

**City of Sedgwick
City Council Meeting
February 7, 2024**

TO: Mayor and City Council

SUBJECT: Fee Schedule Update

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve as presented

Background: The City of Sedgwick last updated the Fee Schedule for municipal services in February of 2021. Staff researched the prices for labor and materials regarding installation of municipal services (water and sewer) and found the current fee structure to be unrealistic.


During the January 17th workshop with the governing body, staff presented their data and recommended changes. Those changes have been made to Section D of the Fee Schedule and are presented to you tonight for consideration.

The KBI informed all municipalities that effective July 1, 2024, name-based record checks will be increasing from their current fee of \$20 to \$30. City staff utilizes these record checks during the issuance of solicitation permits. Staff has updated Section J - Selling Permits to reflect the increased charge for service.

Financial Considerations: Will result in a minor increase in revenue in the future.

Recommendations/Actions: Staff recommends Council approve the updated Section D & Section J of the Fee Charges and Collections policy with utility connection fees effective for any new permits pulled after February 29, 2024.

Attachment: Fee Schedule

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The City of Sedgwick desires to develop guidelines for the collection of fees relating to various services provided by the City. The City of Sedgwick desires that such guidelines be fairly, consistently, and equitably administered and therefore adopt the following policy toward that end.

POLICY DEVELOPMENT PROCESS

A. BACKGROUND


The City of Sedgwick has occasion from time to time to collect fees for various services and under certain circumstances relating to payments collected in normal operations such as late fees, returned check charges, water meter fees, connection fees, and shut-off fees as well as other types of fees which from time to time may be collected.

B. PURPOSE

This policy is intended to establish specific guidelines and standards for charge and collection of the aforementioned fees. It is the goal of this policy to ensure uniformity and equity in the administration of any guidelines for usage as are adopted from time to time. It is further the purpose to establish a schedule of charges and the circumstances under which each will be levied and collected.


C. ADMINISTRATIVE FEES

1. The charge for any check (paper and electronic) made payable to the City of Sedgwick and/or the Sedgwick Municipal Court returned unpaid shall be **\$30.00**.
2. An administrative fee of **\$25.00** shall be assessed on all delinquent accounts submitted to the State of Kansas Setoff Program. City debts submitted to the Collection Bureau of Kansas shall have a fee of **30%** of the amount to be collected added to the debt. Delinquent accounts for utilities, ambulance, and/or court fines shall be sent for collection after three (3) unsuccessful attempts to collect such debts.
3. A fee of **\$150.00** for the first hour and **\$50.00** for each subsequent hour shall be assessed against the property taxes of any and all properties in the City when city personnel is required to mow, clean-up or abate nuisances thereon.
4. Notary Public services will be provided at a cost of **\$5.00** per document to non-residents and **FREE** to all current residents within the City limits.
5. Fingerprinting services will be provided at a cost of **\$15.00** per person.
6. VIN Inspections will be provided at the rate mandated by the State of Kansas.

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D. UTILITY FEES

1. Before any consumer hereafter connects property to the City's Waterworks System, the consumer shall obtain a permit to install the necessary pipeline for connection. A connection charge for a 3/4th inch water service meter and related parts shall be paid to the City by the consumer applicant for installing such connecting pipeline. The set fee shall be one-thousand four hundred dollars (\$1,400) for connection to the water main.
2. A connection charge for a one (1) inch water service meter and related parts shall be paid to the City by the consumer applicant for installing such connecting pipeline. The set fee shall be one-thousand seven hundred dollars (\$1,700) for connection to the water main.
3. A connection charge for a two (2) inch water service meter and related parts shall be paid by the consumer applicant to the City for installation of such connecting pipeline. The set fee shall be four-thousand five hundred dollars (\$4,500)
4. Any meter and piping larger than 2 inches the consumer after obtaining a permit from the City shall pay the City for installing and connecting such pipeline. Such charges shall be fixed by special agreement between the consumer and the City of Sedgwick, sufficient to pay the City the costs of all material used in said connection, including pipe, pipe connections, fittings and meter and shall in addition hereto pay the cost to the City of all labor and overhead which may be charged to said installation.
5. The charge for any late payment of fees regularly collected by the City of Sedgwick for utility bills shall be \$10.00 per billing cycle, to be split equally between the sewer and water utility funds. Any payment shall be considered late if not tendered by the due date noted on the utility statement mailed to the user.
6. A utility connection fee for both water and sanitary sewer service of \$50.00 is required for all new utility accounts and shall be paid at the time application is made for service. This fee is non-refundable and shall be used by the City to defray expenses for connection of service and applicable administration costs.
7. The charge for shut-off and subsequent reconnection of city utility services shall be \$50.00 for each occurrence.
8. Sewer tap inspection fee shall be \$50.00 and paid prior to the inspection.
9. Sewer tap connection fee shall be \$100.00.

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E. SIGNS

1. No permit fee is required for those exemptions to the Sign Regulations outlined in the City's Zoning Regulations.
2. A fee of **\$50.00** is required for permanent signs such as advertising, identification, building, mounted on poles, walls, roofs or on the ground.

F. ZONING, PLATS AND SPECIAL USE FEES

1. A filing fee of **\$100.00** shall be paid at the time of filing an application for a special use permit fee with the Planning Commission.
2. A filing fee of **\$150.00** shall be paid at the time of filing an application for a zoning change fee with the Planning Commission.
3. A filing fee of **\$150.00** shall be paid at the same time the City receives the application for a Board of Zoning Appeals hearing.
4. Preliminary Plat filing fee is **\$150.00 plus \$10.00 per lot.**
5. Final Plat filing fee is **\$100.00 plus \$5.00 per lot.**

G. MANUFACTURED HOME PARK DISTRICT


1. A permit fee of **\$50.00** shall be paid by the owner of a manufactured home moving into or out of a space within a Mobile Home Park.

H. ANIMAL LICENSING FEES

1. Spayed or neutered dogs and cats are **\$5.00** annually, all others **\$15.00**. A late fee of **\$5.00** applied if not purchased by February 1st.
2. Boarding fees of **\$15.00** per day will be assessed for all animals that are harbored at the City Animal Shelter.

I. GARAGE/YARD SALE PERMIT FEE

1. A permit fee of **\$15.00** shall be paid at the time of obtaining an application for a garage/yard sale. A maximum of one garage sale each calendar quarter (4 per year) may be held.

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J. SELLING PERMITS

1. Application/Investigation Fee **\$50 per salesman.**
2. A permit fee of **\$25.00 per salesman, per day** or **\$100.00 per salesman, per year** shall be paid prior to soliciting residents of the city door-to-door. Valid DL and vehicle information must be turned in at the time the permit is obtained.

K. SWIMMING POOL FEES

1. Daily Pool Fees by Age
 - a. 13+ = **\$3.00**
 - b. 3-12 = **\$2.00**
 - c. 0-2 = **FREE**
2. Season Passes by Age
 - a. Single 18+ = **\$60.00**
 - b. Single 3-17 = **\$40.00**
 - c. Family Pass = **\$155.00** (up to 2 adults & 4 children)
An additional **\$15.00** per child over the 4 allowed shall be charged.
3. Swim Lessons - **\$35.00** per 2-week session
4. Swim Team – **\$35.00** per swimmer
5. Rental rates - **\$55.00** per hour for up to 30 swimmers. An additional **\$2.00** per swimmer per hour shall be charged.

L. GOLF CART REGISTRATION

1. An inspection fee of \$25.00 and an annual registration fee of \$25.00 are required to register a golf carts and utility vehicles.

PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, HARVEY AND SEDGWICK COUNTIES, KANSAS, ON THE 7th DAY OF February, 2024.

ATTEST:

Bryan Chapman, Mayor

Shelia Agee, City Clerk