



**MEMORANDUM**

**DATE:** November 18, 2019

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Julie Hanson, City Clerk

**SUBJECT:** Draft 2020 Fee Schedule

Budgeted Amount:	Actual Amount:	Funding Source:
\$	\$	\$

**Council Should Consider**

Providing feedback on the proposed 2020 draft fee schedule.

**Background/Discussion**

The City Council annually establishes a fee schedule for administrative, building construction, liquor licensing, copying of maps and ordinances, park and recreation facility usage, planning and zoning, utilities, business licenses, utility fees, and other miscellaneous permits and penalties that are enforced by the City.

Below is a recap of the fee schedule changes in 2019:

**Changes in 2019:**

- Language added regarding private activity bonds
- Building permit fees (based on 2018 Minnesota State Statute 326B.153)
- Parks and Recreation – increases in fees to lighted ball field rentals, warming house/ice rink rental, picnic pavilion rentals, picnic table rentals and community garden plots, City Hall room rental fees. Changes also included the addition of a non-resident charge for picnic shelter rentals
- Public Works/Engineering – New section for right-of-way and erosion control permit fees was added
- Utility Use Charges – 6.5% increase in utility rates and a 1% increase to the surface water charge per quarter.
- Utility Hookup Charges – Increase for 5/8” and 1” water meter and increase to the City’s water availability charge (WAC) and sewer availability charge (SAC) fees
- Clarifying language added regarding winter averaging for sewer usage
- Recycling – increased fees for curbside and non-curbside recycling
- Some miscellaneous changes include removing casual roadside stands as this type is addressed elsewhere (solicitor/transient merchant/peddler) and increase to illegal tobacco sales fees for first and second offenses.

Changes to the Fee Schedule are being recommended and are noted in red print on the attached draft 2020 Fee Schedule. Explanations for the proposed changes are provided below.

### **Building Construction (Sec. II)**

Building permit fees shall be established according to the 2019 Minnesota State Statute 326B.153. Other changes include implementing various escrow fees to cover multiple inspections. These fees help to ensure protection of the road and curb, marking and staking of sanitary and water services and cleanup costs. The new Temporary Certificate of Occupancy escrow fee will cover non-completed items such as seed, sod, landscaping, trees, as-built grading surveys, driveway and sidewalk installation, curb cut modifications, curb stop, site clean-up, and storm water. Staff also recommends that payment equaling half of the plan review fee for commercial building permits be collected at the time of permit submittal and be non-refundable in order to cover time expended by staff in performing plan review if the job were to be cancelled. Other changes include increases to the City's minimum plumbing and mechanical permit fees.

The State Electrical Inspector, Pete Tokle, has increased all fees (for all of his contracted cities). Note that electrical fees have not increased since 2015.

### **Parks & Recreation (Sec. V)**

Staff recommends increases to various field rentals to help cover the cost of maintenance workers that prep the space.

Clarifying language added regarding warming house rental/ice rink non-public use rental hours to state "unless authorized by City staff". This change is recommended as the Parks and Recreation Department have received rental requests during normal skating hours. If the rental form is approved appropriate signage will be posting informing residents.

Fees for the pavilions and shelters were listed as per day instead of per time slot. This is updated as the City now has two timeslots available for rentals: 11 am – 4 pm / 5 pm – 10 pm.

City Garden Plot fees increased based on plot size and surrounding communities.

City Hall room rentals and normal business hours versus non-business hour and weekend rentals are more clearly defined with corresponding fees to keep competitive with surrounding communities. The damage deposit should also be increased.

### **Planning and Zoning (Sec. VI)**

City Planning staff collected data from adjacent cities (Roseville, Mounds View, New Brighton, Shoreview and Vadnais Heights). Data collected showed that the existing fees were generally \$50 to \$100 less than adjacent communities. Staff is proposing minor adjustments to the land use fees in order to be more consistent with adjacent communities. In addition, staff is requesting to increase the escrow security amounts to cover the increased consulting costs. In 2016, the Community Development Department adopted an escrow-based approach to land use application escrows. The intent of the escrow-based approach is to utilize escrow submitted by the applicant to pay for costs related to staffs reviewing and processing of an application. Charges to the escrow include planning and engineering staff time, City attorney and consulting fees, and mailing costs. Staff also recommends implement a Commercial Parking Lot Resurfacing charge of \$100.

**Public Works/Engineering (Sec. VII)**

No changes, just language clean up.

**Utility Hookup Charges (Sec. VIII)**

No changes, just language clean up.

**Miscellaneous Retail Activity (Sec. IX)**

Staff would like to discuss courtesy bench charges in order to obtain clarification (or potential removal) of this fee.

**Miscellaneous Fees/Permits (Sec. XI)**

Staff would like to the \$40.00 miscellaneous permit fee in order to obtain clarification (or potential removal) of this fee.

**Utility Use Charges (Sec. XIV)**

Staff proposes a 3% increase to water, 6.5% increase to sewer and 3% increase to storm charges.

Under Sanitary Sewer Per Quarter, staff recommends clarifying language as follows: A Winter Averaging minimum will be set using a standard usage of 100 gallons per day based on a 30 day month: 100 gallons x 30 days x 3 months = 9,000 gallons per quarter. For April to December quarterly sewer billings, residential usage will be based on the lesser of actual consumption or 9,000 gallons for those customers that were assigned the minimum amount. Customers that have a Winter Average amount greater than 9,000 gallons will be billed on the lesser of actual consumption or their Winter Average consumption. Customers not connected to City water will be billed on 9,000 gallons each quarter.

Please note that a new fine for non-essential usage has been created as a result of the Critical Water Deficiency Ordinance that was tabled at the November 12, 2019 meeting. This fee will be \$300 per day. The City Attorney has been consulted regarding implementation of this fee and is in agreement with the proposed amount.

**Recycling Fee (Sec. XV)**

The City Council approved an increase to recycling fees per Resolution 2019-038 adopted on November 12, 2019 as follows: \$53.00 per residential parcel with curbside recycling and \$3.50 per residential parcel without curbside recycling.

**Attachments**

Attachment A: Redlined Version of Draft Ordinance 2019-009 – Appendix A – 2020 Fee Schedule