

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: June 1, 2023
Regarding: Fiscal Year 2023/24 Fee & Rate Schedule

For the Agenda of June 5, 2023

Background. In conjunction with the annual budget process, the City Staff reviews and recommends appropriate changes to the City's Fee and Rate Schedules (*copies att'd*). That review has been completed, and the City Staff recommends the following changes to our current fee structure to cover actual costs of services:

- Change PA 425 request item to District II Transfer Request
- Tax Exemption Program Application price from \$150 to \$200
- False Alarm Fees from \$35 for 3rd & subsequent alarms to \$50
- Parking between sidewalk & curb infraction from \$15 to \$25
- Parking too far from curb infraction from \$15 to \$25
- Fire supplies/miscellaneous rates to be determined per incident.
- Increase in utility deposit fees.
- A 3% increase in waste service fees this fiscal year.
- A perpetual water and sewer service rate increase of 3% annually until such time that enterprise funds become sufficient to cover water and sewer infrastructure improvements, at which time the amount of increase will be evaluated.

Issues & Questions Specified. Should the City Commission approve the 2023/24 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 2023/2024 Fee and Rate Schedule by adoption of Resolution 2023-036 (*copy att'd*).

Attachments.

1. Fee & Rate Schedule Table.
2. Utility Rate Schedule.
3. Resolution 2023-036.

**APPROVED FEE/RATE SCHEDULE
FISCAL YEAR 2023/2024
RESOLUTION 2023-**

<i>DEPARTMENT</i>	<i>ITEM</i>	<i>CURRENT PRICE EFFECTIVE July 1, 2023 through June 30, 2024</i>	
CITY HALL	Assessor Card	Cost of materials, postage and labor	
	Auction Permit	\$10.00	
	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	
	NSF Checks, ACH and EFT's; 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 Offense \$150 2 nd Offense \$325 3 rd Offense \$500 4 th Offense	
	Conditional Use Permit Application	\$150.00 Per Application or time & materials (whichever is greater)	
	Emergency Response Cost Recovery	Time & Materials	
	Facility Usage (for profit organizations)	\$50.00 full day (up to 8 hours) \$25.00 for 4 hours or less	
	Fax Fee	\$1.00 1 st page, .25 each additional page per number	
	FOIA Requests	Cost as allowed by law	
	Garage Sale Permits	\$2.00	
	Land Division	\$50.00 Per Split	
	Marriage Ceremony	\$60.00	
	Medical Marihuana Facility Permit	Initial fee \$5,000 per license/per facility. \$1,000 annual renewal fee per license/per facility	
	Notary Service	\$2 for taxpayers; \$5 for all others	
	PA 425 request District II Transfer Request	Time & Materials; not to exceed \$500	
	Peddler/Solicitor/Vendor	Sliding Scale	

	Private Well Request	\$20.00	
	Rezone Request	\$150.00 Per Request or time & materials (whichever is greater)	
	Right-of-Way Permit	\$15.00	
	Site Plan Review	\$150.00 Per Application or time & materials (whichever is greater)	
	Special Event Permit	\$50.00	
	Special Use Permit	\$150.00 Per Application or time & materials (whichever is greater)	
	Street Abandonment	Time & Materials	
	Subdivision Request	Time & Materials	
	Tax Exemption Program Applications (Industrial Facilities, Commercial Facilities, Commercial Rehabilitation, OPRA, etc.)	\$150.00 Per Application or time & materials (whichever is greater)	\$200.00
	Telecommunications Permit	\$500.00	
	Waste Hauler Permit	\$500 (1 x fee)	
	Zoning Maps	Cost of materials, postage and labor	
	Zoning Variance Request	\$150.00 Per Application or time & materials (whichever is greater)	
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 \$162.87 + 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	\$260 per month or \$20 per day	
	T-Hangar – Large	\$180.00 per month or \$20.00 per day	
	T-Hangar – Standard	\$145.00 per month or \$20.00 per day	
	Tie-down Ramp Fees	\$5 Overnight \$60 per Month	
PARKS Facility Usage	Depot Facility Usage	\$100 Cleaning/Damage Deposit for each rental. ½ day = 4 hours; full day = 8 hrs. City Taxpayer Rates: Main Floor ½ day \$50; full day \$100. Both Floors-1/2 day \$75; Full day \$125.	

		Non-Resident Fee: Main Floor ½ day \$75; full day \$125. Both Floors-1/2 day \$100; Full day \$150.	
	Pavilion 1-Shamrock & Pettit Park Pavilion City Park, Shamrock Park	Residents and Non-Profit Groups \$50.00 Deposit Non-Resident \$75.00	
	Pavilions –Pavilion 2 & ½ of Shamrock Pavilion 1	Residents (\$25.00 Deposit) Non-Resident \$50.00	
	Ball Fields – Non Tournaments-Weekdays	\$25.00 per day \$10.00 for lights	
	Ball Tournaments – weekends	\$150.00	
	Pettit Park Camping	\$25.00 electrical \$20.00 primitive	
	Pettit Park Dumping	\$5.00	
WWT	Drinking water Total/ E.Coli Bacterial Analysis	\$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	\$1.00/pound	
	Total Suspended Solids in Excess of 350 mg/L	\$1.00/pound	
	Ammonia Nitrogen in excess of 25 mg/L	\$1.00/pound	
	Total Phosphorus in Excess of 20 mg/L	\$12.00/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 Utility Rate Schedule	
DPW	Curb Cut	\$16.00/foot	

	Hydrant Water – City Resident	\$75 + current commodity rate per 1,000 gallons or fraction thereof. Fee includes equipment and labor	
	Hydrant Water - Commercial & Non-Resident	\$250 per hook-up + commodity rate per 1,000 gal. or fraction thereof.	
	Mowing	\$90 minimum per lot or T&M + a 25% admin fee (whichever is greater)	
	Tree Permit	No Charge	
	Utility Deposit	See Utility Rate Schedule	
	Utility Customers – Print-out	\$20 on paper, \$30 on labels + postage if mailed	
	Water Turn-on Fee Water Turn-on Fee	\$30.00 during regular DPW working hours \$125.00 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 Burials & Disinterment's	\$200.00 under age 1 \$400.00 over age 1 \$100.00 cremation \$75 additional for all burials scheduled involving scheduled overtime. Add \$150 for Saturday Burials. Add \$400 for Sunday Burials. No Holiday Burials.	
	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	\$.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	Copy – Audio or Video Tape/CD/Reports & UD10	As allowed under FOIA	
	Copy – lost bond receipt	\$5.00	
	False Alarm fees	\$35.00 for 3 rd & subsequent alarms	\$50.00
	Release vehicles	\$25.00	
	Reports -Supplemental	\$1.00 each additional page	

	Handicapped Parking	\$100.00	
	Loading Zone Violation	\$25.00	
Infractions	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	\$50.00	
	Parking between Sidewalk & Curb	\$15.00	\$25.00
	Parking in Alley	\$25.00	
	Parking Too Far From Curb	\$15.00	\$25.00

City of Clare Fire Department Equipment Rate Schedule FY22/23

FIRE	Emergency Response for vehicle accidents	\$300.00 + current per man per hour rate	
	Fire Reports	As allowed under FOIA	

Apparatus	Rate
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Engine	\$300.00 per hour
Aerial Apparatus	\$400.00 per hour
Tender	\$225.00 per hour
Grass Rig/Utility Vehicle	\$175.00 per hour
Traffic Control	\$125.00 per hour
Extrication	\$800.00 flat fee
Supplies / Miscellaneous	Determined per incident

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.

Payment for services and permits can be made by check or money order written out to City of Clare, and placed in one of two drop boxes at Clare City Hall, in person at the front office, or mailed to: City of Clare, 202 W. 5th St., Clare, MI 48617. Utility bills and tax payments can also be made by credit/debit card and electronic check through the city’s website at www.cityofclare.org. Cash, credit card and debit card payments for permits and all other services must be made in person.

CITY OF CLARE - EFFECTIVE JULY 1st - UTILITY RATE SCHEDULE
RATE AND FEE SCHEDULE ADOPTED BY RESOLUTION 2023

SEWER RATES	2022-23 RATES		2023-24 RATES
3/4" Residential	24.97	\$	25.72
3/4" Commercial	24.97	\$	25.72
1" Commercial	44.92	\$	46.27
1-1/2" Commercial	99.82	\$	102.82
2" Commercial	179.65	\$	185.04
3" Commercial	399.21	\$	411.19
4" Commercial	718.63	\$	740.19
Commodity Charge (per 1,000 gallons)	5.31	\$	5.47

3%

WATER RATES	2022-23 RATES		2023-24 RATES
3/4" Residential	17.04	\$	17.56
3/4" Commercial	27.61	\$	28.44
1" Commercial	49.75	\$	51.25
1-1/2" Commercial	110.29	\$	113.60
2" Commercial	199.03	\$	205.01
3" Commercial	442.15	\$	455.42
4" Commercial	795.89	\$	819.77
Commodity Charge (per 1,000 gallons)	4.00	\$	4.12

3%

METER REPLACEMENT PROGRAM

3/4" Residential OR Commercial	1.67	\$	1.73
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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.

-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.

-Water and sewer service rates shall increase 3% annually. Fees shall be evaluated periodically.

	2022-23 RATES	% Increase	2023-24 RATES
		Average	
CITY UTILITY MONTHLY RESIDENTIAL BASE BILLING AMOUNT	\$ 43.68	3%	\$ 45.01
CONTRACTED WASTE HAULER FOR RESIDENTIAL DWELLINGS	\$ 17.75	3%	\$ 18.28
VARIABLE WASTE HAULER FUEL SURCHARGE	*(See Below)		*(See Below)
TOTAL MINIMUM RESIDENTIAL MONTHLY BILL			
City Utilities <u>Plus</u> Contracted Garbage Collection	\$ 61.43	3%	\$ 63.29

UTILITY TURN-ON FEES

	2022-23 RATES		2023-24 RATES
Prescheduled during regular working hours	\$ 30.00	\$	30.00
Nonscheduled after hours, weekends, and/or holidays	\$ 125.00	\$	125.00

UTILITY DEPOSIT

RENTAL UTILITY DEPOSIT	\$240 / \$80 / Utility	\$300 / \$100 / Utility
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*A fuel surcharge will not be imposed unless diesel prices rise above \$4.00 per gallon as reported by the US Energy Information Administration Diesel Fuel Prices Midwest (PADD2). Fees are based on the cost amount exceeding \$4.00/gal.

RESOLUTION 2023-036

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE CITY OF CLARE FISCAL YEAR 2023/2024 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 Fiscal Year 2023/2024 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 5th day of June, 2023.

Diane Lyon, City Clerk