



Board of Aldermen Request for Action

MEETING DATE: 12/6/2022

DEPARTMENT: Administration/Finance

AGENDA ITEM: Resolution 1154, A Resolution amending the Schedule of Fees

REQUESTED BOARD ACTION:

Motion to approve Resolution 1154, amending the Schedule of Fees.

SUMMARY:

During evaluation and development of new temporary hydrant meter policy, staff discussed and ultimately proposed adjusting the fee amount for the deposit paid to checkout a temporary hydrant meter. Currently, the fee amount is \$1,500 as designated in the Schedule of Fees, but this amount is not enough to cover the full replacement cost of a new meter which is estimated at \$2,660. Staff is proposing to simply make the fee equal to the most current acquisition cost of a new meter and evaluate the cost internally and make any hydrant meter deposit adjustments as needed.

During these discussions, staff also determined that introducing a fire hydrant deposit in the amount of \$500 would help cover any repair expenses related to fire hydrant damages caused by the contractor. Once the contractor turns in the meter, the \$500 fire hydrant deposit would be returned (in addition to the hydrant meter deposit).

Finally, staff determined that a hydrant meter "service fee" at a rate of \$50 per checkout period would work to recoup City staff time spent on checking the meter out to the contractor, locking and unlocking the meter from the hydrant, and time spent on obtaining reads and billing the contractor for water usage. This service fee would be justified under the Hancock Amendment because of the time spent by staff in order to execute these processes.

Together, all of these fees are listed on Page 14 of the attached Comprehensive Schedule of Fees Listing for the Board's consideration.

PREVIOUS ACTION:

On October 18, 2022, the Board of Alderman approved changes to the Schedule of Fees for the FY2023 Budget process.

POLICY ISSUE:

Temporary hydrant meter paid deposits and fees to accompany proposed policy manual language.

FINANCIAL CONSIDERATIONS:

Specific Schedule of Fees Revisions to the Temporary Hydrant Meter Deposit and Additions of a Fire Hydrant Deposit and Hydrant Meter Service Fee.

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other: Schedule of Fees
- Contract
- Plans
- Minutes

RESOLUTION 1154

A RESOLUTION AMENDING THE SCHEDULE OF FEES

WHEREAS, the City of Smithville has adopted and set forth a comprehensive listing of fees hereby known as the Schedule of Fees; and

WHEREAS, the Schedule of Fees currently contains fees pertaining to the deposit paid for the checkout of a temporary hydrant meter for use by a contractor; and

WHEREAS, staff have held discussions and determined the cost of a new hydrant meter warrants raising the deposit amount to the current meter replacement cost; and

WHEREAS, staff also determined that a fire hydrant deposit and hydrant service fee were necessitated based upon potential damage which may occur to a fire hydrant and staff time required to administer hydrant services; and

WHEREAS, the Board of Aldermen of the City of Smithville desires to adopt the following changes to the existing Schedule of Fees which should be followed by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the existing policies and procedures as amended are the policies and procedures which should be followed effective December 7, 2022, by the City.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 6th day of December 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



FY2023 Adopted Comprehensive Listing Schedule of Fees



Prepared by the Finance and Administration Department



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COMPREHENSIVE SCHEDULE OF FEES

Administration

Occupational License

Annual Gross Receipts (\$0 to \$100,000.00)	\$50.00 / License
Annual Gross Receipts (\$100,000.01 to \$150,000.00)	\$75.00 / License
Annual Gross Receipts (\$150,000.01 and Over)	\$100.00 / License

Liquor Licenses

Temporary Permit — By the Drink	\$37.50
Tasting Permit	\$37.50
Malt Liquor — Original Package	\$75.00
Non-Intoxicating Beer — Original Package	\$22.50
Intoxicating Liquor — Original Package	\$150.00
Malt Liquor — By Drink	\$75.00
Malt Liquor and Light Wines — By Drink	\$75.00
Non-Intoxicating Beer — By Drink	\$37.50
Intoxicating Liquor (All Kinds) — By Drink	\$450.00
Sunday Sales (Additional Fees)	\$300.00

Adult Businesses

Adult Business License Fee	\$300.00 / Year
Manager's License Fee	\$20.00 / Year
Entertainer's License Fee	\$20.00 / Year
Server's License Fee	\$20.00 / Year

Other Licenses & Fees

Fireworks Sales Permit	\$1,500.00
Peddler/Solicitor Permit	\$50.00 / 30 Day Permit
Festival and Non-Permanent Vendor	\$10.00
Notary Fee	\$2.00
Photocopies	\$0.10 / Page + Cost

Police Department

Hourly Services — 4 Hours Minimum *	\$60.00 / Hour
* Excludes the Smithville School District	
Fingerprints	\$15.00
Police Report*	\$10.00 / Report
Copy of Video — Cloud Link*	\$10.00 / Video

***Exception to Charge:** If the charge carries the possibility of fifteen (15) days or more in jail/confinement, the defendant shall not be charged any fee for obtaining a police report or any video relevant to the traffic stop or arrest. In addition, the \$10.00 fee is waived for victims listed in any report.

Development Department

Filing and Permits

Minor Plats	\$25.00
Single-Phase Subdivisions	\$350.00 + \$2.00 / Lot

Multiphase Subdivisions

Preliminary Plat	\$300 + \$2.00 / Lot
Final Plat	\$150 + \$2.00 / Lot
Street/Alley Vacation	\$250.00
Subdivision Variance	\$450.00
Infrastructure Construction Permit	2% of Cost

Building Permits

Finished Building/Residential	\$0.60/ft ²
Unfinished Building/Residential	\$0.30/ft ²
Demolition	\$35.00
Grading	\$100.00
Deck	\$45.00
Outbuilding — Greater than 120 ft ²	\$45.00
In-Ground Pool	\$45.00
Above Ground Pool	\$25.00
Fence	\$25.00
Poultry Housing (Required Annually Before Sept 1st)	\$30.00
Miscellaneous	\$15.00

Mechanical Permits

New Residential Structure	\$65.00
Minimum/Origination Fee	\$30.00
Rough Inspection	\$10.00
Finish/Final Inspection	\$10.00
Extra Inspection	\$25.00
Fixtures — Each	\$5.00
Water Heater — Commercial	\$10.00
Boiler	\$5.00
Furnace	\$5.00
Forced Air	\$5.00

Development (Continued)

Mechanical Permits (Continued)

Fireplace	\$5.00
Air Conditioner	\$5.00
Oven/Range	\$5.00
Exhaust	\$5.00
Heat Pump	\$5.00

Plumbing Permits

New Residential Structure	\$67.00
Minimum/Origination Fee	\$30.00
Ground Rough Inspection	\$10.00
Rough Inspection	\$10.00
Finish/Final Inspection	\$10.00
Extra Inspection	\$25.00
Fixtures — Each	\$5.00
Water Heater — Residential	\$5.00
Lawn Irrigation	\$30.00
Backflow Devices	\$2.00

Electrical Permits

New Residential Structure	\$125.00
Minimum/Origination Fee	\$30.00
Rough Inspection	\$10.00
Finish/Final Inspection	\$10.00
Extra Inspection	\$25.00
Appliances — Each	\$10.00
Outlets — Each	\$0.25
Circuits — Each	\$2.00
Service (Up to 200 Amp)	\$15.00
Service (201 Amp to 400 Amp)	\$20.00
Service (401 Amp to 600 Amp)	\$40.00
Service (Over 600 Amp)	\$75.00
New Service	\$25.00

Development (Continued)

Plan Review Fees - Residential (New Structures & Additions)

0 - 2,000 Square Feet	\$100.00
2,001 - 4,000 Square Feet	\$125.00
4,001+ Square Feet	\$150.00

Plan Review Fees - Residential (Alterations/Basement Finish)

Non-Structural	\$50.00
Structural Changes & Egress Changes	\$65.00
Structural/Decks	\$25.00

Plan Review Fees - Commercial (New Structures & Additions, Non-Industrial)

0 - 2,500 Square Feet	\$385.00
2,501 - 4,500 Square Feet	\$650.00
4,501 - 10,000 Square Feet	\$1,300.00
10,001 - 50,000 Square Feet	\$1,850.00
50,001 - 100,000 Square Feet	\$3,250.00
100,001+ Square Feet	Actual Hours Worked

Plan Review Fees - Commercial (New Structures & Additions, Industrial)

0 - 100,000 Square Feet	\$600.00
100,001+ Square Feet	Actual Hours Worked

Plan Review Fees - Commercial Tenant Finish

Non-Structural Finish	\$150.00
Structural Finish	\$200.00

Development (Continued)

Merchant Use of Downtown Sidewalk

Sidewalk Café Permit	\$50.00 / Year
Downtown Sidewalk Sign Deposit	\$50.00

Temporary Signs

Downtown Banners — Each	\$25.00
Flexible Materials	\$25.00
Rigid Materials	\$10.00
Relabeling Fee	\$5.00

Permanent Signs

Projecting or Wall	\$125.00
Ground or Roof	\$250.00
Pole	\$500.00
Replacement	\$25.00

Sign with Electronic/LED/Digital Functions

Single Color, Alphanumeric, Manual Change *	\$175.00
Single Color, Alphanumeric, Automatic Change *	\$275.00
Multiple Colors *	\$375.00

* In addition to Permanent Sign Fees

Parks and Recreation

Athletic Field Rental Fees

Practice (Without Lights)	\$15.00 Per Field / Per Hour
Practice (With Lights)	\$25.00 Per Field / Per Hour
Tournament (Without Lights)	\$150.00 Per Field / Per Day
Tournament (With Lights)	\$250.00 Per Field / Per Day
Field Dragging and Chalking for Tournaments	Included in Tournament Fee

Youth Recreation Fees

Basketball League	\$75.00 / Child
Baseball League	\$75.00 / Child
Softball League	\$75.00 / Child
T-Ball League	\$55.00 / Child
Soccer League	\$75.00 / Child
Soccer Clinic	\$55.00 / Child
Volleyball League	\$75.00 / Child

Adult Recreation Fees

Softball League	Fee Set on Annual Basis
Volleyball League	Fee Set on Annual Basis
Kickball Tournament Fee	Fee Set on Annual Basis
Gravel Grinder Bike Race — 25 Miles	Fee Set on Annual Basis
Gravel Grinder Bike Race — 50 Miles	Fee Set on Annual Basis
Gravel Grinder Bike Race — 100 Miles	Fee Set on Annual Basis
Gravel Grinder Bike Race — 200 Miles	Fee Set on Annual Basis

Park Amenities

Shelter House Fee	\$50.00 Per Day
Smith's Fork Park Scout Camping Area	\$25.00 / Night

Parks and Recreation (Continued)

Event Application Fee & Staffing Service Fees

Event Application Fee (Tournament, Green Space, Courtyard Park)	\$25.00 Per Application
City Staff Services for Non-City 1 Day Events (Trash Service & Restroom Cleaning Services)	Optional \$30.00/hour Per City Staff Member (In Addition to Event Fee)
City Staff Services for Non-City Multi-Day Events (Trash Service & Restroom Cleaning Services)	Mandatory \$30.00/hour Per City Staff Member (1 Hour Per Day Minimum) (In Addition to Event Fee)
Parade Fee (Paid By Parade Organizer)*	\$100.00/Parade + \$200.00 Damage Deposit

*Parade fees are waived for parades organized by the Smithville R-II School District. The \$200.00 damage deposit must still be paid for all parade applicants (including the School).

Courtyard Park/Downtown Space

City or City Co-Sponsor	Free
Courtyard Park Tier 1 (Category II, Public Event)	\$100.00/Day + \$200.00 Damage Deposit
Courtyard Park Tier 1 (Category II, Private Event)	\$250.00/Day + \$200.00 Damage Deposit
Street Closure (Adjacent Streets - Courtyard Park, Public)	\$125.00/Day + \$200.00 Damage Deposit
Street Closure (Adjacent Streets - Courtyard Park, Private)	\$275.00/Day + \$200.00 Damage Deposit
Street Closure (Entire Downtown, Public)	\$150.00/Day + \$200.00 Damage Deposit
Street Closure (Entire Downtown, Private)	\$300.00/Day + \$200.00 Damage Deposit

Park Green Space Use (Public Event)

Heritage Park Green Space (NE Corner)	\$100.00/Day + \$200.00 Damage Deposit
Helvey Park Green Space (West Area)	\$100.00/Day + \$200.00 Damage Deposit
Smith's Fork (N of Restroom Showers, S of Ballfields)	\$100.00/Day + \$200.00 Damage Deposit

Park Green Space Use (Private Event)

Heritage Park Green Space (NE Corner)	\$250.00/Day + \$200.00 Damage Deposit
Helvey Park Lake Green Space (West Area)	\$250.00/Day + \$200.00 Damage Deposit
Smith's Fork (N of Restroom Showers, S of Ballfields)	\$250.00/Day + \$200.00 Damage Deposit

Parks and Recreation (Continued)

Smith's Fork Campground - Items For Purchase

Campsite Rental	\$40.00 Per Night
Ice	\$4.00 Per Bag
Firewood	\$8.00 Per Bundle

Senior Center (Daily Rental)

Weekday Evening (4 PM - 11 PM)	\$100.00 + \$200.00 Damage Deposit
Weekend Full Day (9 AM - 11 PM)	\$250.00 + \$200.00 Damage Deposit

Senior Center (Reoccurring Weekly Rental)

Resident and Local Businesses	\$100.00 / Month
Non-Resident	\$250.00 / Month

Facility Rental Discounts

City Employee Rental (Senior Center, Shelters, Green Spaces: During Non-Peak Rental Times)	50% Discount + Required Deposit
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Finance

Service Fees and Charges

Credit Card Processing Fee	2.50%
Non Sufficient Funds (NSF) and Returned Items	\$30.00

Miscellaneous

Meals on Wheels	\$3.35 / Day
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Animal Control

Dog License

Spayed or Neutered	\$10.00
Unaltered	\$20.00
Replacement Tag	\$5.00

Impoundment

1st Occurance	\$25.00
2nd Occurance	\$50.00
3rd + Occurance	\$100.00
Surrender Fee (Chief of Police Permission Required)	\$150.00

Daily Caretaker Fee

Dogs at Large	\$20.00 / Day
Dogs Held For Observation	\$45.00 / Day

Adoption Fees

Dogs	\$200.00 / Dog
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Public Works (Utilities) (Continued)

Water Impact Fee

5/8 x 3/4 or 1 Inch Meter	\$3,100.00
2 Inch Meter	\$9,900.00
3 Inch Meter	\$21,660.00
4 Inch Meter	\$38,980.00
6 Inch Meter	\$86,610.00

Wastewater Impact Fee

5/8 x 3/4 or 1 Inch Meter	\$2,800.00
2 Inch Meter	\$8,960.00
3 Inch Meter	\$19,600.00
4 Inch Meter	\$35,280.00
6 Inch Meter	\$78,400.00

Other Impact/Connection Fees

North Force Main Connection Fee	\$279.00 Per Lot
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Water Service Connection Taps

3/4 Inch, 1 Inch or 2 Inch Meter	\$75.00 + Meter Supplies Fee On Request
4 Inch Meter	\$100.00 + Meter Supplies Fee On Request
6 Inch Meter	\$120.00 + Meter Supplies Fee On Request
8 Inch Meter	\$120.00 + Meter Supplies Fee On Request

Water Services

Residential Account	\$100.00
Commercial, Industrial, Homebuilder Account	\$150.00
Landlord Account	\$150.00
Temporary Hydrant Meter Deposit	\$1,500 Current Meter Replacement Cost
Temporary Hydrant Meter Deposit (Fire Hydrant)	\$500.00
Service Fee - Hydrant Meter	\$50.00

Stormwater Fees & Miscellaneous Fees

Stormwater Service Charge	\$20.00 / Month
Misc Fees - Requested Services	\$30.00 / Hour

Public Works (Utilities) (Continued)

Residential Water Fees

Water Meter Service Charge (¾" Meter)	\$12.78 / Month
Water Meter Service Charge (1" Meter)	\$12.78 / Month
Water Meter Service Charge (¾" Meter) - Senior Rate	\$11.77 / Month
Water Meter Service Charge (1" Meter) - Senior Rate	\$11.77 / Month
Water Meter Service Charge (2" Meter)	\$60.35 / Month
Water Meter Service Charge (3" Meter)	\$118.43 / Month
Water Meter Service Charge (4" Meter)	\$184.77 / Month
Water Meter Service Charge (6" Meter)	\$368.82 / Month
Water Usage Rate	\$9.04 / 1,000 Gallons
Wholesale Water Rate	\$5.40 / 1,000 Gallons
Late Penalty	10% of Past Due Amount
Reconnection Fee (Following Disconnection)	\$50.00
Reconnection Fee (Snowbird Applicants)	\$50.00
Consumption Data Log	\$100.00

Residential Wastewater Fees

Wastewater Meter Service Charge (¾" Meter)	\$18.43 / Month
Wastewater Meter Service Charge (1" Meter)	\$18.43 / Month
Wastewater Meter Service Charge (¾" Meter) - Senior Rate	\$16.02 / Month
Wastewater Meter Service Charge (1" Meter) - Senior Rate	\$16.02 / Month
Wastewater Meter Service Charge (2" Meter)	\$89.08 / Month
Wastewater Meter Service Charge (3" Meter)	\$189.20 / Month
Wastewater Meter Service Charge (4" Meter)	\$273.85 / Month
Wastewater Meter Service Charge (6" Meter)	\$545.59 / Month
Wastewater Usage Rate	\$7.69 / 1,000 Gallons
Late Penalty	10% of Past Due Amount

Public Works (Utilities) (Continued)

Commercial Water Fees

Water Meter Service Charge ($\frac{3}{4}$ " Water Meter)	\$12.78 / Month
Water Meter Service Charge (1" Water Meter)	\$20.09 / Month
Water Meter Service Charge (2" Water Meter)	\$60.35 / Month
Water Meter Service Charge (3" Water Meter)	\$118.43 / Month
Water Meter Service Charge (4" Water Meter)	\$184.77 / Month
Water Meter Service Charge (6" Water Meter)	\$368.82 / Month
Water Usage Rate	\$9.04 / 1,000 Gallons
Late Penalty	10% of Past Due Amount
Reconnection Fee (Following Disconnection)	\$50.00
Consumption Data Log	\$100.00

Commercial Wastewater Fees

Wastewater Meter Service Charge ($\frac{3}{4}$ " Water Meter)	\$18.43 / Month
Wastewater Meter Service Charge (1" Water Meter)	\$29.29 / Month
Wastewater Meter Service Charge (2" Water Meter)	\$89.08 / Month
Wastewater Meter Service Charge (3" Water Meter)	\$189.20 / Month
Wastewater Meter Service Charge (4" Water Meter)	\$273.85 / Month
Wastewater Meter Service Charge (6" Water Meter)	\$545.59 / Month
Wastewater Usage Rate	\$7.69 / 1,000 Gallons
Late Penalty	10% of Past Due Amount

State Department of Natural Resources Fees

Monthly State Fees - Accounts With Sewer

Monthly State Fees (\leq 1" Meter)	\$0.50 / Month
Monthly State Fees ($>$ 1" and \leq 2" Meter)	\$2.00 / Month
Monthly State Fees ($>$ 2" and \leq 4" Meter)	\$9.41 / Month
Monthly State Fees ($>$ 4" Meter)	\$18.91 / Month

Monthly State Fees - Accounts Without Sewer

Monthly State Fees (\leq 1" Meter)	\$0.44 / Month
Monthly State Fees ($>$ 1" and \leq 2" Meter)	\$1.75 / Month
Monthly State Fees ($>$ 2" and \leq 4" Meter)	\$8.50 / Month
Monthly State Fees ($>$ 4" Meter)	\$16.50 / Month

Public Works (Streets)

Excavation Fees

One Time (Non-Franchise) ROW Excavation Permit	\$20.00 Permit + Calculated Cost of Street Cut*, Curb Cut, and Sidewalk Cut
Annual Excavation Permit (Paid By Franchises of Facilities Within the ROW)	\$250.00 Permit + Calculated Cost of Street Cut*, Curb Cut, and Sidewalk Cut
	*\$20.00 Minimum Cost for any size Street Cut

Sanitation

Trash & Recycling Fees

Regular Residential Trash & Recycling	\$19.29 / Month
Senior Discount (Available To Ages 65 and Older)	\$16.40 / Month (15% Discount Off Regular Monthly Rate)
Additional Cart — Each	\$10.00 / Month
Residential Yard Waste (Resident Must Opt-In)	Included In Residential Trash Fee
Late Penalty	10% of Past Due Amount