Brighton

Proposed Amendments to the City's Adopted Fee Resolution

City Council – July 18, 2023

City Staff Representatives: Holly Prather, *AICP, Community Development Director*
Scott Olsen, *Interim Director of Utilities*

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Purpose

- The Community Development Department, along with the Utilities Department are seeking to amend fees to recoup the cost of services and to clarify when fees apply and to better correlate to what they apply to.

- These amendments are proposed to take effect on the "Go-Live" date of the city's new on-line permitting and inspection software (anticipated "Go-Live" date of August 1, 2023).

Background

- As previously directed by the City Council, the Departments are committed to ensuring that development is paying its own way and that the fee resolution aligns with the fees that will be charged through the city's new on-line permitting and inspection software.

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Proposed Community Development Department Fee Amendments:

- In accordance with Ordinance No. 2409, which restricts water usage in the city and particularly, prohibits sod installation between May 1st to September 30th:

  o The department is proposing a refundable fee of $1,900.00 per residential unit for single-family attached and detached homes.

  o For multi-family, commercial, and industrial projects, the fee will be based on an estimated cost to complete any outstanding landscaping. As noted, this is a refundable fee and the city would refund any funds submitted by the builder once an inspection, ensuring the landscaping was completed, was approved by city staff.

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Proposed Community Development Department Fee Amendments (Continued):

- Additionally, the department is seeking to clarify when the permit plan review fees are paid i.e., at the time of issuance and to clarify that both single-family detached and attached homes are eligible for a reduced plan review rate; currently, the code only notes this as an option for single-family detached homes.

- The department is also seeking to add the ability to pay for permits and/or licenses processed through the city's new on-line permitting and inspection software via e-check for $2.25 per transaction.

- Lastly, the department is seeking to clarify that any permits or licenses processed through the city's new on-line permitting and inspection software will be charged a 2.99% credit card convenience fee and a $0.99 transaction fee (in accordance with the contract via the payment processing vendor). The current fee resolution currently has a 2.9% rate with no transaction fee and states that it is charged to "building permits"; however, there are various types of permits and licenses that are not strictly "building permits" and these will be processed online as well.

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Proposed Utilities Department Fee Amendments:

- The department is proposing to:

  o Increase the cost of Erosion and Sediment Control (ESC) fees to better align with the costs incurred by the review of the plans and to perform the necessary inspections;

  o Add a "Water Meter Inspection Fee" and a re-inspection fee as city staff often has to go back out into the field to re-inspect the meter pit as they often tend to be damaged during the construction process; and

  o Increase the "Water Meter" fee due to the actual cost borne by the city to purchase the meters.

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Options for City Council

❑ Approve the Fee Resolution as drafted;

❑ Request modifications be made to the draft Fee Resolution; or

❑ Not approve the draft Fee Resolution.

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APPENDIX: Proposed Utilities Department Fee Breakdown

Fee Resolution Amendment - Utilities Proposed Changes

ESC Permit Fees	Existing Fee	Proposed Fee	Length of Inspection (hours)	Justification
<1 acre	$ 50.50	$ 350.00	0.33	
1 to <5 acres	$ 60.50	$ 375.00	0.5	
5 to <10 acres	$ 100.50	$ 500.00	0.67	The middle of the hourly range for a stormwater inspector is $31.85. The ESC permit fee must cover two inspections (one initial and one follow-up) per month, bringing this to a total
10 to <20 acres	$ 150.50	$ 625.00	0.83	of 24 inspections annually. Any inspection beyond the two per month will be charged at a rate of $250.00 per inspection per City Code. Not only does this cover the inspection costs,
20+ acres	$ 250.50	$ 750.00	1	but is used as an enforcement mechanism under our MS4 permit. vehicle and equipment costs have not been included in the proposed fee to keep the fee similar to other jurisdictions. For example, $31.85 X 0.33 hours X 24 = $245.92. All proposed fees have been rounded to the nearest $25.
Water Meter Fees	**Existing Fee**	**Proposed Fee**	**Length of Inspection (hours)**	**Justification**
Water Meter Inspection Fee	N/A	$ 50.00	1	This fee is currently not set in the Fee Resolution or in City Code. The middle of the hourly range for a Utility Maintenance Operator (I, II and III) is $25.68. The Operator must go to the location once to set the meter and once to ensure there is no damage to the meter pit (City property) after construction is complete. Each of these tasks takes one half hour. The proposed fee includes vehicle and equipment costs per FEMA guidelines. For example, ($25.68 X 1 hour) + (19.87 truck rate/hour X 1 hour) = 45.55. This has been rounded to the nearest $25.
Water Meter Fee - 1/2"	$ 280.83	$ 324.16	N/A	
Water Meter Fee - 1"	$ 347.70	$ 474.65	N/A	
Water Meter Fee - 1 1/2"	$ 340.00	$ 374.00	N/A	
Water Meter Fee - 2"	$ 955.40	$ 1,050.97	N/A	This is the current cost to purchase the meter, ERT and ERT hanger, plus 10 percent to ensure our costs are covered for shipping and/or pick-up at distribution.
Water Meter Fee - 3"	$ 1,680.50	$ 1,949.20	N/A	
Water Meter Fee - 4"	$ 2,640.50	$ 2,877.05	N/A	
Water Meter Fee - 6"	$ 4,426.50	$ 4,041.65	N/A	
Water Meter Re-Inspection Fee	N/A	$ 100.00	N/A	This is the cost of the original inspection, plus $50 for enforcement purposes.

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