

Memo

To: Fee Schedule Committee
From: Sanya Vitale
cc: City Council
Date: 04/24/2023
Re: Fee Schedule Costs to City

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1. City Brush & Leaf Program, Including Dump & Large Item Pick-Up = **\$13,269.42**
 - a. Brush Pick-up
 - i. 9a-3p (-1-hour lunch) = 5 hours
 - ii. 2 staff usually (3 sometimes)
 - iii. 10 days of pick-up (sometimes 11 days)
 - iv. Hourly rate X 10 days X 5 hours X 2 staff = **\$2,601.75**
 - b. Leaf Pick-up
 - i. 9a-3p (-1-hour lunch) = 5 hours
 - ii. 3 staff always
 - iii. 12-15 days of pick-up)
 - iv. Hourly rate X 12 days X 5 hours X 3 staff = **\$4,683.14**
 - c. Large Item Pick-up
 - i. Averages **\$4,730.59**/year
 - d. Cost to City to push brush at Dump
 - i. **\$687.50**/year
 - e. WWTP Staff Time to Support Dump
 - i. Avg. All Season = 3 Trips
 - ii. WWTP Staff Spend 15 minutes per trip
 1. 2023 5@ 1X Dump Pass + 10 X All Season = \$231.88
 2. 2022 8@ 1X Dump Pass + 25 X All Season + 2 DPW Pick-up = \$549.88
 3. 2021 1@1X Dump Pass + 29 X Season + 1 DPW Pick-up = \$583.00
 - iii. Average cost over 3-years = **\$566.44**
 - f. **Costs do not include the following:**
 - i. Equipment
 - ii. Maintenance
 - iii. Gasoline
 - iv. Depreciation
 2. Ely Park Special Event Use = **\$48.46**
 - a. DPW 1 hour **\$26.02**
 - i. Initial Restroom Maintenance
 - ii. Initial Trash Pick-up
 - b. City Clerk ¼ hour **\$10.76**
 - c. City Manager ¼ hour **\$11.69**
 - d. **Does not include:**
 - i. Electricity for event
 - ii. Lights
 - iii. Water
 - iv. Lawn Care
 - v. Tree Care
 - vi. Equipment Use and Maintenance

3. Delinquent Admin Fee = **\$1,584.40**
 - a. City Clerk 20 hours/ year = **\$860.80**
 - b. City Treasurer 20 hours/ year = **\$723.60**
 - c. 25 ppl may pay fee/ year

4. **Water for Fire Department- See Below**
 - a. Fire Response City of Hartford- \$2.45/1,000 gallons
(latest response was over 200,000 gallons pumped or **\$490.00**)
 - b. Fire Response Hartford Township- \$3.68/1,000 gallons
 - c. HFD Vehicle Washing- \$2.45/1,000 gallons
 - d. HFD Fundraising Carwashes- \$2.45/1,000 gallons
 - e. HFD Station Water Utility Use-
\$2.45/1,000 gallons + \$5.92 Service Ready Free + \$6.00 Water Improvement Project / Month
 - f. HFD Station Sewer Utility
\$7.50/1000 gallons + \$10.00 Capital Reserve / Month
 - g. **All water and sewer to HFD is Free**

5. NSF Check **\$33.09- \$43.09 each**
 - a. Cost to City from Bank- **\$15-\$25/each**
 - b. Treasurer Time to Respond via Letter ½ Hour- **\$18.09/each**
 - c. **Does not include: Paper (2), postage, envelope, ink**

6. Notary **\$11.71 each**
 - a. City Clerk: avg ¼ hour **\$10.76**
 - b. City Treasurer: avg ¼ hour **\$9.05**
 - c. Yearly Materials = **\$77.50/yr**
 - i. New Books every year: **\$25-\$30**
 - ii. New Seals every few months **\$15-\$20 X 3**
 - d. Renewals every 6 years = **\$66.66/yr**
 - i. New Stamps every 6 years **\$100 X 2**
 - ii. New Imprint Device every 6 years **\$100 X 2**
 - e. Individuals using service:
 - i. 20-21: 83 users \$515.00
 - ii. 21-22: 102 users \$630.00
 - iii. 22-23: 56 users \$400.00
 - iv. **Average 80 users \$515.00/yr**

7. Marijuana Inspections: **\$1,036.25/year**
 - a. City Manager: 5 hours X 3 Inspections/year = **\$701.11**
Site visits, reports, follow ups, review of files, review of security system, review of HPD reports
 - b. Lieutenant: 2 hours X 3 Inspections/year = **\$229.25**
Site visits, reports, review of security system, review of security footage
 - c. City Clerk: .75 hours X 3 Inspections/year = **\$96.84**
Review, follow-up, filing
 - d. City Treasurer: .25 hours/year = **\$9.05**
Process receipts

8. Marijuana Events **\$808.83+**
 - a. City Manager: 5 hours (minimum) **\$233.70**
 - b. HPD Time: 12 hours event oversight (average) **\$35.30 - \$ 43.86/hour**
 - c. City Clerk: 2 hours (minimum) **\$86.08**
 - d. City Treasurer: .25 hours = **\$9.05**
Process receipts

9. Sign Permit **\$23.37/sign**
 - a. City Manager ½ hour/sign **\$23.37**
 - b. **City Treasurer's Processing of Invoices not included @ \$36.18/hour**

10. Site Plan Review

a. Staff Rates

- i. City Manager \$46.74/hour
- ii. DPW \$26.02/hour
- iii. WWTP \$50.00/hour
- iv. HPD Chief \$43.86/hour
- v. City Clerk \$43.04/hour
- vi. Code Enforcement TBD
- vii. Engineer \$250/hour

b. **Single Family Residential: \$512.80 minimum**

- i. Review- i-vi staff rates x 1 hour
- ii. Recommendation i-vi staff rates x 1 hour
- iii. Planning Commission Meeting i only staff rates x 1 hour
- iv. Follow Up i only staff rates x 1 hour

c. **Multi-Family Residential \$909.42 minimum**

- i. Review i-vi staff rates x 2 hours
- ii. Recommendation i-vi staff rates x 1 hour
- iii. Planning Commission Meeting i only staff rates x 1 hour
- iv. Follow Up i only staff rates x 5 hours

d. **Commercial \$909.42 – \$1,562.44 minimum**

- i. Review i-vi staff rates x 2-4 hours
- ii. Recommendation i-vi staff rates x 1 hours
- iii. Planning Commission Meeting i only staff rates x 1 hour
- iv. Follow Up i only staff rates x 5-10 hours

e. **Industrial \$2,965.46 + Engineer minimum**

- i. Review i-vi staff rates x 4-6 hours + engineer
- ii. Recommendation i-vi staff rates x 1 hours + engineer
- iii. Planning Commission Meeting i only staff rates x 1 hour + engineer
- iv. Follow Up i only staff rates x 10-20 hours + engineer

f. Assessor's review & recommendation not included @ \$30/hour

g. City Treasurer's Processing of Invoices not included @ \$36.18/hour

11. Split/Combo: **\$76.74**

- a. Assessor Review: \$30/hour
- b. City Manager: \$46.74/hour
- c. Does not include City Clerk's Time
- d. City Treasurer's Processing of Invoices not included @ \$36.18/hour

12. Zoning Compliance Permit **\$44.89**

- a. City Manager: \$46.74 X ½ hour
- b. City Clerk: \$43.04 X ½ hour
- c. City Treasurer's Processing of Invoices not included @ \$36.18/hour

13. Special Land Use: **\$1,080.52**

- a. Mailings to all parcels within 300' of subject parcel: **\$94.89/minimum**
 - i. Materials for Mailings: Paper, Ink, Postage, Envelopes: **\$50.00**
 - ii. City Clerk Time: **\$20.52**
 - iii. City Manager Time: **\$23.37**
- b. Public Notice in Newspaper **\$114.13**
 - i. Materials for Public Notice: Paper, Ink, Staples, Internet, Cost to Post in Newspaper **\$80.00**
 - ii. City Clerk Time: **\$10.76**
 - iii. City Manager Time: **\$23.37**
- c. Review of Application: **\$264.66**
 - i. City Manager **\$46.74/hour**
 - ii. DPW **\$26.02/hour**
 - iii. WWTP **\$50.00/hour**
 - iv. HPD Chief **\$43.86/hour**

- v. City Clerk **\$43.04/hour**
- vi. Code Enforcement **TBD**
- vii. City Assessor **\$30/hour**
- d. 1st Meeting of Planning Commission: **\$46.74 + Planning Commission Fees**
- e. Follow-up by City Manager **\$46.74**
- f. Follow-up by City Clerk **\$43.04**
- g. 2nd Meeting of Planning Commission **\$46.74 + Planning Commission Fees**
- h. Follow-up by City Manager **\$46.74**
- i. Follow-up by City Clerk **\$43.04**
- j. Follow-up by Assessor **\$30.00**
- k. Update Zoning Map **\$100**
- l. City Treasurer's Processing of Invoices not included @ **\$36.18/hour**

14. Request for Zoning Variance **\$1,230.52**

- a. Mailings to all parcels within 300' of subject parcel: **\$94.89/minimum**
 - i. Materials for Mailings: Paper, Ink, Postage, Envelopes: **\$50.00**
 - ii. City Clerk Time: **\$20.52**
 - iii. City Manager Time: **\$23.37**
- b. Public Notice in Newspaper **\$114.13**
 - i. Materials for Public Notice: Paper, Ink, Staples, Internet, Cost to Post in Newspaper **\$80.00**
 - ii. City Clerk Time: **\$10.76**
 - iii. City Manager Time: **\$23.37**
- c. Review of Application: **\$264.66**
 - i. City Manager **\$46.74/hour**
 - ii. DPW **\$26.02/hour**
 - iii. WWTP **\$50.00/hour**
 - iv. HPD Chief **\$43.86/hour**
 - v. City Clerk **\$43.04/hour**
 - vi. Code Enforcement **TBD**
 - vii. City Assessor **\$30/hour**
- d. 1st Meeting of Zoning Board of Appeals: **\$46.74 + ZBA Fees**
- e. Follow-up by City Manager **\$46.74**
- f. Follow-up by City Clerk **\$43.04**
- g. 2nd Meeting of Zoning Board of Appeals **\$46.74 + ZBA Fees**
- h. Follow-up by City Manager **\$46.74**
- i. Follow-up by City Clerk **\$43.04**
- j. Follow-up by Assessor **\$30.00**
- k. Update Zoning Map **\$100**
- l. City Treasurer's Processing of Invoices not included @ **\$36.18/hour**

15. Request for Rezoning Application: **\$1,679.52+**

- a. Review by Departments
 - i. City Manager **\$46.74/hour**
 - ii. DPW **\$26.02/hour**
 - iii. WWTP **\$50.00/hour**
 - iv. HPD Chief **\$43.86/hour**
 - v. City Clerk **\$43.04/hour**
 - vi. Code Enforcement **TBD**
 - vii. City Assessor **\$30/hour**
- b. Mailings to all parcels within 300' of subject parcel: **\$94.89/minimum**
 - i. Materials for Mailings: Paper, Ink, Postage, Envelopes: **\$50.00**
 - ii. City Clerk Time: **\$20.52**
 - iii. City Manager Time: **\$23.37**
- c. 2 X Public Notices in Newspaper **\$228.23**
 - i. Materials for Public Notice: Paper, Ink, Staples, Internet, Cost to Post in Newspaper **\$80.00**
 - ii. City Clerk Time: **\$10.76**
 - iii. City Manager Time: **\$23.37**

- d. 1st Meeting of Planning Commission: **\$46.74 + Planning Commission Fees**
- e. Follow-up by City Manager **\$46.74**
- f. Follow-up by City Clerk **\$43.04**
- g. 2nd Meeting of Planning Commission **\$46.74 + Planning Commission Fees**
- h. Follow-up by City Manager **\$46.74**
- i. Follow-up by City Clerk **\$43.04**
- j. 1st Meeting of City Council: **\$46.74 + City Council Fees**
- k. Follow-up by City Manager **\$46.74**
- l. Follow-up by City Clerk **\$43.04**
- m. 2nd Meeting of City Council **\$46.74 + City Council Fees**
- n. Follow-up by Assessor **\$30.00**
- o. Update Zoning Map **\$100**
- p. **City Treasurer's Processing of Invoices not included @ \$36.18/hour**

16. Rental Inspections

	Item	Fee to Inspector	Fee to City	Cost to Property Owner	Cost to City
a	Initial Inspection	\$30	\$15	\$45	\$69.61
b	Registration	\$0	\$5	\$5	\$30.57
c	Reinspection	\$15	\$0	\$0	\$45.57
d	Missed Inspections	\$15	\$5	\$20	\$45.57
e	Violation	\$15	\$60	\$75	\$193.94

- a. Initial Inspection- **\$69.61**
 - i. Inspector Fee- \$30
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$18.09
Processing of invoice
- b. Registration **\$30.57**
 - i. City Clerk: \$21.52 minimum
Preparation of Registration, preparation of notice to inspector, preparation of invoice
 - ii. City Treasurer: \$9.05
Processing of invoice
- c. Reinspection **\$45.57**
 - i. Inspector Fee- \$15
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$9.05
Processing of invoice
- d. Missed Inspections: **\$45.57**
 - i. Inspector Fee- \$15
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$9.05
Processing of invoice
- e. Violation: **\$193.94**
 - i. Inspector Fee- \$15
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$9.05
Processing of invoice
 - iv. City Manager: \$23.37
Review of Violation
 - v. City Attorney: \$125