

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: June 2, 2016
RE: Approval of Fiscal Year 2016/2017 Fee and Rate Schedule

For the Agenda of June 6, 2016

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 no changes to the fees we charge for services with the following exceptions:

- A 2 % increase in water rates
- A 2 % increase in sewer rates
- Vendor permits
 - o Food Truck/Wagon \$30.00 per day, \$10.00 for each consecutive day.
 - o Food Cart \$15.00 per day, \$5.00 for each consecutive day.
 - o No permit required for restaurant establishments within City limits.
- A \$.05 increase for yard waste & garbage bags (per bundle/case)

Issues & Questions Specified. Should the City Commission approve the 2016/2017 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 2016/2017 Fee and Rate Schedule by adoption of Resolution 2016-058 (*copy att'd*).

Attachments.

1. Fee & Rate Schedule Table.
2. Resolution 2016-058.

**PROPOSED FEE/RATE SCHEDULE
FISCAL YEAR 2016/2017**

<i>DEPARTMENT</i>	<i>ITEM</i>	<i>CURRENT PRICE PRICE 15/16</i>	<i>RECOMMENDED 16/17</i>
CITY HALL	Assessor Card	Cost of materials, postage and labor	
	Auction Permit	\$2.00	
	Bags - Lawn Bags – Trash Colored	Cost including sales tax and fuel surcharges	Cost including sales tax and fuel surcharges (will increase .05 per bundle/case as of 7/1/16)
	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	
	Clare City Maps	Free	
Requires 2 public hearings	Conditional Use Permit Application	\$150.00	
	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/Yard/Estate/Attic Sale Permits	\$1.00	
	IFT Processing	\$125.00	
	Land Division	\$50.00 Per Split	

	Marriage Ceremony	\$60.00	
	Notary Service	-0- for taxpayers and \$2 for all others	
	PA 425 request	Time & Materials; not to exceed \$500	
	Private Well Request	\$20.00	
Requires 2 public hearings	Rezone Request	\$150.00	
	Site Plan Review	\$125.00	
	Special Event Permit	\$50.00	
	Special Use Permit	\$125.00	
	Street Abandonment	Time & Materials; not to exceed \$500	
	Subdivision Request	Time & Materials; not to exceed \$500	
	Taxi-Cab License	\$10 1 st Cab/\$5 every cab thereafter; \$1.00 per driver	
	Telecommunications Permit	\$500.00	
	Vendor/Peddler/Solicitor/ Transient Merchant	Sliding Scale	1 Day \$ 10.00 2 Days \$ 15.00 3 Days \$ 20.00 1 Week \$ 25.00 1 Month \$ 75.00 3 Months \$150.00
	Vendor Permit-Food Truck/Wagon	Sliding Scale Prohibited from Set-up Within one Block of Existing Restaurant, Pub Except for Major City Festival or Events – then site approval determined by Festival Coordinator or City Manager	1 Day \$30 Each Additional, Successive Day \$10 1 Week \$80 1 Month \$175 3 Months \$250 1 Year \$400 No Charge for Clare Restaurants
	Vendor Permit – Food Cart	Sliding Scale Prohibited from Set-up Within One Block of Existing Restaurant, Pub Except for Major City Festival or Events — then site approval determined by Festival Coordinator or City Manager	1 Day \$15 Each Additional, Successive Day \$5 1 Week \$40 1 Month \$90 3 Months \$125 1 Year \$200 No Charge for Clare Restaurants
	Waste Hauler Permit	\$500 (1 x fee)	
	Zoning Maps	Cost of materials, postage and labor	
	Zoning Variance Request	\$125.00	
BUILDING	Building Permits	See attached schedule	
	Plan Review	\$150.00 or \$50.00 per hr, whichever is greater + any and all costs for professional consulting as needed	
	Demolition Permit	See attached schedule	

	Electrical Permits	\$50.00 + See attached schedule	
	Sign Permit	\$75.00	
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	Adjusted annual base fee + 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	
	T-Hangar - Large	\$175.00 per month or \$20.00 per day	
	T-Hangar - Standard	\$140.00 per month or \$20.00 per day	
	Tie-down Ramp Fees	\$3 Overnight \$50 per Month	
FIRE	Emergency Response for vehicle accidents	\$250.00 + \$13.50 per man per hour	
	Emergency Response	See attached schedule	
	Fire Reports	As allowed under FOIA	
	Pool Fill	\$75.00 per 1,900 gal. load & \$150.00 minimum	
PARKS Facility Usage	Ball Fields - Non Tournaments-Weekdays	\$20.00 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	
	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	
	Fecal Coliform Membrane	\$20.00	
		High Hazard Account =	

		\$1.00/month on water bill Low Hazard Account = \$0.20/month on water bill	
	Cross Connections		
	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	\$25.00	
	Carbonaceous Biochemical Oxygen Demand	\$25.00	
	Total Suspended Solids	\$10.00	
	Total Phosphorus	\$15.00	
	Ammonia Nitrogen	\$10.00	
	Dissolved Oxygen	\$5.00	
	pH	\$5.00	
	Iron	\$10.00	
	Hardness	\$10.00	
	Water & Sewer Rates	See Attached Utility Rate Schedule	
DPW	Curb Cut	\$16.00/foot	
	Hydrant Water	\$25 user fee + current commodity rate per 1,000 gallons or fraction thereof.	
	Mowing	\$80.00/lot	
	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 \$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 \$350.00 over age 1 \$50.00 cremation \$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	
	Foundations	\$.16/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	
	Booking photos	\$5.00	
	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	
	Finger Print Card Only	\$5.00	
	Finger Prints	\$70.00	
	Notary Fee	\$1.00 (no charge for gun permit)	
	PBT	\$5.00	
	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	
	Warrant Fees	\$10.00	
Infractions			
	Handicapped Parking	\$100.00	
	Loading Zone Violation	\$15.00	

	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	

BUILDING PERMIT & INSPECTION FEE SCHEDULE 2016/17

Minimum Permit Fee (includes one inspection)-----\$75.00
 Demolition Permit -----\$55.00

Will be deducted from building permit when erecting new replacement structure.

Permit Fees: _____ Based on total job cost

Additional inspections -----\$50.00

Mobile & Modular Homes-----50% of Normal on-site construction permit fee.

Up to \$500----- No permit required.

\$500 to \$1,000 (includes one inspection only)-----\$75.00

\$1,001 to \$10,000-----\$70.00 plus \$10 per \$1,000 over \$1,000

\$10,001 to \$100,000-----\$165.00 plus \$3 per \$1,000 over \$10,000

\$100,000 to \$500,000-----\$435.00 plus \$2 per \$1,000 over \$100,000

\$500,000 plus-----	\$1,235.00 plus \$3 per \$1,000 over \$500,000
Commercial Plan Review -----	\$150.00
Sign Permit-----	\$75.00
Shed up to 120 Sq Ft & Fence Permit-----	\$15.00
Board of Appeals-----	\$300.00
Work without Permit Fee-----	\$500.00

Last revision: July 1, 2015

City of Clare Fire Department Equipment Rate Schedule FY16/17

<u>Apparatus</u>	<u>Rate</u>
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, 2016 *(July Usage/August Bill/Sept. Due)*

RATE AND FEE SCHEDULE ADOPTED BY RESOLUTION 2016-XXX

	<u>2015-16 RATES</u>	<u>EFFECTIVE 07/01/16</u>
<u>WATER RATES</u>		2.0%
3/4" Residential	\$10.61	\$10.82
3/4" Commercial	\$17.19	\$17.54
1" Commercial	\$30.99	\$31.61
1-1/2" Commercial	\$68.70	\$70.07
2" Commercial	\$123.97	\$126.45
3" Commercial	\$275.42	\$280.93
4" Commercial	\$495.76	\$505.68
<i>Commodity Charge (per 1000 gallons)</i>	\$2.49	\$2.54

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.

METER REPLACEMENT PROGRAM

3/4" Residential <i>OR</i> Commercial	\$1.25	\$1.25
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SEWER RATES

		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	\$347.95
4" Commercial	\$614.05	\$626.33
<i>Commodity Charge (per 1000 gallons)</i>	\$4.54	\$4.63

*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 water and sewer **commodity charges** plus the appropriate basic meter charge.*

CITY UTILITY MONTHLY RESIDENTIAL BASE BILLING AMOUNT	\$33.21	\$33.85
CONTRACTED WASTE HAULER FOR RESIDENTIAL DWELLINGS	\$18.78	\$18.78
TOTAL MINIMUM RESIDENTIAL MONTHLY BILL	\$51.99	\$52.63
City Utilities <i>Plus</i> Contracted Garbage Collection	\$51.99	\$52.63

UTILITY TURN-ON FEES

	<u>2015-16 RATES</u>	<u>EFFECTIVE 07/01/16</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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The utility deposit is charged 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 such service.

RESOLUTION 2016-058

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE CITY'S 2016/2017 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 2016/2017 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 6th day of June 2016.

Diane Lyon, City Clerk