergency Command Unit – Compact SUV	1	\$21,700	\$21,700
SWAT – Transit Cargo Van	1	\$24,000	\$24,000
Transit Passenger Van (15 Persons)	1	\$46,800	\$46,800
Training	2	\$28,000	\$56,000
Utility Terrain Vehicle	1	\$15,600	\$15,600
Trailers	2	\$4,700	\$9,400
TOTAL	37		\$1,340,100

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Vehicles	22.9	14.1
2021 Population or Nonres. Trips	18,008	43,637
Vehicles per 1,000 Persons or Nonres. Trips	1.27	0.32

<i>Cost Analysis</i>	Residential	Nonresidential
Vehicles per 1,000 Persons or Nonres. Trips	1.27	0.32
Average Cost per Vehicle	\$36,219	\$36,219
Capital Cost Per Person or Nonres. Trip	\$46	\$12

POLICE TRAINING FACILITIES – INCREMENTAL EXPANSION

The Town of Easton has planned the construction of a new Police training facility that is estimated to serve current and new development to the year 2031. Thus, costs associated with the construction of the training facility is spread over all demand units in 2031. The planned training facility includes 3.5 acres of land at a total cost of \$158,000. This results in an improvement cost per acre of \$45,143.

The planned level of service is found by allocating the planned acreage by, by functional population, and multiplying it by the growth share. Then, applying the improvement cost per acre yields the capital cost per person or nonresidential vehicle trip. For example, the residential share of the new acreage multiplied by the growth share, and the improvement cost per acre, results in a capital cost per person of \$5 (2.17 acres X 9% growth share X \$45,143 = \$5 per person, rounded).

Figure 43. Police Training Facilities Level of Service and Cost Allocation

New Training/Shooting Range	
Total Improvement Cost	\$158,000
Total Acres	3.5
Improvement Cost per Acre	\$45,143

Residential Share (acres)	2021 Population	2031 Population	Population Increase	Growth Share	Cost per Acre	Capital Cost per Person
2.17	18,008	19,609	1,601	9%	\$45,143	\$5

Nonres. Share (acres)	2021 Nonres. Trips	2031 Nonres. Trips	Nonres. Trip Increase	Growth Share	Cost per Acre	Capital Cost per Nonres. Trip
1.33	43,637	47,340	3,703	8%	\$45,143	\$1

COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in the Police fee is the cost for preparation of the Police portion of the impact fees. This is calculated based on the projected growth in Easton population and nonresidential vehicle trips over the next five years, which is the recommended period of time impact fees should be in effect before reevaluation to reflect changes in development and levels of service. Between 2021 and 2026 the Town of Easton is projected to grow by 950 persons and to see an additional 1,990 nonresidential vehicle trips. The police portion (\$8,918) of the consultant fee is first multiplied by proportionate share factors by land use, and then divided by the increase in demand units to derive costs of \$6 per person and \$2 per trip.

Figure 44. Development Fee Preparation Cost (Police Portion)

Component	Cost
Police Consultant Fee	\$8,918

Level-of-Service Standards	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Consultant Fee	\$5,529	\$3,389
Demand Unit Increase in 5 Years	950	1,990
Cost per Person or Nonres. Trip	\$6	\$2

POLICE CAPITAL IMPROVEMENT NEEDS TO SERVE GROWTH

POLICE FACILITIES

Based on a projected population increase of 1,601 persons over the next 10 years, future residential development demands an additional 1,473 square feet (1,601 additional persons x 0.92 square feet per person). With a projected 3,703 increase in nonresidential vehicle trip ends over the next 10 years, future nonresidential development demands an additional 851 square feet (3,703 additional trip ends x

0.23 square feet per trip). Future development demands an additional 2,324 square feet of Police station facilities at a total cost of \$454,748 (2,324 square feet x \$196 per square foot).

Figure 45. Projected Demand for Police Station Facilities

Infrastructure	Level of Service		Demand Unit	Cost / Sq. Ft.
Police Station	Residential	0.92	per persons	\$196
	Nonresidential	0.23	per vehicle trips	

Growth-Related Need for Police Station						
Year		Population	Nonres. Trips	Residential Square Feet	Nonresidential Square Feet	Total Square Feet
Base	2021	18,008	43,637	16,567	10,037	26,604
Year 1	2022	18,238	44,130	16,778	10,150	26,928
Year 2	2023	18,467	44,628	16,990	10,264	27,254
Year 3	2024	18,697	44,960	17,201	10,341	27,542
Year 4	2025	18,827	45,291	17,321	10,417	27,738
Year 5	2026	18,958	45,627	17,441	10,494	27,935
Year 6	2027	19,088	45,964	17,560	10,572	28,132
Year 7	2028	19,218	46,304	17,680	10,650	28,330
Year 8	2029	19,349	46,647	17,800	10,729	28,529
Year 9	2030	19,479	46,993	17,920	10,808	28,728
Year 10	2031	19,609	47,340	18,040	10,888	28,928
Ten-Year Increase		1,601	3,703	1,473	851	2,324
		Projected Expenditure		\$288,229	\$166,519	\$454,748

Growth-Related Expenditures for Police Station | \$454,748

POLICE VEHICLES

Based on a projected population increase of 1,601 persons over the next 10 years, future residential development demands an additional 2.1 units of Police vehicles (1,601 additional persons x 1.27 units per 1,000 persons). With projected nonresidential trip end growth of 3,703 over the next 10 years, future nonresidential development demands an additional 1.1 units (3,703 additional trips x 0.32 units per 1,000 vehicle trips). Future development demands an additional 3.2 units of Police vehicles at a cost of \$115,901 (3.2 units x \$36,219 per unit).

Figure 46. Projected Demand for Police Vehicles

Infrastructure	Level of Service		Demand Unit	Cost / Unit
Police Vehicles	Residential	1.27	per 1,000 persons	\$36,219
	Nonresidential	0.32	per 1,000 vehicle trips	

Growth-Related Need for Police Vehicles						
Year		Population	Nonres. Trips	Residential Vehicles	Nonresidential Vehicles	Total Vehicles
Base	2021	18,008	43,637	22.8	14.0	36.8
Year 1	2022	18,238	44,130	23.1	14.1	37.2
Year 2	2023	18,467	44,628	23.4	14.3	37.7
Year 3	2024	18,697	44,960	23.7	14.4	38.1
Year 4	2025	18,827	45,291	23.9	14.5	38.4
Year 5	2026	18,958	45,627	24.0	14.6	38.6
Year 6	2027	19,088	45,964	24.2	14.7	38.9
Year 7	2028	19,218	46,304	24.4	14.8	39.2
Year 8	2029	19,349	46,647	24.5	14.9	39.4
Year 9	2030	19,479	46,993	24.7	15.0	39.7
Year 10	2031	19,609	47,340	24.9	15.1	40.0
Ten-Year Increase		1,601	3,703	2.1	1.1	3.2
Projected Expenditure				\$76,060	\$39,841	\$115,901

Growth-Related Expenditures for Police Vehicles	\$115,901
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CREDIT FOR FUTURE PRINCIPAL PAYMENTS

To ensure fee-payers avoid potential double payment for annual debt service, TischlerBise included a credit in the development impact fee calculations for the debt issued for the Public Facilities and Refunding Bond 2015, of which 34.9 percent was allocated to Police uses. The repayment of annual debt service is allocated according to the current assessed value of the tax base townwide to residential and nonresidential development. To account for the time value of money, annual payments are discounted using a net present value formula based on the applicable discount (interest) rate. This results in a credit of \$81 per person, and \$23 per nonresidential vehicle trip.

Figure 47. Credit for Future Principal Payments on Police Facilities

				Residential				Nonresidential			
Fiscal Year	Payment	Residential 59.8%	Nonresidential 40.2%	Fiscal Year	Payment	Projected Population	Payment/ Person	Fiscal Year	Payment	Projected Nonres. Trips	Payment/ Trip
Base	\$451,531	\$270,124	\$181,407	2021	\$270,124	18,008	\$15.00	2021	\$181,407	43,637	\$4.16
2022	\$266,186	\$159,243	\$106,943	2022	\$159,243	18,238	\$8.73	2022	\$106,943	44,130	\$2.42
2023	\$264,215	\$158,064	\$106,151	2023	\$158,064	18,467	\$8.56	2023	\$106,151	44,628	\$2.38
2024	\$260,271	\$155,705	\$104,566	2024	\$155,705	18,697	\$8.33	2024	\$104,566	44,960	\$2.33
2025	\$258,299	\$154,525	\$103,774	2025	\$154,525	18,827	\$8.21	2025	\$103,774	45,291	\$2.29
2026	\$256,328	\$153,346	\$102,982	2026	\$153,346	18,958	\$8.09	2026	\$102,982	45,627	\$2.26
2027	\$252,384	\$150,986	\$101,398	2027	\$150,986	19,088	\$7.91	2027	\$101,398	45,964	\$2.21
2028	\$246,469	\$147,448	\$99,021	2028	\$147,448	19,218	\$7.67	2028	\$99,021	46,304	\$2.14
2029	\$240,554	\$143,909	\$96,645	2029	\$143,909	19,349	\$7.44	2029	\$96,645	46,647	\$2.07
2030	\$63,096	\$37,747	\$25,349	2030	\$37,747	19,479	\$1.94	2030	\$25,349	46,993	\$0.54
2031	\$63,096	\$37,747	\$25,349	2031	\$37,747	19,609	\$1.92	2031	\$25,349	47,340	\$0.54
2032	\$63,096	\$37,747	\$25,349	2032	\$37,747	19,740	\$1.91	2032	\$25,349	47,690	\$0.53
2033	\$63,096	\$37,747	\$25,349	2033	\$37,747	19,870	\$1.90	2033	\$25,349	48,043	\$0.53
2034	\$63,096	\$37,747	\$25,349	2034	\$37,747	20,000	\$1.89	2034	\$25,349	48,398	\$0.52
2035	\$61,124	\$36,567	\$24,557	2035	\$36,567	20,131	\$1.82	2035	\$24,557	48,757	\$0.50
2036	\$61,124	\$36,567	\$24,557	2036	\$36,567	20,261	\$1.80	2036	\$24,557	49,118	\$0.50
Total	\$2,933,965	\$1,755,219	\$1,178,746	Total	\$1,755,219		\$93.12	Total	\$1,178,746		\$25.92
						Discount Rate	2.47%			Discount Rate	2.47%
						Total Credit per Person	\$81			Total Credit per Trip	\$23

POLICE INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 48 provides a summary of the input variables used to calculate the net capital cost per person and per nonresidential vehicle trip of Police facilities and vehicles.

The residential Police impact fees are the product of persons per household by type multiplied by the total net capital cost per person. Fees are provided for single family and multifamily housing type. Each PPHH is multiplied by the net capital cost per person to derive the residential impact fee per housing unit. The nonresidential Police impact fees are the product of trips per 1,000 square feet of nonresidential land use multiplied by the net capital cost per job in the Town of Easton. An example of the calculation for an average single-family unit is: the net capital cost per person (\$156) multiplied by the persons per household for that size unit (2.28) to arrive at the impact fee per average single family unit of \$356. Also shown is a comparison with the Town's current fees.

Figure 48. Police Maximum Supportable Development Impact Fees

Fee Component	Cost per Person	Cost per Nonres. Vehicle Trip
Police Station	\$180	\$45
Police Vehicles	\$46	\$12
Training/Shooting Range	\$5	\$1
Impact Fee Study Cost	\$6	\$2
GROSS CAPITAL COST	\$237	\$60
Debt Service Credit	(\$81)	(\$23)
NET CAPITAL COST	\$156	\$37

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$356	\$447	(\$91)
Multifamily	1.82	\$284	\$355	(\$71)

Nonresidential

Development Type	Trips per 1,000 Sq Ft	Maximum Supportable Fee per KSF	Current Fees	Increase/ (Decrease)
Retail	14.35	\$531	\$370	\$161
Office	4.87	\$180	\$140	\$40
Industrial	1.97	\$73	\$40	\$33
Warehousing	0.87	\$32	\$40	(\$8)
Institutional	5.36	\$198	\$170	\$28
Medical Office	17.40	\$644	\$170	\$474
Hotel	6.93	\$256	\$106	\$150

CASH FLOW PROJECTIONS FOR POLICE MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the Town of Easton if the Police impact fees are implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter. The summary provides an indication of the impact fee revenue generated by new development, and capital expenditures necessary to meet the demand for new Police station facilities, vehicles, and training facilities brought about by new development.

Necessary expenditures associated with the incremental expansion of Police station facilities and vehicles are calculated based on current costs per unit, and on maintaining the current levels of service. The cash flow is also affected by the reduction of impact fee revenue due to a credit for future payments on the Public Facilities and Refunding Bond 2015, as discussed previously.

Figure 49. Cash Flow Summary for Police

Infrastructure Costs for Police Facilities

	Total Cost	Growth Cost
Police Station	\$454,748	\$454,748
Police Vehicles	\$115,901	\$115,901
Training/Shooting Range	\$158,000	\$13,806
Impact Fee Study	\$8,918	\$8,918
Total Expenditures	\$737,567	\$593,373

Projected Development Impact Fee Revenue

		Single Family \$356 per unit	Multifamily \$284 per unit	Retail \$531 per KSF	Office/Inst. \$180 per KSF	Industrial \$73 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$197,224	\$42,600	\$71,431	\$60,184	\$5,420
Projected Revenue =>						\$376,860
Total Expenditures =>						\$593,373
Non-Impact Fee Funding =>						\$216,513

FIRE DEVELOPMENT IMPACT FEE ANALYSIS

METHODOLOGY

Fire impact fees include components for both Fire station facilities and apparatus. TischlerBise recommends an *incremental expansion* approach for both components because current inventory is sufficient to serve current demand. Residential demand for fire capital costs is allocated on a per capita basis, for nonresidential development, the fee methodology allocates the capital costs on a per employee basis.

SERVICE AREA

The Easton Volunteer Fire Department (EVFD) serves the entirety of the Town, as well as areas outside the Town. To determine the Town's share of EVFD services, TischlerBise has used data on EVFD calls for service broken down by location, provided by Town staff. The data shows that in 2020, the Town of Easton was responsible for approximately 61 percent of EVFD calls for service. This information will be used to discount the demand for fire department capital facilities to just the demand from the Town of Easton.

Figure 50. Fire Department Calls for Service.

2020	Total Emergency Incidents	Incidents in Easton	% of Total in Easton
January	60	32	53%
February	50	25	50%
March	71	49	69%
April	43	24	56%
May	70	41	59%
June	89	64	72%
July	99	55	56%
August	90	52	58%
September	70	45	64%
October	69	45	65%
November	69	45	65%
December	62	35	56%
Total	842	512	61%

Source: Easton Volunteer Fire Department

COST ALLOCATION FOR FIRE INFRASTRUCTURE

Proportionate share factors, shown in Figure 51, were used to allocate capital costs to residential and nonresidential development. Characteristics of the residential population and workers in the Town of Easton were analyzed to determine demand by type of land use using "person-hours." For residential development, the proportionate share factor is based on estimated person hours of *non-working residents plus the non-working hours of resident workers*. The portion of the population not working is

estimated at 8,733 in 2015. (This is calculated by subtracting the Longitudinal Employer-Household Dynamics (LEHD) web-based application OnTheMap estimate of employed residents of the Town (7,866) from the ACS population count (16,599)). For these residents, 20 hours per day is allocated to residential demand. According to the 2015 ACS data, workers who live in Easton total 7,866. (Of the 7,866 workers living in Town, the U.S. Census estimates that 2,758 work in Easton and 5,108 work outside the Town.) For workers living in the Town, 14 hours per day is allocated to residential demand. Time spent at work (10 hours) is allocated to nonresidential development. Based on estimated person hours, the cost allocation is **62 percent for residential development** (284,784 person hours of residential demand out of a total 459,146 person hours).

For nonresidential development, 10 hours per person is estimated for each worker. For the 2,758 estimated Town residents working in Town and the 11,185 non-resident workers (estimated based on the number of jobs in the Town minus resident workers), 10 hours of demand per day is allocated. Based on estimated person hours, the cost allocation is **38 percent for nonresidential development** (174,362 person hours of nonresidential demand out of a total 459,146 person hours). The following figure provides further detail on calculation of proportionate share.

Figure 51. Proportionate Share Factors for Fire

Demand Units in 2015				
			Demand Hours/Day	Person Hours
Residential				
Population*	16,599			
Residents Not Working	8,733		20	174,660
Employed Residents	7,866			
Employed in Easton	2,758	14		38,612
Employed outside Easton	5,108	14		71,512
Residential Subtotal				284,784
Residential Share =>				62%
Nonresidential				
Non-working Residents	8,733		4	34,932
Jobs Located in Easton	13,943			
Residents Employed in Easton	2,758	10		27,580
Non-Resident Workers (inflow commuters)	11,185	10		111,850
Nonresidential Subtotal				174,362
Nonresidential Share =>				38%
TOTAL				459,146

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

* Source: U.S. Census Bureau, American Community Survey, 2015

FIRE LEVEL OF SERVICE AND COST ANALYSIS

The following section details the level of service calculations and capital cost per person for each infrastructure category.

FIRE STATION FACILITIES – INCREMENTAL EXPANSION

As shown in Figure 52, Fire station space includes two stations with a total of 34,994 square feet. As discussed previously, the Town of Easton is responsible for 61% of EVFD services, which is approximately 21,279 square feet. The Town's share of floor area is allocated to residential and nonresidential demand based on the functional population analysis. Of the attributed floor area, 13,193 square feet is allocated to residential demand and 8,086 square feet is allocated to nonresidential demand.

The current level of service is found by dividing the allocated floor area by the 2021 residential and nonresidential demand units (population and jobs). Specifically, 0.73 square feet per person and 0.51 square feet per job.

Based on the replacement cost of the current inventory (\$6,214,135), the average cost per square foot is \$178. To find the capital cost per person or per job, the level of service standards are applied to the average cost per square foot. For example, the residential cost per person is \$130 (0.73 square feet per person x \$178 per square foot = \$130 per person, rounded).

Figure 52. Fire Station Facilities Level of Service and Cost Allocation

Facility	Replacement Cost	Square Feet	Easton Share 61%
Station 60	\$5,252,935	29,594	17,995
Station 66	\$961,200	5,400	3,284
TOTAL	\$6,214,135	34,994	21,279

<i>Level-of-Service Standards</i>	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Facility Square Feet	13,193	8,086
2021 Population or Jobs	18,008	15,722
Square Feet per Person or Jobs	0.73	0.51

<i>Cost Analysis</i>	Residential	Nonresidential
Square Feet per Person or Jobs	0.73	0.51
Average Cost per Square Foot	\$178	\$178
Capital Cost Per Person or Jobs	\$130	\$91

FIRE VEHICLES AND APPARATUS – INCREMENTAL EXPANSION

As shown in Figure 53, the Town's current inventory Fire vehicles and apparatus includes 19. As discussed previously, the Town of Easton is responsible for 61% of EVFD services, which is approximately 11.57 units of vehicles and apparatus. The Town's share of vehicles and apparatus is allocated to

residential and nonresidential demand based on the functional population analysis. Of the attributed units, 7.17 units are allocated to residential demand and 4.40 units are allocated to nonresidential demand.

The current level of service is found by dividing the allocated vehicles and apparatus by the 2021 residential and nonresidential demand units (population and jobs). Specifically, 0.40 units per 1,000 persons and 0.28 units per 1,000 jobs.

Based on the replacement cost of the current inventory (\$8,790,000), the average cost per unit of vehicles and apparatus is \$463,000. To find the capital cost per person or per job, the level of service standards are applied to the average cost per unit. For example, the residential cost per person is \$185 (0.40 units per 1,000 persons x \$463,000 per unit / 1,000 = \$185 per person, rounded).

Figure 53. Fire Vehicles and Apparatus Level of Service and Cost allocation

Apparatuses	Number of Units	Unit Cost	Total Replacement	Easton Share 61%
Trailer	2	\$35,000	\$70,000	1.22
Brush Truck	2	\$410,000	\$820,000	1.22
Engine	5	\$800,000	\$4,000,000	3.04
Tanker	2	\$300,000	\$600,000	1.22
Ambulance	1	\$250,000	\$250,000	0.61
Utility Truck	5	\$150,000	\$750,000	3.04
Tower	1	\$1,400,000	\$1,400,000	0.61
Rescue Truck	1	\$900,000	\$900,000	0.61
TOTAL	19		\$8,790,000	11.57

<i>Level-of-Service Standards</i>		Residential	Nonresidential
Proportionate Share		62%	38%
Share of Apparatuses		7.17	4.40
2019 Population or Jobs		18,008	15,722
Units per 1,000 Persons or Jobs		0.40	0.28

<i>Cost Analysis</i>		Residential	Nonresidential
Units per 1,000 Persons or Jobs		0.40	0.28
Cost per Unit		\$463,000	\$463,000
Cost Per Person or Jobs		\$185	\$130

COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in the Fire impact fees is the cost for preparation of the Fire portion of the impact fees. This is calculated based on the projected growth in Easton population and nonresidential vehicle trips over the next five years, which is the recommended period of time impact fees should be in effect before reevaluation to reflect changes in development and levels of service. Between 2021 and 2026 the Town of Easton is projected to grow by 950 persons and to see an additional 805 jobs. The fire portion

(\$10,245) of the consultant fee is first multiplied by proportionate share factors by land use, and then divided by the increase in demand units to derive costs of \$7 per person and \$5 per trip. See Figure 54.

Figure 54. Development Fee Preparation Cost (Fire Portion)

Component	Cost
Fire Consultant Fee	\$10,245

Level-of-Service Standards	Residential	Nonresidential
Proportionate Share	62%	38%
Share of Consultant Fee	\$6,352	\$3,893
Demand Unit Increase in 5 Years	950	805
Cost per Person or Job	\$7	\$5

FIRE CAPITAL IMPROVEMENT NEEDS TO SERVE GROWTH

FIRE STATION FACILITIES

Based on a projected population increase of 1,601 persons over the next 10 years, future residential development demands an additional 1,169 square feet (1,601 additional persons X 0.73 square feet per person). With a projected 1,425 increase in jobs over the next 10 years, future nonresidential development demands an additional 727 square feet (1,425 additional jobs X 0.51 square feet per job). Future development demands an additional 1,896 square feet of Fire station facilities at a total cost of \$337,488 (1,896 square feet X \$178 per square foot).

Figure 55. Projected Demand for Fire Station Facilities

Infrastructure		Level of Service		Demand Unit		Cost / Sq. Ft.
Fire Stations		Residential	0.73	Square Feet	per persons	\$178
		Nonresidential	0.51		per job	

Growth-Related Need for Fire Stations						
Year		Population	Jobs	Residential Square Feet	Nonresidential Square Feet	Total Square Feet
Base	2021	18,008	15,722	13,145	8,018	21,163
Year 1	2022	18,238	15,942	13,313	8,131	21,444
Year 2	2023	18,467	16,165	13,481	8,244	21,725
Year 3	2024	18,697	16,285	13,648	8,305	21,953
Year 4	2025	18,827	16,405	13,743	8,367	22,110
Year 5	2026	18,958	16,526	13,839	8,428	22,267
Year 6	2027	19,088	16,649	13,934	8,491	22,425
Year 7	2028	19,218	16,772	14,029	8,554	22,583
Year 8	2029	19,349	16,896	14,124	8,617	22,741
Year 9	2030	19,479	17,021	14,219	8,681	22,900
Year 10	2031	19,609	17,147	14,314	8,745	23,059
Ten-Year Increase		1,601	1,425	1,169	727	1,896
Projected Expenditure				\$208,082	\$129,406	\$337,488

Growth-Related Expenditures for Fire Stations					\$337,488
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FIRE VEHICLES AND APPARATUS

Based on a projected population increase of 1,601 persons over the next 10 years, future residential development demands an additional 0.63 units of Fire apparatus (1,601 additional persons X 0.40 units per 1,000 persons / 1,000). With a projected 1,425 increase in jobs over the next 10 years, future nonresidential development demands an additional 0.40 units for fire apparatus (1,425 additional jobs X 0.29 units per 1,000 jobs / 1,000). Future development demands an additional 1.03 units of fire apparatus at a cost of \$476,890 (1.03 units X \$463,000 per unit).

Figure 56. Projected Demand for Fire Apparatus

Infrastructure		Level of Service		Demand Unit		Cost / Unit
Fire Apparatuses	Residential	0.40	Units	per 1,000 persons		\$463,000
	Nonresidential	0.28		per 1,000 job		

Growth-Related Need for Fire Apparatuses						
Year		Population	Jobs	Residential Units	Nonresidential Units	Total Units
Base	2021	18,008	15,722	7.17	4.40	11.57
Year 1	2022	18,238	15,942	7.26	4.46	11.72
Year 2	2023	18,467	16,165	7.35	4.52	11.87
Year 3	2024	18,697	16,285	7.44	4.56	12.00
Year 4	2025	18,827	16,405	7.49	4.59	12.08
Year 5	2026	18,958	16,526	7.54	4.63	12.17
Year 6	2027	19,088	16,649	7.60	4.66	12.26
Year 7	2028	19,218	16,772	7.65	4.69	12.34
Year 8	2029	19,349	16,896	7.70	4.73	12.43
Year 9	2030	19,479	17,021	7.75	4.76	12.51
Year 10	2031	19,609	17,147	7.80	4.80	12.60
Ten-Year Increase		1,601	1,425	0.63	0.40	1.03
Projected Expenditure				\$291,690	\$185,200	\$476,890

Growth-Related Expenditures for Fire Apparatuses					\$476,890
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REDUCTION TO ACCOUNT FOR STATE CONTRIBUTION

The Easton Volunteer Fire Department receives an annual contribution from the State of Maryland (via the County) for capital equipment through Section 508 funding, or the "State Fire, Rescue and Ambulance Fund." To calculate the Fire impact fees, capital costs must be reduced to reflect the net cost to the locality; that is, accounting for future estimated State contributions. The Town and EVFD estimate that over the past five years, the State has contributed on average approximately \$16,160 per year for a total of \$80,800. Over the same period, EVFD and the Town have purchased equipment totaling \$791,000. Given the level of previous state contributions in relation to total local expenditure, approximately 10 percent has been funded by the State (see Figure 57). Per Town staff, it is assumed this level of state funding will continue in the future. Therefore, the capital cost per person and job for Fire apparatus will be reduced by 10 percent (rounded) to reflect local share of capital costs.

Figure 57. State Contribution Towards Fire Apparatus

Fiscal Year	State Contribution	Fire Capital Spending	Contribution % of Spending
2016	\$12,700	\$74,000	17%
2017	\$12,700	\$450,000	3%
2018	\$12,700	\$63,500	20%
2019	\$12,700	\$108,500	12%
2020	\$30,000	\$95,000	32%
Total	\$80,800	\$791,000	10%
Annual Average	\$16,160	\$158,200	10%

CREDIT FOR FUTURE PRINCIPAL PAYMENTS

The Town's Public Facilities and Refunding Bond 2015 allocated approximately 0.7 percent of proceeds to fire department uses. New residential and nonresidential development that pays Fire impact fees will also contribute to future principal payments paid from property tax revenue. Because of this, TischlerBise recommends the Fire impact fees include a credit for future principal payments on the Bond.

The amount of the debt is allocated to residential and nonresidential land uses based on the existing assessed value of the townwide tax base. To account for the time value of money, annual principal payments per capita/job are discounted using a net present value formula based on the estimated average interest rates over the life of the bond. The applicable net present value of the credit for residential development is \$2 per person and for nonresidential development, \$1 per job.

Figure 58. Credit for Future Principal Payments on Fire Department Debt

Fiscal Year	Payment	Residential	Nonresidential	Fiscal Year	Payment	Projected Population	Payment/ Person	Fiscal Year	Payment	Projected Jobs	Payment/ Job
		59.8%	40.2%								
Base Year	\$4,973	\$2,975	\$1,195	2021	\$2,975	18,008	\$0.17	2021	\$1,195	15,722	\$0.08
2022	\$8,374	\$5,010	\$2,013	2022	\$5,010	18,238	\$0.27	2022	\$2,013	15,942	\$0.13
2023	\$8,374	\$5,010	\$2,013	2023	\$5,010	18,467	\$0.27	2023	\$2,013	16,165	\$0.12
2024	\$4,937	\$2,954	\$1,187	2024	\$2,954	18,697	\$0.16	2024	\$1,187	16,285	\$0.07
2025	\$4,900	\$2,931	\$1,178	2025	\$2,931	18,827	\$0.16	2025	\$1,178	16,405	\$0.07
2026	\$4,827	\$2,888	\$1,160	2026	\$2,888	18,958	\$0.15	2026	\$1,160	16,526	\$0.07
2027	\$4,790	\$2,866	\$1,151	2027	\$2,866	19,088	\$0.15	2027	\$1,151	16,649	\$0.07
2028	\$4,754	\$2,844	\$1,143	2028	\$2,844	19,218	\$0.15	2028	\$1,143	16,772	\$0.07
2029	\$4,681	\$2,800	\$1,125	2029	\$2,800	19,349	\$0.14	2029	\$1,125	16,896	\$0.07
2030	\$4,571	\$2,735	\$1,099	2030	\$2,735	19,479	\$0.14	2030	\$1,099	17,021	\$0.06
2031	\$4,461	\$2,669	\$1,072	2031	\$2,669	19,609	\$0.14	2031	\$1,072	17,147	\$0.06
2032	\$1,170	\$700	\$281	2032	\$700	19,740	\$0.04	2032	\$281	17,274	\$0.02
2033	\$1,170	\$700	\$281	2033	\$700	19,870	\$0.04	2033	\$281	17,402	\$0.02
2034	\$1,170	\$700	\$281	2034	\$700	20,000	\$0.03	2034	\$281	17,531	\$0.02
2035	\$1,170	\$700	\$281	2035	\$700	20,131	\$0.03	2035	\$281	17,660	\$0.02
2036	\$1,170	\$700	\$281	2036	\$700	20,261	\$0.03	2036	\$281	17,791	\$0.02
Total	\$65,492	\$39,182	\$15,741	Total	\$39,182		\$2.07	Total	\$15,741		\$0.97
						Discount Rate	2.47%			Discount Rate	2.47%
					Total Credit per Person		\$2		Total Credit per Job		\$1

FIRE INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 59 provides a summary of the input variables used to calculate the net capital cost per person and per nonresidential vehicle trip of Fire station facilities and apparatus.

The residential Fire impact fees are the product of persons per household by type multiplied by the total net capital cost per person. Fees are provided for both single family and multifamily housing types. Each PPHH is multiplied by the net capital cost per person to derive the residential impact fee per housing unit. The nonresidential Fire impact fees are the product of jobs per 1,000 square feet of nonresidential land use multiplied by the net capital cost per job in the Town of Easton. An example of the calculation for an average single-family unit is: the net capital cost per person (\$301) multiplied by the persons per household for that size unit (2.28) to arrive at the impact fee per average single family unit of \$686. Also shown is a comparison with the Town's current fees.

Figure 59. Fire Input Variables and Maximum Supportable Impact Fees

Fee Component	Cost per Person	Cost per Job
Fire Stations	\$130	\$91
Fire Apparatuses	\$185	\$130
Impact Fee Study Cost	\$7	\$5
GROSS CAPITAL COST	\$322	\$226
State Apparatus Contribution Credit	(\$19)	(\$13)
Debt Service Credit for Existing Debt	(\$2)	(\$1)
NET CAPITAL COST	\$301	\$212

Residential

Housing Type	Persons per Household	Maximum Supportable Fee per Unit	Current Fees	Increase/ (Decrease)
Single Family	2.28	\$686	\$723	(\$37)
Multifamily	1.82	\$548	\$574	(\$26)

Nonresidential

Development Type	Jobs per 1,000 Sq Ft	Maximum Supportable Fee per KSF	Current Fees	Increase/ (Decrease)
Retail	2.34	\$496	\$260	\$236
Office	2.97	\$630	\$440	\$190
Industrial	1.59	\$337	\$240	\$97
Warehousing	0.34	\$72	\$240	(\$168)
Institutional	2.83	\$600	\$390	\$210
Medical Office	4.00	\$848	\$390	\$458
Hotel	0.97	\$206	\$76	\$130

CASH FLOW PROJECTIONS FOR FIRE MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the Town of Easton if the Fire impact fees are implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter. The summary provides an indication of the impact fee revenue generated by new development, and capital expenditures necessary to meet the demand for new Fire station facilities and apparatus brought about by new development.

Necessary expenditures associated with the incremental expansion of Fire station facilities and apparatus are calculated based on current costs per unit, and on maintaining the current levels of service. The cash flow is also affected by the reduction of impact fee revenue due to a credit for future payments on the Public Facilities and Refunding Bond 2015, as discussed previously.

Figure 60. Cash Flow Summary for Fire Development Impact Fees

Infrastructure Costs for Fire Facilities

	Total Cost	Growth Cost
Fire Stations	\$337,488	\$337,488
Fire Apparatuses	\$476,890	\$476,890
Impact Fee Study	\$10,245	\$10,245
Total Expenditures	\$824,623	\$824,623

Projected Development Impact Fee Revenue

		Single Family \$686 per unit	Multifamily \$548 per unit	Retail \$496 per KSF	Office/Inst. \$630 per KSF	Industrial \$337 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$380,044	\$82,200	\$66,723	\$210,645	\$25,023
Projected Revenue =>						\$764,635
Total Expenditures =>						\$824,623
Non-Impact Fee Funding =>						\$59,989

STORMWATER DEVELOPMENT IMPACT FEE ANALYSIS

METHODOLOGY

The Easton stormwater impact fees are derived using a plan-based methodology. The Town has identified stormwater and drainage improvement projects needed to accommodate existing and future demand. The growth-related cost of stormwater system improvements is allocated to the vacant acreage of the town that is designated for development, thus contributing to the demand for stormwater facilities.

Per the Town's Comprehensive Plan & Zoning District Regulations, residential fees per housing unit are based on a gross density of 3.5 units per acre for single family units and 8 units per acre for multifamily housing types. The capital cost per acre for nonresidential land uses was converted to a fee per 1,000 square feet (KSF) using an average floor area ratio (FAR) of .20 for nonresidential development.

SERVICE AREA

The Town's stormwater system operates on a townwide basis with planned improvements serving the entire system. Therefore, the service area for Stormwater impact fees is townwide.

PROPORTIONATE SHARE FACTORS

The capital costs for the stormwater system are allocated to the land area served by the improvements. In order to determine the land area served by the stormwater system, TischlerBise has applied average town residential density and nonresidential floor area ratio (FAR) factors anticipated for future to projected development over the next ten years to determine the amount of acreage projected to be developed by type of land use. Examples of the calculation of converting housing unit and nonresidential square footage projections to land acreages are as follows:

- Residential: An average of 55 single family units developed per year / 3.5 dwelling units per acre (average density) = 15.8 acres developed per year. In other words, an average of 15.8 acres per year is projected to be developed with single family detached units, or a ten-year total of 158.3 acres.
- Nonresidential: An average of 13,500 square feet of retail development to be developed per year / .20 average Floor Area Ratio (FAR)* = 1.5 acres. In other words, an average of 1.5 acres per year is projected to be developed with industrial development, or a ten-year total of 15.4 acres.

** Where Floor Area Ratio (FAR) = Square feet of built floor area (total square footage in a building) compared to the total land area on which the structure is built; a FAR of 1 = would mean 43,560 square feet of building space on 1 acre (43,560 square feet in an acre). This can take different forms depending on lot coverage. If the building is 1 floor, the 1 acre lot would be 100 percent covered. If the building is 2 floors, the 1 acre lot would be 50 percent covered as so forth.*

Figure 61. Development Density Standards

Level of Service	
Housing Unit per Acre	
Single Family	3.5
Multifamily	8.0
Nonresidential Floor Area Ratio (FAR)	
Retail	0.200
Office/Institutional	0.200
Industrial/Flex	0.200

Source: City of Easton Comprehensive Plan
& Zoning District Regulations

Figure 62 lists the housing and nonresidential floor area projections for the next ten years. The development is combined with the density factors to find net new acres. Overall, 177.0 residential acres and 62.3 nonresidential acres are projected. Currently, there are 3,452 acres, so over the next ten years, growth's share is 6.5 percent.

Figure 62. Projected Increase in Acreage by Land Use

Easton, MD		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Housing Units (Net New)												
	Single Family	84	84	84	43	43	43	43	43	43	43	554
	Multifamily	15	15	15	15	15	15	15	15	15	15	150
	Total Housing Units	99	99	99	58	58	58	58	58	58	58	704
Residential Acreage (Net New)												
3.5 DU/Ac*	Single Family	24.1	24.1	24.1	12.3	12.3	12.3	12.3	12.3	12.3	12.3	158.3
8.0 DU/Ac*	Multifamily	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	1.9	18.8
	Total Residential Acres	26.0	26.0	26.0	14.2	14.2	14.2	14.2	14.2	14.2	14.2	177.0
Nonresidential Square Footage (Net New)												
	Retail	13,010	13,107	13,204	13,301	13,400	13,499	13,599	13,699	13,801	13,903	134,521
	Office/Institutional	60,301	60,748	25,981	26,173	26,367	26,562	26,758	26,956	27,156	27,357	334,357
	Industrial/Flex	7,181	7,234	7,288	7,342	7,396	7,451	7,506	7,562	7,618	7,674	74,252
	Total Square Feet	80,493	81,089	46,472	46,816	47,162	47,511	47,863	48,217	48,574	48,933	543,131
Nonresidential Acreage (Net New)												
.20 FAR*	Retail	1.5	1.5	1.5	1.5	1.5	1.5	1.6	1.6	1.6	1.6	15.4
.20 FAR*	Office/Institutional	6.9	7.0	3.0	3.0	3.0	3.0	3.1	3.1	3.1	3.1	38.4
.20 FAR*	Industrial/Flex	0.8	0.8	0.8	0.8	0.8	0.9	0.9	0.9	0.9	0.9	8.5
	Total Nonres. Acres	9.2	9.3	5.3	5.4	5.4	5.5	5.5	5.5	5.6	5.6	62.3
New Acres Grand Total												239.4

*Source: City of Easton Comprehensive Plan & Zoning District Regulations

Easton, MD	
Current Developed Acres [1]	3,452
New Acres (10-Years)	239.4
Growth's Share	6.5%

[1] Source: Maryland Department of Assessments and Taxation

The amount of land area needed to accommodate the projected growth identified above is compared to the average percent of impervious area to project the number of impervious acres from future development. Overall, of the 239.4 acres of development, 71.9 acres are estimated to be impervious. The proportionate share of future stormwater facilities is calculated by finding each land use's share of the total impervious area.

Figure 63. Land Use Proportionate Share

Land Use Type	Projected Land Use Acreage (10-years)	Percent Impervious	Impervious Acres	Proportionate Share
Single Family	158.3	24%	38.2	53.1%
Multifamily	18.8	14%	2.6	3.6%
Retail	15.4	50%	7.7	10.7%
Office/Institutional	38.4	50%	19.2	26.7%
Industrial/Flex	8.5	50%	4.3	5.9%
Total	239.4		71.9	100.0%

GROWTH-RELATED STORMWATER IMPROVEMENTS

Town staff has identified three stormwater projects that will accommodate existing and future demand. Since the projects will be benefitting existing demand, the ten-year growth's share is applied to the total cost to find growth's cost. Overall, the three projects will cost the Town \$2,857,800 and growth's share is \$185,325.

Figure 64. Stormwater Capital Improvements

Stormwater Projects	Total Cost
Harrison Street Stormwater	\$580,800
North Higgins Street (Mid-Town) Stormwater	\$1,940,400
Station Lane Stormwater	\$336,600
Total	\$2,857,800

10-Year Capital Cost	\$2,857,800
Growth's Share	6.5%
Growth's Cost	\$185,325

SUMMARY OF GROWTH-RELATED STORMWATER CAPITAL NEED INPUTS

The factors detailed above are summarized in Figure 65. The capital cost per acre for the stormwater projects is found by combining the growth-related capital cost with the proportionate share of the land use and the projected increase in acres. For example, single family capital cost per acre is \$621 ($\$185,325 \text{ growth-related capital cost} \times 53.1 \text{ percent proportionate share} / 158.3 \text{ acres} = \$621 \text{ per acre, rounded}$).

Figure 65. Summary of Growth-Related Stormwater Capital Need Inputs

Stormwater System Improvements				
Growth-Related Capital Costs		\$185,325		
Total		\$185,325		

<i>Land Use</i>	<i>Projected Land Use Acreage (10-years)</i>	<i>Percent Impervious</i>	<i>Impervious Acres</i>	<i>Proportionate Share</i>
Single Family	158.3	24%	38.2	53.1%
Multifamily	18.8	14%	2.6	3.6%
Retail	15.4	50%	7.7	10.7%
Office/Institutional	38.4	50%	19.2	26.7%
Industrial/Flex	8.5	50%	4.3	5.9%
Total	239.4		71.9	100.0%

<i>Land Use</i>	<i>Capital Cost per Acre</i>
Single Family	\$621
Multifamily	\$355
Retail	\$1,289
Office/Institutional	\$1,289
Industrial/Flex	\$1,289

COST FOR DEVELOPMENT IMPACT FEE STUDY

Included in the Stormwater impact fees is the cost for preparation of the Stormwater portion of the impact fees. This is calculated based on the proportionate share and projected acres. For example, the single family cost per acre is \$34 (\$10,272 consultant fee x 53.1 percent proportionate share / 158.3 acre = \$34 per acre, rounded).

Figure 66. Development Fee Preparation Cost (Stormwater Portion)

Component	Cost
Stormwater Consultant Fee	\$10,272

Level-of-Service Standards

Land Use Type	Proportionate Share	Total Cost	Projected Land Use Acreage (10-years)	Cost per Acre
Single Family	53.1%	\$5,450	158.3	\$34
Multifamily	3.6%	\$369	18.8	\$20
Retail	10.7%	\$1,103	15.4	\$71
Office/Institutional	26.7%	\$2,741	38.4	\$71
Industrial/Flex	5.9%	\$609	8.5	\$71
	100.0%	\$10,272	239.4	

STORMWATER INPUT VARIABLES AND DEVELOPMENT IMPACT FEES

Figure 67 provides a summary of the input variables used to calculate the net capital cost per acre for residential and nonresidential land use types. The capital cost per acre varies based on the capital cost associated with each land use type. The maximum supportable impact fees are found by multiplying the capital cost per acre and the number acres per housing unit or FAR for nonresidential development. For example, the maximum supportable fee amount for a single family unit is \$187 (\$655 per acre x 0.286 acres per housing unit [3.5 units per acre] = \$187 per unit, rounded).

Figure 67. Stormwater Input Variables and Maximum Supportable Impact Fees

Land Use Type	Future Projects Capital Cost per Acre	Impact Fee Study Capital Cost per Acre	Total Capital Cost per Acre
Single Family	\$621	\$34	\$655
Multifamily	\$355	\$20	\$375
Retail	\$1,289	\$71	\$1,360
Office/Institutional	\$1,289	\$71	\$1,360
Industrial/Flex	\$1,289	\$71	\$1,360

Development Type	Total Capital Cost per Acre	Acres per Housing Unit / FAR	Maximum Supportable Fee	Current Fees	Increase/ (Decrease)
Residential (per housing unit)					
Single Family	\$655	0.286	\$187	-	\$187
Multifamily	\$375	0.125	\$47	-	\$47
Nonresidential (per 1,000 square feet)					
Retail	\$1,360	0.200	\$156	-	\$156
Office	\$1,360	0.200	\$156	-	\$156
Industrial	\$1,360	0.200	\$156	-	\$156
Warehousing	\$1,360	0.200	\$156	-	\$156
Institutional	\$1,360	0.200	\$156	-	\$156
Medical Office	\$1,360	0.200	\$156	-	\$156
Hotel	\$1,360	0.200	\$156	-	\$156

CASH FLOW PROJECTIONS FOR STORMWATER MAXIMUM SUPPORTABLE IMPACT FEE

This section summarizes the potential cash flow to the Town of Easton if the Stormwater impact fees are implemented at the maximum supportable amounts. The cash flow projections are based on the assumptions detailed in this chapter. The summary provides an indication of the impact fee revenue generated by new development and capital expenditures necessary to meet the demand.

Listed in Figure 68, there is a total growth cost of \$195,597. Based on projected development, the Town will collect \$195,376 in Stormwater impact fee revenue over the next ten years. As a result, the maximum development impact fees are able to offset growth-related capital costs. Note: the marginal difference is the result of rounding in the calculations.

Figure 68. Cash Flow Summary for Stormwater Development Impact Fees

Infrastructure Costs for Stormwater Facilities

	Total Cost	Growth Cost
Future Stormwater Projects	\$2,857,800	\$185,325
Impact Fee Study	\$10,272	\$10,272
Total Expenditures	\$2,868,072	\$195,597

Projected Development Impact Fee Revenue

		Single Family \$187 per unit	Multifamily \$47 per unit	Retail \$156 per KSF	Office/Inst. \$156 per KSF	Industrial \$156 per KSF
Year		Housing Units	Housing Units	KSF	KSF	KSF
Base	2021	6,000	1,943	1,758	3,390	970
Year 1	2022	6,084	1,958	1,771	3,450	978
Year 2	2023	6,169	1,973	1,784	3,511	985
Year 3	2024	6,253	1,988	1,797	3,537	992
Year 4	2025	6,296	2,003	1,811	3,563	999
Year 5	2026	6,339	2,018	1,824	3,589	1,007
Year 6	2027	6,382	2,033	1,838	3,616	1,014
Year 7	2028	6,425	2,048	1,851	3,643	1,022
Year 8	2029	6,468	2,063	1,865	3,670	1,029
Year 9	2030	6,511	2,078	1,879	3,697	1,037
Year 10	2031	6,554	2,093	1,893	3,724	1,045
Ten-Year Increase		554	150	135	334	74
Projected Revenue		\$103,598	\$7,050	\$20,985	\$52,160	\$11,583
Projected Revenue =>						\$195,376
Total Expenditures =>						\$195,597
Non-Impact Fee Funding =>						\$221

APPENDIX A. DEMOGRAPHIC ASSUMPTIONS

POPULATION AND HOUSING CHARACTERISTICS

Impact fees often use per capita standards and persons per housing unit or persons per household to derive proportionate share fee amounts. Housing types have varying household sizes and, consequently, a varying demand on Town infrastructure and services. Thus, it is important to differentiate between housing types and size.

When persons per housing unit (PPHU) is used in the development impact fee calculations, infrastructure standards are derived using year-round population. In contrast, when persons per household (PPHH) is used in the development impact fee calculations, the fee methodology assumes all housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. Shown in Figure 69, there is a relatively high vacancy rate for homes in Easton (nearly 10 percent) which can signify the presence of seasonal/second homes. Additionally, from Town staff, at times in the year, there is a noticeable influence of seasonal and visitor population in the Town. Thus, TischlerBise recommends that fees for residential development in Easton be imposed according to persons per household.

Based on housing characteristics, TischlerBise recommends using two housing unit categories for the impact fee study: (1) Single Family and (2) Multifamily. The housing types have different characteristics which results in a different demand on Town facilities and services. Figure 69 shows the US Census American Community Survey 2017 5-Year Estimates data for the Town of Easton. Single family units have a household size of 2.28 persons and multifamily units have a household size of 1.82 persons.

The figure below illustrates the PPHH factors that will be included in the Development Impact Fee Study. The housing and population totals in the study have been provided by Easton Town staff. **The housing and population estimate in Figure 69 are not used in the Fee Study.**

Figure 69. Persons per Household

Housing Type	Persons	Housing Units	Persons per Housing Unit	Households	Persons per Household	Housing Unit Mix	Vacancy Rate
Single Family [1]	12,786	5,966	2.14	5,611	2.28	73%	6.3%
Multifamily [2]	3,426	2,224	1.54	1,880	1.82	27%	18.3%
Total	16,212	8,190	1.98	7,491	2.16		9.3%

[1] Includes attached and detached single family homes and mobile homes

[2] Includes structures with 2+ units

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

BASE YEAR POPULATION AND HOUSING UNITS

There are three types of populations included in the Easton development impact fee study:

- 1) Permanent Residents
- 2) Seasonal Residents
- 3) Visitors

As mentioned, the Town is a destination for vacationers and because of the presence of temporary residents and visitors, Town facilities and services have been sized to accommodate the additional demand. The seasonal population includes residents who have second homes in the Town. While the visitor population includes overnight visitors staying at hotels and B&Bs. This section details the three population types.

PERMANENT POPULATION

Based on population and building permit information provided by the Town, there are 6,000 single family housing units and 1,943 multifamily housing units in Easton. The housing estimates are combined with the PPHH factors to estimate the permanent population. As a result, in the base year, there are 17,216 permanent residents

Figure 70. Permanent Population and Housing Units

Town of Easton	Base Year 2021
Permanent Population	17,216
Housing Units	
Single Family	6,000
Multifamily	1,943
Total Housing Units	7,943

Source: Town of Easton Planning & Zoning
Department; U.S. Census Bureau, 2013-2017
American Community Survey 5-Year Estimates

SEASONAL POPULATION

To calculate the seasonal population, the housing units for seasonal use (from the U.S. Census Bureau) is multiplied by the average PPHH. Based on the U.S. Census Bureau American Community Survey, there are 86 housing units that are for seasonal, recreational, or occasional use in Easton. The average PPHH factor is 2.16 persons. As a result, the seasonal population is estimated at 186 residents.

Figure 71. Seasonal Population

Town of Easton	Seasonal Housing	PPHH	Persons
Seasonal Population	86	2.16	186

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

VISITOR POPULATION

According to the Town's Planning & Zoning Department, there are 618 hotel and B&B rooms available to visitors. Additionally, in the peak month, there is an average occupancy rate of 49 percent. It is assumed that most rooms are catered to groups of two. By combining these three factors, during the peak season, there is an estimate 606 overnight visitors to the Town of Easton.

Figure 72. Visitor Population

Town of Easton	Hotel/B&B Rooms	Occupancy Rate	Average Group Size	Persons
Visitor Population	618	49%	2	606

Source: Town of Easton Planning & Zoning Department

BASE YEAR PEAK POPULATION AND HOUSING UNITS

In total, there is an estimated 18,008 peak season population.

Figure 73. Base Year Residential Estimates

Town of Easton	Base Year 2021
Permanent Population	17,216
Seasonal Population	186
Visitor Population	606
Total Peak Population	18,008
Housing Units	
Single Family	6,000
Multifamily	1,943
Total Housing Units	7,943

Source: Town of Easton Planning & Zoning Department; U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

POPULATION AND HOUSING UNIT CHARACTERISTICS

To understand the housing growth in the Easton, past building permit data was collected. Over the past five years there has been a total of 292 housing building permits issued, an average of 43 single family and 15 multifamily housing units annually, see Figure 74.

Figure 74. Building Permit Data

Housing Type	2016	2017	2018	2019	2020	Total	Average
Single Family	28	54	44	44	46	216	43
Multifamily	0	0	76	0	0	76	15
Total	28	54	120	44	46	292	58

Source: Town of Easton Planning & Zoning Department

Annual average historical growth in building permits is combined with the current housing stock to project future growth. Although there has only been one multifamily housing development in the past five years, it is anticipated that multifamily development will continue. A conservative approach is taken and the five-year average is used in the projections.

Furthermore, a housing development project, Hyde Park, is anticipated to begin construction this year. This project is considered to be above and beyond the average growth trend observed from the building permit data. As a result, the project's full buildout (124 single family units) is included in addition to the average trend. Hyde Park is projected to reach buildout by 2023.

Over the next ten years, it is projected that Easton will grow by 704 housing units, a nine percent increase from the base year housing stock. The majority of the growth is assumed to be single family development at a total of 554 units.

To project permanent and seasonal population growth, future housing growth is combined with the PPHH factors. Separate PPHH factors for each housing type allows for a more accurate projection of residents from new units. Visitor population is assumed to grow at the same rate as the other populations. Over the ten-year projection period, the Town is assumed to grow by 1,601 residents. This is a nine percent increase from the base year population.

Figure 75. Town of Easton Residential Projections

	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Population												
Permanent Population	17,216	17,436	17,655	17,875	18,000	18,126	18,251	18,376	18,502	18,627	18,752	1,536
Seasonal Population	186	188	190	192	193	194	195	196	197	198	199	13
Visitor Population	606	614	622	630	634	638	642	646	650	654	658	52
Total Peak Population	18,008	18,238	18,467	18,697	18,827	18,958	19,088	19,218	19,349	19,479	19,609	1,601
Housing Units												
Single Family	6,000	6,084	6,169	6,253	6,296	6,339	6,382	6,425	6,468	6,511	6,554	554
Multifamily	1,943	1,958	1,973	1,988	2,003	2,018	2,033	2,048	2,063	2,078	2,093	150
Total Housing Units	7,943	8,042	8,142	8,241	8,299	8,357	8,415	8,473	8,531	8,589	8,647	704

Source: Town of Easton Planning & Zoning Department; U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

CURRENT EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA

TischlerBise analyzed recent employment trends in the Town of Easton and Talbot County. Capturing accurate municipal-level at place of work jobs information is difficult due to survey methodology and data confidentiality. The Bureau of Labor Statistics and the U.S. Census Bureau have partnered to release data of employed persons by place of work and place of residence through the Longitudinal Employer-Household Dynamics (LEHD) web-based application OnTheMap. These data provide a single source for municipal and county-level employment trends with historical data; however, data is only provided up to 2015.

Listed in Figure 76, the Town of Easton grew to 13,943 jobs from 2011 to 2015, an average annual increase of 1.12 percent. Talbot County grew to 18,720 jobs from 2011 to 2015. Over that time period, the Town had an increasing portion of the County's employment, 74.5 percent in 2015.

Figure 76. Town of Easton and Talbot County Employment Comparison

Jobs	2011	2012	2013	2014	2015	Ave. Annual Increase
Town of Easton	13,343	12,789	12,978	13,638	13,943	1.12%
Talbot County	18,339	17,757	18,090	18,519	18,720	0.52%
Town of Easton Portion of Talbot County	72.8%	72.0%	71.7%	73.6%	74.5%	

Source: US Census OnTheMap Application and LEHD Origin-Destination Employment Statistics

It is assumed that the Town's portion of the County's employment has continued to increase since 2015 and is assumed at 75 percent. Talbot County's 2018 employment is available from the State of Maryland Department of Labor, Licensing, and Regulation and is estimated at 19,710 jobs. Applying Easton's share of total County employment of 75 percent, it is estimated that there are 14,783 jobs in Easton as of 2018.

Figure 77. 2018 Easton and Talbot County Employment Comparison

Talbot County	2018	%
Town of Easton	14,783	75%
Unincorporated Areas	4,928	25%
Countywide Total	19,710	100%

Source: Maryland Department of Labor, Licensing, and Regulation; US Census OnTheMap Application and LEHD Origin-Destination Employment Statistics; TischlerBise analysis

The average annual increase from 2011-2015 is applied to the 2018 employment total to determine base year (2021) employment estimate of 14,285 in the Town of Easton as shown in Figure 78.

Figure 78. Town of Easton Base Year Employment Total

Town of Easton	2018	2019	2020	2021
Jobs	14,783	14,948	15,115	15,285
<i>Annual Growth</i>				
		1.12%	1.12%	1.12%

Source: Maryland Department of Labor, Licensing, and Regulation; US Census OnTheMap Application and LEHD Origin-Destination Employment Statistics; TischlerBise analysis

Available through the OnTheMap web application is employment by industry, although only available through 2015. The 2015 job splits between industries are held constant through the base year in Figure 79. There are 4,057 jobs estimated in the Retail industry, 9,705 jobs in the Office/Institutional industry, and 1,523 jobs in the Industrial/Flex industry.

Figure 79. Town of Easton Base Year Employment by Industry

Industry	2015 Job Split	2021 Job Estimates
Retail	27%	4,057
Office/Institution	63%	9,705
Industrial/Flex	10%	1,523
Total	100%	15,285

Source: US Census OnTheMap Application and LEHD Origin-Destination Employment Statistics 2015; TischlerBise analysis

Base year nonresidential floor area for the industry sectors is calculated with the Institute of Transportation Engineers' (ITE) square feet per employee averages, Figure 80. For the Retail industry the *Shopping Center* factors are used, for Office/Institutional the *General Office* factors are used, and for Industrial/Flex the *Manufacturing* factors are used.

Figure 80. Institute of Transportation Engineers Nonresidential Factors

ITE Code	Land Use	Demand Unit	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	1.63	615
130	Industrial Park	1,000 Sq Ft	1.16	864
140	Manufacturing	1,000 Sq Ft	1.59	628
150	Warehousing	1,000 Sq Ft	0.34	2,902
254	Assisted Living	bed	0.61	na
520	Elementary School	1,000 Sq Ft	0.93	1,076
610	Hospital	1,000 Sq Ft	2.83	354
710	General Office (avg size)	1,000 Sq Ft	2.97	337
714	Corporate Headquarters	1,000 Sq Ft	3.44	291
760	Research & Dev Center	1,000 Sq Ft	3.42	292
770	Business Park	1,000 Sq Ft	3.08	325
820	Shopping Center (avg size)	1,000 Sq Ft	2.34	427

Source: Trip Generation, Institute of Transportation Engineers, 10th Edition (2017)

By combining the base year job totals and the ITE square feet per employee factors, the nonresidential floor area is calculated in Figure 81. There is an estimated total of 6 million square feet of nonresidential floor area in the Town of Easton. The Office/Institutional industry accounts for 3.3 million square feet (55 percent), Retail accounts for 1.7 million square feet (29 percent), and Industrial/Flex accounts for nearly 1 million square feet (16 percent).

Figure 81. Base Year Nonresidential Floor Area

Industry	Jobs	Sq. Ft. / Employee	Floor Area (Sq. Ft.)	%
Retail	4,057	427	1,732,406	29%
Office/Institutional	9,705	337	3,270,568	55%
Industrial/Flex	1,523	628	956,235	16%
Total	15,285		5,959,210	100%

Source: US Census OnTheMap Application and LEHD Origin-Destination Employment Statistics 2015; Trip Generation, Institute of Transportation Engineers, 10th Edition (2017)

NONRESIDENTIAL FLOOR AREA AND PROJECTIONS

Future employment and nonresidential development in the Town is projected based on information provided by Town staff, TischlerBise's analysis of past trends in the Town, and research on other regional employment projections.

The Maryland Department of Labor provides past and present trends to give an overview of where the economy of the state and Upper Shore Workforce Investment Area may be headed. Talbot County has consistently hosted roughly 31 percent of the Upper Shore employment. The most recent data available projects job growth from 2014-2024. There is an average annual growth rate of 0.74 percent for the

Upper Shore. To be conservative, TischlerBise assumes the 0.74 percent growth rate for the Town of Easton through 2031.

Furthermore, two office development projects, Talbot Commerce Park and Mistletoe Hall, are anticipated to begin construction and generate 418 jobs. These projects are considered to be above and beyond the average growth trend. As a result, the growth is included in addition to the average growth rate. The office projects are anticipated to reach full buildout by 2023.

Shown in Figure 82, over the next ten years, it is projected that the Town of Easton will grow by 1,425 jobs. The Office/Institutional industry experiences the largest growth. Retail has a sizable increase as well.

The projected increase in employment is then used to estimate growth in nonresidential square footage using the employee per square foot data discussed above. Easton is projected to increase by 543,000 square feet of nonresidential floor area over the next ten years, a 9 percent increase from the base year.

Figure 82. Employment and Nonresidential Floor Area Projections

Industry	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Jobs												
Retail	4,117	4,148	4,179	4,210	4,241	4,272	4,304	4,336	4,368	4,400	4,432	315
Office/Institutional	10,059	10,238	10,418	10,495	10,573	10,651	10,730	10,809	10,889	10,970	11,051	992
Industrial/Flex	1,545	1,557	1,568	1,580	1,592	1,603	1,615	1,627	1,639	1,651	1,664	118
Total	15,722	15,942	16,165	16,285	16,405	16,526	16,649	16,772	16,896	17,021	17,147	1,425
Nonresidential Floor Area (1,000 sq. ft.)												
Retail	1,758	1,771	1,784	1,797	1,811	1,824	1,838	1,851	1,865	1,879	1,893	135
Office/Institutional	3,390	3,450	3,511	3,537	3,563	3,589	3,616	3,643	3,670	3,697	3,724	334
Industrial/Flex	970	978	985	992	999	1,007	1,014	1,022	1,029	1,037	1,045	74
Total	6,118	6,199	6,280	6,326	6,373	6,420	6,468	6,516	6,564	6,613	6,662	543

Source: Maryland Department of Labor, Licensing, & Regulation, *Long Term Industry Projections*; *Trip Generation*, Institute of Transportation Engineers, 10th Edition (2017)

FUNCTIONAL POPULATION

Both residential and nonresidential developments increase the demand on Town services and facilities. To calculate the proportional share between residential and nonresidential demand on service and facilities, a functional population approach is used. The functional population approach allocates the cost of the facilities to residential and nonresidential development based on the activity of residents and workers in the Town through the 24 hours in a day.

Residents that do not work are assigned 20 hours per day to residential development and 4 hours per day to nonresidential development (annualized averages). Residents that work in Easton are assigned 14 hours to residential development and 10 hours to nonresidential development. Residents that work outside the Town are assigned 14 hours to residential development, the remaining hours in the day are assumed to be spent outside of the Town working. Inflow commuters are assigned 10 hours to nonresidential development. Based on 2015 functional population data, residential development accounts for 62 percent of the functional population, while nonresidential development accounts for 38 percent, see Figure 83.

Figure 83. Easton Functional Population

Demand Units in 2015				
Residential			<i>Demand Hours/Day</i>	<i>Person Hours</i>
Population*	16,599			
Residents Not Working	8,733		20	174,660
Employed Residents	7,866			
Employed in Easton	2,758	14		38,612
Employed outside Easton	5,108	14		71,512
Residential Subtotal				284,784
Residential Share =>				62%
Nonresidential				
Non-working Residents	8,733	4		34,932
Jobs Located in Easton	13,943			
Residents Employed in Easton	2,758	10		27,580
Non-Resident Workers (inflow commuters)	11,185	10		111,850
Nonresidential Subtotal				174,362
Nonresidential Share =>				38%
TOTAL				459,146

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

* Source: U.S. Census Bureau, American Community Survey, 2015

VEHICLE TRIP GENERATION

RESIDENTIAL VEHICLE TRIPS

A customized trip rate is calculated for the single family and multifamily units in the Town of Easton. In Figure 84, the most recent data from the US Census American Community Survey is inputted into equations provided by the ITE to calculate the trip ends per housing unit factor. A single family unit is estimated to generate 8.80 trip ends on an average weekday and a multifamily unit is estimated to generate 4.00 trip ends on an average weekday.

Figure 84. Customized Residential Trip End Rates

	Vehicles Available (1)	Households (2)			Vehicles per Household by Tenure
		Single Family*	Multifamily Units	Total HHs	
Owner-occupied	7,861	4,212	78	4,290	1.83
Renter-occupied	4,226	1,399	1,802	3,201	1.32
TOTAL	12,087	5,611	1,880	7,491	1.61
Housing Units (6) =>		5,966	2,224	8,190	
Persons per Housing Unit =>		2.14	1.54	1.98	

	Persons (3)	Trip Ends (4)	Vehicles by Type of Housing	Trip Ends (5)	Average Trip Ends	Trip Ends per Housing Unit	ITE Trip Ends Per Unit	Difference from ITE
Single Family*	12,786	42,444	9,565	62,948	52,696	8.80	9.44	-7%
Multifamily	3,426	7,765	2,522	10,230	8,997	4.00	5.44	-26%
TOTAL	16,212	50,209	12,087	73,178	61,693	7.50		

* Includes Single Family Detached, Attached, and Manufactured Homes

(1) Vehicles available by tenure from Table B25046, 2013-2017 American Community Survey 5-Year Estimates.

(2) Households by tenure and units in structure from Table B25032, American Community Survey, 2013-2017.

(3) Persons by units in structure from Table B25033, American Community Survey, 2013-2017.

(4) Vehicle trips ends based on persons using formulas from Trip Generation (ITE 2017). For single family housing (ITE 210), the fitted curve equation is $\text{EXP}(0.89 \cdot \text{LN}(\text{persons}) + 1.72)$. To approximate the average population of the ITE studies, persons were divided by 113 and the equation result multiplied by 113. For multifamily housing (ITE 221), the fitted curve equation is $(2.29 \cdot \text{persons}) - 81.02$.

(5) Vehicle trip ends based on vehicles available using formulas from Trip Generation (ITE 2017). For single family housing (ITE 210), the fitted curve equation is $\text{EXP}(0.99 \cdot \text{LN}(\text{vehicles}) + 1.93)$. To approximate the average number of vehicles in the ITE studies, vehicles available were divided by 98 and the equation result multiplied by 98. For multifamily housing (ITE 220), the fitted curve equation is $(3.94 \cdot \text{vehicles}) + 293.58$ (ITE 2012).

(6) Housing units from Table B25024, American Community Survey, 2012-2016.

RESIDENTIAL VEHICLE TRIPS ADJUSTMENT FACTORS

A vehicle trip end is the out-bound or in-bound leg of a vehicle trip. As a result, so to not double count trips, a standard 50 percent adjustment is applied to trip ends to calculate a vehicle trip. For example, the out-bound trip from a person's home to work is attributed to the housing unit and the trip from work back home is attributed to the employer.

However, an additional adjustment is necessary to capture Town residents' work bound trips that are outside of the Town. The trip adjustment factor includes two components. According to the National Household Travel Survey (2009), home-based work trips are typically 31 percent of out-bound trips (which are 50 percent of all trip ends). Also, utilizing the most recent data from the Census Bureau's web application "OnTheMap", 83 percent of Easton workers travel outside the Town for work. In combination, these factors account for 13 percent of additional production trips ($0.31 \times 0.50 \times 0.83 = 0.13$). Shown in Figure 85, the total adjustment factor for residential housing units includes attraction trips (50 percent of trip ends) plus the journey-to-work commuting adjustment (13 percent of production trips) for a total of 63 percent.

Figure 85. Trip Adjustment Factor for Commuters

Employed Easton Residents (2015)	16,599
Residents Working in the Town (2015)	2,758
Residents Commuting Outside of the Town for Work	13,841
Percent Commuting Out of the Town	83%
Additional Production Trips	13%
Standard Trip Adjustment Factor	50%
Residential Trip Adjustment Factor	63%

Source: U.S. Census, OnTheMap Application, 2015

NONRESIDENTIAL VEHICLE TRIPS

Vehicle trip generation for nonresidential land uses are calculated by using ITE's average daily trip end rates and adjustment factors found in their recently published 10th edition of *Trip Generation*. **To estimate the trip generation in Easton, the weekday trip end per 1,000 square feet factors highlighted in Figure 86 are used.**

Figure 86. Institute of Transportation Engineers Nonresidential Factors

ITE Code	Land Use	Demand Unit	Wkdy Trip Ends Per Dmd Unit	Wkdy Trip Ends Per Employee
110	Light Industrial	1,000 Sq Ft	4.96	3.05
130	Industrial Park	1,000 Sq Ft	3.37	2.91
140	Manufacturing	1,000 Sq Ft	3.93	2.47
150	Warehousing	1,000 Sq Ft	1.74	5.05
254	Assisted Living	bed	2.60	4.24
520	Elementary School	1,000 Sq Ft	19.52	21.00
610	Hospital	1,000 Sq Ft	10.72	3.79
710	General Office (avg size)	1,000 Sq Ft	9.74	3.28
714	Corporate Headquarters	1,000 Sq Ft	7.95	2.31
760	Research & Dev Center	1,000 Sq Ft	11.26	3.29
770	Business Park	1,000 Sq Ft	12.44	4.04
820	Shopping Center (avg size)	1,000 Sq Ft	37.75	16.11

Source: Trip Generation, Institute of Transportation Engineers, 10th Edition (2017)

For nonresidential land uses, the standard 50 percent adjustment is applied to Office/Institutional and Industrial/Flex development. A lower vehicle trip adjustment factor is used for Retail because this type of development attracts vehicles as they pass-by on arterial and collector roads. For example, when someone stops at a convenience store on their way home from work, the convenience store is not their primary destination.

In Figure 87, the Institute for Transportation Engineers' land use code, daily vehicle trip end rate, and trip adjustment factor is listed for each land use.

Figure 87. Daily Vehicle Trip Factors

Land Use	ITE Codes	Vehicle Trip Ends	Adjustment Factor
Residential (per housing unit)			
Single Family	210	8.80	63%
Multifamily	220	4.00	63%
Nonresidential (per 1,000 square feet)			
Retail	820	37.75	38%
Office/Institutional	710	9.74	50%
Industrial/Flex	140	3.93	50%

Source: Trip Generation, Institute of Transportation Engineers, 10th Edition (2017)

VEHICLE TRIP PROJECTIONS

The base year vehicle trip totals and vehicle trip projections are calculated by combining the vehicle trip end factors, the trip adjustment factors, and the residential and nonresidential assumptions for housing stock and floor area. Throughout Easton, residential land uses account for 38,160 vehicle trips and nonresidential land uses account for 43,637 vehicle trips in the base year (Figure 88). Through 2031, there is a projected total increase of 7,152 daily vehicle trips with the majority of the growth being generated by single family (41%), office/institutional (22%), and retail (26%) development.

Figure 88. Easton Total Daily Vehicle Trip Projections

Development Type	Base Year 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Increase
Residential Trips												
Single Family	33,264	33,732	34,199	34,667	34,905	35,143	35,382	35,620	35,859	36,097	36,335	3,071
Multifamily	4,896	4,934	4,972	5,010	5,048	5,085	5,123	5,161	5,199	5,237	5,274	378
Subtotal	38,160	38,666	39,171	39,677	39,953	40,228	40,505	40,781	41,058	41,334	41,609	3,449
Nonresidential Trips												
Retail	25,221	25,407	25,595	25,785	25,975	26,168	26,361	26,556	26,753	26,951	27,150	1,929
Office/Institutional	16,509	16,802	17,098	17,225	17,352	17,480	17,610	17,740	17,871	18,004	18,137	1,628
Industrial/Flex	1,907	1,921	1,935	1,950	1,964	1,979	1,993	2,008	2,023	2,038	2,053	146
Subtotal	43,637	44,130	44,628	44,960	45,291	45,627	45,964	46,304	46,647	46,993	47,340	3,703
Vehicle Trips												
Grand Total	81,797	82,796	83,799	84,637	85,244	85,855	86,469	87,085	87,705	88,327	88,949	7,152

Source: Trip Generation, Institute of Transportation Engineers, 10th Edition (2017); TischlerBise analysis

APPENDIX B. LAND USE DEFINITIONS

RESIDENTIAL DEVELOPMENT

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. The Town of Easton will collect impact fees from all new residential units. One-time impact fees are determined by site capacity (i.e., number of residential units).

Single-Family Units:

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.

Multi-Family Units:

1. 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with “2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments.”
2. Mobile home includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.
3. Boat, RV, Van, etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

NONRESIDENTIAL DEVELOPMENT CATEGORIES

Nonresidential development categories used throughout this study are based on land use classifications from the book *Trip Generation* (ITE, 2010). A summary description of each development category is provided below.

Retail: Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Commercial* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters.

Office: Establishments providing management, administrative, professional, or business services. By way of example, *Office* includes banks and business offices.

Industrial: Establishments primarily engaged in the production and transportation of goods. By way of example, *Industrial* includes manufacturing plants, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

Warehouse: A warehouse is primarily devoted to the storage of materials, but it may also include office and maintenance areas. A mini-warehouse is a building in which a number of storage units or vaults are rented for the storage of goods. They are typically referred to as “self-storage” facilities. Each unit is physically separated from other units, and access is usually provided through an overhead door or other common access point.

Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, and government buildings.

Medical Office: A medical-dental office building is a facility that provides diagnoses and outpatient care on a routine basis but is unable to provide prolonged in-house medical and surgical care. One or more private physicians or dentists generally operate this type of facility. Clinic (Land Use 630) is a related use.

Hotel: A hotel is a place of lodging that provides sleeping accommodations and supporting facilities such as restaurants, cocktail lounges, meeting and banquet rooms or convention facilities, limited recreational facilities (pool, fitness room), and/or other retail and service shops. *Hotel* includes suites hotel, business hotel, motel, and resort hotel related uses.



Town Council MEETING MINUTES

Monday, April 18, 2022 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:30 PM: Call to Order by President Cook.

Mayor Robert C. Willey
Mr. Al Silverstein
Mr. Don Abbatiello
Mr. Ron Engle
Rev. Elmer Davis
President Megan Cook

Also present was the Town Manager, Mr. Don Richardson, Town Attorney Mrs. Sharon VanEmburch, and Town Clerk Mrs. Kathy M. Ruf.

Opening remarks and Pledge of Allegiance by Councilmember Rev. Davis.

Councilmember Rev. Elmer Davis gave opening remarks and led those present in the Pledge of Allegiance.

Approval of Minutes.

Meeting minutes 4/4/22.

Upon motion by Mr. Silverstein, seconded by Rev. Davis and carried unanimously, minutes of the April 4, 2022 meeting were approved as written.

Meeting Minutes 4/5/22.

Upon motion by Mr. Silverstein, seconded by Rev. Davis and carried unanimously, minutes of the April 5, 2022 meeting were approved as written.

Meeting Minutes 4/7/22.

Upon motion by Mr. Silverstein seconded by Rev. Davis and carried unanimously, minutes of the April 7, 2022 meeting were approved as written.

Municipal Official Items.

Items by the Mayor.

Mayor Willey discussed the EVFD 5K which occurred April 16, 2022.

Mayor Willey stated there will be a dedication for the new John F Ford Park sign April 29 at 10 a.m.

Approval of Agreement between EEDC and Town of Easton for Economic Development Services.

Mayor Willey asked for approval of the agreement between the Town of Easton for EEDC Services. He stated that the legislation is later on the agenda. He stated that the EEDC has been keeping a pulse on the business community as well as being tasked with events and advertising the town for prospective businesses.

Items by the Town Manager.

Staff Recommendation for the Property Maintenance Bid.

Rev. Davis asked if this could be accomplished by town staff.

Upon motion by Mr. Abbatiello seconded by Mr. Engle and carried unanimously, the staff recommendation to approve the Property Maintenance bid from Living Ecosystems was approved.

Approval to Award Bid for Building Relocation.

Mr. Richardson discussed removing the operations from the Town's former Public Works

facility at 672 Glenwood Avenue. He stated that Phillips Wharf has leased a portion of the property and has moved in. He stated that the Town of Easton received five responses for the bid to relocate (2) 50x60 existing steel buildings to one location as one building.

Mr. Grunden stated he does not have sufficient detail.

Mr. Silverstein stated as a taxpayer and councilmember, he would like to have a building put together for Easton Utilities and the Town. He stated he would like to have a written agreement between the Town and EU and a total cost for the project. Mr. Silverstein asked that the matter be tabled to get all the details worked out. Mr. Grunden discussed requiring a push wall.

The bid award was tabled.

Mr. Richardson stated that Parks and Recreation staff are starting their camp registration for those wishing to participate in soccer and baseball. Information for the camps can be found on the Town's website.

Items by the Town Attorney.

Discussion regarding Plastic Free Easton Proposal.

The Town Attorney discussed Plastic Free Easton. She stated she forwarded options to decide how to draft legislation. The President of the Council stated she hopes this could be enacted and effective by the first of the year. Mr. Silverstein stated he hopes to get comments from businesses.

The President of the Council suggested banning bags all together.

Mr. Abbatiello asked if there would be exceptions.

Mr. Silverstein asked to review draft legislation.

Violations and enforcement were discussed.

Mr. Abbatiello stated he was not in favor of a \$100 penalty.

The Town Attorney stated she has enough for a draft then the council can revise.

Hugh E. Grunden, P.E., President and CEO Easton Utilities seeking approval to spend in excess of 2 million dollars to construct a new crew building at 219 N Washington Street.

Mr. Grunden discussed constructing a new crew building for their staff. He stated the proposal has gone before Planning and Zoning Commission for approval and they are ready to submit for a building permit. Mr. Grunden stated that plans and specifications for the proposed 2022 Crew Building were designed by the Becker-Morgan Group. He stated the low bid was by Harper & Sons, Inc. for \$3,224,300. Mr. Grunden stated that this will be a good place for employees to gather. He asked for questions.

Mr. Silverstein asked about rates. Mr. Grunden stated that building this building will not raise rates. He stated that the construction costs will be paid with reserves on hand with no debt financing. Mr. Grunden expects to issue the notice to proceed late May.

Upon motion by Mr. Engle, seconded by Rev. Davis, approval was granted for Easton Utilities to spend in excess of two million (\$2,000,000) dollars to construct a new crew building at 219 N. Washington Street.

Public Hearing.

5:35 PM PUBLIC HEARING for the purpose of discussing Ordinance No. 781, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 7A AT MISTLETOE HALL COMMERCE BUSINESS PARK TO C ESTATES, LLC."

At 6:07 p.m., President Cook opened the public hearing. She asked if there were any comments or questions. There were none.

President Cook closed the hearing at 6:08 p.m.

Legislation.

Ordinance No. 781, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 7A AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO C ESTATES, LLC."

Upon motion by Mr. Silverstein seconded by and carried unanimously, Ordinance No. 781, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 7A AT MISTLETOE HALL COMMERCE BUSINESS PARK TO C ESTATES, LLC" was approved following a roll call vote.

Resolution No. 6153, "A RESOLUTION OF THE TOWN OF EASTON AUTHORIZING THE EXECUTION OF AN AGREEMENT REGARDING ECONOMIC DEVELOPMENT SERVICES BETWEEN THE TOWN OF EASTON AND THE EASTON ECONOMIC DEVELOPMENT CORPORATION."

Upon motion by Mr. Engle seconded by Mr. Silverstein and carried unanimously, Resolution No. 6153, "A RESOLUTION OF THE TOWN OF EASTON AUTHORIZING THE EXECUTION OF AN AGREEMENT REGARDING ECONOMIC DEVELOPMENT SERVICES BETWEEN THE TOWN OF EASTON AND THE EASTON ECONOMIC DEVELOPMENT CORPORATION" was approved.

Ordinance No. 782, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 6C AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO BLUE CRAB SELF STORAGE, LLC."

President Cook brought Ordinance No. 782 to the floor for a first reading and set a public hearing to hear comments for May 2, 2022 at 5:35 p.m. in conjunction with Ordinance No. 783.

Ordinance No. 783, "AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 2 AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO PRO WELLNESS GROUP, LLC."

President Cook brought Ordinance No. 783 to the floor for a first reading and set a public hearing to hear comments for May 2, 2022 at 5:35 p.m. in conjunction with Ordinance No. 782.

Public Participation/Comments.

There were none.

Items by Members of the Council:

Mr. Abbatiello thanked all those that came out for the EVFD 5K fundraiser.

Mr. Abbatiello stated that there will be a meeting scheduled in Ward 2 to hear comments regarding the Comprehensive Plan.

Mr. Engle stated Ward 3 will have a Comprehensive Plan meeting on Monday, 5:30 PM at Easton Club East meeting room. The meeting will be available live on the zoon and by signing in then available to view on the website.

Mr. Engle stated that downtown received a \$99,000 grant for improvements.

President Cook gave kudos to EEDC and Holly Dekarske for the great eggroll and stated the town is looking great.

Adjournment.

At 6:13, upon motion by Mr. Silverstein, seconded by Mr. Abbatiello and carried unanimously, the meeting was adjourned.

Respectfully submitted,

Kathy M. Ruf, Town Clerk



TOWN OF EASTON

P.O. Box 520

Easton, Maryland 21601

www.town-eastonmd.com

MEMORANDUM

TO: Ms. Megan Cook, President of the Council
Members of the Town Council

cc: Donald J. Richardson
Sharon VanEmburch

FROM: Mayor Robert C. Willey

SUBJECT: Confirmation for Re-Appointments

DATE: May 2, 2022

I am asking for confirmation for the following re-appointments on the Affordable Housing Trust. Both members are very active and contribute to the Board.

- J. Edward Lynch May 16, 2022 3 – year term
- Duane Hilghman May 16, 2022 3 – year term

Also, on the Housing Authority of Talbot County:

- Tracy Berrigan June 15, 2022 5 – year term

Your consideration for the above appointments is appreciated.

EASTON POLICE DEPARTMENT

"With Pride We Serve"

UPCOMING PUBLIC ASSEMBLY EVENT

TO: Mayor Willey and Don Richardson
DATE: April 27, 2022
PREPARED BY: 1st Sgt. E. Kellner #0144

EVENT: 2022 4th of July Celebration / Carnival

APPLICANT: Al Bond – Avalon Foundation

LOCATION: Open field at St Michaels Rd / Marlboro Rd (near Target)

DATE/TIME: June 24 – July 4, 2022 (rain date for fireworks July 5th)
6pm – 11pm daily during carnival
6pm – 11pm on day of fireworks

ATTENDANCE: 2000 +

PURPOSE: Annual Carnival and 4th of July fireworks

SPECIAL REQUESTS:

- 2 Officers each evening to work security at the Carnival
- Event security and traffic control assistance for the carnival/fireworks on July 4th
- Parking restrictions to be posted during the carnival on Marlboro Rd and access road to Target
- Partial closure of Marlboro Rd during the Carnival / Fireworks on July 4th

APPROXIMATE COST:

- Carnival Security for 10 days (not including July 4th) - \$6,500
- July 4th Carnival Security and Traffic Control - \$9,880.00

RECOMMENDATIONS:

Recommend approval.

EASTON POLICE DEPARTMENT

"With Pride We Serve"

UPCOMING PUBLIC ASSEMBLY EVENT

TO: Mayor Willey and Don Richardson
DATE: April 27, 2022
PREPARED BY: 1st Sgt. E. Kellner #0144

EVENT: 2022 Outdoor Summer Concert Series

APPLICANT: Suzy Moore – Avalon Foundation

LOCATION: Harrison Street between Dover and Goldsborough Streets

DATE/TIME: June 11, 18, 25 July 2, 9, 30 August 6, 13, 20, 27

7pm – 9pm

ATTENDANCE: 200 – 800 persons

PURPOSE: Community Gathering

DETAILS: Various bands will set up on Harrison Street on the aforementioned dates.

SPECIAL REQUESTS:

- Close N. Harrison Street between Goldsborough and Dover Streets (5pm – 9pm)

EPD CONCERNS: None

APPROXIMATE COST: None (on duty personnel will handle)

RECOMMENDATIONS: Recommend approval



TOWN OF EASTON

P.O. Box 520
Easton Maryland 21601
www.eastonmd.gov

MEMORANDUM

TO: Mayor, Town Council and Town Attorney

FROM: Donald J Richardson, Town Manager *djr*

SUBJECT: Building(s) Relocation, 672 Glenwood Avenue to Lot 9A Mistletoe Drive

DATE: April 14, 2022

The Town of Easton and Easton Utilities have been working to determine the most efficient and cost-effective way to remove all operations from the Town's former Public Works facility at 672 Glenwood Avenue. The current dry storage and record storage is contained in the southern building, 10,500 square feet, plus portions of the northern building amounting to an additional 6,000 square feet.

To date we have received pricing on three partial solutions, to compile these in a comparable manner they have been put into a cost per square foot format to show the most efficient and cost-effective solution.

Option	Contractor	Description	Square Footage	Proposal Cost	Cost per Square Foot
1	Harper and Son	Relocation of (2) 50X60 existing steel buildings at two different locations	6000	\$286,557.00	\$ 47.76
2	Harper and Son	Relocation of (2) 50X60 existing steel buildings at one location as one building	6000	\$212,523.00	\$ 35.42
3	Willow	Relocation of (2) 50X60 existing steel buildings	6000	Declined to Quote	----
4	Harper and Son	Construction of (1) 45x30 pole building	1350	\$141,413.00	\$ 104.75
5	Willow	Construction of (1) 25x45 wood framed building	1125	\$134,862.00	\$ 119.88

Recommendation is to award to Harper and Son option 2 in the amount of \$212,523. This results in the most space at the lowest cost. Please let me know if you have any questions.



GENERAL CONTRACTORS

October 21, 2021

Town of Easton
14 South Harrison St.
Easton, MD 21601
Attn: Don Richardson

PROPOSAL: Glenwood Ave/Bryan Drive Steel Building Projects

Dear Don;

We are pleased to provide the following proposals for the Construction at the locations referenced above. The work will be performed on a lump-sum contract basis, per the scope of work below.

Relocation of (2) Steel Buildings: **\$286,557.00**

This work includes the following items and may be revised at the consent of both Harper & Sons and the Owner:

- 1) Label, disassemble, transport, and erect (2) 50' x 62' pre-engineered steel buildings from Glenwood Ave to Bryan Drive. This re-installed material will include all primary and secondary framing, and cable bracing. All sheeting and trims will be disposed of properly.
- 2) At Bryan Drive, design and install new concrete foundations and turned-down slab edge, based on original building reactions (to be provided by the Town of Easton). Design and install 6" thick, 4000 psi concrete slabs on 5" gravel base, with sawcut control joints. No aprons or drains are included.
- 3) Purchase and install new roof and wall sheeting, trims, gutters, and downspouts in Stone color for the reinstalled buildings. New endwall columns and girts will be furnished and installed to complete the endwalls that are currently attached to the existing 1970's buildings.
- 4) Purchase and install new girts and endwall column (all 14 gauge) to infill the open endwall on the North 1970's building remaining. Utilize sheeting and trims from 2003 buildings.
- 5) No sitework or preparation of the building pads are included. We are glad to offer a proposal for this work once site grading and preparation information is available.
- 6) The concrete foundations will be left in place at Glenwood Ave. The concrete slabs will be left in place and be left in a broom-clean condition. No additional grading, backfilling, or lawn work is included.
- 7) This proposal is based on re-installing the 2 buildings as separate free-standing buildings at Bryan Drive. Construction of both is assumed to occur at the same time.

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PHONE (410) 820-2000 • FAX (410) 819-6679 • M.H.I.C. #2764
www.harperandson.com

The following items are specifically excluded:

- 1) Design, Structural, Mechanical, or Electrical engineering or drawings (other than indicated above), or any changes to the scope required by Authorities Having Jurisdiction.
- 2) Any Code requirements to bring the existing structures into compliance with current code.
- 3) Building permit or impact fees.
- 4) Work includes a (1) year warranty from date of substantial completion on all workmanship and new materials. No warranty is provided or implied for existing steel building components that are reinstalled.
- 5) Any relocation of existing cables, wires, piping, railings, structures, tanks, transformers, or utilities; whether above or below grade, in order to construct the new buildings.
- 6) Compliance with energy codes. Our understanding is that all building construction will be open on one side, and uninsulated.
- 7) Cleaning or painting of the re-installed steel buildings.

This proposal is based on the following clarifications.

- 1) This proposal is based on the execution of an AIA A101 contract (or similar), prior to start of work.
- 2) Payment terms will be net 30 days. Invoices unpaid 30 days after invoice date will be subject to 1.5% monthly service charge. Buyer agrees to pay all costs and expenses of collection of amounts past due, including without limitation, reasonable attorney fees.
- 3) No Performance & Payment Bonds, Builders Risk, or Property Insurance is included. These can be furnished by Harper & Sons at additional cost. Harper & Sons is fully insured and licensed in the states of Maryland and Delaware; proof will be provided on request.
- 4) Work to be completed in one operation. If additional time for phased construction is required, please notify us ahead, as construction costs may increase.
- 5) This work is assumed to be performed in conjunction with an Easton Utilities Commission project to remove the existing 1970's steel building.
- 6) Owner to pay for electric usage during construction.
- 7) This proposal is valid for 30 days but may be negotiated for a longer period.

Please contact me with any questions you have in regard to this proposal. Thank you for the opportunity.

Sincerely,

Benson Harper

Benson Harper
Vice President



Don Richardson <drichardson@eastonmd.gov>

RE: Town of Easton - Glenwood Ave/Bryan Drive Projects

1 message

Benson Harper <bharper@harperandson.com>

Fri, Oct 29, 2021 at 3:38 PM

To: Don Richardson <drichardson@eastonmd.gov>

Don,

If we re-install both building additions as one building on the same slab, we'll be at \$212,523. Finished building would be 120' long +/- That includes using the existing roof sheeting, and wall sheeting at open side, but new sheeting on endwalls and rear sidewall. That doesn't include any site prep, fill, or grading. Concrete foundations, turned-down edge, and 6" slab on 5" gravel are still included.

If we need to find additional cost savings, we might have to look at the concrete scope of work.

Thanks,

Benson Harper

Vice President

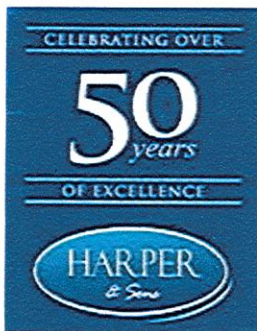
HARPER & SONS, INC.

9071 Centreville Rd

Easton, MD 21601

(O) 410.820.2000

(F) 410.819.6679





Don Richardson <drichardson@eastonmd.gov>

RE: 672 Glenwood Avenue

1 message

Andy Cheezum <andy@willowconstruction.com>
To: Don Richardson <drichardson@eastonmd.gov>

Mon, Apr 4, 2022 at 6:36 AM

Don,

After consulting with our PEMB vendor, it still appears that the feasibility versus cost benefit is not there. Thank you for reaching to us on this though. Sorry we couldn't help on this one.

Have a good Monday.

Bernard A. Cheezum, Jr., CHC

Vice President

www.willowconstruction.com

From: Don Richardson <drichardson@eastonmd.gov>
Sent: Wednesday, March 30, 2022 2:32 PM
To: Andy Cheezum <andy@willowconstruction.com>
Subject: 672 Glenwood Avenue

Andy,

Any chance you have a quote for the Town to relocate the eastern sixty feet of the two buildings at Glenwood Avenue to Mistletoe Drive?

Donald Richardson, Architect

Town of Easton, Town Manager

14 South Harrison Street

Easton, Maryland 21601

Tel: 410-822-2525

Email: drichardson@eastonmd.gov



GENERAL CONTRACTORS

November 5, 2021

Easton Utilities Commission
201 N. Washington St
Easton, MD 21601
Attn: Rebecca Saduk

PROPOSAL: Glenwood Ave & EUC Plant 2 Storage Building Projects

Dear Rebecca;

We are pleased to provide the following proposals for the Construction at the locations referenced above. The work will be performed on a lump-sum contract basis, per the scope of work below.

1) Construction of New 3-Bay Pole Building at Plant 2 Total:	\$106,722.00
2) Add Sitework, Grading, and extend Stone Driveway at Plant 2:	\$28,140.00
3) Add 4' High Wood Push-wall at Pole Building at Plant 2:	\$26,745.00
4) Demolish Steel Building and Timber building at Glenwood:	\$29,077.00
5) Relocate 50' x 30' section of steel Building to Plant 2:	\$120,713.00
6) Relocate 2-bay Timber Building to Plant 2:	\$122,892.00

This work includes the following items and may be revised at the consent of both Harper & Sons and the Owner:

- 1) Furnish and install 45'x30' pole building and 105'x30'x6" concrete slab at Plant 2, in location indicated on drawing dated Sept 2021. Includes 100 amp 120/240v panel, interior lights, and convenience receptacles. No sitework is included except that directly in the footprint of the concrete pad. Provide engineered drawings for the building only.
- 2) Construct grading, ditch revisions, 4" CR-6 base, 4" #57 stone topping, topsoil, seeding, and mulching to prepare the site for the 105'x30' concrete pad to be placed, and to add 10' to the driveway to maintain the 65' overall depth indicated on the drawing dated Sept 2021. Further site drawings might be required to determine actual grading. *This price is for the building to be located on the northwest side of the plant, alongside the driveway closest to the building, not in the location on the Sept drawing. This does NOT include any provisions for sediment and erosion control or stormwater management.*
- 3) Furnish and install a 4' high, braced wood push wall with 2x6 treated wall facing, and 6x6 wall and brace posts set in concrete foundations. The wall will run the 45' length of the Pole building rear sidewall proposed in Item # 1 above.
- 4) Demolishing and disposing of all timber, steel, and CMU comprising the existing 30'x30' timber-framed material storage and 140' x 50' steel-framed storage buildings at Glenwood Ave. The timber posts, steel posts, and foundations located below grade will be left in place. The concrete slabs will be left in place and be left in a broom-clean condition. No additional grading or backfilling or lawn work is included.
- 5) Relocate, modify, and install a 50' x 30' section (1 bay) of the existing Glenwood steel building to Plant 2. This will include engineered concrete foundations and slab, similar to the Pole Building Item #

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1 above. Existing roof and wall sheeting and trims will be reused. No cleaning or painting of the existing structure, sheeting, or trim is included. Includes 100 amp 120/240v panel, lights, and convenience receptacles. No sitework is included except that directly in the footprint of the concrete pad. *Note: clear eave height would be 13'-4" due to girder truss height. This Item # 5 must be performed in conjunction with Item # 4.*

- 6) Relocate, modify, and install the Timber-frame building from Glenwood to Plant 2, utilizing the drawings from 2004. All other work is similar to the relocated steel building in Item # 5 above. *Note: This Item # 6 must be performed in conjunction with Item # 4.*

The following items are specifically excluded:

- 1) Design, Structural, Mechanical, or Electrical engineering or drawings (other than indicated above), or any changes to the scope required by Authorities Having Jurisdiction.
- 2) Any Code requirements to bring the existing structures into compliance with current code.
- 3) Building permit or impact fees.
- 4) Work includes a (1) year warranty from date of substantial completion on all workmanship and new materials. No warranty is provided or implied for existing timber or steel building components that are reinstalled.
- 5) Any relocation of existing cables, wires, piping, railings, structures, tanks, transformers, or utilities; whether above or below grade, in order to construct the new buildings.
- 6) Compliance with energy codes. Our understanding is that all building construction will be open on one side, and uninsulated.
- 7) No concrete aprons, storm drains, or storm drainage structures are included.
- 8) Site lighting or sewer/water utilities.
- 9) Revisions to the sitework at Plant 2 that are not indicated on the Sept 2021 drawing.

This proposal is based on the following clarifications.

- 1) This proposal is based on the execution of an AIA A101 contract (or similar), prior to start of work.
- 2) Payment terms will be net 30 days. Invoices unpaid 30 days after invoice date will be subject to 1.5% monthly service charge. Buyer agrees to pay all costs and expenses of collection of amounts past due, including without limitation, reasonable attorney fees.
- 3) No Performance & Payment Bonds, Builders Risk, or Property Insurance is included. These can be furnished by Harper & Sons at additional cost. Harper & Sons is fully insured and licensed in the states of Maryland and Delaware; proof will be provided on request.
- 4) Work to be completed in one operation. If additional time for phased construction is required, please notify us ahead, as construction costs may increase.
- 5) This work is assumed to be performed in conjunction with a Town of Easton project to remove the existing 2003 addition to the steel building.
- 6) Electrical work at Plant 2 Building to bring feeder cable to the building will be performed by Easton Utilities.
- 7) Owner to pay for electric usage during construction.
- 8) This proposal is valid for 30 days but may be negotiated for a longer period.

Please contact me with any questions you have in regard to this proposal. Thank you for the opportunity.

Sincerely,

Benson Harper

Benson Harper
Vice President



Construction Proposal

July 16, 2021

To Provide Construction Services for:

Easton Utilities
201 North Washington Street
Easton, Maryland 21601
Attn: Rebecca Saduk
rsaduk@eucmail.com

RE: Glebe Park Drive Bulk Material Storage Facility

Pursuant to your request, we have prepared a Construction Proposal to provide all labor, material and equipment necessary to complete the construction of a storage facility located at 8940 Glebe Park Drive in Easton, Maryland. The estimate is based on a drawing prepared by Easton Utilities dated June 2021 numbered 9021017 and as defined in the following "Scope of Work".

Scope of Work

General Requirements

- Project supervision
- Project management
- Debris removal
- Sanitary facilities
- Small tools and equipment
- Job fuel
- Stakeout
- Testing
- Builder's risk insurance

Sitework

- Removal of topsoil
- Grading
- Backfill
- Mulch and seeding
- Site concrete

Pole Building (see Alternates 1, 2 and 3)

- Architectural and engineering services
- Building dimensions to be 25-feet wide by 45-feet long by 17-feet tall
- Concrete foundations
- Wood framing
 - 4-ply 2 x 8 treated glulam post 4-feet on center
 - Trusses 4-feet on center
 - 3-foot front overhang and 1-foot rear overhang
 - 2 x 8 treated tongue and groove wood walls on the perimeter installed inside the post up to 8-feet
 - 2 x 8 treated tongue and groove wood divider walls on each side of the wall up to 8-feet
- Metal roof panels to be 26-gauge
- Siding panels to be 29-gauge
- Vented roof ridge

Electrical

- 100-amp 120/208-volt single phase service panel at pole building (power to pole building to be provided by Easton Utilities)
- One (1) flood light controlled with a photo eye at the end of the pole building directed to concrete pad
- Three (3) LED lights controlled with a motion sensor under the roof of the pole building

Proposal Sum

For the Work described above, we offer the sum of:

One Hundred Forty-One Thousand, Four Hundred Thirteen Dollars - (\$141,413.00)

Exclusions

- Architectural and engineering fees other than for pole building
- Permits and inspections
- Off hour work or phasing of work
- Hazardous material investigation or remediation
- Location of private utilities
- Work associated with concrete barriers
- Work associated with observation wells
- Work associated with existing temporary power
- Additional gravel, asphalt or concrete for existing drive

Alternates

Alternates are listed as separate items and to be added and/or deducted from the Base Bid if selected. Alternates are not included in the Base Bid amount.

Add Alternate 1- Pole Building Warranty \$ 6,895.00

- Foundation protection and lifetime structural warranty
- Post and skirt protectors

Add Alternate 2 – Gutters and Downspouts \$ 1,200.00

- Gutters and downspouts installed on pole building

Add Alternate 3 – Side Wall Upgrade \$ 2,621.00

- 26-gauge upgrade to metal wall panels

The Proposed Sum is subject to change due to current volatility of material prices, supply chain complications, and global markets.

If this bid proposal is acceptable and you wish to authorize us to proceed, a contract will be drafted to confirm the cost, including any modifications due to more recent price changes, construction documents, contingency, allowances, accepted alternates and exclusions. This contract will need to be executed before construction can begin.

We appreciate the opportunity to submit this bid proposal. If you have any questions, feel free to contact Corey Stricker at cstricker@willowconstruction.com or 410-822-6000 ext. 143.

Respectfully Submitted,
WILLOW CONSTRUCTION, LLC



Corey Stricker
Estimator

TOWN OF EASTON NOTICE OF PUBLIC HEARING

The Council of the Town of Easton will hold a public hearing on Monday, May 2, 2022 at 5:35 P.M. in the Council Meeting Room, 14 South Harrison Street for the purpose of discussing Ordinance Number 782, “AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 6C AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO BLUE CRAB SELF STORAGE, LLC. and Ordinance Number 783, “AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE TOWN OF EASTON TO SELL LOT 2 AT MISTLETOE HALL COMMERCE-BUSINESS PARK TO PRO WELLNESS GROUP, LLC.”

Copies of Ordinance 782 and Ordinance No. 783 are on file in the office of the Town Clerk and are available for public inspection during normal business hours. They may also be found on the Town’s website www.eastonmd.gov . The public is hereby invited to attend the hearing and all interested parties shall be entitled to appear and be heard.

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number (410) 822-2525 during normal business hours by April 29, 2022.

Kathy M. Ruf
Town Clerk

Note to Star Democrat: Please publish the above ad in the Wednesday, April 27, 2022 issue of the Star Democrat and send a Certificate of Publication to: Town Clerk, Town of Easton, P.O. Box 520, Easton, MD 21601.

ORDINANCE NO. 783

AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE
TOWN OF EASTON TO SELL LOT 2 AT MISTLETOE HALL
COMMERCE-BUSINESS PARK TO PRO WELLNESS GROUP, LLC

INTRODUCED BY: _____

WHEREAS, the Town of Easton is the owner of Mistletoe Hall and has subdivided it and developed it for use as a commerce-business park, which subdivision plat is entitled, “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL’ TAX MAP 25 GRID 16, PARCEL 138 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 87, page 124, which Lots 6 and 7 were further subdivided into six lots by plat entitled “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL – LOTS 6 AND 7’ TAX MAP 25 GRID 16, PARCEL 138, LOTS 6 & 7 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 89, page 178;

WHEREAS, the Town of Easton wishes to sell Lot 2 of Mistletoe Hall Commerce-Business Park to Pro Wellness Group, LLC for a crawl space repair and encapsulation business (the “Property”);

WHEREAS, the Town of Easton believes that developing Mistletoe Hall as a

Commerce-Business park is a benefit to the community;

WHEREAS, the Town has entered into an Agreement of Sale of the Property which is contingent upon the Town enacting legislation approving the sale (a copy of the Agreement of Sale is attached hereto as Exhibit A);

WHEREAS, in accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland and for the reasons articulated herein, the Town Council has determined that Lot 2 of Mistletoe Hall in Easton is no longer needed for public use.

NOW, THEREFORE, be it ordained by the Town of Easton that:

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

Section 2. In accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland, the Town Council has determined that Lot 2 of Mistletoe Hall in Easton is no longer needed for public use.

Section 3. The Agreement of Sale attached hereto as Exhibit A is hereby approved.

Section 4. The Mayor, Town Manager, and Town Clerk are hereby authorized to take whatever additional actions are reasonably necessary to effectuate the terms of this Ordinance including signing the deed and related settlement documents;

Section 5. Any prior execution and delivery of documents related to the sale of the Property that are consistent with the purpose of this Ordinance, are hereby ratified and approved;

Section 6. In accordance with § 5-204 (c)(3) of the Local Government Article of the

Annotated Code of Maryland, the Town Clerk is directed to publicly advertise the sale of the Property at least twenty (20) days prior to the sale.

Section 7. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Silverstein	-
Abbatiello	-
Engle	-
Davis	-
Cook	-

I hereby certify that the above Ordinance was passed by a ye and nay vote of the Council this _____ day of _____, 2022.

Megan J. M. Cook, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2022.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Robert C. Willey, Mayor

EFFECTIVE DATE: _____, 2022.

ORDINANCE NO. 782

AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE
TOWN OF EASTON TO SELL LOT 6C AT MISTLETOE HALL
COMMERCE-BUSINESS PARK TO BLUE CRAB SELF STORAGE, LLC

INTRODUCED BY: _____

WHEREAS, the Town of Easton is the owner of Mistletoe Hall and has subdivided it and developed it for use as a commerce-business park, which subdivision plat is entitled, “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL’ TAX MAP 25 GRID 16, PARCEL 138 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 87, page 124, which Lots 6 and 7 were further subdivided into six lots by plat entitled “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL – LOTS 6 AND 7’ TAX MAP 25 GRID 16, PARCEL 138, LOTS 6 & 7 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 89, page 178;

WHEREAS, the Town of Easton wishes to sell Lot 6C of Mistletoe Hall Commerce-Business Park to Blue Crab Self Storage, LLC for a marine contracting company (the “Property”);

WHEREAS, the Town of Easton believes that developing Mistletoe Hall as a

Commerce-Business park is a benefit to the community;

WHEREAS, the Town has entered into an Agreement of Sale of the Property which is contingent upon the Town enacting legislation approving the sale (a copy of the Agreement of Sale is attached hereto as Exhibit A);

WHEREAS, in accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland and for the reasons articulated herein, the Town Council has determined that Lot 6C of Mistletoe Hall in Easton is no longer needed for public use.

NOW, THEREFORE, be it ordained by the Town of Easton that:

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

Section 2. In accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland, the Town Council has determined that Lot 6C of Mistletoe Hall in Easton is no longer needed for public use.

Section 3. The Agreement of Sale attached hereto as Exhibit A is hereby approved.

Section 4. The Mayor, Town Manager, and Town Clerk are hereby authorized to take whatever additional actions are reasonably necessary to effectuate the terms of this Ordinance including signing the deed and related settlement documents;

Section 5. Any prior execution and delivery of documents related to the sale of the Property that are consistent with the purpose of this Ordinance, are hereby ratified and approved;

Section 6. In accordance with § 5-204 (c)(3) of the Local Government Article of the

Annotated Code of Maryland, the Town Clerk is directed to publicly advertise the sale of the Property at least twenty (20) days prior to the sale.

Section 7. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Silverstein	-
Abbatiello	-
Engle	-
Davis	-
Cook	-

I hereby certify that the above Ordinance was passed by a ye and nay vote of the Council this _____ day of _____, 2022.

Megan J. M. Cook, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2022.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Robert C. Willey, Mayor

EFFECTIVE DATE: _____, 2022.

ORDINANCE NO. 783

AN ORDINANCE OF THE TOWN OF EASTON AUTHORIZING THE
TOWN OF EASTON TO SELL LOT 2 AT MISTLETOE HALL
COMMERCE-BUSINESS PARK TO PRO WELLNESS GROUP, LLC

INTRODUCED BY: _____

WHEREAS, the Town of Easton is the owner of Mistletoe Hall and has subdivided it and developed it for use as a commerce-business park, which subdivision plat is entitled, “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL’ TAX MAP 25 GRID 16, PARCEL 138 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 87, page 124, which Lots 6 and 7 were further subdivided into six lots by plat entitled “FINAL PLAT SUBDIVISION OF THE LANDS OF TOWN OF EASTON ‘MISTLETOE HALL – LOTS 6 AND 7’ TAX MAP 25 GRID 16, PARCEL 138, LOTS 6 & 7 IN THE TOWN OF EASTON TALBOT COUNTY MARYLAND” prepared by Fink, Whitten & Associates, LLC and recorded among the Plat Records of Talbot County in Plat Book 89, page 178;

WHEREAS, the Town of Easton wishes to sell Lot 2 of Mistletoe Hall Commerce-Business Park to Pro Wellness Group, LLC for a crawl space repair and encapsulation business (the “Property”);

WHEREAS, the Town of Easton believes that developing Mistletoe Hall as a

Commerce-Business park is a benefit to the community;

WHEREAS, the Town has entered into an Agreement of Sale of the Property which is contingent upon the Town enacting legislation approving the sale (a copy of the Agreement of Sale is attached hereto as Exhibit A);

WHEREAS, in accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland and for the reasons articulated herein, the Town Council has determined that Lot 2 of Mistletoe Hall in Easton is no longer needed for public use.

NOW, THEREFORE, be it ordained by the Town of Easton that:

Section 1. The recitals set forth above are incorporated herein by reference and made a part of this Ordinance.

Section 2. In accordance with § 5-204(c)(3) of the Local Government Article of the Annotated Code of Maryland, the Town Council has determined that Lot 2 of Mistletoe Hall in Easton is no longer needed for public use.

Section 3. The Agreement of Sale attached hereto as Exhibit A is hereby approved.

Section 4. The Mayor, Town Manager, and Town Clerk are hereby authorized to take whatever additional actions are reasonably necessary to effectuate the terms of this Ordinance including signing the deed and related settlement documents;

Section 5. Any prior execution and delivery of documents related to the sale of the Property that are consistent with the purpose of this Ordinance, are hereby ratified and approved;

Section 6. In accordance with § 5-204 (c)(3) of the Local Government Article of the

Annotated Code of Maryland, the Town Clerk is directed to publicly advertise the sale of the Property at least twenty (20) days prior to the sale.

Section 7. In accordance with Article II Section 9 of the Easton Town Charter, this ordinance shall become effective twenty (20) calendar days after approval by the Mayor or passage of this ordinance by the Council over the Mayor's veto.

Silverstein	-
Abbatiello	-
Engle	-
Davis	-
Cook	-

I hereby certify that the above Ordinance was passed by a ye and nay vote of the Council this _____ day of _____, 2022.

Megan J. M. Cook, Town Council President

Delivered to the Mayor by me this _____ day of _____, 2022.

Kathy M. Ruf, Town Clerk

APPROVED:

Date: _____

Robert C. Willey, Mayor

EFFECTIVE DATE: _____, 2022.

TOWN OF EASTON
CHECK REGISTER BY FUND

Prepared: 04/28/2022, 11:53:42
Program: GM179L

Selection Criteria:

From Date . . . : 03/31/2022
To Date . . . : 04/28/2022
or
From Period . . . :
To Period . . . :
Bank Code . . . : 00
Page Break by Fund: Y
Include Vendor No.: Y
Print Recap Only .: N

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/06/2022	843	2689	AMAZON CAPITAL SERVICES	1PTM-HR3H-9XKP 1X9M-XHMR-GTHJ 14KR-Y6DL-HPXL 14KR-Y6DL-HPXL	COMPUTERS,DP & WORD PROC. HAND TOOLS ,POW&NON POWER MISCELLANEOUS PRODUCTS OFFICE SUPPLIES, GENERAL	001-2040-520.30-52 001-3040-530.30-52 001-1065-510.30-52 001-1310-513.30-52		9/2022 9/2022 9/2022 9/2022 Total	59.94 504.60 11.99 85.81 662.34
04/06/2022	844	2790	BLUE TECH LLC	2107 2108	POLICE VEHICLE SVCS POLICE VEHICLE SVCS	001-2040-520.30-56 001-2040-520.30-56		9/2022 9/2022 Total	749.48 97.00 846.48
04/06/2022	845	2247	BOW WOW WASTE	471056	PLASTICS	001-4010-540.30-52		9/2022 Total	1,019.80 1,019.80
04/06/2022	847	3079	CARROLL INDEPENDENT FUE	100837-304007 100837-304007 100837-304007 100837-304007 100837-304007 100837-304007 100837-304007 100837-304007 100837-304007 100837-304007 100837-304007	3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES 3/1-15/22 FUEL PURCHASES	001-1400-514.30-55 001-2010-520.30-55 001-2020-520.30-55 001-2040-520.30-55 001-2210-522.30-55 001-2220-522.30-55 001-2310-523.30-55 001-3010-530.30-55 001-3025-530.30-55 001-3040-530.30-55 001-3045-530.30-55 001-4010-540.30-55		9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 Total	71.23 365.96 4,161.71 689.12 229.81 57.16 327.77 604.65 4,400.88 3,496.05 2,127.73 915.78 17,447.85
04/06/2022	848	810	CHESAPEAKE SUPPLY & EQU	35952	ROAD/HWY EQUIP EARTH, GRD	001-3040-530.30-46		9/2022 Total	620.50 620.50
04/06/2022	849	2094	GOV CONNECTION INC	72552259	COMPUTERS,DP & WORD PROC.	001-1200-512.30-52		9/2022 Total	41.02 41.02
04/06/2022	850	2571	HILYARD'S BUSINESS SOLU	INV206222	COPIER MAINT	001-1400-514.30-46		9/2022 Total	88.51 88.51
04/06/2022	851	2982	INSIGHT PUBLIC SECTOR I	1100923992	MISCELLANEOUS PRODUCTS	001-1400-514.30-34		9/2022 Total	1,021.08 1,021.08
04/06/2022	853	1705	LEATHERS & ASSOCIATES I	11683	EXIT CHUTE	001-4010-540.30-35		9/2022 Total	379.95 379.95
04/06/2022	854	389	PIERSON COMFORT GROUP L	QB020702 QB020703	SERVICES SERVICES	001-4010-540.30-44 001-3045-530.30-44		9/2022 9/2022 Total	157.00 78.50 235.50
04/06/2022	855	1953	ULINE	146020415	SHIPPING AND HANDLING	001-3010-530.30-35		9/2022 Total	1,716.33 1,716.33
04/06/2022	856	1686	YOUR DOCS IN	34829	SVCS/EATON POLICE	001-2010-520.30-31		9/2022 Total	180.00 180.00
04/13/2022	857	98	APG MEDIA OF CHESAPEAKE	2978980	PROPERTY MAINTENANCE	001-2220-522.30-48		9/2022	630.00

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CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/13/2022	869	2609	IRVIN HAYES PLUMBING &	2823	SVCS/BATHROOMS/FORD PARK	001-4010-540.30-46		9/2022 Total	574.68 796.53
04/13/2022	870	257	JOHNSON LUMBER CO INC	1025682 1025739	NURSERY STOCK & SUPPLIES NURSERY STOCK & SUPPLIES	001-4030-540.30-52 001-3040-530.30-52		10/2022 10/2022 Total	312.00 260.00 572.00
04/13/2022	871	262	KEY ONE INC	116665 116698	HARDWARE,AND ALLIED ITEMS HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52 001-3040-530.30-52		9/2022 9/2022 Total	15.00 30.00 45.00
04/13/2022	872	269	LASER LETTERS, INC	67672 67676	LETTERHEAD/POLICE DEPT BUSINESS CARDS/POLICE	001-2010-520.30-51 001-2010-520.30-51		9/2022 9/2022 Total	708.52 357.50 1,066.02
04/13/2022	873	2792	LIVEWIRE KIOSK INC	2022-1527	MARCH PROCESSING FEE	001-1200-512.30-51		10/2022 Total	14.29 14.29
04/13/2022	874	1489	MARYLAND INDUSTRIAL TRU	PO6243	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-56		9/2022 Total	428.89 428.89
04/13/2022	875	2963	NATIONAL HVAC SERVICE	SRVCE120108	MISC REPAIRS/POLICE DEPT	001-2010-520.30-46		10/2022 Total	487.50 487.50
04/13/2022	876	2360	SIRENNET.COM	0261281		001-3040-530.30-52		10/2022 Total	355.34 355.34
04/13/2022	877	461	SPURRY'S TIRE SERVICE I	41496	TIRES AND TUBES	001-3040-530.30-56		10/2022 Total	30.00 30.00
04/13/2022	878	2067	UTILITY EASTERN SHORE T	2273946 2274096 2274123	AUTO BODIES & ACCESSORIES ROAD/HGWY HEAVY EQUIPMENT AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56 001-3025-530.30-56 001-3040-530.30-56		9/2022 9/2022 9/2022 Total	235.14 587.30 1,163.19 1,985.63
04/13/2022	879	940	WARREN'S WOOD WORKS INC	615041 616998	MATERIALS LUMBER	001-1400-514.30-52 001-4010-540.30-52		9/2022 9/2022 Total	95.65 290.76 386.41
04/20/2022	881	98	APG MEDIA OF CHESAPEAKE	2981754	SPEC. EXCEPTION	001-1310-513.30-48		10/2022 Total	78.75 78.75
04/20/2022	882	45	BAY IMPRINT	2028473	CLOTHING & APPAREL	001-1400-514.30-37		10/2022 Total	50.00 50.00
04/20/2022	883	995	BEE'S AUTOMOTIVE DISTRI	147498	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022 Total	561.00 561.00
04/20/2022	884	2060	BESTCO HARTFORD	041822		001-7020-570.10-23		10/2022 Total	11,703.10 11,703.10
04/20/2022	886	2704	BURKE EQUIPMENT COMPANY	FEL-1000612	LAWN MAINTENANCE EQUIP	001-3040-530.30-52		10/2022 Total	515.88 515.88

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/20/2022	887	1224	DEAN'S JANITORIAL SERVI	20526 20543 20543	MONTHLY JANITOR SVCS MONTHLY JANITOR SVCS MONTHLY JANITOR SVCS	001-3010-530.30-34 001-1400-514.30-34 001-6000-560.30-34	ED2201	10/2022 10/2022 10/2022 Total	480.00 780.00 520.00 1,780.00
04/20/2022	889	2463	FIDELITY POWER SYSTEMS	FPSMC0047146 FPSMC0047146	ANNUAL SVC - GENERATORS ANNUAL SVC - GENERATORS	001-1400-514.30-46 001-3010-530.30-46		10/2022 10/2022 Total	730.00 730.00 1,460.00
04/20/2022	890	213	GEORGE'S GREEN THUMB IN	033022	MAINT/EASTON POLICE DEPT	001-2010-520.30-46		10/2022 Total	5,912.50 5,912.50
04/20/2022	891	2094	GOV CONNECTION INC	72619237	COMPUTERS,DP & WORD PROC.	001-3010-530.30-52		10/2022 Total	506.26 506.26
04/20/2022	892	2571	HILYARD'S BUSINESS SOLU	INV207750	COPIER MAINT	001-1400-514.30-46		9/2022 Total	99.40 99.40
04/20/2022	893	262	KEY ONE INC	116795	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022 Total	36.00 36.00
04/20/2022	894	333	MID-ATLANTIC WASTE SYST	164544 164555 164606 164689	ROAD/HGWY HEAVY EQUIPMENT ROAD/HGWY HEAVY EQUIPMENT ROAD/HGWY HEAVY EQUIPMENT ROAD/HGWY HEAVY EQUIPMENT	001-3040-530.30-56 001-3025-530.30-56 001-3025-530.30-56 001-3025-530.30-56		9/2022 9/2022 9/2022 10/2022 Total	78.32 1,171.46 6,123.54 346.83 7,720.15
04/20/2022	895	826	MR ROOTER MID-SHORE	164811 164857 51865 51883	PW CONSTRUCTION & RELATED PW CONSTRUCTION & RELATED PW CONSTRUCTION & RELATED MISCELLANEOUS PRODUCTS	001-3040-530.30-34 001-3040-530.30-34 001-3040-530.30-34 001-3040-530.30-52		10/2022 10/2022 10/2022 10/2022 Total	400.00 900.00 5,000.00 1,925.00 8,225.00
04/20/2022	896	413	R E MICHEL CO LLC	10593400 99293700	FILTERS FILTERS	001-3010-530.30-52 001-1400-514.30-52		9/2022 9/2022 Total	38.70 42.48 81.18
04/20/2022	897	1029	SHORE JANITORIAL SERVIC	0730	MARCH SVCS	001-2010-520.30-50		10/2022 Total	3,200.00 3,200.00
04/27/2022	899	2689	AMAZON CAPITAL SERVICES	1GGH-H7YP-R6XD 1GKW-LQ4W-LQDH 1QM9-J49J-PVG3 1YG6-JD3F-T4RD 11N9-KWT9-4XR6 134V-3RC4-QG1Q 134V-3RC4-QG1Q 1791-6NGR-3RFL	COMPUTERS,DP & WORD PROC. OFFICE SUPPLIES, GENERAL SHIPPING AND HANDLING PAPER & PLASTIC-DISPOSABL COMPUTERS,DP & WORD PROC. OFFICE SUPPLIES, GENERAL MISCELLANEOUS PRODUCTS MISCELLANEOUS PRODUCTS	001-1400-514.30-51 001-1310-513.30-52 001-1065-510.30-52 001-1400-514.30-52 001-1065-510.30-35 001-2310-523.30-52 001-3010-530.30-52 001-3045-530.30-56	9/2022 9/2022 9/2022 10/2022 9/2022 9/2022 9/2022 10/2022 Total	203.65 116.67 35.19 45.88 45.98 28.08 33.00 273.10 781.55	
04/27/2022	900	98	APG MEDIA OF CHESAPEAKE	2982455	ORDINANCE # 780	001-1050-510.30-48		10/2022 Total	43.75 43.75

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/27/2022	901	3079	CARROLL INDEPENDENT FUE	101057-315205	3/16-31/22 FUEL PURCHASES	001-1400-514.30-55		10/2022	48.49
				101057-315205	3/16-31/22 FUEL PURCHASES	001-2010-520.30-55		10/2022	388.39
				101057-315205	3/16-31/22 FUEL PURCHASES	001-2020-520.30-55		10/2022	3,655.24
				101057-315205	3/16-31/22 FUEL PURCHASES	001-2040-520.30-55		10/2022	1,037.13
				101057-315205	3/16-31/22 FUEL PURCHASES	001-2210-522.30-55		10/2022	216.32
				101057-315205	3/16-31/22 FUEL PURCHASES	001-2220-522.30-55		10/2022	50.17
				101057-315205	3/16-31/22 FUEL PURCHASES	001-2310-523.30-55		10/2022	479.81
				101057-315205	3/16-31/22 FUEL PURCHASES	001-3010-530.30-55		10/2022	431.07
				101057-315205	3/16-31/22 FUEL PURCHASES	001-3025-530.30-55		10/2022	3,783.56
				101057-315205	3/16-31/22 FUEL PURCHASES	001-3040-530.30-55		10/2022	3,658.88
				101057-315205	3/16-31/22 FUEL PURCHASES	001-3045-530.30-55		10/2022	1,892.69
				101057-315205	3/16-31/22 FUEL PURCHASES	001-4010-540.30-55		10/2022	1,784.78
							Total		17,426.53
04/27/2022	902	2228	FIRST STATE INSPECTION	252484	MO ELECTRICAL INSPECTIONS	001-2210-522.30-34		10/2022	3,083.33
							Total		3,083.33
04/27/2022	904	239	HOPKINS SALES CO INC	441354		001-2110-521.30-52		10/2022	144.76
							Total		144.76
04/27/2022	905	2260	INQUIRIES SCREENING	INVCC104711	FINGERPRINTING SVCS	001-2010-520.30-31		10/2022	22.75
							Total		22.75
04/27/2022	907	2560	PPC LUBRICANTS INC	2017248		001-3025-530.30-55		10/2022	37.45
							Total		37.45
04/27/2022	908	2216	QUADIENT LEASING USA IN	N9353232	QUARTERLY LEASE	001-2010-520.30-46		10/2022	158.97
							Total		158.97
04/06/2022	80050	2877	AMERICAN PUBLIC SAFETY	SI-102055	PANTS/EASTON POLICE	001-2020-520.30-37		9/2022	137.60
							Total		137.60
04/06/2022	80051	551	BSN SPORTS LLC	916411330	PARK, PLAYGROUND, REC EQUIP	001-4010-540.30-35		9/2022	737.97
							Total		737.97
04/06/2022	80052	2921	CANON FINANCIAL SERVICE	28300172		001-2010-520.30-46		9/2022	137.08
							Total		137.08
04/06/2022	80053	2835	CHESAPEAKE FLAGGING INC	371	FLAGGING SVCS	001-2310-523.30-34		9/2022	720.00
							Total		720.00
04/06/2022	80054	681	CONAWAY, ALAN L	032822	REIMB/CDL LICENSE RENEWAL	001-3010-530.30-49		10/2022	20.00
							Total		20.00
04/06/2022	80055	3088	CROWN AWARDS	11495835	MISC/EASTON PD #11495835	001-2010-520.10-26		9/2022	203.77
							Total		203.77
04/06/2022	80056	1393	CRW FLAGS INC	2235916	FLAGS, POLES, BANNERS, ACCES	001-4010-540.30-52		9/2022	242.85
							Total		242.85
04/06/2022	80057	3006	DELMARVA DOCUMENT SOLUT	INV5746	COPIER MAINT/BLDG DEPT	001-2210-522.30-46		9/2022	36.11
							Total		36.11

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/06/2022	80058	170	EASTON UTILITIES	031622		001-2010-520.30-43		9/2022	31.16
				031622		001-2310-523.30-43		9/2022	257.60
				031622		001-3010-530.30-43		9/2022	1,618.00
				031622		001-4010-540.30-43		9/2022	120.76
				031622		001-6000-560.30-43	ED2201	9/2022	527.58
				032322		001-2110-521.30-43		9/2022	2,846.11
				032322		001-3010-530.30-43		9/2022	115.88
							Total		5,517.09
04/06/2022	80059	2403	ESAM	040522	SPRING DINNER MEETING	001-1010-510.30-39		10/2022	55.00
							Total		55.00
04/06/2022	80060	9999999	JOHN GIVENS	JOHN GIVENS	REFUND/SPECIAL EXCEPT.	001-0000-341.01-00		9/2022	700.00
							Total		700.00
04/06/2022	80061	2502	LAW ENFORCEMENT SEMINAR	2022973	SEMINAR/EASTON POLICE	001-2010-520.30-48		9/2022	395.00
							Total		395.00
04/06/2022	80062	2533	MCI	031922		001-2010-520.30-41		9/2022	32.72
							Total		32.72
04/06/2022	80064	2351	OPTUM BANK	040122		001-0000-217.21-00		9/2022	1,042.90
							Total		1,042.90
04/06/2022	80065	2901	QUADIENT FINANCE USA	IN 032122	POSTAGE & SUPPLIES	001-1400-514.30-41		9/2022	532.93
							Total		532.93
04/06/2022	80066	2984	SUICIDE BRIDGE RESTAURA	033122	DEPOSIT/EPD AWARDS EVENT	001-2010-520.10-26		9/2022	750.00
							Total		750.00
04/06/2022	80067	2614	UNIFIRST CORPORATION	1886069	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		9/2022	19.70
				1886070	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		9/2022	78.86
				1886071	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		9/2022	36.76
				1886071	PUBLIC WORKS UNIFORMS	001-3010-530.30-46		9/2022	8.00
				1886072	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		9/2022	14.80
				1886072	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		9/2022	17.16
				1886072	PUBLIC WORKS UNIFORMS	001-3045-530.30-36		9/2022	84.56
				1886073	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		9/2022	78.89
				1887190	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		9/2022	19.70
				1887191	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		9/2022	78.86
				1887192	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		9/2022	36.76
				1887192	PUBLIC WORKS UNIFORMS	001-3010-530.30-46		9/2022	8.00
				1887193	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		9/2022	14.80
				1887193	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		9/2022	17.16
				1887193	PUBLIC WORKS UNIFORMS	001-3045-530.30-36		9/2022	84.56
				1887194	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		9/2022	78.89
							Total		677.46
04/06/2022	80068	2251	VERIZON	031322		001-1010-510.30-41		9/2022	5.66
				031322		001-1050-510.30-41		9/2022	12.57
				031322		001-1060-510.30-41		9/2022	10.60
				031322		001-1065-510.30-41		9/2022	22.39
				031322		001-1200-512.30-41		9/2022	30.23

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/06/2022	80068	2251	VERIZON	031322		001-1310-513.30-41		9/2022	22.39
				031322		001-2210-522.30-41		9/2022	30.23
				031322		001-2220-522.30-41		9/2022	22.39
				031322		001-2310-523.30-41		9/2022	30.24
				031322		001-3010-530.30-41		9/2022	196.32
				031322		001-4010-540.30-41		9/2022	9.66
				031322A		001-2110-521.30-41		9/2022	972.64
								Total	1,365.32
04/06/2022	80069	2251	VERIZON	031522		001-2010-520.30-41		9/2022	96.72
				031522A		001-2010-520.30-41		9/2022	45.14
								Total	141.86
04/06/2022	80070	714	VERIZON WIRELESS	9902071874		001-1065-510.30-41		9/2022	25.47
				9902234718		001-1010-510.30-41		9/2022	158.30
				9902234718		001-1060-510.30-41		9/2022	54.90
				9902234718		001-1065-510.30-41		9/2022	281.63
				9902234718		001-1200-512.30-41		9/2022	1,431.98
				9902234718		001-1310-513.30-41		9/2022	709.72
				9902234718		001-1400-514.30-41		9/2022	99.46
				9902234718		001-2210-522.30-41		9/2022	101.30
				9902234718		001-2310-523.30-41		9/2022	267.27
				9902234718		001-3010-530.30-41		9/2022	677.95
				9902234718		001-4010-540.30-41		9/2022	185.59
								Total	3,993.57
04/06/2022	80071	2536	VFIS	74297125	FIRE DEPT VEHICLE INS.	001-2110-521.30-38		9/2022	8,130.00
								Total	8,130.00
04/06/2022	80073	944	WHALLEY, JEANETTE M	033122	RETIREMENT MONETARY GIFT	001-2010-520.30-58		9/2022	750.00
								Total	750.00
04/06/2022	80074	528	WILLEY, ROBERT C	040422	REILMB/MILEAGE/MISC MTGS	001-1060-510.30-40		10/2022	479.12
				040422	REILMB/MILEAGE/MISC MTGS	001-1060-510.30-49		10/2022	292.67
								Total	771.79
04/08/2022	80075	1289	SALISBURY INC	040822	SHADOWBOX - J WHALLEY	001-2010-520.10-26		10/2022	256.87
								Total	256.87
04/13/2022	80076	3090	ANNE ARUNDEL VETERINARY	1172917	SVCS/EASTON POLICE/DIETZ	001-2020-520.30-49		10/2022	943.90
								Total	943.90
04/13/2022	80077	1584	ATLANTIC TACTICAL	SI-10652196	POLICE EQUIPMENT & SUPPLY	001-2040-520.30-52		10/2022	1,308.99
								Total	1,308.99
04/13/2022	80078	1609	ATLANTIC TRACTOR	P10941	MOWER SUPPLIES	001-3040-530.30-56		10/2022	68.12
								Total	68.12
04/13/2022	80079	2821	BLUE PEAK LOGIC INC	1904	ANNUAL SUB./EASTON POLICE	001-2010-520.30-46		9/2022	1,090.00
								Total	1,090.00
04/13/2022	80080	3089	BOB'S EQUIPMENT REPAIR	2310	REPAIRS	001-3045-530.30-56		10/2022	594.49
								Total	594.49

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04/13/2022	80081	551 BSN SPORTS LLC		916466004	PARK, PLAYGROUND, REC EQUIP	001-4010-540.30-52		10/2022 Total	31.12 31.12
04/13/2022	80082	9999999 CONNER INC		CONNER INC	REIMB/PMT # 20-15669	001-0000-321.05-00		10/2022 Total	75.00 75.00
04/13/2022	80083	2975 DELAWARE ELEVATOR SERVI		350043	MONTHLY ELEVATOR MAINT	001-1400-514.30-46		10/2022 Total	124.00 124.00
04/13/2022	80084	3011 DELMARVA OVERHEAD DOORS		6793	NEW OVERHEAD DOOR	001-1400-514.30-46		10/2022 Total	1,640.00 1,640.00
04/13/2022	80085	994 DICARLO PRECISION INSTR		0502285-IN	BOND PAPER, INK	001-1310-513.30-52		10/2022 Total	1,521.90 1,521.90
04/13/2022	80087	170 EASTON UTILITIES		032322		001-1010-510.30-41		10/2022	67.62
				032322		001-1050-510.30-41		10/2022	90.16
				032322		001-1060-510.30-41		10/2022	112.70
				032322		001-1065-510.30-41		10/2022	270.47
				032322		001-1200-512.30-41		10/2022	360.63
				032322		001-1310-513.30-41		10/2022	180.32
				032322		001-1400-514.30-43		10/2022	2,304.05
				032322		001-2210-522.30-41		10/2022	270.47
				032322		001-2220-522.30-41		10/2022	135.24
				032322		001-2310-523.30-41		10/2022	270.47
				032322		001-3010-530.30-41		10/2022	270.47
				032322		001-3010-530.30-43		10/2022	1,795.43
				032322		001-3040-530.30-43		10/2022	11,781.08
				032322		001-4010-540.30-41		10/2022	67.62
				032322		001-4010-540.30-43		10/2022	539.96
				032322		001-6000-560.30-41	ED2201	10/2022	157.78
				032822		001-1400-514.30-43		10/2022	209.39
				170		001-2010-520.30-41		9/2022	1,819.86
				170		001-2010-520.30-43		9/2022	6,774.80
								Total	27,478.52
04/13/2022	80088	2848 ENTERPRISE FM TRUST		FBN4438837	PUBLIC WKS VEHICLE LEASES	001-3010-530.30-44		10/2022 Total	6,896.08 6,896.08
04/13/2022	80089	9999999 JAMES RODGERS		JAMES RODGERS	REIMB. STEEL TOE BOOTS	001-3010-530.30-37		10/2022 Total	100.00 100.00
04/13/2022	80090	2561 KONICA MINOLTA BUSINESS		9008482624	COPIER MAINT	001-1065-510.30-46		10/2022	8.37
				9008482624	COPIER MAINT	001-1200-512.30-46		10/2022	46.41
				9008482624	COPIER MAINT	001-1310-513.30-46		10/2022	88.91
								Total	143.69
04/13/2022	80092	2889 LEDNUM, TRACY PETTY CAS		040722	TOE PETTY CASH	001-1065-510.30-52		10/2022	118.63
				040722	TOE PETTY CASH	001-1200-512.30-41		10/2022	14.95
				040722	TOE PETTY CASH	001-1310-513.30-49		10/2022	185.00
				040722	TOE PETTY CASH	001-2310-523.30-49		10/2022	60.00
				040722	TOE PETTY CASH	001-3010-530.30-41		10/2022	9.25
				040722	TOE PETTY CASH	001-4020-540.30-49		10/2022	222.65

TOWN OF EASTON
CHECK REGISTER BY FUND

Prepared: 04/28/2022, 11:53:42
Program: GM179L
Bank: 00 SHORE UNITED BANK

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/13/2022	80097	278	LOWE'S	01132	HARDWARE,AND ALLIED ITEMS	001-3045-530.30-52		Total	610.48
				01133	LUMBER& RELATED PRODUCTS	001-3040-530.30-52		9/2022	1.32
				01186	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-56		9/2022	91.56
				01222	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	32.60
				01285	HARDWARE,AND ALLIED ITEMS	001-1400-514.30-52		9/2022	34.05
				01318	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	5.69
				01354	ROAD/HWY MAT NONASPHALTIC	001-3045-530.30-52		10/2022	19.19
				01364		001-3045-530.30-52		9/2022	108.05
				01481		001-3040-530.30-52		10/2022	35.75
				01573	HARDWARE,AND ALLIED ITEMS	001-4010-540.30-52		9/2022	21.79
				01707	FASTENERS, FASTENING DEVS	001-3040-530.30-56		9/2022	19.89
				01712	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	30.84
				01723		001-3040-530.30-52		9/2022	47.49
				01783	PAINTS, COATINGS, WALLPAPER	001-1400-514.30-52		9/2022	64.60
				01833	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	75.93
				01840	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	25.62
				01859	HARDWARE,AND ALLIED ITEMS	001-3025-530.30-52		9/2022	23.74
				01872		001-4010-540.30-52 22-36		9/2022	23.53
				01889	ELECTRICAL EQUIP & SUPPLY	001-3010-530.30-52		9/2022	24.93
				01943	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	106.80
				02099	HARDWARE,AND ALLIED ITEMS	001-3045-530.30-52		9/2022	43.43
				02109	ROAD/HWY MAT NONASPHALTIC	001-3040-530.30-52		9/2022	60.56
				02127	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	30.50
				02288	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	9.46
				02555		001-3040-530.30-52		9/2022	600.99
				02773		001-4010-540.30-52		9/2022	17.53
				02783	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022	22.82
				02789	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	109.55
				02805		001-3045-530.30-52		9/2022	34.23
				02808	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022	23.46
				02854	HARDWARE,AND ALLIED ITEMS	001-3010-530.30-52		9/2022	482.42
				02984	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	17.09
				08169		001-3010-530.30-52		9/2022	70.26
				08493	FENCING	001-4010-540.30-52		9/2022	51.18
				08804	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	14.77
				09151		001-3040-530.30-52		9/2022	7.09
				09301	HARDWARE,AND ALLIED ITEMS	001-1400-514.30-50		9/2022	147.11
				10563		001-3040-530.30-52		9/2022	5.02
				12653	POISONS:AGRICUL & INDUSTR	001-1400-514.30-50		9/2022	11.39
				18647		001-3040-530.30-52		9/2022	13.26
				23057	HARDWARE,AND ALLIED ITEMS	001-4010-540.30-52		9/2022	13.70-
				37287	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	20.48
				37348	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	36.50
				37601	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		9/2022	65.43
				37733		001-4010-540.30-52		9/2022	87.44
				37985		001-1400-514.30-50		9/2022	21.04
						001-1400-514.30-52		9/2022	69.37
							Total		2,852.05
04/13/2022	80098	2468	MD POLICE SUPPLY LLC	21638	MISC/EASTON POLICE	001-2010-520.30-37		9/2022	219.33
							Total		219.33

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04/13/2022	80099	9999999	MID-SHORE	EXT	REIMB. PMT #22-16985	001-0000-321.02-00		10/2022 Total	200.00 200.00
04/13/2022	80100	2379	MIDATLANTIC TIRE PROS	73403	POLICE VEHICLE TIRE SVCS	001-2020-520.30-56		9/2022	308.90
				73424	POLICE VEHICLE TIRE SVCS	001-2040-520.30-56		9/2022	179.73
				73461	POLICE VEHICLE TIRE SVCS	001-2020-520.30-56		9/2022	718.90
								Total	1,207.53
04/13/2022	80101	366	MIDWAY AUTO PARTS SERVI	215077	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		9/2022 Total	21.26 21.26
04/13/2022	80102	2351	OPTUM BANK	040822		001-0000-217.21-00		10/2022 Total	1,042.90 1,042.90
04/13/2022	80103	825	R C HOLLOWAY CO	473713	HARDWARE AND ALLIED ITEMS	001-3025-530.30-56		9/2022	85.38
				473787	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	181.27
				473903		001-3025-530.30-56		10/2022	19.00-
				473904		001-2110-521.30-56		9/2022	26.00-
				475290	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		10/2022	110.48
				475507	FIRST AID & SAFETY EQUIP.	001-3025-530.30-56		10/2022 Total	332.65 664.78
04/13/2022	80104	1570	REPUBLIC SERVICES #426	426000954898	MARCH RECYCLING SVCS	001-3025-530.30-34		10/2022	34,080.36
				426000954898A	MARCH RECYCLING SVCS	001-3025-530.30-34		10/2022 Total	559.71 34,640.07
04/13/2022	80105	2586	RINEHIMER, KAYLAN E	040822	REIMB. UNIFORM PANTS	001-2010-520.30-37		10/2022 Total	48.00 48.00
04/13/2022	80106	2879	SCHUSTER CONCRETE READY	534547	CONCRETE	001-3040-530.30-52		9/2022	1,356.50
				534996	CONCRETE	001-3040-530.30-52		10/2022 Total	410.70 1,767.20
04/13/2022	80108	1565	STAPLES BUSINESS CREDIT	198802460-0-1	OFFICE SUPPLIES, GENERAL	001-1400-514.30-52		9/2022	445.23
				7350693784-0-2		001-1310-513.30-52		9/2022	20.39
				7350693784-0-3		001-1310-513.30-52		9/2022	34.08
				7351380011-0-1	PAPER (OFFICE, PRINT SHOP)	001-1200-512.30-52		9/2022	103.41
				7351380011-0-1	PAPER (OFFICE, PRINT SHOP)	001-1310-513.30-52		9/2022	78.52
				7351380011-0-1	PAPER (OFFICE, PRINT SHOP)	001-3010-530.30-51		9/2022	39.26
				7351380011-0-2	BADGES & OTHER ID EQUIP.	001-1310-513.30-52		9/2022	19.78
				7351380011-0-3	BADGES & OTHER ID EQUIP.	001-1310-513.30-52		9/2022	33.06
				7351380011-0-4	OFFICE SUPPLIES, GENERAL	001-1200-512.30-52		9/2022	23.49
				7351380011-0-4	PAPER (OFFICE, PRINT SHOP)	001-1310-513.30-52		9/2022	75.45
				7351689010-0-1	OFFICE SUPPLIES, GENERAL	001-1310-513.30-52		9/2022	38.76
				7352223060-0-1	ELECTRONIC COMPONENTS	001-1065-510.30-52		9/2022	7.58
				7352223060-0-1	ELECTRONIC COMPONENTS	001-1200-512.30-52		9/2022	47.61
				7352223060-0-1	ELECTRONIC COMPONENTS	001-1400-514.30-52		9/2022	59.55
				7352223060-0-1	PAPER (OFFICE, PRINT SHOP)	001-2210-522.30-51		9/2022	20.99
				7352223060-0-1	ELECTRONIC COMPONENTS	001-2220-522.30-52		9/2022	17.26
				7352223060-1-1		001-1065-510.30-52		9/2022	7.59-
				7352223060-1-1		001-1200-512.30-52		9/2022	47.60-
				7352223060-1-1		001-1400-514.30-52		9/2022	7.59-
				7352223060-1-1		001-2210-522.30-52		9/2022	20.99-

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/13/2022	80108	1565	STAPLES BUSINESS CREDIT	7352223060-1-1 7352223060-2-1 7352223060-2-1 7352223060-2-1 7352223060-2-1 7352223060-2-1				9/2022 9/2022 9/2022 9/2022 9/2022 9/2022	17.26- 7.59 47.60 7.59 20.99 17.26 1,064.42
04/13/2022	80109	1390	SUPERION LLC	345093 345093 345093 345093 345093 345093 345093 345093 345093 345093 345093 345093	MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE MAINTENANCE	001-1010-510.30-46 001-1050-510.30-46 001-1060-510.30-46 001-1065-510.30-46 001-1200-512.30-46 001-1310-513.30-46 001-1400-514.30-46 001-2010-520.30-46 001-2110-521.30-46 001-2210-522.30-46 001-2220-522.30-46 001-2310-523.30-46 001-3010-530.30-46 001-4010-540.30-46		9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 Total	438.91 438.91 438.91 438.91 2,420.66 1,046.33 1,705.63 3,310.62 96.73 1,155.23 136.04 96.73 252.53 96.73 12,072.87
04/13/2022	80110	2263	TRACTOR SUPPLY CREDIT P	350692 351155				10/2022 10/2022 Total	75.49 105.98 181.47
04/13/2022	80111	1402	TRANSAXLE LLC	PSINV662853	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-56		9/2022 Total	40.00 40.00
04/13/2022	80112	1336	TRI GAS & OIL CO INC	3206865	PROPANE/FIRE SUBSTATION	001-2110-521.30-43		9/2022 Total	645.93 645.93
04/13/2022	80114	714	VERIZON WIRELESS	9902507824		001-2010-520.30-41		10/2022 Total	3,232.10 3,232.10
04/13/2022	80116	1810	VULCAN CONSTRUCTION MAT	41989127	STONE	001-4010-540.30-52		10/2022 Total	222.57 222.57
04/13/2022	80117	2371	WESTERFIELD, CHRISTOPHE	033122	TRAINING/C WESTERFIELD	001-2040-520.30-40		9/2022 Total	350.00 350.00
04/20/2022	80118	1609	ATLANTIC TRACTOR	P10941	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		10/2022 Total	68.12 68.12
04/20/2022	80119	266	AUTO PLUS AUTO PARTS	563078040 563078407 563078994 563078998 563079000 563079002 563079011	AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-52 001-3025-530.30-56 001-3025-530.30-56 001-3025-530.30-56 001-3025-530.30-56 001-2210-522.30-56 001-3025-530.30-56	9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022	7.04 24.62 67.80 3.52 75.60 103.82 4.85	

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04/20/2022	80119	266	AUTO PLUS AUTO PARTS	563079298	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	55.31
				563079583	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		9/2022	60.54
				563080355	HAND TOOLS , POW&NON POWER	001-3040-530.30-52		10/2022	56.48
				563080536	AUTO BODIES & ACCESSORIES	001-3040-530.30-52		10/2022	4.29
				563080538	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		10/2022	12.78
								Total	476.65
04/20/2022	80120	1972	AUTOZONE INC	1835398197	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		10/2022	67.58
				1835402013	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		10/2022	33.79
								Total	101.37
04/20/2022	80121	9999999	BRIAN W STEPHENS	BRIAN STEPHENS	DJ SVCS/EASTON PD EVENT	001-2010-520.10-26		10/2022	300.00
								Total	300.00
04/20/2022	80122	6	CARTER MACHINERY COMPAN	3596986	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		10/2022	144.48
								Total	144.48
04/20/2022	80123	1059	CHOPTANK ELECTRIC COOPE	040422	ST LIGHTS/EASTON CLUB E	001-3040-530.30-43		10/2022	767.00
								Total	767.00
04/20/2022	80124	2735	CHOPTANK SUPPLY INC	442005	HAND TOOLS , POW&NON POWER	001-3040-530.30-46		9/2022	56.49
				442005	FUEL, OIL, GREASE, & LUBES	001-3040-530.30-52		9/2022	600.89
				442662	HAND TOOLS , POW&NON POWER	001-3040-530.30-52		9/2022	393.99
				442663	HEDGE TRIMMER, CHARGER	001-4010-540.30-52		9/2022	1,047.96
				442664	ABRASIVES	001-3040-530.30-52		9/2022	39.96
				445746	HAND TOOLS , POW&NON POWER	001-3040-530.30-52		10/2022	38.99
				445746	HAND TOOLS , POW&NON POWER	001-3040-530.30-56		10/2022	159.99
				445747	HAND TOOLS , POW&NON POWER	001-3040-530.30-52		10/2022	33.98
								Total	2,372.25
04/20/2022	80125	2735	CHOPTANK SUPPLY INC	438220	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	62.49
				438221	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	106.48
				438222	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	220.95
				438691	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	139.99
				438692	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	20.45
				438994	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	45.98
				439616	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	14.49
				439740	REPLACE CK #79944 3/16/22	001-3040-530.30-52		10/2022	176.94
								Total	787.77
04/20/2022	80126	1393	CRW FLAGS INC	2236058	FLAGS, POLES, BANNERS, ACCES	001-4010-540.30-52		10/2022	359.78
								Total	359.78
04/20/2022	80127	2975	DELAWARE ELEVATOR SERVI	350257	REPAIRS	001-1400-514.30-46		10/2022	257.00
								Total	257.00
04/20/2022	80129	2680	EASTERN SHORE AUTO PART	461143	FUEL, OIL, GREASE, & LUBES	001-2110-521.30-56		9/2022	95.76
				461400	AUTO & TRUCK MAINT. ITEMS	001-2310-523.30-56		9/2022	31.99
				461573	FUEL, OIL, GREASE, & LUBES	001-3025-530.30-56		9/2022	64.92
				461574	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	25.75
				462341	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		9/2022	127.10
				462525	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		9/2022	6.00
				462643	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	285.12

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04/20/2022	80129	2680	EASTERN SHORE AUTO PART	462936	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		9/2022	77.18
				463108	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	18.00
				463108	AUTO & TRUCK ACCESSORIES	001-3040-530.30-56		10/2022	119.93
				463220	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	2.45
				463327	AUTO & TRUCK ACCESSORIES	001-3040-530.30-56		10/2022	116.42
				463493	HAND TOOLS , POW&NON POWER	001-3040-530.30-52		10/2022	21.26
				463494	AUTO BODIES & ACCESSORIES	001-3040-530.30-52		10/2022	7.93
				463508	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	178.37
				463539	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	48.72
				463593	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	106.32
				463656	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	255.90
				463663		001-2020-520.30-56		10/2022	698.85
				463737		001-2020-520.30-56		10/2022	397.13
				463773	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	22.48
							Total		1,913.32
04/20/2022	80131	162	EASTON HARDWARE INC	121345	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022	5.40
				122193	ELECTRICAL EQUIP & SUPPLY	001-3040-530.30-52		10/2022	16.20
				122260	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022	2.70
				122326	LAWN MAINTENANCE EQUIP	001-3040-530.30-52		10/2022	36.00
				122460	FUEL,OIL,GREASE, & LUBES	001-3040-530.30-52		10/2022	242.59
				123217	FASTENERS, FASTENING DEVS	001-3045-530.30-52		10/2022	27.13
				124709		001-4010-540.30-52	22-37	10/2022	4.50
				124731		001-4010-540.30-52	22-37	10/2022	.62
				124784	GASES CONT.EQUIP:LAB,WELD	001-3040-530.30-52		10/2022	36.04
				124954	SIGNS, SIGN MATERIAL	001-3040-530.30-52		10/2022	8.64
				125415	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022	12.96
				126021	HAND TOOLS , POW&NON POWER	001-3045-530.30-52		10/2022	54.00
				126167		001-3010-530.30-52		10/2022	65.88
				126497	HARDWARE,AND ALLIED ITEMS	001-3045-530.30-52		10/2022	12.24
				126738	HARDWARE,AND ALLIED ITEMS	001-3040-530.30-52		10/2022	20.28
							Total		545.18
04/20/2022	80133	2325	FUNDRAISING BRICK LLC	9537	MEMORIAL BRICKS	001-4010-540.30-52		10/2022	176.00
							Total		176.00
04/20/2022	80134	1794	HARRISON'S AUTOMOTIVE	38783	POLICE MISC VEHICLE SVCS	001-2020-520.30-56		10/2022	207.90
							Total		207.90
04/20/2022	80135	226	HEALTH ENHANCEMENT CENT	57017	SERVICES	001-3025-530.30-31		10/2022	138.00
				57017	SERVICES	001-3040-530.30-31		10/2022	69.00
				57076	SERVICES	001-1065-510.30-31		10/2022	47.00
				57076	SERVICES	001-1310-513.30-31		10/2022	47.00
				57076	SERVICES	001-3010-530.30-31		10/2022	47.00
				57076	SERVICES	001-3025-530.30-31		10/2022	89.00
				57076	SERVICES	001-3040-530.30-31		10/2022	42.00
				57076	SERVICES	001-3045-530.30-31		10/2022	168.00
							Total		647.00
04/20/2022	80136	2063	HERTRICH FORD OF EASTON	5045605	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	86.46
				5045705	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	256.00
				5045725	AUTO & TRUCK MAINT. ITEMS	001-3040-530.30-56		9/2022	75.53
				5045794	ROAD/HGWY HEAVY EQUIPMENT	001-3025-530.30-56		10/2022	89.52

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04/20/2022	80136	2063	HERTRICH FORD OF EASTON	5045804	AUTO & TRUCK MAINT. ITEMS	001-3025-530.30-56		10/2022	80.80-
				5045805		001-3025-530.30-56		10/2022	221.68
				5045886	AUTO & TRUCK ACCESSORIES	001-3040-530.30-56		10/2022	72.00
				6090124		001-3040-530.30-56		10/2022	700.31
								Total	1,420.70
04/20/2022	80137	2063	HERTRICH FORD OF EASTON	5045723		001-3040-530.30-56		10/2022	75.53
				5045724		001-3040-530.30-56		10/2022	49.09-
								Total	26.44
04/20/2022	80138	3007	JIMENEZ TOWING LLC	1319	TOW VEHICLE/EASTON POLICE	001-2020-520.30-56		10/2022	325.00
								Total	325.00
04/20/2022	80139	9999999	JUSTIN CONAWAY		REIMB. CELL PHONE CASE	001-3040-530.30-49		10/2022	26.50
								Total	26.50
04/20/2022	80140	2990	KELLY BENEFITS	041822	MAY 2022 INSURANCE	001-0000-217.12-00		10/2022	193,445.35
				041822	MAY 2022 INSURANCE	001-1010-510.10-23		10/2022	45.99
				041822	MAY 2022 INSURANCE	001-1050-510.10-23		10/2022	82.17
				041822	MAY 2022 INSURANCE	001-1060-510.10-23		10/2022	3.15
				041822	MAY 2022 INSURANCE	001-1065-510.10-23		10/2022	267.08
				041822	MAY 2022 INSURANCE	001-1200-512.10-23		10/2022	321.39
				041822	MAY 2022 INSURANCE	001-1310-513.10-23		10/2022	203.53
				041822	MAY 2022 INSURANCE	001-2010-520.10-23		10/2022	655.33
				041822	MAY 2022 INSURANCE	001-2020-520.10-23		10/2022	1,092.42
				041822	MAY 2022 INSURANCE	001-2040-520.10-23		10/2022	350.80
				041822	MAY 2022 INSURANCE	001-2110-521.10-23		10/2022	1,789.84
				041822	MAY 2022 INSURANCE	001-2210-522.10-23		10/2022	194.63
				041822	MAY 2022 INSURANCE	001-2220-522.10-23		10/2022	35.31
				041822	MAY 2022 INSURANCE	001-2310-523.10-23		10/2022	387.84
				041822	MAY 2022 INSURANCE	001-3010-530.10-23		10/2022	156.76
				041822	MAY 2022 INSURANCE	001-3025-530.10-23		10/2022	369.22
				041822	MAY 2022 INSURANCE	001-3040-530.10-23		10/2022	281.38
				041822	MAY 2022 INSURANCE	001-3045-530.10-23		10/2022	411.95
				041822	MAY 2022 INSURANCE	001-4010-540.10-23		10/2022	54.97
				041822	MAY 2022 INSURANCE	001-7020-570.10-23		10/2022	23,464.91
				041822	MAY 2022 INSURANCE	001-7030-570.10-23		10/2022	5,556.45
								Total	229,170.47
04/20/2022	80141	264	KNOX & SON INC., JAMES	30641	WATER ON @ PARKS	001-4010-540.30-46		10/2022	375.00
								Total	375.00
04/20/2022	80143	1167	LARRIMORE JR, GEORGE T	031422	EBOOK - TRAINING	001-2040-520.30-33		10/2022	99.00
								Total	99.00
04/20/2022	80144	322	MARYLAND ENVIRONMENTAL	333349	3/16-31/22 WASTE SVCS	001-3025-530.30-34		10/2022	32,489.27
				613227	3/16-31/22 WASTE SVCS	001-3025-530.30-34		10/2022	543.37
								Total	33,032.64
04/20/2022	80145	364	NORTHERN TOOL & EQUIPME	49993300		001-3025-530.30-52		10/2022	151.13
				49993300		001-3040-530.30-52		10/2022	151.12
								Total	302.25

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04/20/2022	80146	2351	OPTUM BANK	041522		001-0000-217.21-00		10/2022 Total	1,042.90 1,042.90
04/20/2022	80147	2118	PLUGGE, JESSICA PETTY C	041922	EPD PETTY CASH	001-2010-520.30-37		10/2022	45.75
				041922	EPD PETTY CASH	001-2010-520.30-41		10/2022	10.26
				041922	EPD PETTY CASH	001-2010-520.30-52		10/2022	29.06
				041922	EPD PETTY CASH	001-2020-520.30-37		10/2022	35.00
				041922	EPD PETTY CASH	001-2020-520.30-52		10/2022 Total	10.00 130.07
04/20/2022	80148	3005	RELIABLE CONCRETE SERVI	1097	CONCRETE CONST. SVCS	001-3040-530.30-34		10/2022 Total	3,467.00 3,467.00
04/20/2022	80149	550	RIO DEL MAR ENTERPRISES	154750-IN	HAND TOOLS , POW&NON POWER	001-3040-530.30-52		9/2022 Total	117.18 117.18
04/20/2022	80150	426	ROBIN'S NEST FLORAL & G	286233	FLOWERS/RETIREMENT DINNER	001-2010-520.10-26		10/2022 Total	57.00 57.00
04/20/2022	80151	3062	ROY BRADSHAW BODY SHOP	3529	SVCS/TOW T-38	001-3040-530.30-46		9/2022 Total	250.00 250.00
04/20/2022	80152	493	SHORE DISTRIBUTORS INC	S100838302.001 S100843347.001		001-4010-540.30-52 001-3010-530.30-52		9/2022 10/2022 Total	11.34 395.81 407.15
04/20/2022	80153	2513	SITEONE LANDSCAPE SUPPL	116778664-001 116778664-001	POISONS:AGRICUL & INDUSTR POISONS:AGRICUL & INDUSTR	001-3040-530.30-52 001-4010-540.30-52		10/2022 10/2022 Total	1,342.10 1,342.09 2,684.19
04/20/2022	80154	2524	TALBOT CLEANERS	041922	POLICE UNIFORM PATCHES	001-2020-520.30-37		10/2022 Total	56.00 56.00
04/20/2022	80155	2998	TALBOT COUNTY REPURPOSI	22-10081 22-10081 22-10081	MARCH 2022 SVCS MARCH 2022 SVCS MARCH 2022 SVCS	001-3040-530.30-52 001-3045-530.30-52 001-4010-540.30-52	22-43	10/2022 10/2022 10/2022 Total	280.00 100.00 980.00 1,360.00
04/20/2022	80156	2870	TEAM ONE NETWORK LLC	16631T	TRAINING/EASTON POLICE	001-2020-520.30-33		10/2022 Total	1,300.00 1,300.00
04/20/2022	80157	1916	TOWN OF EASTON	041822	TRANSFER/CREDIT CARD	001-0000-101.73-00		10/2022 Total	25,000.00 25,000.00
04/20/2022	80158	726	TRANS UNION LLC	03206482	SVCS/EASTON POLICE	001-2010-520.30-34		10/2022 Total	149.28 149.28
04/20/2022	80159	2614	UNIFIRST CORPORATION	1430000816 1430000817 1430000817 1430000817 1430000818 1430000818	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3025-530.30-36 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3010-530.30-36 001-3010-530.30-46		10/2022 10/2022 10/2022 10/2022 10/2022 10/2022	84.68 14.03 24.61 72.03 31.81 8.00

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04/20/2022	80159	2614	UNIFIRST CORPORATION	1430000819 1430000820 1888369 1888370 1888371 1888372 1888372 1888373	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	001-3040-530.30-36 001-3010-530.30-36 001-3010-530.30-36 001-3040-530.30-36 001-3010-530.30-36 001-3010-530.30-46 001-3025-530.30-36 001-3040-530.30-36 001-3045-530.30-36 001-3025-530.30-36	10/2022 10/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 Total	74.96 18.80 19.70 78.86 36.76 8.00 14.80 17.16 84.56 88.28 677.04	
04/20/2022	80160	2251	VERIZON	040122 040122 040122 040122		001-1200-512.30-41 001-2010-520.30-41 001-2210-522.30-41 001-3010-530.30-41		10/2022 10/2022 10/2022 10/2022 Total	196.62 64.60 71.95 62.84 396.01
04/20/2022	80161	2423	VERIZON BUSINESS	64651700		001-2010-520.30-41		10/2022 Total	41.39 41.39
04/27/2022	80162	3091	AIRE SERV OF THE EASTER	22-0210	REPAIRS/KELLY GIBSON ST	001-6000-560.30-34	TC0601	10/2022 Total	2,912.01 2,912.01
04/27/2022	80163	1584	ATLANTIC TACTICAL	SI-10653144 SI-10653148 SI-10653406	POLICE EQUIPMENT & SUPPLY POLICE EQUIPMENT & SUPPLY POLICE EQUIPMENT & SUPPLY	001-2040-520.30-52 001-2010-520.30-52 001-2020-520.30-52		10/2022 10/2022 10/2022 Total	4,356.24 403.02 3,452.90 8,212.16
04/27/2022	80164	9999999	BARRY SLAUGHTER	BARRY SLAUGHTER	REIMB/CELL PHONE CASE	001-3040-530.30-49		10/2022 Total	21.08 21.08
04/27/2022	80165	1603	CINTAS FIRST AID & SAFE	5102690539	SUPPLIES	001-3040-530.30-52		10/2022 Total	41.36 41.36
04/27/2022	80166	1603	CINTAS FIRST AID & SAFE	5103043168	SUPPLIES/EASTON POLICE	001-2010-520.30-52		10/2022 Total	148.95 148.95
04/27/2022	80167	1567	CLIFTON LARSON ALLEN LL	3196888	AUDIT SVCS ENDING 6/30/21	001-1200-512.30-32		10/2022 Total	17,000.00 17,000.00
04/27/2022	80168	9999999	COASTAL BLUE TALBOT I L	000202796	TAX REFUNDS	001-0000-201.00-00		10/2022 Total	900.25 900.25
04/27/2022	80169	9999999	DENISE RILEY	DENISE RILEY	REFUND/TIPPER CAN	001-0000-344.05-00		10/2022 Total	15.00 15.00
04/27/2022	80170	2853	DIEM, THOMAS M	042222	REIMB. TRAINING	001-2210-522.30-33		10/2022 Total	140.00 140.00
04/27/2022	80171	146	E D SUPPLY CO INC	6675-1129138	LIGHT BULBS/FIRE DEPT	001-2110-521.30-52		10/2022 Total	92.40 92.40

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04/27/2022	80172	170	EASTON UTILITIES	041122		001-2110-521.30-43		10/2022	707.31
				041122		001-2310-523.30-43		10/2022	92.47
				041122		001-4010-540.30-43		10/2022	571.35
				3753	MAR '22 ST LIGHT MAINT	001-3040-530.30-43		10/2022	68.39
								Total	1,439.52
04/27/2022	80173	171	EASTON VOL FIRE DEPT IN	041922	FY 2021-2022 DONATION	001-2110-521.30-49		10/2022	5,000.00
								Total	5,000.00
04/27/2022	80174	9999999	FGX INTERNATIONAL INC.	000201700	TAX REFUNDS	001-0000-201.00-00		10/2022	19.89
								Total	19.89
04/27/2022	80175	9999999	FIRST BAPTIST CHURCH OF	000101290	TAX REFUNDS	001-0000-201.00-00		10/2022	41.75
								Total	41.75
04/27/2022	80177	9999999	HARRIET CRAWFORD	HARRIET CRAWFO	REFUND/HDC APPLICATION	001-0000-341.01-00		10/2022	75.00
								Total	75.00
04/27/2022	80180	258	JONES PEST CONTROL	032922	MARCH PEST SVCS	001-2110-521.30-46		10/2022	475.00
				032922A	MARCH PEST SVCS	001-2110-521.30-46		10/2022	180.00
								Total	655.00
04/27/2022	80181	2561	KONICA MINOLTA BUSINESS	9008520872	COPIER MAINT	001-2310-523.30-46		10/2022	14.00
								Total	14.00
04/27/2022	80182	9999999	LA DE DA	000201346	TAX REFUNDS	001-0000-201.00-00		10/2022	174.46
								Total	174.46
04/27/2022	80183	1786	LOCAL GOVT INSURANCE TR	121109	ADD 2020 FORD POLICE VEH.	001-2010-520.30-45		10/2022	159.00
								Total	159.00
04/27/2022	80184	327	MEINTZER PETROLEUM INC	033122	MARCH FIRE APPRATUS FUEL	001-2110-521.30-55		10/2022	489.67
								Total	489.67
04/27/2022	80185	9999999	MID-SHORE EXTERIORS LLC	MID-SHORE EXT	REFUND/HDC APPLICATION	001-0000-341.01-00		10/2022	75.00
								Total	75.00
04/27/2022	80186	2849	MID-SHORE FIRE SERVICE	1290	REPLACES CK #80063 4/6/22	001-2110-521.30-56		10/2022	777.60
				1291	REPLACES CK #80063 4/6/22	001-2110-521.30-56		10/2022	1,084.89
				1292	REPLACES CK #80063 4/6/22	001-2110-521.30-56		10/2022	1,006.55
				1293	REPLACES CK #80063 4/6/22	001-2110-521.30-56		10/2022	626.00
				1294	REPLACES CK #80063 4/6/22	001-2110-521.30-56		10/2022	840.01
								Total	4,335.05
04/27/2022	80187	2351	OPTUM BANK	042222		001-0000-217.21-00		10/2022	1,042.90
								Total	1,042.90
04/27/2022	80188	2496	SILVERSTEIN, ALAN	041922	REIMB. ESAM MEETING	001-1010-510.30-39		10/2022	63.18
								Total	63.18
04/27/2022	80189	1390	SUPERION LLC	350602	APR '22 CREDIT CARD SVCS	001-1200-512.30-46		10/2022	150.00
								Total	150.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	CHECK NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/27/2022	80190	2385	TALBOT HOSPICE FOUNDATI	042522	MEMORY/WILLIAM C HICKSON	001-1060-510.30-49		10/2022 Total	100.00 100.00
04/27/2022	80191	9999999	THE SHANNAHAN PROPERTY	000200419	TAX REFUNDS	001-0000-201.00-00		10/2022 Total	107.90 107.90
04/27/2022	80193	2614	UNIFIRST CORPORATION	1430001932	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		10/2022	84.68
				1430001933	PUBLIC WORKS UNIFORMS	001-3025-530.30-36		10/2022	14.03
				1430001933	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		10/2022	24.61
				1430001933	PUBLIC WORKS UNIFORMS	001-3045-530.30-36		10/2022	72.03
				1430001934	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		10/2022	31.81
				1430001934	PUBLIC WORKS UNIFORMS	001-3010-530.30-46		10/2022	8.00
				1430001935	PUBLIC WORKS UNIFORMS	001-3040-530.30-36		10/2022	74.96
				1430001936	PUBLIC WORKS UNIFORMS	001-3010-530.30-36		10/2022 Total	18.80 328.92
04/27/2022	80194	918	ZEP SALES & SERVICE	9007304137	ZEP O SHINE FLOOR WAX	001-2110-521.30-52		10/2022 Total	479.76 479.76
04/27/2022	80195	2369	EASTON ECONOMIC DEVELOP	80	APR-JUN 2022 FUNDING	001-6000-560.80-82		10/2022 Total	103,000.00 103,000.00
182 Checks ** Fund Total									694,573.16

TOWN OF EASTON
CHECK REGISTER BY FUND

Prepared: 04/28/2022, 11:53:42
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CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/27/2022	906	269 LASER LETTERS, INC	67768	BROCHURES/AFFORD HOUSING	120-5000-550.30-48	TC0601	10/2022	213.87
Total								213.87
1 Checks ** Fund Total								213.87

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/06/2022	851	2982	INSIGHT PUBLIC SECTOR I	1100923992	PHOTOGRAPHIC EQUIPMENT	390-1065-510.60-64	22-03	9/2022 Total	2,490.05 2,490.05
04/06/2022	852	2478	LAWMEN/MUNICIPAL EMERGE	IN1644830	POINT BLANK VESTS	390-2010-520.60-64	22-09	9/2022 Total	4,450.00 4,450.00
04/13/2022	862	179	EWING INC, PAUL T	474161 474164 474911 475474 475839	STONE STONE STONE STONE	390-4010-540.60-63	22-43	9/2022 9/2022 9/2022 10/2022 Total	2,732.74 2,291.24 662.92 101.95 1,360.85 7,149.70
04/13/2022	863	2675	GROFF TRACTOR MID ATLAN	RSA047729-8	EQUIP. RENTAL	390-4010-540.60-63	22-43	10/2022 Total	3,020.00 3,020.00
04/13/2022	864	2727	HOLLY HILL FARMS INC	110554	NURSERY STOCK & SUPPLIES	390-3040-530.60-63	22-30	10/2022 Total	1,108.80 1,108.80
04/13/2022	868	2982	INSIGHT PUBLIC SECTOR I	1100926140	POLICE EQUIPMENT & SUPPLY	390-2010-520.60-64	GF2202	10/2022 Total	14,830.10 14,830.10
04/20/2022	880	2923	ACME AUTO LEASING LLC	22040027	LEASE 2021 GMC TRUCK	390-2010-520.60-64	22-11	10/2022 Total	625.00 625.00
04/20/2022	885	59	BRAMBLE INC, DAVID A	8145-427	ANNUAL ST PAVING	390-2310-523.60-63	ARP007	10/2022 Total	51,328.96 51,328.96
04/20/2022	886	2704	BURKE EQUIPMENT COMPANY	032322	OTHER	390-3040-530.60-64	22-33	10/2022 Total	5,267.60 5,267.60
04/20/2022	888	2637	ECONOLITE CONTROL PRODU	INV209537	SHIPPING AND HANDLING	390-2310-523.60-63	22-21	10/2022 Total	13,436.10 13,436.10
04/20/2022	898	1948	TRAFFIC CONCEPTS INC	3502-5	SVCS/TRAFFIC SIGNAL	390-2310-523.60-63	22-25	10/2022 Total	255.00 255.00
04/06/2022	80072	1810	VULCAN CONSTRUCTION MAT	41976993	#57 STONE	390-4010-540.60-63	22-50	9/2022 Total	325.22 325.22
04/13/2022	80086	146	E D SUPPLY CO INC	6675-1123303 6675-1130568	MISC/PVC, CEMENT, TAPE	390-4010-540.60-63	22-50	9/2022 10/2022 Total	660.16 63.46 723.62
04/13/2022	80091	1080	LANE ENGINEERING LLC	54881	SVCS/200&400 MARYLAND AVE	390-4030-540.60-61	22-43	10/2022 Total	812.50 812.50
04/13/2022	80097	278	LOWE'S	01727 01880 01938 02435 02852 02926		390-4010-540.60-62	22-37	9/2022 9/2022 9/2022 9/2022 9/2022 9/2022	19.57 19.94 228.83 94.57 115.88 41.84

CHECK DATE	CHECK NUMBER	VENDOR	NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/13/2022	80097	278	LOWE'S	08585 09150 16565 18482 18909 23091 23821		390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62	22-37 22-37 22-37 22-37 22-37 22-37 22-37	9/2022 9/2022 9/2022 9/2022 9/2022 9/2022 9/2022	99.03 504.18 189.92- 45.57- 23.81- 52.37 73.12 990.03
							Total		
04/13/2022	80107	448	SHERWIN-WILLIAMS CO, TH	6573-4 8307-7		390-4010-540.60-62 390-4010-540.60-62	22-37 22-37	9/2022 9/2022	40.48 234.75 275.23
							Total		
04/13/2022	80113	38	UNITED RENTALS (NORTH A	203860408-001	RENT MINI EXCAVATOR	390-4010-540.60-63	22-43	10/2022	3,586.67
							Total		3,586.67
04/13/2022	80115	1064	VERMEER MID ATLANTIC	041122	RENT/PURCHASE HYDRO EXCAV	390-3045-530.60-64	22-53	10/2022	7,950.00
							Total		7,950.00
04/20/2022	80131	162	EASTON HARDWARE INC	123800 125151 125358		390-4010-540.60-62 390-4010-540.60-62 390-4010-540.60-62	22-37 22-37 22-37	10/2022 10/2022 10/2022	5.75 136.36 1.44 143.55
							Total		
04/20/2022	80132	2327	FIRE CHASERS FIRE EQUIP	12078	FIRE PROTECTION EQUIP/SUP	390-2110-521.60-64	22-17	10/2022	29,302.45
							Total		29,302.45
04/20/2022	80142	1080	LANE ENGINEERING LLC	55078	SVCS/WATERSIDE PARKING	390-2310-523.60-63	22-50	10/2022	877.50
							Total		877.50
04/27/2022	80176	3085	HARBINGER SIGN & DESIGN	041322	MARKERS, PLAQUES, SIGNS	390-4010-540.60-63		10/2022	1,474.00
							Total		1,474.00
04/27/2022	80178	3063	HORNEY'S POINT UP MASON	1027-3	REPOINTING BRICKS	390-2010-520.60-62	22-08	10/2022	1,400.00
							Total		1,400.00
04/27/2022	80192	1093	TRAFFIC SYSTEMS & TECHN	37104	MARKERS, PLAQUES, SIGNS	390-2310-523.60-63	22-21	10/2022	1,150.00
							Total		1,150.00
						24 Checks	** Fund Total		152,972.08

CHECK DATE	CHECK NUMBER	VENDOR NAME	INVOICE	DESCRIPTION	G/L NUMBER	PROJECT	PERIOD/ YEAR	AMOUNT
04/13/2022	871	262 KEY ONE INC	116726	DOOR REPAIR/DISTRICT CT	601-6000-560.30-46	EDMY01	9/2022 Total	210.00 210.00
04/20/2022	897	1029 SHORE JANITORIAL SERVIC	0729	MARCH SVCS	601-6000-560.30-46	EDMY01	10/2022 Total	2,700.00 2,700.00
04/27/2022	903	213 GEORGE'S GREEN THUMB IN	040522	PLANT MAINT/DIST CT BLDG	601-6000-560.30-46	EDMY01	10/2022 Total	2,065.50 2,065.50
04/13/2022	80087	170 EASTON UTILITIES	032322		601-6000-560.30-43	EDMY01	10/2022 Total	1,600.58 1,600.58
04/13/2022	80107	448 SHERWIN-WILLIAMS CO, TH	8654-2	PAINT	601-6000-560.30-50	EDMY01	10/2022 Total	34.27 34.27
04/27/2022	80178	3063 HORNEY'S POINT UP MASON	1027-3	REPOINTING BRICKS	601-6000-560.60-62	22-08	10/2022 Total	1,400.00 1,400.00
04/27/2022	80179	18 JOHNSON CONTROLS SECURI	37207932	QUARTERLY SERVICES	601-6000-560.30-46	EDMY01	10/2022 Total	195.81 195.81
7 Checks					** Fund Total			8,206.16

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04/06/2022	846	59 BRAMBLE INC, DAVID A	7905-18	CONSTR SVCS/MISTLETOE	605-0000-164.00-00	19-90	9/2022	82,496.66
							Total	82,496.66
					1 Checks	** Fund Total		82,496.66
					215 Checks	*** Bank Total		938,461.93
					215 Checks	**** Grand Total		938,461.93

BANK		NAME		FUND	AMOUNT
00		SHORE UNITED BANK			
				001 GENERAL FUND	694,573.16
				120 CDBG	213.87
				390 CAPITAL EQUIPMENT FUND	152,972.08
				601 LAND ENTERPRISE	8,206.16
				605 AIRPORT INDUSTRIAL LAND	82,496.66
				Total	938,461.93 *
				Grand Total	938,461.93 *