



Board of Aldermen Request for Action

MEETING DATE: 11/5/2024

DEPARTMENT: Public Works

AGENDA ITEM: Resolution 1419, Adopting an amendment to the Schedule of Fees

REQUESTED BOARD ACTION:

Motion to approve Resolution 1419, adopting an amendment to the City's Schedule of Fees.

SUMMARY:

At the Board meeting on October 15 the Board approved Resolution 1141 adopting amendments to the Schedule of Fees.

During the Work Session on October 15, staff presented an additional recommendation to the schedule of fees for street excavations greater than 1,000 square feet to be charged at a rate of \$5 per square foot. Attached is the staff report.

PREVIOUS ACTION:

The Board of Alderman approved changes to the Schedule of Fees as a part of the FY2025 Budget process in Resolution 1411 on October 15, 2024.

POLICY ISSUE:

Infrastructure maintenance

FINANCIAL CONSIDERATIONS:

Schedule of Fees revisions will provide necessary revenue support for program expenditures.

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Staff Report
Schedule of Fees | |

RESOLUTION 1419

A RESOLUTION ADOPTING AN AMENDMENT TO THE CITY'S 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 outlines fees and charges pertaining to Water and Wastewater Utility Rates, Police Department Fees, Development Department Fees, Park and Recreation Fees, Public Works (Street Division) Fees, and Monthly Solid Waste Fees; and

WHEREAS, City staff presented an amendment to the excavation fee for street excavations of 1,000 square feet or greater at the Board of Alderman's work session on October 15, 2024; 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:

One Time Non-Franchise Right-of-Way Excavation Permit Fee

- Permit Fee: \$20 + Calculated cost of excavation
 - Street Cut: \$20 / square foot
 - Curb Cut: \$15 / square foot
 - Sidewalk Cut: \$10 / square foot

Annual Excavation Permit fee for franchises and owners of facilities that maintain more than 1,000 lineal feet of facilities within the public right-of-way:

- Permit Fee: \$250 + Calculated cost of excavation
 - Street Cut: \$20 / square foot
 - Curb Cut: \$15 / square foot
 - Sidewalk Cut: \$10 / square foot

For Street excavations that exceed a total area of 1,000 square feet or more the Street Cut fee will be \$5 / square foot

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 November 5, 2024, by the City.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 5th day of November, 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



FY2025 Proposed Comprehensive Listing Schedule of Fees



Prepared by the Finance and Administration Departments



COMPREHENSIVE SCHEDULE OF FEES - TABLE OF CONTENTS

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COMPREHENSIVE SCHEDULE OF FEES

Administration

Occupational License

Annual Fee \$75.00 / 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

Officer Hourly Services — 4 Hours Minimum	\$60.00 / Hour
* Excludes School Districts	
Sergeant Hourly Services — 4 Hours Minimum **	\$80.00 / Hour
* Excludes School Districts	
Fingerprinting Card	\$10.00 / Per Card
Police Report***	\$10.00 / Report
Copy of Video — Cloud Link****	\$10.00 / Video**

*School District exception is the 4 hour minimum, not the rate.

**Sergeant is mandatory when officer needs of 5 or more are required

***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.

****Due to video upload constraints and cost, video provision via external storage (i.e. USB/DVD) is not available.

Zoning

Rezoning - Residential	\$250.00
Rezoning - All Others	\$250.00
Site Plan Review Application	\$250.00
Conditional Use Permit	\$500.00 + Individual Projection Requirements

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
Minor Plats	\$35.00
Single-Phase Subdivisions	\$500.00

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

Development (Continued)

Mechanical Permits (Continued)

Fixtures — Each	\$5.00
Water Heater — Commercial	\$10.00
Boiler	\$5.00
Furnace	\$5.00
Forced Air	\$5.00
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

Development (Continued)

Electrical Permits (Continued)

Service (401 Amp to 600 Amp)	\$40.00
Service (Over 600 Amp)	\$75.00
New Service	\$25.00

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

Merchant Use of Downtown Sidewalk

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

Development (Continued)

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 Program 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
Little Hoopster League	\$55.00 / Child

Adult Recreation Program Fees

Softball League	Fee Set on Annual Basis
Volleyball League	Fee Set on Annual Basis
Kickball Tournament Fee	Fee Set on Annual Basis
Pickleball	Fee Set on Annual Basis
Adult Non-Sport Programming	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 and special event fees are waived for the Smithville R-II School District and Smithville Main Street District. The \$200.00 damage deposit must still be paid for all parade applicants.

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

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 (Weekend Rental)

Half Day Morning (9:00 AM - 3:00 PM)	\$125.00 + \$200.00 Damage Deposit
Half Day Evening (4:00 PM - 11:00 PM)	\$125.00 + \$200.00 Damage Deposit
Weekend Full Day (9:00 AM - 11:00 PM)	\$250.00 + \$200.00 Damage Deposit

Senior Center (Weekday Rental)

Half Day Evening (4:00 PM - 11:00 PM)	\$100.00 + \$200.00 Damage Deposit
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Senior Center (Reoccurring Weekly Rental)

Resident and Local Businesses (Monday - Thursday)	\$100.00 / Month + \$200.00 Damage Deposit
Non-Resident (Monday - Thursday)	\$250.00 / Month + \$200.00 Damage Deposit

Facility Rental Discounts

City Employee Rental (facilities and programs)	50% Discount + Required Deposit
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Service Fees and Charges

Credit Card Processing Fee	2.50%
Online Credit Card Processing Fee	2.50% + \$1.25
Non Sufficient Funds (NSF) and Returned Items	\$30.00

Miscellaneous

Meals on Wheels	\$3.35 / Day
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Animal Control

Dog Licenses

Annual Spayed or Neutered	\$10.00
Annual Unaltered	\$20.00
Two-Year Spayed or Neutered*	\$20.00
Two-Year Unaltered*	\$40.00
Three-Year Spayed or Neutered*	\$30.00
Three-Year Unaltered*	\$60.00
Replacement Dog Tag	\$5.00

*Multi-year dog licenses shall only be issued to applicants who also have a valid multi-year vaccine certificate. Consult your veterinarian for details on the availability of a multi-year vaccine.

Impoundment

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

Daily Caretaker Fee - Dog Pound

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)

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 (in addition to impact fees)
Stonebridge Connection Fee	\$3,900.00 Per GPM (total, no additional impact fees)

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

Utility Billing Services Deposit

Residential Account	\$100.00
Commercial, Industrial, Homebuilder Account	\$150.00
Landlord Account	\$150.00
Temporary Hydrant Meter Deposit	Current Meter Replacement Cost
Temporary Hydrant Meter Deposit (Fire Hydrant)	\$500.00
Service Fee - Hydrant Meter (3 Weeks of Use)	\$50.00

Public Works (Utilities) (Continued)

Stormwater Fees & Miscellaneous Fees

Stormwater (Sump Pump) Service Charge	\$20.00 / Month
Misc Fees - Requested Services	\$30.00 / Hour

Residential Water Fees

Water Meter Service Charge (¾" Meter)	\$16.91 / Month
Water Meter Service Charge (1" Meter)	\$16.91 / Month
Water Meter Service Charge (¾" Meter) - Senior Rate	\$14.38 / Month
Water Meter Service Charge (1" Meter) - Senior Rate	\$14.38 / Month
Water Meter Service Charge (2" Meter)	\$79.81 / Month
Water Meter Service Charge (3" Meter)	\$156.62 / Month
Water Meter Service Charge (4" Meter)	\$244.36 / Month
Water Meter Service Charge (6" Meter)	\$487.76 / Month
Water Usage Rate	\$11.96 / 1,000 Gallons
Wholesale Water Rate*	\$7.14 / 1,000 Gallons
Late Penalty	10% of Past Due Amount
Reconnection Fee (Following Disconnection of Service)	\$50.00
Reconnection Fee (Snowbird Applicants)	\$50.00
Consumption Data Log	\$100.00

*Water is sold to PWSD #8 at the Rate Per 1,000 Gallons Listed Above (Per the Most Current Contract With PWSD #8).

Residential Wastewater Fees

Wastewater Meter Service Charge (¾" Meter)	\$24.37 / Month
Wastewater Meter Service Charge (1" Meter)	\$24.37 / Month
Wastewater Meter Service Charge (¾" Meter) - Senior Rate	\$20.71 / Month
Wastewater Meter Service Charge (1" Meter) - Senior Rate	\$20.71 / Month
Wastewater Meter Service Charge (2" Meter)	\$117.81 / Month
Wastewater Meter Service Charge (3" Meter)	\$250.22 / Month
Wastewater Meter Service Charge (4" Meter)	\$362.17 / Month
Wastewater Meter Service Charge (6" Meter)	\$721.55 / Month
Wastewater Usage Rate	\$10.17 / 1,000 Gallons
Late Penalty	10% of Past Due Amount

Public Works (Utilities) (Continued)

Non-Resident (Outside City Limit) Customers*

Sewer Only (Outside City Limit) Customers	\$92.61 / Month
Water Only (Outside City Limit) Customers	\$25.37 / Monthly + \$17.94 / 1,000 Gallons
Water Only (Outside City Limit) Customers - Senior Rate	\$21.56 / Monthly + \$17.94 / 1,000 Gallons

*This Rate is Set By City Ordinance No. 3208-23, Section 705.040.

Commercial Water Fees

Water Meter Service Charge ($\frac{3}{4}$ " Water Meter)	\$16.91 / Month
Water Meter Service Charge (1" Water Meter)	\$26.57 / Month
Water Meter Service Charge (2" Water Meter)	\$79.81 / Month
Water Meter Service Charge (3" Water Meter)	\$156.62 / Month
Water Meter Service Charge (4" Water Meter)	\$244.36 / Month
Water Meter Service Charge (6" Water Meter)	\$487.76 / Month
Water Usage Rate	\$11.96 / 1,000 Gallons
Late Penalty	10% of Past Due Amount
Reconnection Fee (Following Disconnection)	\$50.00
Consumption Data Log Request	\$100.00

Commercial Wastewater Fees

Wastewater Meter Service Charge ($\frac{3}{4}$ " Water Meter)	\$24.37 / Month
Wastewater Meter Service Charge (1" Water Meter)	\$38.73 / Month
Wastewater Meter Service Charge (2" Water Meter)	\$117.81 / Month
Wastewater Meter Service Charge (3" Water Meter)	\$250.22 / Month
Wastewater Meter Service Charge (4" Water Meter)	\$362.17 / Month
Wastewater Meter Service Charge (6" Water Meter)	\$721.55 / Month
Wastewater Usage Rate	\$10.17 / 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)

One Time Non-Franchise Right of Way Excavation Permit **Excavation Fees**

Permit Fee	\$20.00 + Calculated Cost of Excavation
Street Cut**	\$20.00 / Square Foot
Curb Cut	\$15.00 / Square Foot
Sidewalk Cut	\$10.00 / Square Foot
One-Time (Non-Franchise) ROW Excavation Permit	\$20.00 Permit + Calculated Cost of Street Cut*, Curb Cut, and Sidewalk Cut

Annual Excavation Permit*

Permit Fee	\$250.00 + Calculated Cost of Excavation
Street Cut**	\$20.00 / Square Foot
Curb Cut	\$15.00 / Square Foot
Sidewalk Cut	\$10.00 / Square Foot

* Annual Excavation Permit fee for franchises and owners of facilities that maintain more than 1,000 lineal feet of facilities within the public right-of-way

Annual Excavation Permit (Paid By Franchises of Facilities Within the ROW)	\$250.00 Permit + Calculated Cost of Street Cut*, Curb Cut, and Sidewalk Cut
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~~*\$20.00 Minimum Cost for Any Size Street Cut~~

** For Street excavations that exceed a total area of 1,000 square feet or more the Street Cut fee will be \$5.00 / square foot

Sanitation Fees

Trash & Recycling Fees

Regular Residential Trash & Recycling	\$21.07 / Month
Senior Discount (Available To Ages 65 and Older)	\$17.91 / Month
d	\$10.00 / Month
Residential Yard Waste (Resident Must Opt-In)	Included In Residential Trash Fee
Extra Trash Bag Tags - Each Tag	\$1.50 Per Tag
Extra Trash Bag Tags - Sheet of 5 Tags	\$6.50 Per Sheet
Late Penalty	10% of Past Due Amount