



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

There is no formal recommended motion or requested action. Staff will review the presentation and seek general direction from Council in preparation for the June 18 budget workshop.

**Policy Analysis and Background:**

For review and discussion, staff will present:

- A brief update on Fiscal Year 2025 budget development process
- A preliminary 5-year GF financial forecast

Staff welcomes discussion regarding long-term financial discussions and the long-term project fund position.

Staff's goal is to deliver the draft digital budget book to Council by June 7 in preparation for the June 18 budget workshop.

**Sustainability Impact:**

The General Fund budget assumes continued 50% split with Blaine County on the Sustainability Program.

**Financial Impact:**

None OR Adequate funds exist in account:	No financial impact – strategic discussion purposes only.
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**Attachments:**

- |                                    |
|------------------------------------|
| 1. Presentation deck               |
| 2. General Fund Financial Forecast |
| 3. Staffing levels FY2025          |
| 4. Fee list FY2025                 |



# General Fund Budget Development & General Fund 5-Year Forecast

June 3, 2024



# Agenda

- Budget Development FY2025 General Fund Update
  - Staffing Update
  - Fees Update
  - Current Status
- General Fund 5-Year Forecast
  - Assumptions
  - Work Plan Items (FY 2026 & Beyond)
  - Questions/Discussion
- Budget Development Next Steps



# Staffing Update

\*See Attachment/Handout

## Summary:

- Sr. Project Manager: 50/50 Share
- Housing
  - Deputy Director: +1.0
  - Administrative Assistant: - 0.5





# Fee Discussion

\*See Attachment/Handout

## Summary:

- Water User Fees: 5% Increase
- Waste Water User Fees: 5% Increase
- Planning & Building Fees: Pending



# Budget Development FY2025 General Fund Update



# General Fund Status

## General Fund adjustments since May 20th

- Previously projected use of fund balance: \$78,108
- Updated projected use of fund balance: \$0

## Adjustments:

- Refinements to expenses
- Adjustment to interest income





# General Fund 5-Year Forecast





# General Fund 5-Year Forecast (See Handout)

*Amounts are based on status quo budget build for FY2025.*

*Final numbers can slightly change but shouldn't have a material impact.*

## Revenue

Property Tax	3% annual base increase
License and Permits	3% annual growth
State Shared Funding	
• Sales Tax Sharing	1% annual growth
• Highway Funds	2% annual growth
• Liquor Sharing	2% annual growth

## Expenses

Personnel	4% annual growth (total compensation)
Materials and Services	2.5% annual growth



# General Fund 5-Year Forecast

## City of Ketchum General Fund Financial Forecast

Version 5/31/24

### General Fund Revenues

Revenue Source	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2025 Proposed Budget	FY 2026 Projected
13 Total	\$13,496,877	\$15,056,677	\$13,812,864	\$14,446,021	\$14,729,336

### General Fund Expenditures

Expenditure Type	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2025 Proposed Budget	FY 2026 Projected
18 Total	\$12,364,479	\$13,540,922	\$14,487,699	\$14,446,021	\$14,870,198

19 Net/Assumed Use of Fund Balance	\$1,132,398	\$1,515,755	-\$674,835	\$0	-\$140,862
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20 Projected Undesignated Fund Balance			\$4,998,220	\$4,998,220	\$4,857,359
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# General Fund 5-Year Forecast

## General Fund Revenues

Revenue Source	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	FY 2025 Proposed Budget	FY 2026 Projected
1 Undesigned Fund Balance			\$5,673,055	\$4,998,220	\$4,998,220
2 Property Tax	\$4,818,578	\$4,926,283	\$5,088,932	\$5,285,263	\$5,443,821
3 Franchise Fees	\$570,766	\$648,302	\$615,342	\$624,638	\$637,131
4 Licenses & Permits	\$831,370	\$868,465	\$598,874	\$542,024	\$558,285
5 Grants	\$367,271	\$14,712	\$0	\$0	\$0
6 Highway State Share	\$216,713	\$246,068	\$257,992	\$195,071	\$198,972
7 Liquor Tax	\$404,523	\$396,263	\$407,421	\$395,000	\$402,900
8 Sales Tax Allocation	\$1,111,673	\$1,106,880	\$1,140,544	\$1,086,365	\$1,097,229
9 County Agreement/Shared	\$1,307,927	\$1,615,740	\$1,589,357	\$1,563,357	\$1,594,624
10 Charges for Services	\$1,120,818	\$1,378,177	\$729,700	\$728,900	\$750,767
11 Miscellaneous Revenue	\$1,025,568	\$1,952,787	\$1,379,702	\$2,020,403	\$2,040,607
12 LOT Transfer & Reimbursement	\$1,721,672	\$1,903,000	\$2,005,000	\$2,005,000	\$2,005,000
13 Total	\$13,496,877	\$15,056,677	\$13,812,864	\$14,446,021	\$14,729,336

**Determine the sustainable level of base revenue for development revenue  
Coupled with the cost recovery discussion**





# General Fund 5-Year Forecast

<b>Expenditure Type</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>FY 2026 Projected</b>
14 Personnel	\$6,476,331	\$7,146,937	\$8,133,454	\$8,322,466	\$8,655,365
15 Materials & Services	\$4,434,602	\$5,219,472	\$5,307,815	\$5,651,124	\$5,792,403
16 Operating Capital	\$15,063	\$70,243	\$71,430	\$207,430	\$207,430
17 Operating Contingency/Transfers	\$1,438,483	\$1,104,270	\$975,000	\$265,000	\$215,000
<b>18 Total</b>	<b>\$12,364,479</b>	<b>\$13,540,922</b>	<b>\$14,487,699</b>	<b>\$14,446,021</b>	<b>\$14,870,198</b>

## Personnel Costs

- Continued discussion regarding insurance costs
- Staffing levels/efficiencies/alternatives

## Materials & Services

- Continued contract management/negotiation
  - Implement cost control methods/strategies
- Professional Services
  - Strategic use connected to staffing discussion



# Questions/Discussion





# Budget Development Next Steps





## Next Steps

- June 7 Digital Draft Budget Book delivery goal
- June 12 Hard copy Draft Budget Book delivery goal
- June 14 Workshop agenda and materials delivered
- June 18 Budget Workshop

**City of Ketchum  
General Fund Financial Forecast**

**Version 5/31/24**

**General Fund Revenues**

<b>Revenue Source</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>FY 2026 Projected</b>	<b>FY 2027 Projected</b>	<b>FY 2028 Projected</b>	<b>FY 2029 Projected</b>	<b>FY 2030 Projected</b>
1 Undesignated Fund Balance			\$5,673,055	\$4,998,220	\$4,998,220	\$4,857,359	\$4,516,109	\$3,964,528	\$3,192,236
2 Property Tax	\$4,818,578	\$4,926,283	\$5,088,932	\$5,285,263	\$5,443,821	\$5,607,136	\$5,775,350	\$5,948,610	\$6,127,068
3 Franchise Fees	\$570,766	\$648,302	\$615,342	\$624,638	\$637,131	\$649,874	\$662,871	\$676,128	\$689,651
4 Licenses & Permits	\$831,370	\$868,465	\$598,874	\$542,024	\$558,285	\$575,033	\$592,284	\$610,053	\$628,354
5 Grants	\$367,271	\$14,712	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6 Highway State Share	\$216,713	\$246,068	\$257,992	\$195,071	\$198,972	\$202,952	\$207,011	\$211,151	\$215,374
7 Liquor Tax	\$404,523	\$396,263	\$407,421	\$395,000	\$402,900	\$410,958	\$419,177	\$427,561	\$436,112
8 Sales Tax Allocation	\$1,111,673	\$1,106,880	\$1,140,544	\$1,086,365	\$1,097,229	\$1,108,201	\$1,119,283	\$1,130,476	\$1,141,781
9 County Agreement/Shared	\$1,307,927	\$1,615,740	\$1,589,357	\$1,563,357	\$1,594,624	\$1,626,517	\$1,659,047	\$1,692,228	\$1,726,072
10 Charges for Services	\$1,120,818	\$1,378,177	\$729,700	\$728,900	\$750,767	\$773,290	\$796,489	\$820,383	\$844,995
11 Miscellaneous Revenue	\$1,025,568	\$1,952,787	\$1,379,702	\$2,020,403	\$2,040,607	\$2,061,013	\$2,081,623	\$2,102,439	\$2,123,464
12 LOT Transfer & Reimbursement	\$1,721,672	\$1,903,000	\$2,005,000	\$2,005,000	\$2,005,000	\$2,005,000	\$2,005,000	\$2,005,000	\$2,005,000
<b>13 Total</b>	<b>\$13,496,877</b>	<b>\$15,056,677</b>	<b>\$13,812,864</b>	<b>\$14,446,021</b>	<b>\$14,729,336</b>	<b>\$15,019,973</b>	<b>\$15,318,135</b>	<b>\$15,624,030</b>	<b>\$15,937,872</b>

**General Fund Expenditures**

<b>Expenditure Type</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2025 Proposed Budget</b>	<b>FY 2026 Projected</b>	<b>FY 2027 Projected</b>	<b>FY 2028 Projected</b>	<b>FY 2029 Projected</b>	<b>FY 2030 Projected</b>
14 Personnel	\$6,476,331	\$7,146,937	\$8,133,454	\$8,322,466	\$8,655,365	\$9,001,580	\$9,361,643	\$9,736,108	\$10,125,553
15 Materials & Services	\$4,434,602	\$5,219,472	\$5,307,815	\$5,651,124	\$5,792,403	\$5,937,213	\$6,085,643	\$6,237,784	\$6,393,729
16 Operating Capital	\$15,063	\$70,243	\$71,430	\$207,430	\$207,430	\$207,430	\$207,430	\$207,430	\$207,430
17 Operating Contingency/Transfers	\$1,438,483	\$1,104,270	\$975,000	\$265,000	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000
<b>18 Total</b>	<b>\$12,364,479</b>	<b>\$13,540,922</b>	<b>\$14,487,699</b>	<b>\$14,446,021</b>	<b>\$14,870,198</b>	<b>\$15,361,222</b>	<b>\$15,869,716</b>	<b>\$16,396,322</b>	<b>\$16,941,711</b>
<b>19 Net/Assumed Use of Fund Balance</b>	<b>\$1,132,398</b>	<b>\$1,515,755</b>	<b>-\$674,835</b>	<b>\$0</b>	<b>-\$140,862</b>	<b>-\$341,249</b>	<b>-\$551,581</b>	<b>-\$772,293</b>	<b>-\$1,003,840</b>
<b>20 Projected Undesignated Fund Balance</b>			<b>\$4,998,220</b>	<b>\$4,998,220</b>	<b>\$4,857,359</b>	<b>\$4,516,109</b>	<b>\$3,964,528</b>	<b>\$3,192,236</b>	<b>\$2,188,396</b>

\*Annual growth assumptions (revenues): Property Tax 3%; Franchise Fees, Licenses & Permits 3%; Highway & Liquor 2%; Sales Tax 1%

\*Annual growth assumptions (expenses): Personnel 4.0%; Materials & Services 2.5%



# Staffing Levels FY 2025

	FY 2023 Budget	FY 2024 Budget	FY 2025 Proposed		FY 2023 Budget	FY 2024 Budget	FY 2025 Proposed
<b>Legislative &amp; Executive</b>				<b>Streets</b>			
Mayor	1	1	1	Director of Streets & Facility Maintenance	1	1	1
City Council Members	4	4	4	Street Supervisor	1	1	1
	5	5	5	Sr. Street Mechanic	1	1	1
<b>Administration</b>				Street Crew Lead	1	1	1
City Administrator	1	1	1	Equipment Operator III	1	3	3
Public Affairs & Administrative Services Manager	1	1	1	Equipment Operator II	3	1	1
Sr. Project Manager	0	0	0.5	Equipment Operator I	0	1	1
Director of Finance/City Treasurer	1	1	1	EQI Shared position with Facility Maintenance	0.5	0.5	0.5
City Clerk	1	1	1	Equipment Operator (winter only)	3	3	3
Administrative Clerk	0	1	1	Administrative Assistant	1	1	1
Deputy Treasurer	1	1	1	Winter seasonal	2	1	1
Deputy Clerk	1	0	0		14.5	14.5	14.5
Business License & Tax Specialist	1	1	1	<b>Facility Maintenance</b>			
Special Event Manager	0	1	1	Maintenance Supervisor/City Arborist	1	1	1
Administrative Assistant (Public Counter)	1	1	1	Buildings and Facilities Supervisor	1	1	1
Management & Communications Analyst	1	1	1	Grounds Supervisor	1	1	1
	9	10	10.5	Maintenance Worker --WSP	1	1	1
<b>Fire &amp; Rescue</b>				Maintenance Assistant I shared	1.5	1.5	1.5
Fire Chief	1	1	1	Maintenance Assistant (seasonal)	1	1	1
Assistant Fire Chief/Fire Marshall	1	1	1	Maintenance Janitors	2	2	2
Fire Inspector	1	1	1		8.5	8.5	8.5
Captain	3	3	3	<b>Enterprise Funds</b>			
Sr. Lieutenant	2	2	2	Public Works Director	1	1	0
Lieutenant	4	4	4	Sr. Project Manager	0	0	0.5
Engineer/Firefighter	2	2	2	Water Division Supervisor	1	1	1
Firefighter/EMT	0	2	2	Water Utilities Supervisor	1	1	1
Fire Clerk	1	1	1	Water Utilities Office Coordinator (shared)	0.5	0.5	0.5
Volunteer Firefighters	40	40	40	Water Utility Maintenance Worker	3	3	3
	15	17	17	Wastewater Division Supervisor	1	1	1
<b>Police</b>				Wastewater Collection Supervisor	1	1	1
Community Services Officer	2.5	2.5	2.5	Wastewater Plant Lab Technician	1	1	1
<b>Recreation</b>				Wastewater TP Lead Operator	1	1	1
Director of Recreation	1	1	1	Sr. Wastewater Utilities Operator	1	1	1
Recreation Supervisor	1	1	1	Wastewater Utilities Office Coordinator (shared)	0.5	0.5	0.5
Community Recreation Supervisor	1	1	1		12	12	11.5
Youth Recreation Supervisor	1	1	1	<b>Staffing Summary</b>			
Seasonal and PT Employees	4 to 20	4 to 20	4 to 20		<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
	4	4	4		<b>Budget</b>	<b>Budget</b>	<b>Proposed</b>
<b>Planning &amp; Building</b>				Legislative & Executive	5	5	5
Director of Planning and Building	1	1	1	Administration	9	10	10.5
Senior Planner	2	2	1	Fire & Rescue	15	17	17
Associate Planner	2	2	2	Police	2.5	2.5	2.5
Planning Technician	1	1	1	Recreation	4	4	4
Zoning Technician	0		1	Planning & Building	6	6.5	6.5
Planning Intern	0	0.5	0.5	City Housing	2.5	3.5	5
	6	6.5	6.5	Streets	14.5	14.5	14.5
<b>City Housing</b>				Facility Maintenance	8.5	8.5	8.5
Executive Director	1	1	1	Utility Director	1	1	0.5
Deputy Director	0	0	1	Water	5.5	5.5	5.5
Program Administrator & Case Manager (BCO)	1	1.5	2	Wastewater	5.5	5.5	5.5
Administrative Assistant	0.5	1	1				
	2.5	3.5	5	Totals	79	83.5	85



Highlighting indicates a new fee or a fee increase of greater than 5%



FY 2025 Budget Development  
City of Ketchum Fee List (DRAFT)

Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Planning & Building	Building	\$1.00 to \$500.00= (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 project.	\$ 24.50	\$ 24.50	0%
Planning & Building	Building	\$501.00 to \$2,000.00= (1)	\$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$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	0%
Planning & Building	Building	\$2001.00 to \$25,000.00=(1)	\$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	\$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.01	0%
Planning & Building	Building	\$25,001.00 to \$50,000.00= (1)	\$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	\$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.01	0%
Planning & Building	Building	\$50,001.00 to \$100,000.00= (1)	\$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	\$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.01	0%
Planning & Building	Building	\$100,001.00 to \$500,000.00= (1)	\$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	\$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.01	0%
Planning & Building	Building	\$500,001.00 to \$1,000,000.00= (1)	\$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	\$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.01	0%

Highlighting indicates a new fee or a fee increase of greater than 5%

Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Planning & Building	Building	\$1,000,000.00 and up= (1)	\$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof	\$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof	0%
Planning & Building	Building	Plan Check Fee - Building	70% of Permit Fee	65% of permit fee	0%
Planning & Building	Building	Plan Check Fee - Planning	65% of Permit Fee	70% of building plan check fee	0%
Planning & Building	Building	Plan Check Fee - Fire	Same as P&Z Plan Check Fee	70% of building plan check fee	0%
Planning & Building	Building	Building Permit Modification - Minor (as determined by the Administrator)	\$ 250.00	\$ 500.00	0%
Planning & Building	Building	Building Permit Modification - Major (as determined by the Administrator, full plan check fees may be assessed based on size of modification)	\$ 450.00	\$ 1,500.00	0%
Planning & Building	Other	Inspections outside of normal business hours (minimum charge --two hours) (2) or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages	\$ 60.00	\$ 60.00	0%
Planning & Building	Other	Re-inspection fees assessed under provisions of Section 109.7 (2)	\$ 60.00	\$ 60.00	0%
Planning & Building	Other	Inspections for which no fee is specifically indicated (minimum charge -- one-half hour)(2)	\$ 60.00	\$ 60.00	0%
Planning & Building	Other	Additional and partial inspections above the minimum required by the building codes may be charged (minimum charge--one hour) (2)	\$ 60.00	\$ 60.00	0%
Planning & Building	Other	Hourly Rate for Review of Changes, Additions or Revisions to Plans	\$ 100.00	\$ 100.00	0%
Planning & Building	Other	Additional costs incurred by the City for security (2)	\$ 100.00	\$ 100.00	0%
Planning & Building	Other	agreements and other similar processes (minimum charge) (2)	\$ 1,002.00	\$ 1,002.00	0%
Planning & Building	Other	For use of outside consultants for plan checking and inspections, or both (3) Actual costs include administrative and overhead costs.	Actual Costs	Actual Costs	0%
Planning & Building	Other	Penalty for commencement of work without a building permit + additional stop work order and violation fees allowed for int Ketchum Municipal Code, Section 15.04.030)	\$ 1,000.00	\$ 1,000.00	0%
Planning & Building	Other	Deferred submittals, per each submittal	25% of Plan review fee	25% of Plan review fee	0%
Planning & Building	Other	Temporary Certificate of Occupancy (non-refundable) (per week)	\$ 1,000.00	\$ 1,000.00	0%
Planning & Building	Other	Alternative Energy System Installation- Fee covers one inspection. Additional inspections shall be charged at the rate identified in Other Inspection and Fees.	\$ 100.00	\$ 100.00	0%
Planning & Building	Other	Demolition Fee (A security agreement equaling 150% of the estimated demolition cost is required for all demolition permits.)	\$ 750.00	\$ 750.00	0%
Planning & Building	Design Review	Pre-Application Design Review	\$ 3,300.00	\$ 3,300.00	0%
Planning & Building	Design Review	Mountain Overlay Design Review	\$ 4,800.00	\$ 4,800.00	0%
Planning & Building	Design Review	Final Design Review	\$ 3,900.00	\$ 3,900.00	0%
Planning & Building	Design Review	Administrative Design Review	\$ 500.00	\$ 500.00	0%
Planning & Building	Design Review	Administrative Design Review - in Mountain Overlay and/or Avalanche Overlay	\$ 1,500.00	\$ 1,500.00	0%
Planning & Building	Design Review	Hotel Pre-Application Design Review	\$ 7,000.00	\$ 7,000.00	0%
Planning & Building	Design Review	Hotel Design Review	\$ 9,000.00	\$ 9,000.00	0%
Planning & Building	Design Review	Request to Alter or Demolish a Historic Structure	\$ 1,800.00	\$ 1,800.00	0%
Planning & Building	Subdivision	Land Subdivision: Preliminary Plat	\$ 2,900.00	\$ 2,900.00	0%
Planning & Building	Subdivision	Condo/Townhome Subdivision: Preliminary Plat	\$ 3,300.00	\$ 3,300.00	0%
Planning & Building	Subdivision	Land Subdivision: Final Plat	\$ 2,000.00	\$ 2,000.00	0%
Planning & Building	Subdivision	Condo/Townhome Subdivision: Final Plat	\$ 2,000.00	\$ 2,000.00	0%
Planning & Building	Subdivision	Planned Unit Development (PUD)	\$ 12,500.00	\$ 12,500.00	0%
Planning & Building	Subdivision	Planned Unit Development (PUD)- Minor Amendment	\$ 4,500.00	\$ 4,500.00	0%
Planning & Building	Subdivision	Planned Unit Development (PUD)- Major Amendment	\$ 9,000.00	\$ 9,000.00	0%

Highlighting indicates a new fee or a fee increase of greater than 5%

Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Planning & Building	Subdivision	Hotel Planned Unit Development (PUD)	\$ 12,500.00	\$ 12,500.00	0%
Planning & Building	Subdivision	Readjustment of Lot Lines (Lot Line Shift)	\$ 1,700.00	\$ 1,700.00	0%
Planning & Building	Subdivision	Vacation	\$ 5,500.00	\$ 5,500.00	0%
Planning & Building	Floodplain Development Permits	Streambank Alteration	\$ 5,700.00	\$ 5,700.00	0%
Planning & Building	Floodplain Development Permits	Emergency Streambank Alteration Permit	\$ 1,500.00	\$ 1,500.00	0%
Planning & Building	Floodplain Development Permits	Emergency Flood Protection Permit	\$ -	\$ -	0%
Planning & Building	Floodplain Development Permits	Floodplain Development Permit - Residential	\$ 2,700.00	\$ 2,700.00	0%
Planning & Building	Floodplain Development Permits	Floodplain Development Permit - Subdivision	\$ 6,300.00	\$ 6,300.00	0%
Planning & Building	Floodplain Development Permits	Floodplain Development Permit - Non-residential and Mixed Use	\$ 4,800.00	\$ 4,800.00	0%
Planning & Building	Floodplain Development Permits	Floodplain Development Permit - interior remodel, new structures/additions entirely outside of floodplain	\$ 1,800.00	\$ 1,800.00	0%
Planning & Building	Floodplain Development Permits	Minor Riparian Alteration – removal of hazard trees (up to four trees), minor maintenance of riparian trees and vegetation	\$ 350.00	\$ 350.00	0%
Planning & Building	Floodplain Development Permits	Major Riparian Alteration – Application applies to vegetation within 25 feet of mean high water mark. This application covers the removal of more than four (4) trees or major maintenance of riparian trees and vegetation.	\$ 700.00	\$ 700.00	0%
Planning & Building	Other Permits	Administrative Use Permit	\$ 500.00	\$ 500.00	0%
Planning & Building	Other Permits	Sign Permit	\$ 250.00	\$ 250.00	0%
Planning & Building	Other Permits	Fence Permit	\$ 150.00	\$ 150.00	0%
Planning & Building	Other Permits	Conditional Use Permit	\$ 3,200.00	\$ 3,200.00	0%
Planning & Building	Other Permits	Conditional Use Permit - Daycare Businesses	\$ 300.00	\$ 300.00	0%
Planning & Building	Other Permits	Conditional Use Permit Amendment	\$ 2,200.00	\$ 2,200.00	0%
Planning & Building	Other Permits	Variance	\$ 2,300.00	\$ 2,300.00	0%
Planning & Building	Other Permits	Appeals	\$ 5,000.00	\$ 5,000.00	0%
Planning & Building	Other Permits	Off-Site Vendor - New	\$ 1,100.00	\$ 1,100.00	0%
		Off-Site Vendor - Renewal	\$ 750.00	\$ 750.00	0%
		Grading	\$ 850.00	\$ 850.00	0%
Planning & Building	Other Permits	Wireless Communications Facility Master Plan	\$ 1,800.00	\$ 1,800.00	0%
Planning & Building	Other Permits	Wireless Communications Facility Permit	\$ 800.00	\$ 800.00	0%
Planning & Building	Other Permits	Off-site Commercial/Neighborhood Snow Storage Permit - Administrative	\$ 500.00	\$ 500.00	0%
Planning & Building	Other Permits	Listing a Historic Structure/Site	\$ 2,200.00	\$ 2,200.00	0%
Planning & Building	Other Permits	Development Agreement-Rezone	\$ 10,000.00	\$ 10,000.00	0%
Planning & Building	Other Permits	Development Agreement - Non-Rezone	\$ 5,000.00	\$ 5,000.00	0%
Planning & Building	Other Permits	Development Agreement Amendment - Minor	\$ 3,000.00	\$ 3,000.00	0%
Planning & Building	Other Permits	Development Agreement Amendment - Major	\$ 5,000.00	\$ 5,000.00	0%
Planning & Building	Other Permits	Residential Annexation	\$ 5,688.00	\$ 5,688.00	0%
Planning & Building	Other Permits	Commercial Annexation	\$ 12,655.00	\$ 12,655.00	0%
Planning & Building	Other Permits	Mixed-Use Annexation (residential & commercial)	\$ 12,655.00	\$ 12,655.00	0%
Planning & Building	Amendments	Comprehensive Plan Amendment	\$ 7,000.00	\$ 7,000.00	0%
Planning & Building	Amendments	Zoning/Subdivision Text Amendment	\$ 9,500.00	\$ 9,500.00	0%
Planning & Building	Amendments	Zone Change Request	\$ 6,000.00	\$ 6,000.00	0%
Planning & Building	Miscellaneous	Consultant Review Fee	100% of actual costs incurred	100% of actual costs incurred	0%
Planning & Building	Miscellaneous	Community Housing In-lieu Fee	\$ 450.00	\$ 550.00	18%
Planning & Building	Impact Fees	Fire Development Impact Fees Single Family	\$ 2,092.00	\$ 2,092.00	0%
Planning & Building	Impact Fees	Fire Development Impact Fees Multi Family per unit	\$ 1,616.00	\$ 1,616.00	0%
Planning & Building	Impact Fees	Fire Development Impact Fees Commercial per square foot	\$ 0.45	\$ 0.45	0%



Highlighting indicates a new fee or a fee increase of greater than 5%

Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Planning & Building	Impact Fees	Parks Development Impact Fees Single Family	\$ 1,047.00	\$ 1,047.00	0%
Planning & Building	Impact Fees	Parks Development Impact Fees Multi Family per unit	\$ 809.00	\$ 809.00	0%
Planning & Building	Impact Fees	Parks Development Impact Fees Commercial per square foot	\$ -	\$ -	0%
Planning & Building	Impact Fees	Police Development Impact Fees Single Family	\$ 104.00	\$ 104.00	0%
Planning & Building	Impact Fees	Police Development Impact Fees Multi Family per unit	\$ 80.00	\$ 80.00	0%
Planning & Building	Impact Fees	Police Development Impact Fees Commercial per square foot	\$ 0.22	\$ 0.22	0%
Planning & Building	Impact Fees	Streets Development Impact Fees Single Family	\$ 4,492.00	\$ 4,492.00	0%
Planning & Building	Impact Fees	Streets Development Impact Fees Multi Family per unit	\$ 3,471.00	\$ 3,471.00	0%
Planning & Building	Impact Fees	Streets Development Impact Fees Commercial per square foot	\$ 0.97	\$ 0.97	0%
Fire & Rescue	Automatic Fire Alarm Systems	Single Family Residential Installations under 4,000 sq. ft.	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Single Family Residential Installations over 4,000 sq. ft.	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Multi Family and Commercial Installations up to 6,000 sq. ft.	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Multi Family and Commercial Installations 5,000 - 20,000 sq. ft.	\$ 350.00	\$ 350.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Multi Family and Commercial Installations over 20,000 sq. ft.	\$ 500.00	\$ 500.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Modification (including TI), 1-24 devices	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Modification (including TI), 25 or more devices	\$ 250.00	\$ 250.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Existing Component Modification	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Component Addition to Existing System	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Automatic Fire Alarm Systems	Fire Alarm Inspections (all) per hour	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Automatic Suppression Systems	Single Family Residential Installations under 6,000 sq. ft.	\$ 150.00	\$ 150.00	0%
Fire & Rescue	Automatic Suppression Systems	Single Family Residential Installations over 6,000 sq. ft.	\$ 250.00	\$ 250.00	0%
Fire & Rescue	Automatic Suppression Systems	Multi Family and Commercial Installations up to 6,000 sq. ft.	\$ 150.00	\$ 150.00	0%
Fire & Rescue	Automatic Suppression Systems	Multi Family and Commercial Installation 6,000 - 20,000 sq. ft.	\$ 250.00	\$ 250.00	0%
Fire & Rescue	Automatic Suppression Systems	Multi Family and Commercial Installation 20,001 - 40,000 sq. ft.	\$ 500.00	\$ 500.00	0%
Fire & Rescue	Automatic Suppression Systems	Multi Family and Commercial Installation over 40,000 sq. ft.	\$ 800.00	\$ 800.00	0%
Fire & Rescue	Automatic Suppression Systems	Modification, 1-10 Heads	\$ 150.00	\$ 150.00	0%
Fire & Rescue	Automatic Suppression Systems	Modification, 10 or more Heads	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Automatic Suppression Systems	Per Head fee for all Plan Checks	\$ 1.00	\$ 1.00	0%
Fire & Rescue	Automatic Suppression Systems	Fire Suppression System Inspections (all) per hour	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Automatic Suppression Systems	Fire Flow Tests (beyond one included in plan review or other)	\$ 150.00	\$ 150.00	0%
Fire & Rescue	Sandpipe System Permits	New Installation	\$ 250.00	\$ 250.00	0%
Fire & Rescue	Sandpipe System Permits	Modification	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Sandpipe System Permits	Per Hose Connection for New and Existing Systems	\$ 10.00	\$ 10.00	0%
Fire & Rescue	Sandpipe System Permits	Standpipe System Inspections	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Alternative Fire-Extinguishing System Permits	Clean Agent System Plan Check	\$ 500.00	\$ 500.00	0%
Fire & Rescue	Alternative Fire-Extinguishing System Permits	Clean Agent System Modification	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Alternative Fire-Extinguishing System Permits	New Installation: Commercial Kitchen Fire Suppression (per system)	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Alternative Fire-Extinguishing System Permits	Modification to a Commercial Kitchen Fire Suppression System	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Alternative Fire-Extinguishing System Permits	Inspections (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Alternative Fire-Extinguishing System Permits	Modification to any Alternative Fire-Extinguishing System	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Fire Pump Permits	New Installation	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Fire Pump Permits	Modification	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Fire Pump Permits	Inspections (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Solar Photovoltaic System Permits	New Installation and Plan Review	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Solar Photovoltaic System Permits	Modification to Existing System	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Solar Photovoltaic System Permits	Inspections (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Flammable & Combustible Liquid Tank Permits	New Installation - Each Tank	\$ 300.00	\$ 300.00	0%

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Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Fire & Rescue	Flammable & Combustible Liquid Tank Permits	Modification – Each Tank	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Flammable & Combustible Liquid Tank Permits	Removal – Each Tank	\$ 100.00	\$ 100.00	0%
Fire & Rescue	L-P Gas System Permits	New Installation – Storage and/or dispensing	\$ 300.00	\$ 300.00	0%
Fire & Rescue	L-P Gas System Permits	Modification – Storage and/or dispensing	\$ 100.00	\$ 100.00	0%
Fire & Rescue	L-P Gas System Permits	New Installation - Prefilled Portable Cylinders for Consumer Exchange	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Compressed Gases Systems Permit	New Installation	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Compressed Gases Systems Permit	Modification	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Medical Gas Systems Permit	New Installation	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Medical Gas Systems Permit	Modification	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Spring, Dipping or Powder Coating Permits	New Installation - Spray Area, Spray Room, Spray Booth, Dip Tank or Mixing Room	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Spring, Dipping or Powder Coating Permits	Modification - Spray Area, Spray Room, Spray Booth, Dip Tank or Mixing Room	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Hazardous Materials Permit	Annual Fee to Store, Transport On-Site, Dispense, Use or Handle Hazardous Materials	\$ 150.00	\$ 150.00	0%
Fire & Rescue	Hazardous Materials Permit	HMIS Assessment (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Hazardous Materials Permit	HMMP Assessment (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Hazardous Materials Permit	New Installation - HazMat Container, Tank or Process	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Hazardous Materials Permit	Modification - HazMat Container, Tank or Process	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Other Fire Code Permits	Carbon Dioxide Systems	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Other Fire Code Permits	Firefighter Air System (FAS)	\$ 500.00	\$ 500.00	0%
Fire & Rescue	Other Fire Code Permits	Public Safety Radio Amplification System	\$ 500.00	\$ 500.00	0%
Fire & Rescue	Other Fire Code Permits	Smoke Control/Management System	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Other Fire Code Permits	Battery System (UPS)	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Other Fire Code Permits	High-Piled Storage Plan (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Other Fire Code Permits	Other fire code related permits as set forth in IFC Section 105.7 (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Other Fire Code Permits	Annual operational permits as set forth in IFC Section 105.6	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Inspection & Standby Fees	Re-inspection fees (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Inspection & Standby Fees	Additional inspections required by changes, additions, or revisions (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Inspection & Standby Fees	After Hours Inspections (based on staff availability, minimum two hours) (per hour)	\$ 150.00	\$ 150.00	0%
Fire & Rescue	Inspection & Standby Fees	Investigation inspection fee (work commencing before permit issuance - IFC 106.3)	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Inspection & Standby Fees	Investigation inspection fee (removal of Stop Work Order - IFC 112)	\$ 300.00	\$ 300.00	0%
Fire & Rescue	Inspection & Standby Fees	Firewatch, standby firefighters and/or emergency medical personnel and apparatus as required by the <i>fire marshal</i> . Use current IDL ICMA cost per firefighter/paramedic and fire truck/ambulance.	ICMA RATES	ICMA RATES	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Carnival, Fair, Circus, Haunt or Other Public Special Event - 30 Days	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Amusement Building - 30 Days (must have sprinkler system 3103.3.1)	\$ 500.00	\$ 500.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Fuel Tank & Dispensing	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - LP Gas - Construction Site Use of Containers Over 100 lbs.	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Tent or Membrane Structure >400 sq. ft. -Additional Tents(s) per event \$50 ea.	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Special Event Structure >400 sq. ft.	\$ 100.00	\$ 100.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Outdoor Assembly Event where planned attendance exceeds 1000 persons	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Temporary Use Permit Fees	Temporary Use - Pyrotechnics Display	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Temporary Use Permit Fees	Other fire code related temporary use permits not listed (minimum one hour) (per hour)	\$ 75.00	\$ 75.00	0%
Fire & Rescue	Emergency Fire Alarm Response Fees	First 3 alarms per year	\$ -	\$ -	0%
Fire & Rescue	Emergency Fire Alarm Response Fees	4 <sup>th</sup> alarm per calendar year	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Emergency Fire Alarm Response Fees	Each additional alarm per calendar year progressively increases at \$200.00 increments for each additional fire alarm, by alarm number	\$ 200.00	\$ 200.00	0%
Fire & Rescue	Burn Response Fees	Responses caused by burning without a permit. Use current IDL ICMA cost per firefighter/paramedic and fire truck/ambulance	ICMA RATES	ICMA RATES	0%
Fire & Rescue	Burn Response Fees	Responses to wildland or structure fire caused by an illegal burn. Use current IDL ICMA cost per	ICMA RATES	ICMA RATES	0%

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Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Fire & Rescue	Burn Response Fees	firefighter/paramedic and fire truck/ambulance	RATES	RATES	0%
Fire & Rescue	Fire Code Violations	Violation of the Fire Code (\$250.00 per violation, per day) Each day in which a violation occurs, after due notice has been served, shall constitute a separate offense	\$ 250.00	\$ 250.00	0%
Recreation	Youth Fees After School	Full season (school year)	\$ 755.00	\$ 755.00	0%
Recreation	Youth Fees After School	Per month	\$ 105.00	\$ 105.00	0%
Recreation	Youth Fees After School	Per day	\$ 15.00	\$ 15.00	0%
Recreation	Youth Fees After School	Out-of-school and extra activities, cost is activity dependent	\$40.00-\$65.00	\$40.00-\$65.00	0%
Recreation	Youth Fees After School	Swimming (6 weeks session)	\$ 90.00	\$ 90.00	0%
Recreation	Youth Fees After School	Additional after school activities	\$ 80.00	\$ 80.00	0%
Recreation	Youth Fees Summer	Full summer (ten weeks M-Th)	\$ 1,100.00	\$ 1,100.00	0%
Recreation	Youth Fees Summer	Per week (M-TH)	\$ 155.00	\$ 155.00	0%
Recreation	Youth Fees Summer	Per day (drop-in)	\$ 40.00	\$ 40.00	0%
Recreation	Youth Fees Summer	Swimming (10 weeks session)	\$ 150.00	\$ 150.00	0%
Recreation	Youth Fees Summer	Friday Adventures (requires individual registration) cost depends on activity	\$40.00-\$65.00	\$40.00-\$65.00	0%
Recreation	Park Reservations	100 people or fewer-1/2 day rate up to 4 hours	\$ 80.00	\$ 80.00	0%
Recreation	Park Reservations	101 people or more-1/2 day rate up to 4 hours	\$ 160.00	\$ 160.00	0%
Recreation	Park Reservations	100 people or fewer-Full day rat up to 8 hours	\$ 160.00	\$ 160.00	0%
Recreation	Park Reservations	101 people or more-Full Day Rate up to 8 hours	\$ 320.00	\$ 320.00	0%
Recreation	Park Reservations	Refundable Security Deposit (over 100 people)	\$ 250.00	\$ 250.00	0%
Recreation	User Fees	Athletic fields and facilities (per two hours)	\$ 80.00	\$ 80.00	0%
Recreation	User Fees	Recreation Center (per two hours)	\$ 60.00	\$ 60.00	0%
Recreation	User Fees	Recreation Center Security Deposit	\$ 150.00	\$ 150.00	0%
Recreation	User Fees	Public Park Areas	Fees are determined by staff according to current Park Reservations, athletic field and Recreation Center Fee Schedules	Fees are determined by staff according to current Park Reservations, athletic field and Recreation Center Fee Schedules	0%
Administrative	Special Events	Street Party Application Fee	\$ 100.00	\$ 100.00	0%
Administrative	Special Events	Block Party Application Fee	\$ 50.00	\$ 50.00	0%
Administrative	Special Events	Category A – application fee	\$ 100.00	\$ 100.00	0%
Administrative	Special Events	Category B – application fee	\$ 400.00	\$ 400.00	0%
Administrative	Special Events	Category C – application fee	\$ 800.00	\$ 800.00	0%
Administrative	Special Events	Facility Fee(per day)	\$ 150.00	\$ 150.00	0%
Administrative	Special Events	Visitor Center Window Advertising Permit	\$ 75.00	\$ 75.00	0%
Administrative	Special Events	Music License Fee (per day)	\$ 10.00	\$ 10.00	0%
Administrative	Special Events	Street Closure for Designated Event Location	\$ 100.00	\$ 100.00	0%
Administrative	Special Events	Street Closure for Non-Designated Event Location	\$ 500.00	\$ 500.00	0%
Administrative	Special Events	Refundable Security Deposit (Street Party & Small Events)	\$ 250.00	\$ 250.00	0%
Administrative	Special Events	Refundable Security Deposit (Medium & Large Events)	\$ 500.00	\$ 500.00	0%
Administrative	Film Permits	Motion: City Property including rights-of-way(per day)	\$ 400.00	\$ 400.00	0%
Administrative	Film Permits	Still: City Property including rights-of-way (per day)	\$ 200.00	\$ 200.00	0%
Administrative	Memorials and Donations	Benches, trees, tables, property, etc.	All memorials are cost-specific and determined by Department Director or designee	All memorials are cost-specific and determined by Department Director or designee	0%

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Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Administrative	Tree Services	Tree Removal Permit (allows contractor to remove a public tree upon outside request with permission(per occurrence))	\$ 50.00	\$ 50.00	0%
Administrative	Tree Services	Tree Permit (allows contractor to perform work on public trees with permission (per fiscal year))	\$ 50.00	\$ 50.00	0%
Street	Permits	Banner Install/Remove	\$ 175.00	\$ 175.00	0%
Street	Permits	Right of Way Encroachment Agreement	\$ 475.00	\$ 475.00	0%
Street	Permits	Temporary Use of the Right of Way Permit (TURP)	\$ 100.00	\$ 100.00	0%
Street	Permits	Dig Permit	\$ 50.00	\$ 50.00	0%
Street	Permits	Barricade Rental	\$ 20.00	\$ 20.00	0%
Street	Permits	Security Agreement/Performance Bond Processing Fee	\$ 100.00	\$ 100.00	0%
Water	Fees	City water tap and corporation stop installation	In addition to connection fees in table 4-D	In addition to connection fees in table 4-D	0%
Water	Fees	1" tap	\$ 203.00	\$ 203.00	0%
Water	Fees	1 1/2" tap	\$ 220.00	\$ 220.00	0%
Water	Fees	2" tap	\$ 247.00	\$ 247.00	0%
Water	Fees	Non-Standard Connection Fee	Time and material cost to city	Time and material cost to city	0%
Water	Fees	Water Meter Fee – 1" Water Meter	Meter cost + \$40; check with Water Division for current meter costs	Meter cost + \$40; check with Water Division for current meter costs	0%
Water	Fees	Water Meter Fee – 1.5" R2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs	Meter cost + \$40; check with Water Division for current meter costs	0%
Water	Fees	Water Meter Fee – 1.5" C2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs	Meter cost + \$40; check with Water Division for current meter costs	0%
Water	Fees	Water Meter Fee – 2" R2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs	Meter cost + \$40; check with Water Division for current meter costs	0%
Water	Fees	Water Meter Fee – 2" C2 Water Meter	Meter cost + \$40; check with Water Division for current meter costs	Meter cost + \$40; check with Water Division for current meter costs	0%
Water	Fees	Water Meter Fee – 3" Water Meter + up	Meter cost + \$40; check with Water Division for current meter costs	Meter cost + \$40; check with Water Division for current meter costs	0%
Water	Fees	Water Meter Vaults	\$ 1,100.00	\$ 1,100.00	0%
Water	Fees	Fire Line Permit Fee	\$ 253.00	\$ 253.00	0%
Water	Fees	Turn-On Fee	\$ 25.00	\$ 25.00	0%
Water	Fees	Turn-Off Fee	\$ 25.00	\$ 25.00	0%
Water	Fees	Water User Charges – Metered Users Base charge (residential or commercial)	\$ 15.28	\$ 16.04	5%
Water	Fees	1,000 – 8,000 Additional Gallons per 1,000 gallons	\$ 1.31	\$ 1.38	5%
Water	Fees	8,001 – 20,000 Additional Gallons per 1,000 gallons	\$ 2.57	\$ 2.70	5%
Water	Fees	20,001 – 32,000 Additional Gallons per 1,000 gallons	\$ 3.03	\$ 3.19	5%
Water	Fees	32,001 – 44,000 Additional Gallons per 1,000 gallons	\$ 3.50	\$ 3.67	5%
Water	Fees	44,001 – 56,000 Additional Gallons per 1,000 gallons	\$ 3.96	\$ 4.16	5%
Water	Fees	56,001 – 68,000 Additional Gallons per 1,000 gallons	\$ 4.42	\$ 4.64	5%
Water	Fees	68,001 – 80,000 Additional Gallons per 1,000 gallons	\$ 4.88	\$ 5.13	5%



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Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Water	Fees	80,001 – 92,000 Additional Gallons per 1,000 gallons	\$ 5.49	\$ 5.77	5%
Water	Fees	92,000 – 104,000 Additional Gallons per 1,000 gallons	\$ 6.10	\$ 6.41	5%
Water	Fees	104,001 – 116,000 Additional Gallons per 1,000 gallons	\$ 6.71	\$ 7.04	5%
Water	Fees	116,001 – 128,000 Additional Gallons per 1,000 gallons	\$ 7.33	\$ 7.70	5%
Water	Fees	128,001 – 140,000 Additional Gallons per 1,000 gallons	\$ 7.94	\$ 8.33	5%
Water	Fees	140,001 – 152,000 Additional Gallons per 1,000 gallons	\$ 8.55	\$ 8.97	5%
Water	Fees	>152,000 Additional Gallons per 1,000 gallons	\$ 9.16	\$ 9.61	5%
Water	User Charges-Flat Rate	Residential-First five (5) cold water taps or less Each additional cold water tap (per month, per unit)	\$ 26.31	\$ 27.63	5%
Water	User Charges-Flat Rate	Residential-Each additional cold water tap (per month, per unit)	\$ 2.43	\$ 2.55	5%
Water	User Charges-Flat Rate	Residential-Irrigation and sprinkling per each 1,000 square feet of lot area (per month, per unit)	\$ 0.87	\$ 0.92	5%
Water	User Charges-Flat Rate	Commercial-First five (5) cold water taps or less Each additional cold water tap (per month, per unit)	\$ 40.38	\$ 42.40	5%
Water	User Charges-Flat Rate	Commercial-Each additional cold water tap (per month, per unit)	\$ 3.36	\$ 3.53	5%
Water	User Charges-Flat Rate	Commercial-Irrigation and sprinkling per each 1,000 square feet of lot area (per month, per unit)	\$ 0.88	\$ 0.93	5%
Water	User Fees	Fire User Charge 2" Connection (per month)	\$ 8.62	\$ 9.05	5%
Water	User Fees	Fire User Charge 4" Connection (per month)	\$ 17.54	\$ 18.41	5%
Water	User Fees	Fire User Charge 6" Connection (per month)	\$ 35.24	\$ 37.00	5%
Water	User Fees	Fire User Charge 8" Connection (per month)	\$ 52.09	\$ 54.70	5%
Water	User Fees	Fire User Charge 10" Connection (per month)	\$ 70.52	\$ 74.04	5%
Water	User Fees	Fire User Charge 12" Connection (per month)	\$ 87.27	\$ 91.63	5%
Water	User Fees	Tank Truck Fill Fee	Fee determined by amount	Fee determined by amount	0%
Water	User Fees	Use of Fire Hydrant Charge (per day)	\$ 25.00	\$ 25.00	0%
Water	Connection Fees	Meter 1" scale factor 1.00	\$ 3,816.00	\$ 3,816.00	0%
Water	Connection Fees	Meter 1.5" scale factor 2.25	\$ 8,586.00	\$ 8,586.00	0%
Water	Connection Fees	Meter 2" scale factor 4.00	\$ 15,264.00	\$ 15,264.00	0%
Water	Connection Fees	Meter 3" scale factor 9.00	\$ 34,344.00	\$ 34,344.00	0%
Water	Connection Fees	Meter 4" scale factor 16.00	\$ 61,056.00	\$ 61,056.00	0%
Water	Connection Fees	Meter 6" scale factor 36.00	\$ 137,376.00	\$ 137,376.00	0%
Wastewater	Fees	Service Inspection Fee	\$ 40.00	\$ 40.00	0%
Wastewater	Sewer User Fees	11-Single family home	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	12-Multiple living unit	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	13-Motel / hotel (first unit)	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	15-Office building / 1,500 square feet	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	16-Retail sales / 3,000 square feet	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	17-Restaurant / cafe per seat with or without a trap	\$ 4.34	\$ 4.55	5%
Wastewater	Sewer User Fees	20-Retail food / 1,500 square feet	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	21-Barber shop / per chair	\$ 21.95	\$ 23.04	5%
Wastewater	Sewer User Fees	22-Beauty salon / per operator	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	26-Dry cleaners	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	27-Garage / mechanical per 1,500 square feet	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	28-Laundries	\$ 175.76	\$ 184.55	5%
Wastewater	Sewer User Fees	29-Bank	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	30-School / per 50 students	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	31-Swimming pool / private / 500 square feet	\$ 10.92	\$ 11.47	5%
Wastewater	Sewer User Fees	32-Beer, wine, liquor	\$ 87.85	\$ 92.25	5%

Highlighting indicates a new fee or a fee increase of greater than 5%

Department	Program	Fee Description	FY 2024 Adopted Fee	FY 2025 Proposed Fee	Change %
Wastewater	Sewer User Fees	33-Theater / per screen	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	35-Nursery school	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	36-Church	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	37-Lodge / private / 3,000 square feet	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	39-Dentist / doctor/ per medical doctor	\$ 47.29	\$ 49.66	5%
Wastewater	Sewer User Fees	40-Car wash with recycle	\$ 47.29	\$ 49.66	5%
Wastewater	Sewer User Fees	41-Hospital / per bed	\$ 8.76	\$ 9.19	5%
Wastewater	Sewer User Fees	42-Bowling alley / per lane	\$ 17.56	\$ 18.43	5%
Wastewater	Sewer User Fees	43-Car wash without recycle / per bay	\$ 87.78	\$ 92.25	5%
Wastewater	Sewer User Fees	44-Commercial / 3,000 square feet	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	45-Photo development lab	\$ 87.78	\$ 92.25	5%
Wastewater	Sewer User Fees	46-Gas station with public restrooms	\$ 87.85	\$ 92.25	5%
Wastewater	Sewer User Fees	47-Warehouse / 6,000 square feet	\$ 43.94	\$ 46.14	5%
Wastewater	Sewer User Fees	48-Swimming pool / public / 500 square feet	\$ 33.59	\$ 35.27	5%
Wastewater	Sewer User Fees	54-Motel / hotel unit without cooking	\$ 10.92	\$ 11.47	5%
Wastewater	Sewer User Fees	55-Motel hotel, with cooking	\$ 21.95	\$ 23.04	5%
Wastewater	Sewer User Fees	56-Senior family living home	\$ 21.95	\$ 23.04	5%
Water	Connection Fees	Meter 1" scale factor 1.00	\$ 2,921.00	\$ 2,921.00	0%
Water	Connection Fees	Meter 1.5" scale factor 2.25	\$ 6,572.25	\$ 6,572.25	0%
Water	Connection Fees	Meter 2" scale factor 4.00	\$ 11,684.00	\$ 11,684.00	0%
Water	Connection Fees	Meter 3" scale factor 9.00	\$ 26,289.00	\$ 26,289.00	0%
Water	Connection Fees	Meter 4" scale factor 16.00	\$ 46,736.00	\$ 46,736.00	0%
Water	Connection Fees	Meter 6" scale factor 36.00	\$ 105,156.00	\$ 105,156.00	0%
Administrative	License & Tax Fees	Business License Application Fee	\$ 125.00	\$ 125.00	0%
Administrative	License & Tax Fees	Business License Renewal Fee	\$ 50.00	\$ 50.00	0%
Administrative	License & Tax Fees	Business License Late Fee	\$ 10.00	\$ 10.00	0%
Administrative	License & Tax Fees	City Local Option Tax Application Fee - Tax collected per Municipal Code Title 3, Chapter 12.	\$ -	\$ -	0%
Administrative	License & Tax Fees	City Local Option Tax Late Fee	After Due Date: Penalty - The greater of 5% of Tax Due or \$10.00 Plus 1% Interest Per Month on Tax Due	After Due Date: Penalty - The greater of 5% of Tax Due or \$10.00 Plus 1% Interest Per Month on Tax Due	0%
Administrative	License & Tax Fees	Short-Term Rental Application Permit Fee-City Resolution #1230	\$ 504.00	\$ 504.00	0%
Administrative	License & Tax Fees	Short-Term Rental Renewal Permit Fee	\$ -	\$ 504.00	0%
Administrative	License & Tax Fees	Short-Term Rental Late Fee (per day)	\$ 100.00	\$ 100.00	0%
Administrative	License & Tax Fees	Catering Permit Application Fee- Idaho Code 23-934A	\$ 20.00	\$ 20.00	0%
Administrative	Copy Fees	Black & White 8.5"x 11" Single-sided (per page)	\$ 0.06	\$ 0.06	0%
Administrative	Copy Fees	Black & White 8.5"x 14" Single-sided (per page)	\$ 0.06	\$ 0.06	0%
Administrative	Copy Fees	Black & White 8.5"x 11" Double-sided (per page)	\$ 0.11	\$ 0.11	0%
Administrative	Copy Fees	Black & White 8.5"x 14" Double-sided (per page)	\$ 0.11	\$ 0.11	0%
Administrative	Copy Fees	Black & White 11"x 17" Single-sided (per page)	\$ 0.15	\$ 0.15	0%
Administrative	Copy Fees	Black & White 11"x 17" Double-sided (per page)	\$ 0.29	\$ 0.29	0%
Administrative	Copy Fees	Color 8.5"x 11" Single-sided (per page)	\$ 0.65	\$ 0.65	0%
Administrative	Copy Fees	Color 8.5"x 14" Single-sided (per page)	\$ 0.65	\$ 0.65	0%
Administrative	Copy Fees	Color 8.5"x 11" Double-sided (per page)	\$ 0.65	\$ 0.65	0%
Administrative	Copy Fees	Color 8.5"x 14" Double-sided (per page)	\$ 0.65	\$ 0.65	0%
Administrative	Copy Fees	Color 11"x 17" Single-sided (per page)	\$ 0.85	\$ 0.85	0%

*Highlighting indicates a new fee or a fee increase of greater than 5%*

<b>Department</b>	<b>Program</b>	<b>Fee Description</b>	<b>FY 2024 Adopted Fee</b>	<b>FY 2025 Proposed Fee</b>	<b>Change %</b>
Administrative	Copy Fees	Color 11"x 17" Double-sided (per page)	\$ 0.85	\$ 0.85	0%
Administrative	Copy Fees	24" x 36" (outsourced) (per page)	\$ 3.30	\$ 3.30	0%
Administrative	Copy Fees	22" x 34" (outsourced) (per page)	\$ 3.00	\$ 3.00	0%
Administrative	Labor Rates Hourly	City Administrator, Department Head, Assistant or Associate, City Clerk, City Treasurer- Idaho Code 74-102(10)	Current salary divided by 2,080 hours per year	Current salary divided by 2,080 hours per year	0%
Administrative	Labor Rates Hourly	Network Consultant	Current hourly rate	Current hourly rate	0%