

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 07 / 13 / 17

Date of meeting 07 / 19 / 17

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

CITY FINANCE DIRECTOR/TREASURER, SHANNON SYTH

Address: 1123 Lake Street

Phone number and email address: ssyth@sandpointidaho.gov

Authorized by: Shannon Syth

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Annual Review of City Fees and any proposed changes

Summary of what is being requested: To set a public hearing for those fees that are NEW or

increasing more than 5%. To adopt these fees and the fees that are increasing less than 5% or

decreasing. Effective date is immediate, except moorage fees which will be effective 10/1/2017.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? **Yes or No**

If yes, in what way? The increase in fees will support the incremental increase of providing services to the community Sandpoint.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

The public

No

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan:

The public will have an opportunity to testify at the public hearing for any new fees or any fees that have increased more than 5%.

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

5. Have all the affected departments been informed about this agenda item? **Yes or No**

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

CITY OF SANDPOINT AGENDA REPORT

DATE: July 14, 2017

TO: MAYOR AND CITY COUNCIL

FROM: City Treasurer Shannon Syth/ Sarah Lynds

SUBJECT: Annual Review of City Fees

DESCRIPTION/BACKGROUND: Many years ago, the City Council asked to annually review all the City Fees, not just the fees were changes are proposed. You will find included in this packet a listing of all City Fees.

The yellow column is where changes are being proposed. At this time, the proposed changes are;

New Fees –

Business License Update fee – \$25 fee to change/update a current business license, effective immediately. Currently, these changes require a new \$50.00 licensing fee.

Community Hall Key Deposit - \$100 to cover the costs of rekeying the locks on the doors if it is lost. This is refundable when the key is returned, effective October 1, 2017

Background Check for Pawn Licensee - \$60 to be consistent with our background check fee for taxi cabs, effective October 1, 2017

Mechanical Permit fees – old fee structure has been replaced with a new fee structure consistent with the State and easier to understand for contractors, effective October 1, 2017

Hydrant Permit fees – adjusted to include usage rates per 1,000 gallons for ‘In Town’ and ‘Out of Town’, effective immediately.

Proposed Fee Changes –

Community Hall Rental fees – rate structure has been changed to accommodate the new ‘Rec 1’ software that works on base fees with percentage (%) increases and discounts based on type of rental. Non-profit rental use fees for free to the public events are reduced from the base fee by 40%. Commercial and all other Non-profit events the rental use fee is 150% of base.

Deposit for serving beer and wine has been reduced to charging only the non-refundable portion of the current fee, effective October 1, 2017

Other fees have been deleted due to non-use.

Memorial Field Event – per ticket fee

Lake Pend Oreille School District (LPO) Events - \$1.00 per ticket to supplement the cost of maintenance and rejuvenation of the field after use.

Non-LPO Events - \$1.25 per ticket to supplement the cost of maintenance and rejuvenation of the field and amenities of the park after substantial use of Memorial Field and use of public safety.

Field use - per team, per league, per season fee is reflecting a proposed increase of an 8% or \$2.00 to supplement the increased cost of administering the program and wear and tear on the facilities/fields, effective October 1, 2017

Moorage fees - is reflecting a proposed increase of 5% to 11% to supplement the costs for maintenance and replacement of infrastructure, effective October 1, 2017.

Parks Special Event/Commercial Event - fees are reflecting a proposed increase of 8%-10% to help supplement the administrative costs of the program, effective October 1, 2017.

Parks Picnic Shelters, Volleyball/Tennis/Basketball Courts, Sports Camps - Team fees for Sports tournaments and single participant fee for youth sports are reflecting a proposed increase of 8% to 20% to cover the replacement of facilities/fields. Also increased fee for maximum charge to accommodate the addition of a fourth volley ball court, effective October 1, 2017.

Lot Line Adjustment - fee is reflecting a proposed increase of 42% to cover the increased cost for processing, effective October 1, 2017.

Garbage Pickup Services – Rates increase from 5% to a 45% to accommodate CPI increases from the contracted vendor and to address increased administrative costs, October 1, 2017.

STAFF RECOMMENDATION: To approve the Proposed Fee Changes AND to set a public hearing on August 16th for the NEW fees.

ACTION: To approve the Proposed Fee Changes with requested effective dates AND to set a public hearing to the NEW fees.

WILL THERE BE ANY FINANCIAL IMPACT? YES

HAS THIS ITEM BEEN BUDGETED? YES

ATTACHMENTS: City Fee Schedule and listing of proposed NEW fees and changes to existing fees.

Sandpoint City Fees

PROPOSED FEE SCHEDULE		CURRENT	PROPOSED	% CHANGE	EFFECTIVE DATE
Business License					
Business License Change/Update			\$ 25.00	NEW	Immediately
Rents and Royalties					
Community Hall Rental					
Key Deposit	Refundable		100.00	100%	October 1, 2017
Main room	per hour	\$ 35.00	40.00	14%	October 1, 2017
Scout room	per hour	\$ 25.00	30.00	20%	October 1, 2017
Entire facility	per hour	\$ 60.00	65.00	8%	October 1, 2017
	Maximum charge per day	\$ 300.00	320.00	7%	October 1, 2017
Non-profits - free event, open to public					
	Main room per hour	\$ 20.00	16.00	-20%	October 1, 2017
	Scout room per hour	\$ 10.00	12.00	20%	October 1, 2017
	Entire facility per hour	\$ 30.00	26.00	-13%	October 1, 2017
	Maximum charge per day	\$ 100.00	128.00	28%	October 1, 2017
Commercial use and non-profit - all three rooms					
	per hour	\$ 75.00	97.50	30%	October 1, 2017
	per day	\$ 400.00	480.00	20%	October 1, 2017
Deposit for beer/wine served - non-refundable		\$ 350.00	200.00	-43%	October 1, 2017
Field Use					
Per team	per league, per season	\$ 25.00	27.00	8%	October 1, 2017
Memorial Field					
ticket price per person for LPO events at Memorial Field		\$ 1.00		NEW	October 1, 2017
ticket price per person for non-LPO events at Memorial Field			\$ 1.25	100%	October 1, 2017
Moorage					
Moorage Waiting List	annual - non refundable	\$ 20.00	21.00	5%	October 1, 2017
Moorage - Visitor					
Moorage 20'	per day	\$ 20.00	24.00	20%	October 1, 2017
Moorage 30'	per day	\$ 26.00	28.00	8%	October 1, 2017
Moorage 35'	per day	\$ 30.00	32.00	7%	October 1, 2017
Moorage - City Residents					
Moorage 20' City Beach - per dock ft (floating dock)		\$ 28.96	30.55	5%	October 1, 2017
Moorage 24' Windbag 100 dock per dockft (fixed dock)		\$ 22.02	23.22	5%	October 1, 2017
Moorage 20' Windbag 200 dock per dock ft. (floating dock)		\$ 27.59	30.55	11%	October 1, 2017
Moorage 24' Windbag 200 dock per dock ft (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 24' Windbag 300 dock per dock ft. (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 24' Windbag 400 dock per dock ft. (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 24' Windbag 500 dock per dock ft (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 24' Windbag 600 dock per dock ft (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 24' Windbag 700 dock per dock ft (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 30' City Beach per dock ft (floating dock)		\$ 30.60	32.28	5%	October 1, 2017
Moorage 30' Windbag 600 dock per dock ft (floating dock)		\$ 27.59	29.11	6%	October 1, 2017
Moorage 35' City Beach per dock ft (floating dock)		\$ 30.60	32.28	5%	October 1, 2017
Laser Deck - Windbag Laser & Sunfish		\$ 154.00	163.00	6%	October 1, 2017
Hobie Deck - Windbag hobie / thistle, etc.		\$ 300.00	317.00	6%	October 1, 2017
Moorage - Non-City Residents					
Moorage 20' City Beach - per dock ft (floating dock)		\$ 36.20	38.19	5%	October 1, 2017
Moorage 24' Windbag 100 dock per dockft (fixed dock)		\$ 27.52	29.03	5%	October 1, 2017
Moorage 20' Windbag 200 dock per dock ft. (floating dock)		\$ 34.49	38.19	11%	October 1, 2017
Moorage 24' Windbag 200 dock per dock ft (floating dock)		\$ 34.49	36.39	6%	October 1, 2017

Sandpoint City Fees

PROPOSED FEE SCHEDULE		CURRENT	PROPOSED	% CHANGE	EFFECTIVE DATE
Moorage 24' Windbag 300 dock per dock ft. (floating dock)		\$ 34.49	36.39	6%	October 1, 2017
Moorage 24' Windbag 400 dock per dock ft. (floating dock)		\$ 34.49	36.39	6%	October 1, 2017
Moorage 24' Windbag 500 dock per dock ft (floating dock)		\$ 34.49	36.39	6%	October 1, 2017
Moorage 24' Windbag 600 dock per dock ft (floating dock)		\$ 34.49	36.39	6%	October 1, 2017
Moorage 24' Windbag 700 dock per dock ft (floating dock)		\$ 34.49	36.39	6%	October 1, 2017
Moorage 30' City Beach per dock ft (floating dock)		\$ 38.25	40.35	5%	October 1, 2017
Moorage 30' Windbag 600 dock per dock ft (floating dock)		\$ 34.49	36.39	6%	October 1, 2017
Moorage 35' City Beach per dock ft (floating dock)		\$ 38.25	40.35	5%	October 1, 2017
Laser Deck - Windbag Laser & Sunfish		\$ 192.00	203.00	6%	October 1, 2017
Hobie Deck - Windbag hobie / thistle, etc.		\$ 375.00	396.00	6%	October 1, 2017
Parks					
Park Special Events/Commercial Events per hour		\$50.00	55.00	10%	October 1, 2017
Park Special Events/Commercial Events per 8 hour event		\$300.00	330.00	10%	October 1, 2017
Picnic Shelter Use Fees					October 1, 2017
City resident	per day	\$ 50.00	55.00	10%	October 1, 2017
Non-City resident	per day	\$ 60.00	65.00	8%	October 1, 2017
Sand Volleyball Courts					
per court charge	per hour	\$5.00	6.00	20%	October 1, 2017
maximum charge for all three four courts combined per day		\$ 100.00	144.00	44%	October 1, 2017
maximum charge per camp, per day		\$ 100.00	110.00	10%	October 1, 2017
team fee	per team	\$ 25.00	27.00	8%	October 1, 2017
Tennis Courts	per unit	\$ 5.00	6.00	20%	October 1, 2017
Basketball Courts	per unit	\$ 5.00	6.00	20%	October 1, 2017
City resident	Single Participant Fee	\$ 30.00	33.00	10%	October 1, 2017
Non-City resident	Single Participant Fee	\$ 35.00	38.00	9%	October 1, 2017
License					
Background check for pawn licensee			60.00	NEW	Immediately
Planning					
Lot Line Adjustment		\$ 265.00	375.00	42%	Immediately
Permits					
Residential Mechanical Permit		\$ 35.25	0.00	-100%	October 1, 2017
New: Single Family Dwelling, including all buildings with HVAC being constructed on each property.					
Gas Permits					
-Up to 1,500 sq. ft.			130.00	NEW	October 1, 2017
-1,501 to 2,500 sq. ft			195.00	NEW	October 1, 2017
-2,501 to 3,500 sq. ft.			260.00	NEW	October 1, 2017
-3,501 to 4,500 sq. ft			325.00	NEW	October 1, 2017
-Over 4,500 sq. ft.		plus \$65.00 for each additional 1,000 sq. ft. or portion thereof	325.00	NEW	October 1, 2017
New: Multi-Family Dwelling					October 1, 2017
-Duplex			260.00	NEW	October 1, 2017
-Three or more multi-family units per building plus \$65.00 per unit			130.00	NEW	October 1, 2017
Existing Residence	plus \$10 per piece of additional HVAC equipment		65.00	NEW	October 1, 2017
Detached Shop	plus \$10 per piece of additional HVAC equipment		65.00	NEW	October 1, 2017
Hydrant Permit					
3-inch adapter & meter		\$ 25.00			
In Town - plus consumption of per 1,000 gallons			3.73	NEW	October 1, 2017
Out of Town - plus consumption of per 1,000 gallons			4.66	NEW	October 1, 2017

Sandpoint City Fees

PROPOSED FEE SCHEDULE		CURRENT	PROPOSED	% CHANGE	EFFECTIVE DATE
3/4 - inch adapter and meter		\$ 15.00			
In Town - plus consumption of per 1,000 gallons			3.73	NEW	October 1, 2017
Out of Town - plus consumption of per 1,000 gallons			4.66	NEW	October 1, 2017
Utility Billing					
Garbage Pick-up Rates					
64 gallon cart	Residential	\$ 10.31	15.00	45%	October 1, 2017
32 gallon cart	Residential	\$ 9.26	12.00	30%	October 1, 2017
96 gallon cart	Residential	\$ 8.23	9.00	9%	October 1, 2017
64 gallon cart	Senior Citizen Reduced Billing (SCRUB)	\$ 6.19	9.00	45%	October 1, 2017
32 gallon cart	Senior Citizen Reduced Billing (SCRUB)	\$ 5.56	7.20	29%	October 1, 2017
each	Senior Citizen Reduced Billing (SCRUB)	\$ 4.40	5.40	23%	October 1, 2017
special assistance	Extra cans	\$ 1.35	1.39	3%	October 1, 2017
	Roll-out cart over 15 feet	\$ 2.10	2.16	3%	October 1, 2017
Miscellaneous Utility Fees					
	Seasonal Off/on (more than 30 days)	\$ 200.72	210.00	5%	October 1, 2017
	After hours fee	\$ 40.00	45.00	13%	October 1, 2017
	Returned Check Fee	\$ 25.00	20.00	-20%	October 1, 2017