

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: May 31, 2018
Regarding: Fiscal Year 2018/19 Fee & Rate Schedule

For the Agenda of June 4, 2018

Background. In conjunction with the annual budget process, the City Staff reviews and recommends appropriate changes to the City's Fee and Rate Schedule (*see copy of att'd rate/fee schedule for comprehensive list of City fees*). That review has been completed, and the City Staff recommends the following changes to our current fee structure:

- Auction Permit from \$2 to \$10.
- Demolition Permit Fee from \$55 to \$150.
- Garage Sale Permits from \$1 to \$2.
- Site Plan Review from \$125 to \$150.
- Special Use Permit from \$125 to \$150.
- Zoning Variance Requests from \$125 to \$150.
- Eliminate cap on Street Abandonment and Subdivision Requests.
- Increase of Box T-Hangar Rental from \$250 per month to \$260.
- Increase of Large T-Hangar Rental from \$175 per month to \$180.
- Increase in Standard T-Hangar Rental from \$140 per month to \$145.
- Require non-Profits to pay a \$50 returnable deposit for park pavilion rental to be returned upon verification of clean-up.
- Ball Field prep (non-tournament weekdays) from \$20 to \$25.
- Increase Bacterial Analysis for Type I & II Systems from \$19 to \$25.
- Decrease Bacterial Analysis for Type III Systems from \$29 to \$25.
- Yard Mowing Fees \$80 per lot or contracted services charge, whichever is greater.
- Cemetery Foundations increase from \$.16 per square-inch to \$.20 per square inch.
- Elimination of fees for services no longer performed by the CPD: booking fees, booking photos, temporary driving permits, and warrant fees.
- Increase Loading Zone Parking Violations from \$15 to \$25.
- Change man hour fees for fire responses from a designated hourly rate to "current man-hour rate".
- A 2.27% rate increase for water and sanitary sewer service charges (see att'd Utility Rate Schedule).
- An \$.83 per month increase for Waste Management residential waste fees (see att'd Utility Rate Schedule).

Issues & Questions Specified. Should the City Commission approve the 2018/19 Fee and Rate Schedule?

Alternatives.

1. Approve the fee and rate schedule as presented.
2. Approve the fee and rate schedule with amendments/modifications/changes.

3. Do not approve the fee and rate schedule.
4. Set aside the matter for further consideration and/or deliberation at a subsequent meeting.

Financial Impact. Approval of the proposed fee and rate schedule will ensure the City is not subsidizing its costs for services, and in the case of water and sewer fees, will promote the City's ability to continue accomplishing future water and sewer projects and improvements.

Recommendations. I recommend that the City Commission approve the proposed 2018/2019 Fee and Rate Schedule by adoption of Resolution 2018-064 (*copy att'd*).

Attachments.

1. Fee & Rate Schedule Table.
2. Utility Rate Schedule.
3. Resolution 2018-064.

PROPOSED FEE/RATE SCHEDULE
FISCAL YEAR 2018/2019
Resolution 2018-_____

<i>DEPARTMENT</i>	<i>ITEM</i>	<i>CURRENT PRICE EFFECTIVE July 1, 2018</i>	<i>RECOMMENDED</i>
CITY HALL	Assessor Card	Cost of materials, postage and labor	
	Auction Permit	\$2.00	\$10
	Bags - Lawn Bags – Trash Colored	Cost including sales tax and fuel surcharges	
	Brownfield Application	Time & Materials; not to exceed \$500	
	Cemetery Abandonment	Time & Materials; no limit	
	Checks (NSF); to include all returned payments paper or electronic	\$25.00	
	Chicken Permit	\$15.00	
	Circus/Carnival	\$150.00 w/o sponsor \$10.00 w/sponsor	
	Civil Infractions	\$75 1 st Offence \$150 2 nd Offence \$325 3 rd Offence \$500 4 th Offence	
	Conditional Use Permit Application	\$150.00	
	Demolition Permit	\$55	\$150
	Emergency Response Cost Recovery	Time & Materials	
	Facility Usage (for profit organizations)	\$50.00 full day \$25.00 for 4 hours or less \$10 for coffee	
	Fax Fee	\$1.00 1 st page, .25 each additional page per number	
	FOIA Requests	Cost as allowed by law	
	Garage Sale Permits	\$1.00	\$2.00
	IFT Processing	\$150	
	Land Division	\$50.00 Per Split	
	Marriage Ceremony	\$60.00	
	Medical Marihuana Facility Permit	Initial fee \$5,000 per facility. \$1,000 annual renewal fee per facility	
	Notary Service	-0- for taxpayers;\$2 for all others	
	PA 425 request	Time & Materials; not to exceed \$500	
	Peddler/Solicitor/Vendor	Sliding Scale	

	Private Well Request	\$20.00	
	Rezone Request	\$150.00	
	Site Plan Review	\$125.00	\$150.00
	Special Event Permit	\$50.00	
	Special Use Permit	\$125.00	\$150.00
	Street Abandonment	Time & Materials; not to exceed \$500	Eliminate Cap
	Subdivision Request	Time & Materials; not to exceed \$500	Eliminate Cap
	Telecommunications Permit	\$500.00	
	Waste Hauler Permit	\$500 (1 x fee)	
	Zoning Maps	Cost of materials, postage and labor	
	Zoning Variance Request	\$125.00	\$150.00
AIRPORT	Aviation Services- Non-Essential	\$25.00 1 st permit \$5 each additional year	
	FBO	\$100.00 1 st permit \$25.00 each additional	
	Hangar (Building) Lease Fees	annual base fee, currently \$144.12 + cost-escalator adjustment increase predicated by the annual Consumer Price Index (CPI) or 3% of the lease cost, whichever is less, but not less than 0.	
	T-Hangar - Box	\$250 per month or \$20 per day	\$260
	T-Hangar - Large	\$175.00 per month or \$20.00 per day	\$180
	T-Hangar - Standard	\$140.00 per month or \$20.00 per day	\$145
	Tie-down Ramp Fees	\$3 Overnight \$50 per Month	
PARKS Facility Usage	Ball Fields - Non Tournaments-Weekdays	\$20.00 per day \$10.00 for lights	\$25.00 per day \$10.00 for lights
	Ball Tournaments – weekends	\$150.00	
	Pavilion 1-Shamrock & Pettit Park Pavilion	Residents (\$50.00 Deposit) Non-Resident \$75.00	Residents and Non-Profit Groups \$50.00 Deposit Non-Resident \$75.00
	Pavilions – City Park, Shamrock Park Pavilion 2 & ½ of Shamrock Pavilion 1	Residents (\$25.00 Deposit) Non-Resident \$50.00	
	Pettit Park Camping	\$25.00 electrical \$20.00 primitive	
	Pettit Park Dumping	\$5.00	
WWT	Bacterial Analysis	\$19.00 Type I & II Systems \$29.00 Private Type III	Type I & II Systems \$25 Private Type III \$25

	Fecal Coliform Membrane	\$25	
	Cross Connections	High Hazard Account = \$1.00/month on water bill Low Hazard Account = \$0.20/month on water bill	
	Hauled Wastewater	\$.10/gallon	
	BOD in excess of 300 mg/L	\$.50/pound	
	Total Suspended Solids in Excess of 350 mg/L	\$.50/pound	
	Total Phosphorus in Excess of 20 mg/L	\$9.14/pound	
	Industrial Pretreatment Inspection Fee	Outside analysis Cost + Shipping & Handling + \$50 Admin Fee + WWTP Analysis Prices	
	Biochemical Oxygen Demand	\$30	
	Carbonaceous Biochemical Oxygen Demand	\$35.00	
	Total Suspended Solids	\$20.00	
	Total Phosphorus	\$20.00	
	Ammonia Nitrogen	\$30.00	
	Dissolved Oxygen	\$10.00	
	pH	\$10.00	
	Iron	\$10.00	
	Hardness	\$10.00	
	Water & Sewer Rates	See Attached Utility Rate Schedule	
DPW	Curb Cut	\$16.00/foot	
	Hydrant Water	\$75 + current commodity rate per 1,000 gallons or fraction thereof. Fee includes equipment and labor	
	Mowing	\$80.00/lot	\$80 or T&M (whichever is greater)
	Tree Permit	No Charge	
	Utility Deposit	\$150.00/\$50.00 per service	
	Utility Customers - Print-out	\$20 on paper \$30 on labels + postage if mailed	
	Water Turn-on Fee	\$25.00 during regular working hours	
	Water Turn-on Fee	\$50.00 during non-regular DPW working hours (evenings, holidays, weekends, etc.)	
	Water/Sewer Tap-In	Time & Materials	
	Water/Sewer Buy-In	\$1,000 each	

Cherry Grove Cemetery	Burials & Disinterment's	\$200.00 under age 1 \$400.00 over age 1 \$100.00 cremation	
	Burials & Disinterment's	\$75 additional for all burials scheduled involving scheduled overtime	
	Cemetery Lots (per grave space)	\$300 taxpayer \$400 non-taxpayer Cremation Plot: \$75 taxpayer \$100 non-taxpayer	
	Niche (accommodates two cremains)	\$600 per niche \$100 open & close Engraving-Actual Cost	
	Foundations	\$.16/square inch	\$.20/square inch
	Print-out of Cemetery "residents"	\$30 for entire listing or \$2 per page	
St. Cecilia	Grave Opening	Current hourly equipment rate plus labor	
POLICE	Booking fees Expedited	\$15.00	Eliminate
	Booking photos	\$5.00	Eliminate
	Copy - Audio Tape	As allowed under FOIA	
	Copy - CD	As allowed under FOIA	
	Copy - lost bond receipt	\$5.00	
	Copy - Video Tape	As allowed under FOIA	
	False Alarm fees	\$35.00 for 3 rd & subsequent alarms	
	Release vehicles	\$25.00	
	Reports - Original	As allowed under FOIA	
	Reports -Supplemental	\$1.00 each additional page	
	Reports - UD-10 Crash	As allowed under FOIA	
	Temporary driving permits	\$5.00	Eliminate
	Warrant Fees	\$10.00	Eliminate
Infractions	Handicapped Parking	\$100.00	
	Loading Zone Violation	\$15.00	\$25.00
	Obstructing Traffic	\$25.00	
	Other Prohibited Parking	\$25.00	
	Overtime Parking	\$15.00	
	Parked 3 am – 6 am	\$30.00	
	Parked Within 15' of Fire Hydrant	\$25.00	
	Parking between Sidewalk & Curb	\$15.00	
	Parking in Alley	\$25.00	
	Parking Too Far From Curb	\$15.00	

City of Clare Fire Department Equipment Rate Schedule FY17/18

FIRE	Emergency Response for vehicle accidents	\$250.00 + \$13.50 per man per hour	\$250 + current per man/per hr rate
	Fire Reports	As allowed under FOIA	

Apparatus	Rate
Engine	\$250.00 per hour
Aerial Apparatus	\$350.00 per hour
Tender	\$175.00 per hour
Grass Rig/Utility Vehicle	\$125.00 per hour
Traffic Control	\$ 75.00 per hour
Extrication	\$750.00 flat fee

Billing rates are determined by the type of equipment provided, the number of personnel responding, hours of service, plus any associated incidental costs or fees related to providing service.

Personnel rates are charged at the current hourly rate.

UTILITY RATE SCHEDULE

RATES EFFECTIVE July 1, 2018 (July Usage/August Bill/Sept. Due)

RATE AND FEE SCHEDULE ADOPTED BY RESOLUTION 2018-064

	<u>2017-18 RATES</u>	<u>EFFECTIVE 07/01/18</u>
<u>SEWER RATES</u>		2.0%
3/4" Residential	\$ 21.34	\$ 21.77
3/4" Commercial	21.34	21.77
1" Commercial	38.38	39.15
1-1/2" Commercial	85.29	87.00
2" Commercial	153.51	156.58
3" Commercial	341.12	347.94
4" Commercial	614.05	626.33
<u>Commodity Charge (per 1000 gallons)</u>	\$ 4.54	\$ 4.63

<u>WATER RATES</u>		3.0%
3/4" Residential	\$ 11.81	\$ 12.17
3/4" Commercial	19.14	19.72
1" Commercial	34.49	35.53
1-1/2" Commercial	76.46	78.75
2" Commercial	137.98	142.12
3" Commercial	306.54	315.73
4" Commercial	551.79	568.34
<u>Commodity Charge (per 1000 gallons)</u>	\$ 2.77	\$ 2.86

METER REPLACEMENT PROGRAM

3/4" Residential OR Commercial	\$1.25	\$1.25
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- Residential dwellings with multiple users on a single meter and commercial users are charged at the stated commodity charge for all usage (no minimum) plus the basic meter charge.
- Summer sewer credits for single-family residential customers are typically approved for May, June, July and August usage for customers having **one meter per billing unit**.
- All customers are charged the appropriate base meter charge plus the applicable water and sewer **commodity charges**.

		<u>City Utility Rate Increase</u>
CITY UTILITY MONTHLY RESIDENTIAL BASE BILLING AMOUNT	\$34.40	2.27%
CONTRACTED WASTE HAULER FOR RESIDENTIAL DWELLINGS	\$18.78	\$19.61
TOTAL MINIMUM RESIDENTIAL MONTHLY BILL	\$53.18	\$54.79
City Utilities <u>Plus</u> Contracted Garbage Collection	\$53.18	\$54.79

UTILITY TURN-ON FEES

	<u>2017-18 RATES</u>	<u>EFFECTIVE 07/01/18</u>
Prescheduled during regular working hours	\$25.00	\$25.00
Nonscheduled after hours, weekends, and/or holidays	\$50.00	\$50.00

UTILITY DEPOSIT

RENTAL UTILITY DEPOSIT	\$150.00	\$150 / \$50/Utility
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In accordance with Clare City Code, Section 46.278 rental customers establishing a new account for water, sewer, and/or solid waste-recycling service, shall pay to the City of Clare a Utility Security Deposit as established by resolution **prior** to receiving service.

RESOLUTION 2018-064

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE CITY'S 2018/19 FEE AND RATE SCHEDULE FOR SERVICES.

WHEREAS, the City Staff conducts a review of the City's fee and rate schedule in conjunction with the annual budget process to ensure the City's costs of providing services are adequately funded by the assessment of said fees; and

WHEREAS, said annual review has been completed and recommended changes submitted to the City Commission for consideration; and

WHEREAS, the City Commission has reviewed said fee and rate schedule, to include recommended changes thereto, and deems the approval of said schedule to be in the best interests of the City.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Clare hereby approves the 2018/19 Fee and Rate Schedule for Services, a copy of said schedule attached to this Resolution.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 4th day of June 2018.

Diane Lyon, City Clerk