



## City of Ketchum

December 20, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Recommendation to Adopt Resolution 22-013 Adopting Fees and Fee Schedules for All City Departments**

#### Recommendation and Summary

Staff is recommending the Council adopt Resolution 22-013 adopting a revised fee schedule for the City of Ketchum with the following motion:

***"I move to adopt Resolution 22-013 which institutes new fees for In-Lieu Housing, Building and Planning, and Water Meter Vaults"***

The reasons for the recommendation are as follows:

- The proposed housing fee in-lieu rate has been analyzed and discussed prior to this fee resolution. City Council provided direction on the rate at a workshop on December 13, 2021.
- The addition of fees for building permit amendments has been in place since 2020. Inclusion provides clarity for applicants and staff.
- An increase from \$1035.00 to \$1100.00 in Meter Vaults due to purchase costs. The item was accidentally overlooked during the previous fee/charges list.

#### Introduction and History

Fees charged by the City are established via a resolution of the City Council. Resolution 15-018 established the first citywide fee resolution for the City of Ketchum. The fee resolution has been periodically updated to add new fees or modify existing ones.

#### Analysis

##### *Housing In-Lieu Fees*

City staff and BCHA began the process of updating the housing in-lieu fee in July 2021. Following, analysis by staff and BCHA, two meetings of the City Council, and a community workshop on December 13, 2021, the City Council directed staff to prepare a fee resolution updating the housing fee-in-lieu based on all data and feedback received. The adopted methodology recommends a housing fee-in-lieu of \$603. City Council concluded that this year, due to the lapse in time since the last update, that the housing fee-in-lieu should be set at approximately 75% of the recommended rate. The enclosed fee resolution outlines an updated housing fee-in-lieu rate of \$450. If approved, the new rate would apply to all projects with a submittal date after January 1, 2022. All applications submitted prior to January 1, 2022 will be subject to the current rate of \$238.

##### *Building Permit Fee*

One other change is proposed to the fee resolution. Currently the city is charging a fee if an applicant amends their building permit after a permit has been issued and while the project is under construction. Amendments

to building permits require multiple departments to review the change. The proposed fee reflects the amount that has been charged since late 2020. Including the fee in the fee resolution provides better clarity for applicants and staff.

#### Financial Impact

The connection fees included in Resolution 22-013 are anticipated to provide necessary funding to the utility funds and accurately recover the cost of new connections.

Increasing the housing in-lieu fee from \$238.00 per square foot to \$450.00 per square foot may increase the balance of the City of Ketchum in-lieu fund, however this is dependent on whether developers elect to build housing or pay the fee-in-lieu.

Collection of building permit amendment fees has been in place since 2020, therefore, the city will continue to collect fees associated with this work. The amount is dependent on the number of building permit amendments received.

#### Attachments

- Attachment A: Resolution 21-015
- Attachment B: Redline of Fee Resolution

## **RESOLUTION NUMBER 22-013**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO AMENDING THE FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Ketchum Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Ketchum; and

WHEREAS, each department within the City of Ketchum organization has quantified the costs of processing and administering each application specific to that department; and

WHEREAS, the City of Ketchum adopted Resolution 15-018 establishing the first citywide fee resolution on August 24<sup>th</sup>, 2015; and

WHEREAS, the City Council approved changes to Resolution 15-018 at the May 2, 2016 Regular Meeting and directed staff to bring back a revised resolution for adoption at a Special Meeting of the City Council on May 5, 2016; and

WHEREAS, the City Council approved Resolution 16-006 at a Special Meeting of the City Council on May 5, 2016; and

WHEREAS, the City Council approved additional amendments to the fee resolution on June 6, 2016 and adopted Resolution 16-008; and

WHEREAS, the City Council approved additional amendments to the fee resolution on September 18, 2017, and adopted Resolution 17-011, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on April 16, 2018, and adopted Resolution 18-012, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on August 20, 2018, and adopted Resolution 18-020, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution on December 3, 2018, and adopted Resolution 18-031, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution at a Regular meeting on October 21, 2019, and adopted Resolution 19-024, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution at a Regular meeting on November 18, 2019, and adopted Resolution 19-029, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council approved additional amendments to the fee resolution at a Regular meeting on January 6, 2020, and adopted Resolution 20-005, thereby establishing the citywide fee resolution; and

WHEREAS, the City Council considers additional amendments to the fee resolution at a Regular meeting on September 21, 2020, through Resolution 20-023; and

WHEREAS, the City Council considers additional amendments to the fee resolution at a Regular meeting on October 18, 2021, through Resolution 21-015.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Ketchum, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

**Section 1: Planning and Building Department Fees**

<b>TABLE 1-A BUILDING PERMIT and PLAN CHECK FEES</b>	
<b>TOTAL VALUATION<sup>1</sup></b>	<b>FEE</b>
\$1.00 to \$500.00	\$24.50
\$501.00 to \$2,000.00	\$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof
<b>PLAN CHECK FEES</b>	
Plan Check Fee	65% of Permit Fee
P&Z Plan Check Fee	70% of Plan Check Fee
Fire Department Plan Check Fee	Same as P&Z Plan Check Fee
<b>Revisions to Building Permit Plans:</b>	
Review without a Design Review Permit	\$250.00
Review with a Design Review Permit	\$450.00
<b>Other Inspections and Fees:</b>	
1. Inspections outside of normal business hours (minimum charge--two hours)	\$60 per hour <sup>2</sup>
2. Re-inspection fees assessed under provisions of Section 109.7	\$60 per hour <sup>2</sup>
3. Inspections for which no fee is specifically indicated (minimum charge--one-half hour)	\$60 per hour <sup>2</sup>
4. Additional and partial inspections above the minimum required by the building codes may be charged (minimum charge--one hour)	\$60 per hour <sup>2</sup>
5. Additional plan review required by changes, additions or revisions to plans (minimum charge--one-half hour)	Building Permit only not design review = \$250 per hour <sup>2</sup> Design review & Building permit = \$450.00
6. Additional costs incurred by the City for security agreements and other similar processes (minimum charge)	\$100 <sup>2</sup>
7. For use of outside consultants for plan checking and inspections, or both	Actual costs <sup>3</sup>
8. Penalty for commencement of work without a building permit (in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030)	\$1,000
9. Deferred submittals, per each submittal	25% of Plan review fee
10. Temporary Certificate of Occupancy (non-refundable)	\$1,000 per week
11. Alternative Energy System Installation	\$100 <sup>4</sup>
11. Demolition Fee	\$150 <sup>5</sup>
12. Administrative Review Fee	\$190 per day
<b>Notes to Table 1-A</b>	
1 Building permit valuation shall include the total value of the work for which a permit is being issued, including materials and labor. The building official may require documentation of the building permit valuation as necessary to ensure correct valuation of the project.	
2 Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
3 Actual costs include administrative and overhead costs.	
4 Fee covers one inspection. Additional inspections shall be charged at the rate identified in Other Inspections and Fees #4.	
5 A security agreement equaling 150% of the estimated demolition cost is required for all demolition permits.	

## BUILDING PERMIT AND REVIEW FEE POLICIES

**Administrative Review Fee.** An administrative fee of \$190 per day shall be charged to the applicant of a building permit when all fees associated with a building permit are not paid within five (5) working days after the date of the issuance of a building permit. This fee shall commence on the sixth day after the Issuance of a Building Permit and shall be charged on all working days thereafter until all fees associated with the building permit are paid.

**Expiration of an Inactive Building Permit.** Except as otherwise described in 15.04 of the Ketchum Municipal Code, building permits that are not obtained by the applicant within 30 working days from the official date of the Issuance of a Building Permit shall be deemed null and void.

**Fees for re-roofs.** A full building permit fee and a ten (10) percent plan check fee shall be required for all re-roofing. No Fire Department plan check fee and no Planning Department plan check fee shall be required for re-roofing. However, when a re-roof of other than a one- or two-family dwelling includes new structural elements that change the roof, including but not limited to the addition of cold roof sleepers, a full permit shall be required and all plan check fees shall be assessed.

**Fee Refunds.** The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official is authorized to establish a refund policy but shall not authorize the refunding of more than eighty (80) percent of the permit fees or the various plan review fees. The applicant for a building permit must request a refund in writing on or before the one year anniversary of the date the application for a permit was completed.

**Fees for repairs.** Repairs of all elements for which a building permit is not specifically excluded shall require a permit. Fees for repair work shall be the full building permit fee based on the cost of the repair work and a ten (10) percent plan check fee. No Fire Department plan check fee and no Planning Department plan check fee shall be required for repairs.

**Fire Department Review.** Fire Department approval shall be obtained prior to obtaining a building permit. A plan check fee for the Fire Department review shall be in accordance with the Fire Department fee schedule as enacted by separate resolutions and ordinances but shall be assessed and collected by the Building Department at the time of application for a permit.

**Incomplete construction documents.** When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in the International Building Code, Section 107 and the International Residential Code, Section 106, an additional plan review fee shall be charged at the rate shown in Table 1-A.

**Issuance of a Building Permit.** A building permit is issued when the Building Official, or their designee, signs and dates the Building Permit. All timelines and scheduling requirements begin on this date.

**Payment of Fees.** On application for a permit applicant shall pay one hundred (100) percent of all permit, plan check, fire plan check, and planning and zoning plan check fees. All other fees, including impact fees and any fees paid in-lieu of actual improvements or requirements shall be paid when the building permit is issued and no later than five (5) working days after the date of the Issuance of a Building Permit.

**Penalty for Commencement of Work without a Building Permit.** This penalty shall be assessed in in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030.

Commencement of Work is defined as, "Any excavation including the removal of topsoil or any removal of trees or brush preparatory to excavation shall be defined as the commencement of work authorized by a permit."

**Planning Department Review, Inspection and Fees.** Planning Department approval shall be obtained prior to obtaining a building permit. Planning Department fee for plan check for building construction shall be seventy (70) percent of the

Building Department plan review fee and shall be assessed and collected by the Building Department at the time of application for a permit.

**Plan Review Fees.** When submittal documents are required by the International Building Code, Section 105 and the International Residential Code, Section 105, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in Table 1-A.

The plan review fees specified are separate fees from the permit fees specified in the International Building Code, Section 109.2 and the International Residential Code, Section 108.2 and are in addition to the permit fees.

**Security Agreements.** A security agreement, in the amount of one hundred fifty (150) percent of the value of the work in question, may be required prior to final building inspection in the event that said work cannot be completed due to temporary circumstances, such as cold temperatures and/or frozen ground. Granting of a security agreement is at the discretion of the City Council. A letter of credit may satisfy the requirement for a security agreement

**Temporary Certificate of Occupancy.** A Temporary Certificate of Occupancy shall be issued in rare circumstances and only for projects that meet all life safety and structural requirements as dictated by the family of international building codes, as applicable to the project. A Temporary Certificate of Occupancy shall be valid for no more than fourteen (14) days from the date of issuance, at which time the project must obtain a permanent Certificate of Occupancy or pay the fee for an additional Temporary Certificate of Occupancy.

**Waiver of Fees as an Economic Development Incentive.** Up to 25% of all Plan Review Fees, Planning Department Review Fees, and Fire Department Review Fees may be waived for any project that meets all criteria established by the Idaho Department of Commerce for the Tax Reimbursement Incentive program. Official documentation of approval of the project by the Idaho Department of Commerce must accompany any request to waive review fees. The Administrator shall approval all projects for a fee waiver that meet these criteria.

**TABLE 1-B PLANNING & ZONING FEE SCHEDULE**

APPLICATION TYPE	FEE (\$)
<b>DESIGN REVIEW</b>	
Pre-application	\$1,100
Single Family Residential Design Review	\$1,400
Multi-Family Residential Design Review	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Design Review	\$1,525 plus \$100 per 1,000 gross sq. ft.
Accessory Dwelling Unit Design Review	\$450
Minor Modification Design Review - Administrative	\$250
Hotel Pre-Application	\$0.10/sq. ft.
Hotel Design Review (not phased)	\$0.32/sq. ft.
Hotel Phasing Design Review	2 Phase= 1: \$0.16/sq. ft.
	2: \$0.16/sq. ft.
	3 Phase= 1: \$0.11/sq ft
	2: \$0.11/ft
	3: \$0.10/ft
<b>SUBDIVISION</b>	
Land Subdivision: Preliminary Plat	\$1,300/lot
Condo/Townhouse Subdivision: Preliminary Plat	\$525/unit
Subdivision: Final Plat	\$375/lot or unit
PUD	\$4,300 first 4 units/lots, \$1500 each additional
Lot Line Shift	\$475 per altered lot
Vacation	\$1,615
<b>FLOODPLAIN DEVELOPMENT PERMITS</b>	
Streambank Alteration	\$500 plus applicable consultant review expenses
Emergency Streambank Alteration Permit	\$250 permit fee, applicable consultant review expenses, and \$1,000 refundable deposit to be refunded upon approval of follow-up Streambank Alteration Permit
Single Family Residential Floodplain Permit	\$1,400
Multi-Family Residential Floodplain Permit	\$1,800/first unit, \$350 each additional
Subdivision in Floodplain	\$350 per lot located wholly or partially within flood plain plus applicable consultant review expenses
Non-residential and Mixed Use Floodplain Permit	\$1,525 plus \$100 per 1,000 gross sq. ft.
Minor Project Floodplain Permit - interior remodel, new structures/additions entirely outside of floodplain, substantial landscape/riparian alteration (including removal of five or more riparian trees)	\$250
Minor Riparian Alteration – removal of hazard trees (up to four trees), minor maintenance of riparian trees and vegetation	\$125
<b>OTHER PERMITS</b>	
Administrative Use Permit	\$250
Sign	\$125
Fence	\$100
Day Care facility	\$300
Conditional Uses (except Day Care Facilities)	\$1,100
Variance	\$1,100
Appeals	\$2,175 (+ cost of transcript if required)
Off-Site Vendor	\$525 (seasonal), \$750 (annual). An additional \$150 per month facility fee for vendors with no on-site public restroom.
Grading	\$125
Hotel PUD	\$0.48/sq. ft.
Snow Storage Permit – Neighborhood	\$75
Snow Storage Permit – Commercial	\$125
Snow Storage Permit – Conditional Use Permit	\$250





or both.	Actual Costs
Fee: Actual Costs Charged by Consultants per Project Review	
c.4. <b>Cryogenic fluids.</b> An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10. <u>Exception:</u> Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading. Permit Fee	\$50.00
c.5. <b>Daycare Inspection.</b> Inspection Fee	\$25.00
e.l. <b>Emergency responder radio coverage system.</b> A construction permit is required to install or modify an emergency responder radio coverage system and related equipment. Permit Plan Review Fee Inspection and Testing Fee per hour	\$500.00 \$55.00
e.2. <b>Explosives or blasting agents.</b> An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives or explosive materials. Permit Fee	\$100.00
f. 1. <b>Fire clearance permits.</b> Fire clearance permits issued by the fire department for uses such as Nursery Schools, Day Care Centers and Foster Homes. Permit Fee	\$25.00
f.2. <b>Flammable or combustible liquids.</b> An operational permit is required per Section 105.6.16. Permit Fee	\$100.00
h.l. <b>Hazardous Materials.</b> An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20. Permit Fee	\$100.00
h.2. <b>Hood and duct.</b> An operational permit is required for inspection and acceptance testing of hood and duct systems. Permit Fee	\$50.00
L.1. <b>Liquefied petroleum gases.</b> An operational permit is required for: Storage and use of LP-gas. <u>Exception:</u> A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. Permit Fee	\$75.00
o.l. <b>Oil or fuel tank removal.</b> A construction permit is required: 1. To repair or modify a pipeline for the transportation of flammable or combustible liquids. 2. To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. 3. To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank. Permit Fee	\$100.00
o.2. <b>Open burning.</b> An operational permit is required for the kindling or maintaining of an	

<p>open fire or a fire on any public street, alley, road, or other public or private ground.  Instructions and stipulations of the permit shall be adhered to.  Exception: Recreational fires.</p>	
<p>Permit Fee</p>	<p>\$50.00</p>
<p>p.1. <b>Plan check fees:</b>  Fee for initial plan check for building construction.</p>	
<p>Permit Fee</p>	<p>70%</p>
<p>Fee for any additional checks of revised plans for building construction is the same</p>	<p>DBS plan check fee</p>
<p>p.2. <b>Pyrotechnical special effects material.</b> An operational permit is required for use and handling of pyrotechnic special effects material.</p>	
<p>Permit Fee</p>	<p>\$100.00</p>
<p>s.1. <b>Solar photovoltaic power system.</b> A construction permit is required to install or modify solar photovoltaic power systems.</p>	
<p>Permit Fee</p>	<p>\$50.00</p>
<p>s.2. <b>Spraying or dipping.</b> An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 24.</p>	
<p>Permit Fee</p>	<p>\$100.00</p>
<p>t.1. <b>Tents, canopies and temporary membrane structures.</b> An operational permit is required to operate an air-supported temporary membrane structure, canopy or tent having an area in excess of 400 square feet (37m).  Exception: Tents used exclusively for recreational camping purposes and fabric canopies open on all sides, which comply with the items listed in Section 105.6.43 of the 2012 International Fire Code.</p>	
<p>Permit Fee</p>	<p>\$40.00</p>
<p>u.1. <b>Use of apparatus.</b> Use of fire department apparatus or personnel, one (1) hour minimum. Time is from station door to station door.</p>	
<p>Personnel per hour</p>	<p>\$55.00</p>
<p>Ambulance Staffed with 2 EMTs per hour</p>	<p>\$145.00</p>
<p>Fire Engine Staffed with 3 Firefighters per hour</p>	<p>\$175.00</p>
<p>Staff Vehicle Staffed with 1 Firefighter or EMT per hour</p>	<p>\$100.00</p>

### Section 3: Parks, Events, and Recreation Department Fees

**Table 3A – Youth After School Program Fees (payment plans and scholarships available)**

Full season (school year)	\$630.00
Per month	\$88.00
Per day	\$12.00
Out-of-school and extra activities	range is \$35.00-\$55.00; cost is activity dependent
Swimming (6 weeks session)	\$75.00
Additional after school activities	\$36.00 rec member/\$68.00 non-member

**Table 3B – Summer Youth Recreation Program (payment plans and scholarships available)**

Full summer (ten weeks M-Th)	\$920.00
Per week (M-TH)	\$130.00
Per day (drop-in)	\$36.00
Swimming (10 weeks session)	\$125.00
Friday Adventures (requires individual registration)	Cost is activity dependent

**Table 3C – Park Reservations**

½ day rate (up to 4 hours)	Full day rate (up to 8 hours)
100 people or fewer: \$80.00	100 people or fewer: \$160.00
101 people or more: \$160.00	101 people or more: \$320.00
Refundable Security Deposit (over 100 people): \$250.00	
<i>*additional departmental fees and security deposit fees may apply</i>	

**Table 3D – Atkinson Park athletic fields, Recreation Center**

Athletic fields and facilities	\$65 per two hours; additional fees may apply
Recreation Center	\$50 per hour plus \$150 security deposit

**Table 3E – Organized Sports Leagues/Commercial Use Permit\***

All public park areas	Fees are determined by staff according to current Park Reservations, athletic field, and Recreation Center fee schedules
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\*Commercial uses when organizer charges an admission or participation fee

**Table 3F – Special Events\***

Street Party Application Fee	\$100.00
Block Party Application Fee	\$50.00
Category A – application fee	\$100.00
Category B – application fee	\$400.00
Category C – application fee	\$800.00
Facility Fee	\$150.00 per day
Visitor Center Window Advertising Permit	\$75.00
Music License Fee	\$10 per day

Street Closure for Designated Event Location	\$100.00
Street Closure for Non-Designated Event Location	\$500.00
Refundable Security Deposit (Street Party & Small Events)	\$250.00
Refundable Security Deposit (Medium & Large Events)	\$500.00
<i>*additional departmental fees and security fees may apply.</i>	

\*Additional departmental fees may apply and are assessed following the event

**Table 3G – Film Permit\***

Motion: City Property including rights-of-way	\$400.00 per day
Still: City Property including rights-of-way	\$200.00 per day

\* Additional departmental fees may apply and are assessed following the event

**Table 3H – Memorials and donations**

Benches, trees, tables, property, etc.	All memorials are cost-specific and determined by Department Director or designee
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**Table 3I – Tree Services**

Tree Removal Permit (allows contractor to remove a public tree upon outside request with permission)	\$50 per occurrence
Tree Permit (allows contractor to perform work on public trees with permission)	\$50 per fiscal year

**PARKS & RECREATION DEPARTMENT FEE POLICIES**

**Liability Waiver and Insurance Requirements.** Where applicable, all participants are required to sign a liability indemnification statement and provide proof of insurance.

**Youth Program Photo Release.** Parent or legal guardian of youth program participants are required to sign a photo release stating: Unless I decline in writing I also authorize the City of Ketchum, and/or parties designated by the City of Ketchum, to use my child’s photo for the reproduction in any manner the City of Ketchum desires, for advertising, display, audiovisual exhibition or editorial use.

**Refunds.** No cash refunds are given. Refunds and over payments will be credited to participants with a gift certificate for future program use. Gift certificates are valid for one (1) year from the date of issuance toward any Ketchum Parks & Recreation Department program or service. Gift certificates are non-transferable. This policy applies to all programs and services offered by the Parks & Recreation Department.

All other policies are determined by current Ordinance or Resolution language. Registration and/or approved permits are required for all activities listed above.

**Section 4: Public Works Department Fees**

<b>TABLE 4-A STREET DIVISION FEES</b>	
Banner Install/Remove	\$175
Right of Way Encroachment Agreement	\$150
Temporary Use of the Right of Way Permit (TURP)	\$100
Dig Permit	\$50
Barricade Rental	\$20
Security Agreement/Performance Bond Processing Fee	\$100

\* To the extent that outside agencies charge fees to record documents, such fees will be passed onto the applicant.

<b>TABLE 4-B WATER DIVISION FEES</b>	
City water tap and corporation stop installation 1" tap 1 ½" tap 2" tap	In addition to connection fees in table 4-D \$203 \$220 \$247
Non-Standard Connection Fee	Time and material cost to city
Water Meter Fee – 1" Water Meter	Meter cost + \$40; check with Water Division for current meter costs
Water Meter Fee – 1.5" R2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs
Water Meter Fee – 1.5" C2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs
Water Meter Fee – 2" R2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs
Water Meter Fee – 2" C2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs
Water Meter Fee – 3" Water Meter + up	Meter cost + \$40; check with Water Division for current meter costs
Water Meter Vaults	<b>\$1,100</b>
Fire Line Permit Fee	\$253
Turn-On Fee	\$25.00
Turn-Off Fee	\$25.00
Water User Charges – Metered Users Base charge <u>Gallons Supplied</u> 1,000 – 8,000 8,001 – 65,000 65,001 – 120,000 >120,000	\$14.55 per month (residential or commercial) Additional Charge per 1,000 gallons \$1.15 \$2.31 \$4.65 \$6.98
Water User Charges – Non-Metered Users <u>Residential Flat Rate</u> First five (5) cold water taps or less Each additional cold water tap Irrigation and sprinkling per each 1,000 square feet of lot area  <u>Commercial Flat Rate</u> First five (5) cold water taps or less Each additional cold water tap Irrigation and sprinkling per each 1,000 square feet of lot area	\$25.06 per month/unit \$2.31 per month/unit \$0.83 per month/ unit  \$38.46 per month/unit \$3.20 per month/unit \$0.84 per month/unit

Fire User Charge	
<u>Connection Size</u>	
2"	\$8.21 per month
4"	\$16.70 per month
6"	\$33.56 per month
8"	\$49.61 per month
10"	\$67.16 per month
12"	\$83.11 per month
Tank Truck Fill Fee	Fee determined by amount
Use of Fire Hydrant Charge	\$25.00 per day

**TABLE 4-C WASTEWATER DIVISION FEES**

Service Inspection Fee		\$40
Sewer User Charges		
<b>Service No.</b>	<b>Classification</b>	<b>Rate Per Month</b>
11	Single family home	\$39.12
12	Multiple living unit	\$39.12
13	Motel / hotel (first unit)	\$39.12
15	Office building / 1,500 square feet	\$39.12
16	Retail sales / 3,000 square feet	\$39.12
17	Restaurant / cafe per seat with or without a trap	\$3.86
20	Retail food / 1,500 square feet	\$39.12
21	Barber shop / per chair	\$19.54
22	Beauty salon / per operator	\$39.12
26	Dry cleaners	\$78.20
27	Garage / mechanical per 1,500 square feet	\$78.20
28	Laundries	\$156.44
29	Bank	\$78.20
30	School / per 50 students	\$39.12
31	Swimming pool / private / 500 square feet	\$9.72
32	Beer, wine, liquor	\$78.20
33	Theater / per screen	\$78.20
35	Nursery school	\$78.20
36	Church	\$78.20
37	Lodge / private / 3,000 square feet	\$78.20
39	Dentist / doctor/ per medical doctor	\$42.10
40	Car wash with recycle	\$42.10
41	Hospital / per bed	\$7.80
42	Bowling alley / per lane	\$15.63
43	Car wash without recycle / per bay	\$78.20
44	Commercial / 3,000 square feet	\$39.12
45	Photo development lab	\$78.20
46	Gas station with public restrooms	\$78.20
47	Warehouse / 6,000 square feet	\$39.12
48	Swimming pool / public / 500 square feet	\$29.90
54	Motel / hotel unit without cooking	\$9.72
55	Motel hotel, with cooking	\$19.54
56	Senior family living home	\$19.54
Returned Check Charge		Actual Cost

**Table 4-D Water and Wastewater Connection Fees**

Meter Size	Base Connection Fee Scale Factor	Water Connection Fee	Wastewater Connection Fee
1"	1.00	\$3,816.00	\$2,921.00
1.5"	2.25	\$8,586.00	\$6,572.25
2"	4.00	\$15,264.00	\$11,684.00
3"	9.00	\$34,344.00	\$26,289.00
4"	16.00	\$61,056.00	\$46,736.00
6"	36.00	\$137,376.00	\$105,156.00

\* Connection Fees are pursuant to October 18, 2019, Galena Engineering Report



**Section 5: Administrative/City Clerk Fees**

<b>TABLE 5-A BUSINESS LICENSE AND TAX FEES</b>		
<b>Business License</b>	<b>Fee</b> \$50.00	<p><b>Late Fee Charge</b> \$10.00 for business license application received after the deadline.</p> <p><b>Waiver of Business License Fee</b> The fee for a business license may be waived for three years for any business that meets the criteria for the Tax Reimbursement Incentive program as defined and administered by the Idaho Department of Commerce. Official documentation from the Idaho Department of Commerce approving the business for the TRI program shall accompany the request to waive the business license fee. The City Clerk shall waive the fee for all project that meet these criteria.</p>
<b>City Local Option Tax</b>	No Fee - Tax Collected per Municipal Code Title 3, Chapter 12. Credit card processing fees will be charged at the rate assessed by the vendor.	After Due Date: Penalty - The greater of 5% of Tax Due or \$10.00 Plus 1% Interest Per Month on Tax Due
<b>Catering Permit</b>	\$20.00 per day or as determined by Idaho Code 23-934A	

**TABLE 5-B ADMINISTRATIVE SERVICES FEES**

**Copying Fee Schedule**

Cost per copy (in-house)

Black & White

\$ .06/page: 8.5"x11" Single-sided

\$ .06/page: 8.5"x14" Single-sided

\$ .11/page: 8.5"x11" Double-sided

\$ .11/page: 8.5"x14" Double-sided

\$ .15/page: 11"x17" Single-sided

\$ .29/page: 11"x17" Double-sided

Color

\$ .65/page: 8.5"x11"

\$ .65/page: 8.5"x14"

\$ .85/page: 11"x17"

Cost for third party (out-of-house) copies for oversized materials which cannot be copied by the City of Ketchum:

24" X 36"

\$ 3.30/page

22" X 34"

\$ 3.00/page

Pursuant to Idaho Code §74-102(10) the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- The request includes records from which nonpublic information must be deleted; or
- The actual labor associated with locating and copying documents for a request that exceeds two (2) person hours

LABOR RATES

City Administrator

Current Salary divided by 2,080 hours per year

Department Head

Current Salary divided by 2,080 hours per year

Assistant or Associate

Current Salary divided by 2,080 hours per year

City Clerk

Current Salary divided by 2,080 hours per year

Network Consultant

Current Hourly Rate

OTHER CHARGES

For providing a duplicate of a computer tape, computer disk, microfilm or similar or analogous record system containing public record information, the City of Ketchum shall charge a fee uniform to all persons that does not exceed the sum of the following:

- The City of Ketchum's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and cost of materials;
- The standard cost, if any, for selling the same information in the form of a publication;
- The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Clerk's estimated cost for meeting the public records request.

This Resolution will be in full force and effect upon its adoption this 20<sup>st</sup> day of December, 2021.

CITY OF KETCHUM

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Neil Bradshaw, Mayor

ATTEST:

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Tara Fenwick  
City Clerk