

CITY OF SPRINGFIELD, MISSOURI

EVALUATION OF CHARGES FOR MUNICIPAL SERVICES

BASED ON 2017 FISCAL YEAR ACTIVITY

REVISED DECEMBER 13TH, 2017
BY FINANCE AND
ADMINISTRATION COMMITTEE



DEPARTMENT OF FINANCE
BUDGET AND EVALUATION

TABLE OF CONTENTS

FEE STUDY POLICY AND OVERVIEW	5
Policy Statement.....	6-7
Overview.....	8
Findings and Recommendations	9
Permit, Plan Review, and Inspection Fees Summary	10
Licensing Fees Summary.....	10
Charges for Services Summary	11
Ordinance Violations Charges Summary	11-12
Enterprise Fund Fees Summary.....	12

RECOMMENDED CHARGES AND COST RECOVERY

PERMIT, PLAN REVIEW, AND INSPECTION FEES.....	13
Commercial Building Permit and Plan Review Fee.....	14-15
Residential Building Permit	16
Sign Permit.....	17
Asbestos Inspection.....	18
Air Quality Permit	19
Open Burning Permit.....	20
Land Disturbance Permit	21
Trash Truck Inspection.....	22
Blasting and Fireworks Permit.....	23-24
Tent Permit	25
Planned Development	26-27
Board of Adjustment	28
Preliminary and Final Plat.....	29
Zoning	30-31
Re-Plat.....	32
Farmers Market Permit	33
Food Permit	34
Temporary and Mobile Food Establishment Permit	35
New Construction/Remodel Health Inspection Fee.....	36
Driveway and Right of Way Permit	37
Public Improvement	38
Encroachment Permit.....	39
Taxicab and Wrecker Inspection	40

LICENSING FEES.....	41
After-Hours Establishments.....	42
Liquor License	43
Tanning Location and Escort Service	44
CHARGES FOR SERVICES.....	45
Art Museum Rental.....	46
Fire Station Room Rental.....	47
Fire Inspections.....	48
Fire Training Program	49
Fire Department Event Activities.....	50-51
Fire Department Hazardous Substance Release	52-53
Access to Conviction Records	54
Chapter 99	55
Chapter 353	56
Accident/Incident Report	57
Firing Range Fee	58
Animal Turn-in	59
Animal Vaccination	60
Hepatitis Testing.....	61
Tuberculosis Testing	62
Vaccine Administration	63
Studio Rental	64
Escrow Fee.....	65
Hazelwood Cemetery	66-67
Street Cleaning	69
Street Repair	70-71
Traffic Signs.....	72-73
ORDINANCE VIOLATION CHARGES	75
Weed Abatement	76
Animal Impoundment.....	77
DWI Arrest	78
Tree Abatement.....	79
ENTERPRISE FUND FEES	81
Sanitary Landfill Goods and Tipping Fee	82
Biosolids and Industrial Pretreatments	83-85
CITY CODE SECTION REFERENCE GUIDE.....	86-88



Fee Study Overview

Effective Date: July 1, 2018

Subject: Charges for Municipal Services

This policy statement will set guidelines for the evaluation of the City's charges for municipal services as contained within Section 2-425 of the Springfield City Code, including any applicable subcategories.

1. Current charges shall be evaluated by the Finance Department on an annual basis. This evaluation shall utilize information on Service Efforts and Accomplishments (SEAs) for each category of charges as compiled by the various departments.
2. This report shall be forwarded to the City Council Finance and Administration Committee at a meeting to be scheduled in December.
3. A notice of adjustments to the existing structure of charges shall be published in a newspaper. Fifteen days shall be allowed for public comment through the City Clerk's Office, or questions or concerns may be expressed during the public hearing which takes place during the normal council meeting process.
4. If recommended by the Committee, a final report shall be approved by the full council no later than February 1 each year.
5. If approved by City Council, fee changes and new fees are effective on July 1, unless otherwise stated in the proposed ordinance.
6. The following general guidelines shall be used in the annual evaluation:
 - Charges for municipal services, where appropriate, should recover 100 percent of the related cost of providing the service.
 - Recommendation by the Finance and Administration Committee on December 13th, 2017 is to recover 100 percent of the related cost to provide the service except in the instance of Hazelwood Cemetery and Springfield-Greene County Health Department fees.
 - Springfield-Greene County Health Department fees not included in the above recommendation and not intentionally set below cost for public health and welfare purposes, will fall under the guidance listed below:
 - i. Increases in fees and charges are recommended for those services that have an under recovery of cost. Policy guidelines limit such increases to a maximum of 10% above the percentage annual increase in the All Urban Consumer Price Index (CPI). For FY 16-17 the CPI was 1.8%, therefore, fee increases this year were limited to 11.8%.
 - ii. In instances where under-recovery of cost is occurring, an additional maximum of 10 percent above CPI may be phased in until cost recovery percentages reach 100 percent, where appropriate. In cases where cost-recovery is 50 percent or less, a maximum of 20 percent above CPI may be phased in until cost recovery percentages reach 75 percent.

iii. In instances where under-recovery of cost is occurring and the fee in question is \$30 or less, an increase to reach 100 percent cost recovery is acceptable, regardless of the percentage change in the fee from the prior year.

- Due to the special nature of ordinance violations, 100 percent cost recovery is maintained each year regardless of the percentage adjustment required.
- Any efficiency achieved which reduces costs should be accompanied by a corresponding reduction in the related charges for services.

EVALUATION OF CHARGES FOR MUNICIPAL SERVICES

BASED ON 2017 ACTIVITY

CITY OF SPRINGFIELD, MISSOURI

The Budget and Evaluation Section of the Finance Department has completed the annual review of the City's charges for municipal services. These charges are reviewed to determine if reasonable and appropriate levels of cost recovery are being maintained. Recommended fee adjustments from the current evaluation based on FY 16-17 data are presented in this report.

OVERVIEW

Section 2-425 of the Springfield City Code provides that the charge for a municipal service is to be set at a level which does not exceed the cost of providing the service. The term "cost" in relationship to municipal services has been defined as the allocable cost of direct and indirect labor, supplies, charges, and capital outlay used to provide each specific service. Allocations for both departmental and city wide administrative overhead are also included in the cost determination.

Service efforts and accomplishments measures used to review the charges for services include, as appropriate, the following:

Measures of Efforts

- Non-financial resources
 - Number of labor hours, by position, expended to deliver services
- Financial resources
 - Fully burdened labor costs, by position, expended to deliver services
 - Expenditures used to deliver services, including both direct and indirect costs

Measures of Accomplishments

- Output measures
 - Number of service units produced
- Outcome measures
 - Average cost per service unit produced
 - Average revenue generated per service unit produced

Measures of Efficiency

- Percentage of cost recovery
- Percentage increase or decrease of average cost per service unit from prior period
- Percentage increase or decrease of cost recovery from prior period

FINDINGS AND RECOMMENDATIONS

This year's evaluation of charges for municipal services included a detailed analysis of the departmental and financial data that compose service costs. The methodology for deriving the service cost allocations was verified and their accuracy continues to be improved. Recommendations for adjustments to the evaluated charges are based on guidelines established by City Council policies.

A total of two hundred and fifty-three charges for municipal services were evaluated. The recommended adjustments for these charges are summarized as follows:

- Sixteen new fees are recommended to be established at this time.
- Seven fees are recommended to be eliminated.
- Ninety charges are recommended to be reduced.
- Forty charges are recommended to be held constant.
- The remaining one hundred seven charges are recommended to be increased.

Excluding Hazelwood Cemetery and Enterprise Fund charges, which require special consideration as discussed later, the current average cost recovery of the fees evaluated is 89.95%. If the recommended fee adjustments are approved, the average cost recovery would increase to ~~92.60%~~ 97.11%, potentially generating an additional ~~\$221,262~~ \$249,812 in revenue, all of which is within non-general fund departments. Total proposed revenue generated is \$10,825,528; \$1,552,842 of which is general fund revenue, \$9,272,686 is derived from a variety of non-general funds.

The sixteen new fees are as follows: The Health Department is adding a Hepatitis C test, one food permit and one new construction/remodel inspection fee. The Public Works Department is adding a sidewalk permit fee, one additional traffic sign fee, and an escrow fee. The Fire department is offering four inspection services. Environmental Services is adding four existing fees to the fee study, for the breakdown of the brush lot fees. The remaining two new fees are for the Public Information Office rental of the CityView studio.

The seven eliminated fees are as follows: Transportation Network Company (TNC) permit was eliminated due to state regulations. Four Fire Department fees for the training center and one for First Aid/CPR training will no longer be offered. Finally, the Health Department is eliminating the thermometer calibration service.

The fees and charges evaluated have been grouped into five descriptive categories: Permit, Plan Review, and Inspection Fees; License Fees; Charges for Services; Ordinance Violation Charges; and Enterprise Fund Fees. Each category of charges has distinct characteristics and considerations that impact cost recovery decisions. The following narrative presents a summary of the charges within each category and an explanation of charges of particular interest.

PERMIT, PLAN REVIEW, AND INSPECTION FEES SUMMARY

The permit, plan and inspection fees are the traditional fees charged by the City for the various permits issued and plan reviews and inspections conducted in relation to land development, commercial and residential construction, and specific activities within the City. Individuals and entities desiring to participate in such development or activities are required by City ordinance to apply for various permits and submit to plan reviews and inspections to ensure the public's safety, health, and general welfare.

The City's goal in charging these fees is to recover incurred costs that can be clearly identified as being directly associated with specific consumers of the City's regulatory services. Examples of fees included in this category are final plat reviews, building permits, sign permits, driveway permits, taxicab inspections, and food permits.

There are three new fees introduced in this section. Two of the new fees are for the Health Department. The first is a medium priority mobile food permit. Currently there is only a high and low priority assessment determination. The second health fee is for new construction/remodel inspections. This fee covers the cost of the application and plan review, on-site inspection and any needed re-inspection prior to opening. The final new fee in this section is a sidewalk permit. Most sidewalk construction projects are in conjunction with driveway construction, in which case, only the driveway permit fee would apply. This permit and fee applies to sidewalk construction and improvements not associated with a driveway.

A total of eighty-six charges are identified in this category. The current average cost recovery for these charges is 96.14%. If the recommended fee adjustments are approved, the average cost recovery would be ~~94.01%~~ 98.36%.

The technology fee was reviewed for revenue currently being generated and the cost to maintain the electronic plan submission and review system (EPlans). The current rate of 18% is recommended to be reduced to 17%. Based on the volume of these activities and the revenue generated in FY2017, it is projected 17% will be sufficient to cover the cost of maintaining the system. The technology fee applies to all building permits, sign permits, land disturbance permits, public improvements, and planning and zoning fees.

The fees in this section related to commercial and residential development was presented at the Development Issues Input Group (DIIG) meeting on November 15, 2017. The proposed fees and cost recovery statistics were discussed at this meeting.

LICENSING FEES SUMMARY

The fees evaluated in this section are for liquor license location investigations, after hours establishment investigations, tanning location security and escort services background checks. The recommended fee for issuing catering letters is set according to State Statute Section 311.485. There have not been any changes made to this statute during the current year, so the fee will remain the same.

A total of four charges are identified in this category. The current average cost recovery for these charges is 62.50%. If the recommended fee adjustments are approved, the average cost recovery would increase to ~~68.75%~~ 100%.

CHARGES FOR SERVICES SUMMARY

The City has established charges for some services that are not regulatory in nature, nor imposed by City ordinance. These services provide a tangible product to a relatively small number of individuals and entities, with some services offered as an alternative to what is available in the private sector. The consumers of these City services have the freedom to choose whether or not the products provided have enough value to justify paying the established charge.

Examples of charges within this category include; community room rentals, vaccination administration fees, health testing, traffic signs and Hazelwood Cemetery burial services. As with other fee charges, the City restricts its cost recovery for these services to the actual cost incurred, except for the services offered at Hazelwood Cemetery, which require sensitivity to local market conditions and concerns.

There are nine new fees introduced in this section. Four of the new fees are recommended by the Fire department to offer fire safety inspection services for businesses. The Health department will be offering Hepatitis C testing. The Public Information Office recommend two fees associated with the rental of the CityView studio and various audio/visual equipment. The Public Works department is recommending an escrow fee for review, processing and coordination of securities for public improvements. Finally, Public Works is adding one traffic sign type to the list of regulatory signs.

A total of one hundred and thirty-three charges are identified in this category. Twelve of these charges are Hazelwood Cemetery burial charges, which require special consideration as described below. Excluding the Hazelwood Cemetery charges, the current average cost recovery is 89.85%, if the recommended fee adjustments are approved, the average cost recovery would increase to ~~95.73%~~ 96.84%. Excluding the fees intentionally set below cost recovery for public health safety, such as animal vaccinations and vaccinations of food handlers, and fees set to not discourage use such as animal turn ins, the average cost recovery is ~~98.63%~~ 99.79%.

Hazelwood Cemetery

There are no new fees recommended for Hazelwood Cemetery. In addition to the City's direct cost in providing services, other factors must be considered when establishing the fee levels for burial services and burial lot prices with Hazelwood Cemetery. The impact of the City's fee structure on the local competitive market must be minimized. For all grave open/close services, Hazelwood is currently the local market highest fee and Hazelwood is mid-market lot sales and other fee, it is recommended all fees remain unchanged. Although the fees for lot sales provide more than 100% cost recovery, the excess provides funding for the perpetual care of the cemetery.

ORDINANCE VIOLATION CHARGES SUMMARY

The charges in the fourth category have been established by City ordinance, as allowed by State statutes, to recover the costs incurred by the City while enforcing certain ordinance violations. Violators may also be subject to punitive fines and court costs ordered by the Municipal Court. All of these charges relate to DWI offenses, animal impoundment, or weed, health, and tree abatements.

A total of seven charges are identified in this category. Due to the special nature of these charges, full cost recovery is allowed to be maintained each year regardless of the percentage adjustment required. The only fee below the City cost in this section is the animal impoundment fee. The City believes the

cost should not be so high that it would discourage citizens from claiming their animal. The current average cost recovery for these charges is 81.86%. If the recommended fee adjustments are approved, the average cost recovery will be 84.86%. Excluding the animal impoundment fees, 100% of cost recovery is achieved.

ENTERPRISE FUND FEES SUMMARY

The sixteen fees in this section are determined differently than the other fees in this study. These fees are established to recover operating costs as well as recover long-term capital investment. These funds are not supported by general tax revenue. They are being included in this document to ensure annual review. The brush lot fees are currently collected based on residential verses commercial status and size of load. Previous fee studies have only included the residential fee as the commercial fees had not been adjusted since they were established by Council. The newly included fees are based on size of load only to allow for cost recovery to be more reflective of the cost of the service being provided.

Boards and Agencies

Administrative boards, such as Parks and Airport boards, are allowed by City Ordinance to review and set their own schedule of charges. Accordingly, charges set by these boards are not reviewed as part of this evaluation.

Permit, Plan Review, and Inspection Fees

These fees are traditional fees charged by the City for the various permits issued and plan reviews and inspections conducted in relation to land development, commercial and residential construction, and specific activities within the City. Individuals and entities desiring to participate in such development or activities are required by City ordinance to apply for various permits and submit to plan reviews and inspections to ensure the public's safety, health, and general welfare.

**Permit, Plan Review, and Inspection Fees
Building Development Services**

Service Description	Current Status Based on FY 16-17 Data				
	Minimum Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Commercial Permits and Plan Review					
Building Permits	\$155	\$155	100%	513	\$79,515
Electrical, Mechanical, Plumbing, Gas Permits	155	155	100%	1613	250,015
Other Permits	155	155	100%	291	45,105
Building Plan Review-BDS Only	160	175	91%	113	18,080
Building Plan Review	350	350	100%	452	158,200
Technology Fee	18%	17%	106%	513	68,606
Totals					\$619,521

Service Description	Proposed Fees for FY 18-19				
	Proposed Min Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Commercial Permits and Plan Review					
Building Permits	\$155	0.0%	100%	\$79,515	\$0
Electrical, Mechanical, Plumbing, Gas Permits	155	0.0%	100%	250,015	0
Other Permits	155	0.0%	100%	45,105	0
Building Plan Review-BDS Only	175	9.4%	100%	19,775	1,695
Building Plan Review	350	0.0%	100%	158,200	0
Technology Fee	17%	-5.6%	100%	64,795	-3,811
Totals				\$617,405	-\$2,116

Building Permit Building construction requires the issuance of a permit and follow-up inspections to insure adherence to code. Permit fees are based on the building's use group, type of construction, and square footage.

Electrical, Mechanical, Plumbing, Gas Permit Electrical, mechanical, gas fitting, and plumbing work require the issuance of permits and follow-up inspections to insure adherence to code. Permit fees are based on a percentage of the building permit fee.

Other Permits Other permits include: Foundation/Repair Permit for Moved Structures, Towers, Floodplain Development Permit, Parking Lots, Fuel Tanks, Fence Permit, Swimming Pool Installation, Temporary Vendor Site Permit, Temporary Vendor Permit, Lawn Sprinkler System Installation, Fire Sprinkler System Permit, Wrecking Permit, Stormwater Detention Permit, Moving Permit, Commercial Change-Outs, and Day Care Inspections.

Permit, Plan Review, and Inspection Fees
Building Development Services

Building Plan Review

In order to issue a building permit which requires design documents, a review of the design documents must be performed to verify compliance with the adopted building codes. The Plan Review fees are based on the percentage of the building permit fee. Depending on the type of plan, the review is either performed by the Building Development Services department only or by Building Development Services and all other related departments.

Technology Fee

The technology fee is assessed on the Building Permit Fee, minimum of \$50, for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Building Development Services**

Service Description	Current Status Based on FY 16-17 Data				
	Minimum Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Residential Permits					
Building Permits	\$120	\$120	100%	565	\$67,800
Electrical, Mechanical, Plumbing, Gas Permits	95	95	100%	2077	197,315
Other Permits	40	40	100%	1651	66,040
Totals					\$331,155

Service Description	Proposed Fees for FY 18-19				
	Proposed Min Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Residential Permits					
Building Permits	\$120	0.0%	100%	\$67,800	\$0
Electrical, Mechanical, Plumbing, Gas Permits	95	0.0%	100%	197,315	0
Other Permits	40	0.0%	100%	66,040	0
Totals				\$331,155	\$0

Building Permit Building construction requires the issuance of a permit and follow-up inspections to insure adherence to code. Permit fees are based on the building's use group, type of construction, and square footage.

Electrical, Mechanical, Plumbing, Gas Permit Electrical, mechanical, gas fitting, and plumbing work require the issuance of permits and follow-up inspections to insure adherence to code. Permit fees are based on a percentage of the building permit fee.

Other Permits Other permits include: Residential mechanical furnace and/or air conditioner change out, plumbing water heater change out, electrical service repair and gas air test only.

**Permit, Plan Review, and Inspection Fees
Building Development Services**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Sign Permit - Detached	\$229	\$215	106%	109	\$24,961
Sign Permit - Wall	68	61	112%	285	19,380
Technology Fee	18%	17%	106%	394	7,348
Totals					\$51,689

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Sign Permit - Detached	\$215	-6.1%	100%	\$23,435	-\$1,526
Sign Permit - Wall	61	-10.3%	100%	17,385	-1,995
Technology Fee	17%	-5.6%	100%	6,939	-409
Totals				\$47,759	-\$3,930

Sign Permit - Detached

A permit is required for any new detached sign or alternation to an existing detached sign.

Sign Permit - Wall

A permit is required for any new wall sign or alternation to an existing wall sign.

Technology Fee

The technology fee is assessed on the city cost for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Environmental Services**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Asbestos Inspection Fee	\$146	\$149	98%	140	\$20,440
Totals					\$20,440

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Asbestos Inspection Fee	\$149	2.1%	100%	\$20,860	\$420
Totals				\$20,860	\$420

Asbestos Inspection Fee

Any asbestos removal project within the City of Springfield, may be inspected by an asbestos inspector with the Department of Environmental Services. The fee shall be charged to the abatement contractor or the owner of the property.

**Permit, Plan Review, and Inspection Fees
Environmental Services**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Deminimis Facilities	\$99	\$101	98%	25	\$2,475
MACT Small Facilities	170	171	99%	2	340
MACT Large Facilities	193	195	99%	1	193
Basic Facilities	478	480	100%	35	16,730
Intermediate Facilities	1,431	1,423	101%	3	4,293
Part 70 Facilities	1,909	1,896	101%	3	5,727
Totals					\$29,758

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Deminimis Facilities	\$101	2.0%	100%	\$2,525	\$50
MACT Small Facilities	171	0.6%	100%	342	2
MACT Large Facilities	195	1.0%	100%	195	2
Basic Facilities	480	0.4%	100%	16,800	70
Intermediate Facilities	1,423	-0.6%	100%	4,269	-24
Part 70 Facilities	1,896	-0.7%	100%	5,688	-39
Totals				\$29,819	\$61

Deminimis Facilities
An installation that has the potential to emit less than the deminimis level of any air contaminant or it has a construction permit that limits to emit less than deminimis levels.

MACT Facilities
An installation that emits a hazardous air pollutant (HAP) that is regulated by EPA as an area source and requires monitoring reports plus annual inspection to determine compliance with NESHAP MACT standard.

Basic Facilities
An installation that has the potential to emit greater than deminimis level but less than 100 tons per year of any air contaminant and issued a Basic operating permit.

Intermediate Facilities
An installation that has the potential to emit 100 tons or greater per year of any air contaminant but it has a voluntary limit to emit less than 100 tons of any air contaminant in the Intermediate operating permit.

Part 70 Facilities
An installation that has the potential to emit either 100 tons or greater per year of air contaminates or 10 tons of any single HAP or 25 tons of a combination of HAPs and issued a Part 70 operating permit.

**Permit, Plan Review, and Inspection Fees
Environmental Services**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Open Burning Permit	\$142	\$144	98%	12	\$1,704
Totals					\$1,704

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Open Burning Permit	\$144	1.4%	100%	\$1,723	\$19
Totals				\$1,723	\$19

Open Burning Permit

A property owner must obtain a permit to be able to burn brush or trees that originate on the property. The property owner has to meet several requirements in order to obtain a permit.

**Permit, Plan Review, and Inspection Fees
Environmental Services**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Land Disturbance Permit					
Sites < 1 acre	\$162	\$160	101%	0	\$0
Sites Between 1 and 5 acres	416	414	100%	36	14,976
Sites Between 5 and 20 acres	507	460	110%	13	6,591
Sites > 20 acres	573	566	101%	3	1,719
Technology Fee	18%	17%	106%	52	4,065
Totals					\$27,351

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Land Disturbance Permit					
Sites < 1 acre	\$160	-1.2%	100%	\$0	\$0
Sites Between 1 and 5 acres	414	-0.5%	100%	14,904	-72
Sites Between 5 and 20 acres	460	-9.3%	100%	5,980	-611
Sites > 20 acres	566	-1.2%	100%	1,698	-21
Technology Fee	17%	-5.6%	100%	3,839	-226
Totals				\$26,421	-\$930

Land Disturbance Permits

The Land Disturbance Permits are a requirement of the City's Municipal Separate Storm Sewer System (MS4) Permit with the Missouri Department of Natural Resources under the federal National Pollutant Discharge Elimination System (NPDES) program. Permit fee is for review and approval of applications and inspections, based on number of acres disturbed.

Sites < 1 Acre

The less than one acre fee is only for sites that are part of a larger common plan of development or sale that will disturb a cumulative total of one or more acres over the life of the project. Permits are required for these sites under federal and state regulations. A permit is not required for sites that disturb less than 1 acre, which is not part of a larger common plan.

Technology Fee

The technology fee is assessed on the city cost for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Environmental Services**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Trash Truck Inspections	\$18	\$25	73%	124	\$2,232
Totals					\$2,232

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Trash Truck Inspections	\$25	36.1%	100%	\$3,039	\$807
Totals				\$3,039	\$807

Trash Truck Inspections Trash trucks are inspected annually for compliance with sanitation requirements.

**Permit, Plan Review, and Inspection Fees
Fire**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Blasting Permit (storage site)	\$143	\$162	88%	1	\$143
Blasting Permit (use site)	142	190	75%	3	426
Fireworks Permit - Ground Display	49	196	25%	4	196
Fireworks Permit - Aerial	135	261	52%	4	540
Fireworks Permit - Proximate Audience	252	316	80%	5	1,260
Fireworks Permit - Additional Display Inspection	64	182	35%	20	1,280
Totals					\$3,845

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Blasting Permit (storage site)	\$162	13.5%	100%	\$162	\$19
Blasting Permit (use site)	190	33.8%	100%	570	144
Fireworks Permit - Ground Display	196	299.7%	100%	783	587
Fireworks Permit - Aerial	261	93.2%	100%	1,043	503
Fireworks Permit - Proximate Audience	316	25.5%	100%	1,582	322
Fireworks Permit - Additional Display Inspection	182	184.3%	100%	3,639	2,359
Totals				\$7,780	\$3,935

Blasting Permit (storage site) A permit is required for storage of explosives within the city. Site inspections are performed, as well as checks for a current city business license and certificate of insurance for the contractor.

Blasting Permit (use site) A permit is required to do blasting within the city. Site inspections are performed, as well as checks for a current city business license and certificate of insurance for the contractor.

Fireworks Permit - Ground Display A permit is required for a ground display of fireworks.

Fireworks Permit - Aerial A permit is required for an aerial display of fireworks.

Fireworks Permit - Proximate Audience A permit is required for all proximate audience fireworks. The use of proximate audience fireworks must be in accordance with the International Fire Code, NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience and Missouri Revised Statute 320.106 through 320.161, and the Springfield Fire Department policies.

Permit, Plan Review, and Inspection Fees
Fire

Fireworks Permit - Additional Display Inspection

All the fireworks permits include one display inspection. This fee will be assessed for each additional display at the same location.

**Permit, Plan Review, and Inspection Fees
Fire**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tent Permit	\$99	\$102	97%	92	\$9,108
Each Additional Tent	3	2	129%	1	3
Late Fee	108	109	99%	0	0
Re-inspection Fee	58	60	97%	4	232
Totals					\$9,343

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tent Permit	\$102	3.0%	100%	\$9,384	\$276
Each Additional Tent	2	-33.3%	100%	2	-1
Late Fee	109	0.9%	100%	0	0
Re-inspection Fee	60	3.4%	100%	240	8
Totals				\$9,626	\$283

Tent Permit

The tent permit covers the processing of the application, an initial review of the application by the Fire Marshal's Office, an on-site visit, and the inspection of one tent for fire and life safety requirements.

Each Additional Tent

The "Each Additional Tent" fee covers the inspection of each additional tent, located at the same site as on the tent permit, for fire and life safety requirements.

Late Fee

The late fee is charged in addition to the Tent Permit when the application is submitted within the 24 hour window prior to the event.

Re-inspection Fee

The re-inspection fee covers an on-site visit, and the re-inspection of tent(s) for fire and life safety requirements when the initial inspection failed or in the event that a tent is in place for more than 30 consecutive days.

**Permit, Plan Review, and Inspection Fees
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Planned Development - Preliminary	\$1,663	\$1,292	129%	7	\$11,641
Planned Development - Final (Administrative)	926	626	148%	10	9,260
Planned Development - Final (Comm/Council)	1,109	770	144%	1	1,109
Lot Line Adjustment	129	39	328%	2	258
Lot Combination - Substantial Impact	319	416	77%	0	0
Lot Combination - No Substantial Impact	60	35	173%	27	1,620
Subdivision Variance Independent of Prelim Plat	454	453	100%	0	0
Technology Fee	18%	17%	106%	47	4,243
Totals					\$28,131

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Planned Development - Preliminary	\$1,292	-22.3%	100%	\$9,046	-\$2,595
Planned Development - Final (Administrative)	626	-32.4%	100%	6,263	-2,997
Planned Development - Final (Comm/Council)	770	-30.6%	100%	770	-339
Lot Line Adjustment	39	-69.5%	100%	79	-179
Lot Combination - Substantial Impact	416	30.4%	100%	0	0
Lot Combination - No Substantial Impact	35	-42.3%	100%	934	-686
Subdivision Variance Independent of Prelim Plat	453	-0.2%	100%	0	0
Technology Fee	17%	-5.6%	100%	4,007	-236
Totals				\$21,099	-\$7,032

Planned Development - Preliminary

The preliminary plan for property development that either cannot be accommodated by the existing zoning laws or that requires additional regulations to protect a neighborhood from the proposed development. A specific ordinance approved by the Planning and Zoning Commission and City Council is produced, which also specifies how the final development plan may be approved.

Planned Development - Final (Administrative)

Submitted site plan, which can be administratively approved, that shows specific development and how it complies with the preliminary development plan.

Planned Development - Final (Comm/Council)

Submitted site plan, which must be approved by the Planning and Zoning Commission and City Council, that shows specific development and how it complies with the preliminary development plan.

**Permit, Plan Review, and Inspection Fees
Planning and Development**

<u>Administrative Subdivision</u>	A subdivision of previously platted property with no public improvements that may be administratively approved.
<u>Lot Combination - Substantial Impact</u>	An administrative lot combination that substantially increases the potential for development or substantially increases demands on public infrastructure serving existing and proposed tracts, and parcels or lots.
<u>Lot Combination - No Substantial Impact</u>	An administrative lot combination that does not substantially increase the potential for development or does not substantially increase demands on public infrastructure serving existing and proposed tracts and parcels or lots.
<u>Subdivision Variance Independent of Preliminary Plat</u>	A request for modification of the standard subdivision regulations.
<u>Technology Fee</u>	The technology fee is assessed on the city cost for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Board of Adjustment	\$670	\$649	103%	3	\$2,010
Conditional Use Permit	1,390	1,085	128%	6	8,340
Relinquishment of Easement	289	271	106%	15	4,335
Vacations	732	712	103%	6	4,392
Zoning Map Amendment	1,043	956	109%	9	9,387
Technology Fee	18%	17%	106%	39	4,876
Totals					\$33,340

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Board of Adjustment	\$649	-3.1%	100%	\$1,947	-\$63
Conditional Use Permit	1,085	-21.9%	100%	6,510	-1,830
Relinquishment of Easement	271	-6.2%	100%	4,065	-270
Vacations	712	-2.7%	100%	4,272	-120
Zoning Map Amendment	956	-8.3%	100%	8,604	-783
Technology Fee	17%	-5.6%	100%	4,605	-271
Totals				\$30,003	-\$3,337

Board of Adjustment A property owner request for modification of the standard zoning ordinance regulations because strict enforcement of the regulations creates some type of hardship upon the utilization of the property.

Conditional Use Permit Allows land to be used for certain specified uses subject to specified conditions.

Relinquishment of Easement Legal measure where the City gives up its right to cross private property with public utility lines (gas, water, electric, sanitary sewer) because the easement is no longer needed.

Vacations Changes the ownership of a street or alley from public to private, or voids a platted subdivision.

Zoning Map Amendment A change in a property's zoning to allow a land use that is not under the existing zoning.

Technology Fee The technology fee is assessed on the city cost for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Preliminary Plat	\$1,369	\$1,081	127%	12	\$16,428
Preliminary Plat Renewal	901	699	129%	2	1,802
Final Plat (Administrative)	697	813	86%	5	3,485
Final Plat (Commission/Council)	585	551	106%	2	1,170
Final Plat Appeal	530	521	102%	0	0
Technology Fee	18%	17%	106%	21	4,188
Totals					\$27,073

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Preliminary Plat	\$1,081	-21.0%	100%	\$12,974	-\$3,454
Preliminary Plat Renewal	699	-22.4%	100%	1,399	-403
Final Plat (Administrative)	813	16.6%	100%	4,064	579
Final Plat (Commission/Council)	551	-5.8%	100%	1,102	-68
Final Plat Appeal	521	-1.7%	100%	0	0
Technology Fee	17%	-5.6%	100%	3,955	-233
Totals				\$23,494	-\$3,579

Preliminary Plat The submission of preliminary plans to subdivide private property into sellable lots.

Preliminary Plat Renewal Required if the final plat is not submitted within one year of City Council approval of the preliminary plat.

Final Plat (Administrative) Final version of a subdivision that will be recorded, creating sellable lots. City staff may approve administratively if the final plat submittal conforms to the preliminary plat that was approved by City Council.

Final Plat (Commission/Council) Final version of a subdivision that must be approved by the Planning and Zoning Commission and City Council because it does not meet the adopted criteria for administrative approval.

Final Plat Appeal An appeal may be made to the Planning and Zoning Commission and City Council for approval of a final plat that was administratively denied.

Technology Fee The technology fee is assessed on the city cost for the license and maintenance of the electronic plan submission and review

**Permit, Plan Review, and Inspection Fees
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Annexation	\$1,159	\$1,383	84%	4	\$4,636
Master Sign Plan	591	669	88%	0	0
Request to Extend Security Agreement	147	186	79%	1	147
Street Name Change	768	774	99%	0	0
Subdivision Variance With Prelim Plat	67	317	21%	2	134
Zoning Certificate	39	38	104%	33	1,287
Technology Fee	18%	17%	106%	40	1,452
Totals					\$7,656

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Annexation	\$1,383	19.3%	100%	\$5,531	\$895
Master Sign Plan	669	13.2%	100%	0	0
Request to Extend Security Agreement	186	26.4%	100%	186	39
Street Name Change	774	0.8%	100%	0	0
Subdivision Variance With Prelim Plat	317	373.4%	100%	634	500
Zoning Certificate	38	-3.8%	100%	1,238	-49
Technology Fee	17%	-5.6%	100%	1,372	-80
Totals				\$8,961	\$1,305

Annexation _____ An applicant would request the city to incorporate their property within the domain of the City of Springfield.

Master Sign Plan _____ An applicant can apply for a master sign plan which would allow multiple on-premise signs as long as the effective area of the signs do not exceed the total allowed sign area for the zoning district.

Request to Extend Security Agreement _____ An applicant may request Section 303(2) of the Subdivision Regulations which states that the Commission "may, upon proof of hardship, extend the completion date set forth in said bond or agreements for a maximum period of one additional year; provided a request for said extension is made prior to the end of the one year following recordation and provided the amount of said security agreement is revised pursuant to a revised estimate by the Department of Public Works."

**Permit, Plan Review, and Inspection Fees
Planning and Development**

<u>Street Name Change</u>	A citizen or the city may request to change a street name if there are any emergency management issues or inconsistencies with the current addressing system. Emergency Communications (E-911) requests many of these and we would not charge 911. We will only charge for private requests.
<u>Subdivision Variance With Prelim Plat</u>	An applicant will often request a subdivision variance at the same time as their preliminary plat. The subdivision variance is a request to vary from the City of Springfield subdivision regulations if certain criteria are met.
<u>Zoning Certificate</u>	An applicant would apply to have staff provide official certification of the zoning district of a particular property on the date the zoning certificate is issued. The zoning certificate also provides notice of any rezoning applications on file for the property in the Planning and Development Department office.
<u>Technology Fee</u>	The technology fee is assessed on the City cost for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Administrative RePlat Commercial	\$524	\$454	115%	5	\$2,620
Administrative RePlat Residential	454	388	117%	3	1,362
Administrative Condo	596	526	113%	7	4,172
Technology Fee	18%	17%	106%	15	1,281
Totals					\$9,435

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Administrative RePlat Commercial	\$454	-13.4%	100%	\$2,270	-\$350
Administrative RePlat Residential	388	-14.5%	100%	1,164	-198
Administrative Condo	526	-11.7%	100%	3,682	-490
Technology Fee	17%	-5.6%	100%	1,210	-71
Totals				\$8,326	-\$1,109

Administrative Re-Plat Commercial and Residential

The subdivision of land shall be classified as an administrative re-plat if an existing lot in a previously recorded subdivision is subdivided into not more than five (5) tracts, parcels or lots, and does not include the dedication of a new street or other public way or change in existing streets or alleys. The only difference between commercial and residential is whether it is a subdivision or commercially or residentially zoned land.

Administrative Condo

The subdivision of an existing structure or structures on a lot of record into units on a common element.

Technology Fee

The technology fee is assessed on the City cost for the license and maintenance of the electronic plan submission and review system.

**Permit, Plan Review, and Inspection Fees
Public Health**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Farmers Market Permit	\$102	\$191	53%	42	\$4,284
Totals					\$4,284

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Farmers Market Permit	\$114	11.8%	60%	\$4,788	\$504
Totals				\$4,788	\$504

Farmers Market Permit Fee

For compliance with City Ordinance, food establishments must possess a valid health permit. A Farmer's Market is a category of food establishment. Farmer's Market Permit Fee covers the cost of application processing and review, inspections, re-inspections, and delivery of the farmers market food safety class.

**Permit, Plan Review, and Inspection Fees
Public Health**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Food Permit - High Priority Establishment	\$476	\$522	91%	505	\$240,380
Food Permit - Medium Priority Establishment	231	305	76%	478	110,418
Food Permit - Low Priority Establishment	123	202	61%	505	62,115
Totals					\$412,913

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Food Permit - High Priority Establishment	\$522	9.7%	100%	\$263,610	\$23,230
Food Permit - Medium Priority Establishment	258	11.7%	85%	123,324	12,906
Food Permit - Low Priority Establishment	137	11.4%	68%	69,185	7,070
Totals				\$456,119	\$43,206

Food Permit

For compliance with City Ordinance, food establishments must possess a valid health permit. Food establishments are assessed based on risk factors known to cause or contribute to food borne illness; therefore, they are accordingly assessed as a low, medium or high priority. Those food establishments falling into the low priority category will be inspected once annually; those that fall into the medium priority category will be inspected twice annually; and those that fall into the high priority category will be inspected three times annually. The food permit fee covers the cost of annual inspections, re-inspections, compliance checks, and complaints/complaint inspections.

**Permit, Plan Review, and Inspection Fees
Public Health**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Temporary Food Establishment Permit	\$50	\$77	65%	212	\$10,600
Mobile Food Permit - High Priority Establishment	106	162	66%	44	4,664
Mobile Food Permit - Medium Priority Establishment	0	119	0%	9	0
Mobile Food Permit - Low Priority Establishment	71	73	97%	46	3,266
Totals					\$18,530

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Temporary Food Establishment Permit	\$55	10.0%	71%	\$11,660	\$1,060
Mobile Food Permit - High Priority Establishment	118	11.3%	73%	5,192	528
Mobile Food Permit - Medium Priority Establishment	119	100.0%	100%	1,075	1,075
Mobile Food Permit - Low Priority Establishment	73	2.8%	100%	3,358	92
Totals				\$21,285	\$2,755

Temporary Food Establishment Permit

For compliance with City Ordinance, food establishments must possess a valid health permit. A temporary food establishment is a food establishment that operators for a period of no more than 14 consecutive days. The Temporary Food Establishment Permit fee covers the cost of application review and processing and inspections.

Mobile Food Establishment Permit - Priorities

For compliance with City Ordinance, food establishments must possess a valid health permit. A Mobile is a category of food establishment. Mobile Food establishments are assessed based on risk factors known to cause or contribute to food borne illness; therefore, they are accordingly assessed as a low, medium or high priority. Those mobile food establishments falling into the low priority category will be inspected once; those that fall into the medium priority category will be inspected twice; and those that fall into the high priority category will be inspected three times. The mobile food permit fee covers the cost of inspections, re-inspections, compliance checks, and complaints/complaint inspections.

**Permit, Plan Review, and Inspection Fees
Public Health**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
New Construction/Remodel Inspection Fee	\$0	\$201	0%	58	\$0
Totals					\$0

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
New Construction/Remodel Inspection Fee	\$201	100.0%	100%	\$11,658	\$11,658
Totals				\$11,658	\$11,658

New Construction/Remodel Inspection Fee

For compliance with City Ordinance, food establishments must possess a valid health permit. To obtain such permit, establishments that are new construction or remodeling existing buildings, must complete application and review of plans and/or a walk-thru inspection of new/remodeled structure prior to issuance of a health permit. The New Construction/Remodel Inspection Fee covers the cost of the plan review, application review and processing, on-site pre-inspection and any needed re-inspections prior to opening, and consultation prior to initial opening.

**Permit, Plan Review, and Inspection Fees
Public Works**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Commercial Driveway Permit	\$173	\$167	104%	34	\$5,882
Residential Driveway Permit					
Improved	92	102	90%	82	7,544
Unimproved	110	114	97%	30	3,300
Sidewalk Permit	0	165	0%	6	0
Right of Way Excavation Permit	25	22	114%	858	21,450
Right of Way Excavation Inspection	142	148	96%	525	74,550
Totals					\$112,726

Service Description	Proposed Fees for 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Commercial Driveway Permit	\$167	-3.5%	100%	\$5,678	-\$204
Residential Driveway Permit					
Improved	102	10.9%	100%	8,364	820
Unimproved	114	3.6%	100%	3,420	120
Sidewalk Permit	165	100.0%	100%	993	993
Right of Way Excavation Permit	22	-12.8%	100%	18,704	-2,746
Right of Way Excavation Inspection	148	4.2%	100%	77,700	3,150
Totals				\$114,859	\$2,133

Driveway Permit
Permits must be obtained for all driveway construction and improvements. Improved refers to a driveway which connects to a street with concrete curbs and gutters. Unimproved refers to a driveway which connects to a street without concrete curbs and gutters.

Sidewalk Permit
Permits must be obtained for all sidewalk construction and improvements. If sidewalk construction is in conjunction with driveway construction, only the driveway permit fee will apply.

Right of Way Excavation Permit
Permits must be obtained to perform excavations in the City's rights-of-way.

Right of Way Excavation Inspection
An inspection fee is charged when an excavation does not involve any City-performed street repair. This typically means that it's an excavation in an alley or on the right-of-way off to the side of the street, as is typical of phone company projects.

**Permit, Plan Review, and Inspection Fees
Public Works/Environmental Services**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Public Improvement Fee	5.00%	5.00%	100%	46	\$179,195
Technology Fee	0.36%	0.34%	106%	46	12,980
Totals					\$192,175

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Public Improvement Fee	5.00%	0.0%	100%	\$179,195	\$0
Technology Fee	0.34%	-5.6%	100%	12,259	-721
Totals				\$191,454	-\$721

Public Improvement Fee

Projects completed by private developers for streets, storm sewer and sanitary sewer public improvement are assessed an engineering and inspection fee. The fee is 5% of the project cost. For FY17, there were \$3.6 Million in improvement projects. A "consent to annex" will be required as a condition to extend City sewer to any subdivision outside the city limits of Springfield. The consent to annex shall require an acceptable title search by an acceptable title company. The developer is responsible for providing the title search.

Technology Fee

The technology fee for public improvements, based on a percentage of the project cost, is an additional .34%. This percentage will capture the portion of the license and maintenance of the electronic submission and review system for this division.

**Permit, Plan Review, and Inspection Fees
Public Works**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	Current Cost	Cost Recovery	Units of Service	Revenue Generated
Encroachment Permit	\$127	\$225	56%	5	\$635
Encroachment Permit-Council Action	299	495	60%	1	299
Totals					\$934

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Encroachment Permit	\$225	77.2%	100%	\$1,125	\$490
Encroachment Permit-Council Action	495	65.4%	100%	495	196
Totals				\$1,620	\$686

Encroachment Permit

A permit is required for an encroachment on public right-of-way. Authority is granted to the Public Works Director to issue a license agreement for new awnings, canopies, planters, street furniture or sidewalk cafes.

Encroachment Permit-Council Action

Encroachments not defined in Section 98-323 of City Code require City Council action. The cost of the permit includes the staff time indicated above as well as Assistant City Attorney's time for council bill preparation.

**Permit, Plan Review, and Inspection Fees
Public Works**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Taxicab and Wrecker Inspection	\$27	\$28	97%	92	\$2,484
Totals					\$2,484

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Taxicab and Wrecker Inspection	\$28	3.0%	100%	\$2,558	\$74
Totals				\$2,558	\$74

Taxicab and Wrecker Inspection Taxicabs and wreckers are inspected annually for compliance with safety and equipment requirements.

Licensing Fees

There are five fees identified in this section. They are for issuing letters of approval for catering, determining liquor license location restrictions, and background investigations for after-hours establishments, tanning location security and escort services. The recommended fee for issuing catering letters is set according to State Statute Section 311.485. There have not been any changes made to this statute during the current year, so the fee will remain the same.

Licensing Fees
Finance - Licensing

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
After-Hours Establishment Investigation	\$117	\$118	99%	0	\$0
Totals					\$0

Proposed Fees for FY 18-19

Service Description	Proposed Fee	%Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
After-Hours Establishment Investigation	\$118	1.2%	100%	\$0	\$0
Totals				\$0	\$0

After-Hours Establishment Investigation

City Code provides for the recovery of the costs incurred by the City to perform background investigation of applicants for permission to operate an after-hours establishment.

Licensing Fees
Finance - Licensing

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Letters of Approval for Catering	\$15-\$30/day	N/A			
Liquor License Location Investigation	\$90	\$197	46%	102	\$9,180
Totals					\$9,180

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Letters of Approval for Catering	\$15-\$30/day	N/A			
Liquor License Location Investigation	\$197	119.2%	100%	\$20,124	\$10,944
Totals				\$20,124	\$10,944

Letters of Approval for Catering Fee to be charged is set by Missouri Statute sections 311.220 and 311.485 of the Liquor Control Law. These letters of approval are for caterers or other persons holding licenses to serve liquor at a particular function, occasion or event at a particular location other than the licensed premises.

Liquor License Location Investigation- Determining Restrictions When a liquor license application is submitted, investigation of the location for licensing restrictions is required. The investigation involves checking restrictions regarding zoning, residential zoned property, church, park, school and other liquor license locations. The investigation also includes a criminal records check performed by the Police Department.

Licensing Fees
Finance - Licensing

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tanning Location Security & Background Fee	\$145	\$193	75%	9	\$1,305
Escort Service License Application Fee	54	179	30%	0	0
Totals					\$1,305

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tanning Location Security & Background Fee	\$193	33.0%	100%	\$1,735	\$430
Escort Service License Application Fee	179	231.4%	100%	0	0
Totals				\$1,735	\$430

Tanning Location Security & Background Fee

For compliance with City Ordinance, security and background checks are reviewed by the City on persons engaging in this type of business activity. This fee recovers the costs incurred by the Licensing and Police Departments in performing this task.

Escort Service License Application Fee

For compliance with City Ordinance, upon the initial application, background checks are reviewed by the City on persons engaging in this type of activity. Escort business owners as well as individual employee escorts must obtain this license. This fee recovers the costs incurred by the Licensing and Police Departments in performing the background investigation and license process.

Charges for Services

This category of charges is for services that are not regulatory in nature, nor imposed by City ordinance. These services provide a tangible product to a relatively small number of individuals and entities, with some services offered as an alternative to what is available in the private sector. The consumers of these City services have the freedom to choose whether or not the products provided have enough value to justify paying the established charges.

**Charges for Services
Art Museum**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Auditorium Reservation & Event Setup	\$149	\$159	94%	156	\$23,244
Community Room Reservation & Event Setup	\$251	\$270	93%	98	24,598
Lobby Area Reservation & Event Setup	\$251	\$270	93%	81	20,331
Hourly Rental	67	69	97%	200	13,400
Security Officer per hour	18	19	96%	76	1,368
Totals					\$82,941

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Auditorium Reservation & Event Setup	\$159	6.7%	100%	\$24,804	\$1,560
Community Room Reservation & Event Setup	270	7.6%	100%	26,460	1,862
Lobby Area Reservation & Event Setup	270	7.6%	100%	21,870	1,539
Hourly Rental	69	3.0%	100%	13,800	400
Security Officer per hour	19	4.3%	100%	1,427	59
Totals				\$88,361	\$5,420

Reservation & Event Setup Designated areas of the Art Museum may be rented to the public for events. The Art Museum has the authority to charge up to full cost recovery for the facility based on size of group and type of rental.

Hourly Rental Art Museum security staffing per event hour.

Security Officer per hour Events over 200 participants will require an additional Security Officer for every additional 50 guests. Outside of normal business hours, personnel cost is calculated at 150% of the standard rate.

**Charges for Services
Fire**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Fire Station Room Rental	\$43	\$35	123%	685	\$29,455
Totals					\$29,455

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Fire Station Room Rental	\$35	-18.6%	100%	\$23,975	-\$5,480
Totals				\$23,975	-\$5,480

Community Room Rental

Community Rooms are located at five Springfield Fire Stations and may be rented to the public for meetings and events. This fee is per rental, for up to 8 hours. This fee is waived for other public agencies, registered neighborhood associations and government entities requiring the room(s) for their official business.

**Charges for Services
Fire**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Fire Alarm Inspection per hour	\$0	\$58	0%	0	\$0
Hood and Duct Inspection-Initial Assessment	0	184	0%	0	0
Hood and Duct Inspection-Follow-up	0	58	0%	0	0
Stand Pipe Inspection	0	144	0%	0	0
Totals					\$0

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Fire Alarm Inspection per hour	\$58	100.0%	100%	\$0	\$0
Hood and Duct Inspection-Initial Assessment	184	100.0%	100%	0	0
Hood and Duct Inspection-Follow-up	58	100.0%	100%	0	0
Stand Pipe Inspection	144	100.0%	100%	0	0
Totals				\$0	\$0

Fire Alarm Inspection per hour This service includes an annual assessment of condition and functionality of the panel, battery, detectors, annunciators and other related items.

Hood and Duct Inspection-Initial Assessment This service is available for new restaurant establishments or for remodeled restaurants. This assessment fee will include 3 visits per year.

Hood and Duct Inspection-Follow-up This service is available for existing restaurant establishments and is one visit only.

Stand Pipe Inspection This service includes assessment, pressure and valve testing. This fee is per riser inspected.

**Charges for Services
Fire**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Fire Training Programs for Businesses					
Fire Extinguishers	\$64	\$63	101%	0	\$0
First Aid or CPR without certification	\$63	\$63	100%	0	\$0
Totals					\$0

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Fire Training Programs for Businesses					
Fire Extinguishers	\$63	100%	100%	\$0	\$0
First Aid or CPR without certification	\$63	100%	100%	\$0	\$0
Totals				\$0	\$0

Fire Extinguisher Training Provide local businesses with one hour of training for their employees including the use of a fire extinguisher simulator. Fee is per class provided; up to 30 participants per class.

First Aid or CPR class without certification Provide local businesses with one hour of training for their employees in either basic First Aid training or adult CPR training without certification. Fee is per class provided; up to 30 participants per class.

Charges for Services

Fire

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Staff and equipment rates for event activities					
Firefighter per hour	\$31	\$32	97%	0	\$0
Equipment Operator/Rescue Specialist/hour	40	41	98%	0	0
Lieutenant per hour	42	43	97%	0	0
Fire Captain per hour	47	49	96%	0	0
Fire Marshal per hour	51	53	97%	40	2,040
Battalion Chief per hour	56	58	96%	0	0
Division Chief per hour	43	47	92%	0	0
Assistant Fire Chief per hour	68	73	93%	0	0
Fire Chief per hour	106	112	95%	0	0
Fire Truck - Pump per hour	91	79	115%	0	0
Fire Truck - No ladder per hour	42	93	45%	0	0
Fire Truck - Ladder 75 ft per hour	135	117	115%	0	0
Fire Truck - Ladder 100 ft per hour	141	100	141%	0	0
Pickup/SUV per hour	26	19	137%	0	0
Mobile Command Post Vehicle (RV) per hour	31	31	100%	0	0
Totals					\$2,040

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Staff and equipment rates for event activities					
Firefighter per hour	\$32	3.2%	100%	\$0	\$0
Equip. Operator/Rescue Specialist per hour	41	1.6%	100%	0	0
Lieutenant per hour	43	2.8%	100%	0	0
Fire Captain per hour	49	3.8%	100%	0	0
Fire Marshal per hour	53	3.2%	100%	2,105	65
Battalion Chief per hour	58	3.8%	100%	0	0
Division Chief per hour	47	8.6%	100%	0	0
Assistant Fire Chief per hour	73	7.3%	100%	0	0
Fire Chief per hour	112	5.4%	100%	0	0
Fire Truck - Pump per hour	79	-13.3%	100%	0	0
Fire Truck - No ladder per hour	93	122.5%	100%	0	0
Fire Truck - Ladder 75 ft per hour	117	-13.3%	100%	0	0
Fire Truck - Ladder 100 ft per hour	100	-29.1%	100%	0	0
Pickup/SUV per hour	19	-26.9%	100%	0	0
Mobile Command Post Vehicle (RV) per hour	31	0.0%	100%	0	0
Totals				\$2,105	\$65

Charges for Services

Fire

Event Activities

City code provides for the recovery of the costs incurred by the City when an event requires fire department personnel to be called in off-duty.

Off-duty personnel cost is calculated at 125% of the standard rate. One hour will be added to the cost per position to cover travel to and from the event site.

The department requires a minimum of 4 hours per position, per day for call-in.

Charges for Services

Fire

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Staff and equipment rates for a hazardous substance release					
Firefighter per hour	\$25	\$26	96%	4	\$106
Equipment Operator/Rescue Specialist/hour	31	32	95%	3	97
Lieutenant per hour	34	35	98%	3	112
Fire Captain per hour	37	39	95%	0	0
Fire Marshal per hour	40	42	95%	0	0
Battalion Chief per hour	44	46	95%	1	48
Division Chief per hour	43	47	92%	0	0
Assistant Fire Chief per hour	67	73	92%	0	0
Fire Chief per hour	104	112	93%	0	0
Fire Truck - Pump per hour	91	79	115%	0	0
Hazmat or Fire Truck - No ladder per hour	42	93	45%	3	108
Fire Truck - Ladder 75 ft per hour	135	117	115%	0	0
Fire Truck - Ladder 100 ft per hour	141	100	141%	1	103
Pickup/SUV per hour	26	19	137%	0	0
Mobile Command Post Vehicle (RV) per hour	31	31	100%	2	64
Airvan/Compressor Trailer per hour	11	11	100%	0	0
Totals					\$637

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Staff and equipment rates for a hazardous substance release					
Firefighter per hour	\$26	4.0%	100%	\$110	\$4
Equipment Operator/Rescue Specialist/hour	32	4.8%	100%	102	5
Lieutenant per hour	35	1.7%	100%	114	2
Fire Captain per hour	39	5.4%	100%	0	0
Fire Marshal per hour	42	5.0%	100%	0	0
Battalion Chief per hour	46	5.6%	100%	51	3
Division Chief per hour	47	8.6%	100%	0	0
Assistant Fire Chief per hour	73	9.0%	100%	0	0
Fire Chief per hour	112	7.4%	100%	0	0
Fire Truck - Pump per hour	79	-13.3%	100%	0	0
Hazmat or Fire Truck - No ladder per hour	93	122.5%	100%	239	132
Fire Truck - Ladder 75 ft per hour	117	-13.3%	100%	0	0
Fire Truck - Ladder 100 ft per hour	100	-29.1%	100%	73	-30
Pickup/SUV per hour	19	-26.9%	100%	0	0
Mobile Command Post Vehicle (RV) per hour	31	0.0%	100%	64	0
Airvan/Compressor Trailer per hour	11	0.0%	100%	0	0
Totals				\$753	\$115

Charges for Services

Fire

Hazardous Substance Release

City code provides for the recovery of the costs of a hazardous substance release if any of the following circumstances are met: when level A or B protection is used; when the on-scene time exceeds 2 hours; when the loss of equipment/supplies is greater than \$50.00; or is outside the City of Springfield.

Incidents not involving fire, standard rate applies with no charge for the first hour. Incidents involving fire, 50% of the standard rate applies with no charge for the first hour.

Responses outside the City of Springfield; on-duty personnel the standard rate applies; recalled personnel 125% of the standard rate applies.

Cost of supplies and damaged equipment, actual replacement costs apply.

**Charges for Services
Municipal Court**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Access to Conviction Records (Per Name)	\$9	\$9	100%	355	\$3,195
Totals				355	\$3,195

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Access to Conviction Records (Per Name)	\$9	0.0%	100%	\$3,195	\$0
Totals				\$3,195	\$0

Access to Conviction Records

Research court conviction records for individual names as requested. The charge is for each name to be researched.

**Charges for Services
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Chapter 99 Redevelopment Plan and Blight Report	\$1,654	\$1,765	94%	3	\$4,962
Chapter 99 Redevelopment Plan Only	1,300	1,412	92%	5	6,500
Request for Chapter 99 Property Tax Abatement	300	312	96%	7	2,100
Totals					\$13,562

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Chapter 99 Redevelopment Plan and Blight Report	\$1,765	6.7%	100%	\$5,295	\$333
Chapter 99 Redevelopment Plan Only	1,412	8.6%	100%	7,060	560
Request for Chapter 99 Property Tax Abatement	312	4.0%	100%	2,184	84
Totals				\$14,539	\$977

Chapter 99 Redevelopment Plan and Blight Report The Planning and Development Department processes and reviews applications containing a blight report and redevelopment plan submitted pursuant to Section 99.300-99.715, RSMo, the Land Clearance for Redevelopment Authority Law ("Chapter 99") that request City Council make a determination of blight within a proposed redevelopment area and approve a redevelopment plan to facilitate redevelopment.

Chapter 99 Redevelopment Plan Only The Planning and Development Department process and reviews applications containing a redevelopment plan submitted pursuant to Section 99.300-99.715, RSMo, the Land Clearance for Redevelopment Authority Law ("Chapter 99") that request City Council to approve plans for the redevelopment of a proposed redevelopment area. A blight report and determination of blight is not necessary if the proposed redevelopment area is currently blighted pursuant to Chapter 99.

Request for Chapter 99 Property Tax Abatement The Planning and Development Department processes and reviews applications requesting the Land Clearance for Redevelopment Authority to authorize partial real property tax abatement for projects that are consistent with an approved redevelopment plan.

**Charges for Services
Planning and Development**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Chapter 353 Fee	\$1,941	\$2,198	88%	3	\$5,823
Totals					\$5,823

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Chapter 353 Fee	\$2,198	13.2%	100%	\$6,594	\$771
Totals				\$6,594	\$771

Service Description	The Planning and Development Department processes and reviews applications filed by urban redevelopment corporations pursuant to Chapter 353, RSMo and Chapter 36, Springfield City Code that request City Council make a determination of blight within a proposed redevelopment area, approve a redevelopment plan, and authorize partial real property tax abatement to facilitate redevelopment.
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**Charges for Services
Police**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Accident/Incident Report	\$2	\$2	100%	24,520	\$49,040
Totals					\$49,040

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Accident/Incident Report	\$2	0.0%	100%	\$49,040	\$0
Totals				\$49,040	\$0

Accident/Incident Report

Accident and incident reports may be purchased through the Police Department. The charge is for each report requested.

**Charges for Services
Police**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Police Firing Range Per Hour	\$87	\$92	95%	50	\$4,350
Totals					\$4,350

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Police Firing Range Per Hour	\$92	5.7%	100%	\$4,600	\$250
Totals				\$4,600	\$250

Police Firing Range Per Hour

This facility has 20 shooting stations which allows for 100 yard targets. There is also a 25-yard range available for 16 additional stations. Staff will be on hand for use of facilities. This service is only available to other law enforcement agencies. All agencies must bring their own ammunition and cleaning supplies.

**Charges for Services
Public Health**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Turn-in by Owner	\$20	\$62	32%	293	\$5,860
Totals					\$5,860

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Turn-in by Owner	\$20	0.0%	32%	\$5,860	\$0
Totals				\$5,860	\$0

Animal Turn-in by Owner

This fee will cover expenses incurred from officer time gathering information from owner relinquishing animal, performing a wellness check, taking the animal's photo and loading it onto the database. Also covers the cost of food for the first day and kennel cleaning services. Mother animal brought in with litter will be treated as one animal for charging purposes. The fee has been set at \$20 because the City believes that the cost should not be so high that it would discourage citizens from turning in animals.

**Charges for Services
Public Health**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Vaccination	\$8	\$33	24%	1333	\$10,664
Totals					\$10,664

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Vaccination	\$8	0.0%	24%	\$10,664	\$0
Totals				\$10,664	\$0

Animal Vaccination

The fee will cover the cost of vaccinating shelter animals against disease, preventing kennel cough, deworming those animals with symptoms and all puppies. The fee is not collected at 100% cost recovery because the City believes that the cost should not be so high that it would discourage rescue groups from selecting shelter animals. The fee has been set at \$8 per animal.

**Charges for Services
Public Health**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Hepatitis B testing	\$30	\$130	23%	31	\$930
Hepatitis C testing	0	206	0%	0	0
Totals					\$930

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Hepatitis B testing	\$30	0.0%	23%	\$930	\$0
Hepatitis C testing	75	100.0%	36%	0	0
Totals				\$930	\$0

Hepatitis B testing

The Public Health Department charges for a Hepatitis B surface antigen screening. The screening tool is used to detect acute cases of illness caused by the Hepatitis B virus. Blood is drawn at the Health Department by Laboratory staff and sent to an outside agency for testing. This fee is not collected at 100% cost recovery because the City believes this fee should not be so high it discourages the public from being tested.

Hepatitis C testing

The Public Health Department began performing a Hepatitis C surface antigen screening in addition to a Hepatitis C RNA quantitative test in September 2017. The screening tool is used to detect acute cases of illness caused by the Hepatitis C virus while the RNA quantitative test is a confirmatory test in addition to detecting viral loads in the body. Blood is drawn at the Health Department by Laboratory staff and analyzed internally in the lab. This fee is not collected at 100% cost recovery because the City believes this fee should not be so high it discourages the public from being tested.

**Charges for Services
Public Health**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tuberculosis T Spot Testing	\$79	101	78%	15	\$1,185
Totals					\$1,185

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tuberculosis T Spot Testing	\$88	11.4%	87%	\$1,320	\$135
Totals				\$1,320	\$135

Tuberculosis T Spot Testing The Public Health Department offers T Spot testing. The screening tool is used to detect cases of latent tuberculosis infection or active tuberculosis disease. Blood is drawn by a Health Department employee and sent to an outside laboratory for analysis.

**Charges for Services
Public Health**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Vaccine Administration Fee	\$42	\$50	83%	1,791	\$75,222
Vaccine Administration Fee - Food Handlers	5	50	10%	341	1,705
Vaccine Administration Fee - Non-Greene County Resident	70	81	87%	147	10,290
Totals					\$87,217

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Vaccine Administration Fee	\$46	9.5%	91%	\$82,386	\$7,164
Vaccine Administration Fee - Food Handlers	5	0.0%	10%	1,705	0
Vaccine Administration Fee - Non-Greene County Resident	77	10.0%	96%	11,319	1,029
Totals				\$95,410	\$8,193

Vaccine Administration Fee

The Public Health Department charges an administration fee for adult vaccinations given to individuals, and work groups as requested for employment. Food handlers are charged a minimal fee for the administration of the Hepatitis A vaccine. The rationale for a reduced administration fee charge for the food handlers is the public health safety issue and to reduce barriers to receiving the vaccine. The cost of the vaccine is not included in this fee, vaccines will be charged at market value.

Non-Greene County Resident Fee

Residents within the City of Springfield pay for public health services through a property mil tax. Greene County pays for these services for Greene County Residents. This fee recovers the vaccine administration for non-Greene County residents. The cost of the vaccine is not included in this fee, vaccines will be charged at market value.

**Charges for Services
Public Information Office**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Cityview Studio Reservation and Daily Rental	\$0	\$584	0%	0	\$0
Equipment Operator Per Hour	0	63	0%	0	0
Totals					\$0

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Cityview Studio Reservation and Daily Rental	\$584	100.0%	100%	\$0	\$0
Equipment Operator Per Hour	63	100.0%	100%	0	0
Totals				\$0	\$0

Cityview Studio Reservation and Daily Rental

The Cityview studio may be rented to individuals for video recording purposes. The Public Information Office has the authority to charge up to the full cost for the facility based the length of the rental. A minimum fee of \$250 is required; this includes, reservation, setup and tear down time.

Equipment and Equipment Operator

Audio, visual and studio equipment is available upon request to be rented per day, per event. City staff may be provided or required to operate certain equipment.

**Charges for Services
Public Works**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Escrow Fee	\$0	\$324	0%	13	\$0
Totals					\$0

Proposed Fees for 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Escrow Fee	\$324	100.0%	100%	\$4,206	\$4,206
Totals				\$4,206	\$4,206

Escrow Fee

After approving request for securing public improvements the escrow fee must be paid in order to continue with processing and review of security agreements. Fee covers cost for review, processing, and coordination of securities. Fee is for review and does not constitute reimbursement if escrow is denied.

**Charges for Services
Public Works**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Hazelwood Cemetery (Burial Services)					
Open/Close - Adult Grave	\$891	\$1,227	73%	78	\$69,498
Open/Close - Infant Grave	543	878	62%	3	1,629
Open/Close - Cremains	428	706	61%	36	15,408
Open/Close - Infant & Cremains With Family Preparation	378	656	58%	0	0
Additional Fee for Non-Office Hour Services	393	540	73%	15	5,895
Disinterment Charges - Adults	983	2,634	37%	1	983
Disinterment Charges - Infants	601	532	113%	0	0
Disinterment Charges - Cremains	392	431	91%	2	784
Lot Sales	800	73		46	36,800
Lot Sales - Infant	270	73		1	270
Lot Sales - Historical Graves	1,032	120		0	0
Lot Sales - Reinstated Graves	1,246	511		0	0
Totals					\$130,997

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change Cost	New Cost Recovery	Projected Service	Change Generated
Hazelwood Cemetery (Burial Services)					
Open/Close - Adult Grave	\$891	0.0%	73%	\$69,498	\$0
Open/Close - Infant Grave	543	0.0%	62%	1,629	0
Open/Close - Cremains	428	0.0%	61%	15,408	0
Open/Close - Infant & Cremains With Family Preparation	378	0.0%	58%	0	0
Additional Fee for Non-Office Hour Services	393	0.0%	73%	5,895	0
Disinterment Charges - Adults	983	0.0%	37%	983	0
Disinterment Charges - Infants	532	-11.5%	100%	0	0
Disinterment Charges - Cremains	392	0.0%	91%	784	0
Lot Sales	800	0.0%		36,800	0
Lot Sales - Infant	270	0.0%		270	0
Lot Sales - Historical Graves	1,032	0.0%		0	0
Lot Sales - Reinstated Graves	1,246	0.0%		0	0
Totals				\$130,997	\$0

Open/Close - Adult/Infant Grave/Cremains The charge for preparing the grave site for an adult or infant burial or burial of remains of cremation.

Charges for Services

Public Works

<u>Open/Close - Infant & Cremains With Family Preparation</u>	The charge to mark the grave and provide materials for an infant or cremains burial, where the family wishes to prepare the grave. Cemetery staff ensures proper tamp/close of the grave.
<u>Additional Fee for Non-Office Hour Services</u>	The additional charge for services outside of normal business hours (Saturday, Sunday, holiday or evening) is increased due to the cost of overtime for employees performing the service.
<u>Disinterment Charges</u>	The charge for moving the remains from one grave site to another.
<u>Lot Sales</u>	The charge for a lot sale provides funding for the perpetual care of the cemetery and is set at a rate to not undercut the prices charged by the other local cemeteries. The charge for an infant lot is based portionally to the size of an adult grave.
<u>Lot Sales - Historical Graves</u>	The lot sale and the charge for researching and field verifying leftover plots throughout the cemetery.
<u>Lot Sales - Reinstated Graves</u>	State statute allows the City to declare graves abandoned if unused for more than 75 years. The charge recovers the cost of filing the public notices and recording fee, conducting field study of the lot and research by the City Attorney's Office.



**Charges for Services
Public Works**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Street Sweeping Service Mobilization Fee	\$197	\$215	91%	8	\$1,576
Street Flushing Service Mobilization Fee	123	128	96%	0	0
Street Sweeping Per Square Foot	0.0037	0.0042	88%	5430	20
Street Flushing Per Square Foot	0.0027	0.0028	96%	0	0
Totals					\$1,596

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Street Sweeping Service Mobilization Fee	\$215	8.6%	100%	\$1,723	\$147
Street Flushing Service Mobilization Fee	128	4.1%	100%	0	0
Street Sweeping Per Square Foot	0.0042	12.3%	100%	23	3
Street Flushing Per Square Foot	0.0028	4.1%	100%	0	0
Totals				\$1,746	\$150

Mobilization Fees

Mobilization fees are the minimum fee required to prepare the equipment and to provide the operator and equipment on site.

Square Foot Fees

The service the equipment operator provides includes, labor and equipment per unit of measure cleaned.

**Charges for Services
Public Works**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Concrete/Excavation Crew Mobilization Fee	\$497	\$492	101%	403	\$200,291
Sidewalk Crew Mobilization Fee	194	197	98%	46	8,924
Saw Cut Crew Mobilization Fee	82	76	108%	426	34,932
Asphalt Crew Mobilization Fee	183	216	85%	391	71,553
Temporary Asphalt Crew Mobilization Fee	146	178	82%	114	16,644
Finish Grading Crew Mobilization Fee	130	132	99%	312	40,560
Repair Services:					
Concrete Pavement	3.81/SF	3.98	96%	64,519	245,819
Sidewalk	3.19/SF	3.21	99%	9,092	29,003
Asphalt cap, 2"	1.89/SF	2.14	88%	15,340	28,993
Asphalt cap, temporary	1.63/SF	1.98	82%	49,450	80,604
Asphalt Stamping	6.90/SF	6.73	103%	10	69
Finish Grading	0.98/SF	1.00	98%	7,055	6,914
Concrete Curb	14.83/SF	15.00	99%	727	10,781
Concrete Curb and Gutter	25.11/SF	25.26	99%	201	5,047
Saw Cut	0.93/SF	0.93	100%	19,615	18,242
Bricks	2.88 ea.	2.84	101%	0	0
ADA Ramp	637.00 ea.	1,235	52%	20	12,740
Totals					\$811,116

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Concrete/Excavation Crew Mobilization Fee	\$492	-1.0%	100%	\$198,276	-\$2,015
Sidewalk Crew Mobilization Fee	197	1.5%	100%	9,062	138
Saw Cut Crew Mobilization Fee	76	-7.3%	100%	32,376	-2,556
Asphalt Crew Mobilization Fee	216	18.0%	100%	84,405	12,852
Temporary Asphalt Crew Mobilization Fee	178	21.7%	100%	20,258	3,614
Finish Grading Crew Mobilization Fee	132	1.5%	100%	41,184	624
Repair Services:					
Concrete Pavement	3.98	4.4%	100%	256,737	10,918
Sidewalk	3.21	0.8%	100%	29,228	225
Asphalt cap, 2"	2.14	13.4%	100%	32,868	3,875
Asphalt cap, temporary	1.98	21.6%	100%	97,999	17,395
Asphalt Stamping	6.73	-2.5%	100%	67	-2
Finish Grading	1.00	2.4%	100%	7,077	163
Concrete Curb	15.00	1.2%	100%	10,907	125
Concrete Curb and Gutter	25.26	0.6%	100%	5,078	31
Saw Cut	0.93	-0.3%	100%	18,193	-48
Bricks	2.84	-1.4%	100%	0	0
ADA Ramp	1,235	93.9%	100%	24,702	11,962
Totals				\$868,418	\$57,301

Charges for Services
Public Works

Mobilization Fees	Mobilization fees are the minimum fee required to provide a crew and equipment on site, prepare the site, setup, and tear down.
Repair Services:	The service the crew provides includes labor, equipment and materials per unit of measure.

**Charges for Services
Public Works**

Service Description	Current Status Based on FY 16-17 Data				Proposed Charges for FY 18-19		
	Size	Current Fee	City Cost	Cost Recovery	Proposed Fee	% Change in Fee	New Cost Recovery
Regulatory Signs:							
STOP	30"	\$107	\$106	101%	\$106	-0.9%	100%
STOP	36"	115	114	101%	114	-0.9%	100%
30" STOP with All Way Plaque	30"	118	117	101%	117	-0.8%	100%
36" STOP with All Way Plaque	36"	123	122	101%	122	-0.8%	100%
30" STOP with double street names (6 3/4")	-	166	166	100%	166	0.0%	100%
30" STOP with double street names (9")	-	206	202	102%	202	-1.9%	100%
30" STOP with double street names and cross traffic does not stop (6 3/4")	-	184	184	100%	184	0.0%	100%
30" STOP with double street names and cross traffic does not stop (9")	-	224	220	102%	220	-1.8%	100%
30" STOP with double street names and Street Ends or No Outlet (6 3/4")	-	196	194	101%	194	-1.0%	100%
30" STOP with double street names and Street Ends or No Outlet (9")	-	247	239	103%	239	-3.2%	100%
30" STOP with double one way arrow	-	138	132	105%	132	-4.3%	100%
30" STOP with double one way arrows (back to back)	-	133	136	98%	136	2.3%	100%
30" STOP with double one way arrows and cross traffic does not stop	-	154	153	101%	153	-0.6%	100%
YIELD	36"	103	102	101%	102	-1.0%	100%
Right Lane Must Turn Right	30 x 30	108	107	101%	107	-0.9%	100%
Center Lane Sign	24 x 30	105	104	101%	104	-1.0%	100%
One Way	12 x 36	97	96	101%	96	-1.0%	100%
One Way (double sided)	12 x 36	104	103	101%	103	-1.0%	100%
DO NOT ENTER	30 x 30	108	107	101%	107	-0.9%	100%
Speed Limit 20/25/30/35/40	24 x 30	104	103	101%	103	-1.0%	100%
Speed Limit 25 with yellow border	32 x 42	120	119	101%	119	-0.8%	100%
No Left/Right/U-turn Turn (symbol)	24 x 24	100	100	100%	100	0.0%	100%
Keep Right (symbol) with Stripe Board (8 x 18)	18 x 24	104	106	98%	106	1.9%	100%
Keep Right (symbol) with Stripe Board (12 x 36)	24 x 30	110	118	93%	118	7.3%	100%
2hr Parking, Res Permit Parking	12 x 18	95	94	101%	94	-1.1%	100%
No Parking, Handicap Parking	12 x 18	95	92	103%	92	-3.2%	100%
No Parking; No Parking, Stopping, Standing; Loading Zone	18 x 24	100	99	101%	99	-1.0%	100%
Replace Pole with Existing Sign	-	93	92	101%	92	-1.1%	100%
Reset Existing Sign	-	75	75	100%	75	0.0%	100%

Signs in **bold type** are typical signs that would be installed in a new subdivision.

**Charges for Services
Public Works, continued**

Service Description	Current Status Based on FY 16-17 Data			Proposed Charges for FY 18-19			
	Size	Current Fee	City Cost	Cost Recovery	Proposed Fee	% Change in Fee	New Cost Recovery
Warning Signs:							
End of Roadway Diamonds	18 x 18	\$95	\$94	101%	\$94	-1.1%	100%
Stripe Board	12 X 36	97	96	101%	96	-1.0%	100%
Curve Warning / Stop Ahead/ Signal Ahead/ Intersection Ahead	30 x 30	108	107	101%	107	-0.9%	100%
Curve Warning with Advisory Speed Plaque	-	121	120	101%	120	-0.8%	100%
Direction Arrow (L/R/D) with 2 Stripe Boards	-	146	141	104%	141	-3.4%	100%
Chevron	18 x 24	97	96	101%	96	-1.0%	100%
Splitter Island Sign; No Trespassing	24 x 24	101	100	101%	100	-1.0%	100%
Advance Railroad Warning	30"	106	105	101%	105	-0.9%	100%
Cross Traffic Does Not Stop	18 x 30	100	99	101%	99	-1.0%	100%
Pedestrian Signs:							
Pedestrian / School Crosswalk with diagonal arrow, AHEAD, or SCHOOL plaque	-	136	135	101%	135	-0.7%	100%
Pedestrian / School Crosswalk with diagonal arrow or AHEAD plaque and Sign Post Panel	-	151	150	101%	150	-0.7%	100%
Street Name Signs:							
Double Sided Blade	6 3/4 x 30	112	111	101%	111	-0.9%	100%
Double Sided Blade/No Outlet/Street Ends	6 3/4 x 36	115	115	100%	115	0.0%	100%
Double Sided Blade	6 3/4 x 42	108	118	92%	118	9.3%	100%
Double Sided Blade/No Outlet/Street Ends	9 x 36	119	119	100%	119	0.0%	100%
Double Sided Blade	9 x 42	123	123	100%	123	0.0%	100%

Traffic Signs

Charges to developers for the City to install the initial set of traffic signs in a new subdivision. Developers have the option to have the signs fabricated by a private contractor and install the signs themselves with no charge paid to the City; however the signs must meet the City sign standards for material and installation hardware. The charges are also used for traffic signs damaged in auto accidents.

Signs in **bold type** are typical signs that would be installed in a new subdivision.



Ordinance Violation Charges

The charges in this category have been established by City ordinance, as allowed by State statutes, to recover the costs incurred by the City while enforcing certain ordinance violations. Violators may also be subject to punitive fines and court costs ordered by the Municipal Court. Due to the special nature of these charges, full cost recovery is maintained each year regardless of the percentage adjustment required. All of these charges relate to DWI offenses, probation, animal impoundment, or weed, health and tree abatements.

**Ordinance Violation Charges
Building Development Services**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Weed Investigation and Processing	\$68	\$60	112%	290	\$19,720
Nuisance Investigation and Processing	166	186	89%	316	52,456
Abatement Charge	Contract	Contract	100%	0	N/A
Totals					\$72,176

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	%Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Weed Investigation and Processing	\$60	-11.1%	100%	\$17,540	-\$2,180
Nuisance Investigation and Processing	186	11.9%	100%	58,718	6,262
Abatement Charge	Contract	Contract	100%	N/A	N/A
Totals				\$76,258	\$4,082

Weed and Nuisance Abatement

City Code provides for the recovery of the costs incurred by the City to abate property of weeds, brush, and other rank vegetation, and nuisances when the property owner fails to respond to proper notice of the violation.

Investigation and Processing Charge recovers the administrative costs to investigate and process a weed or nuisance property abatement. Nuisance property charge includes the City cost incurred for property title search and certified deed cost. **Abatement Charge** is established based on the City's cost to abate the nuisance through an outside service contract, in which case the property owner will be charged the contractor's charge to the City.

**Ordinance Violation Charges
Public Health**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Animal Impoundment					
First Day	\$33	\$90	37%	419	\$13,827
Each Day or Partial Day Thereafter	15	28	53%	132	1,980
Totals					\$15,807

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Animal Impoundment					
First Day	\$33	0.0%	37%	\$13,827	\$0
Each Day or Partial Day Thereafter	16	6.7%	57%	2,112	132
Totals				\$15,939	\$132

Animal Impoundments

A person claiming a dog or cat that has been impounded must pay an impoundment fee for the animal's release. The fees are not at 100% cost recovery because the City believes that the cost should not be so high that it would discourage citizens from claiming their animal.

**Ordinance Violation Charges
Police**

Current Status Based on FY 16-17 Data

Service Description	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
DWI Arrest	\$145	\$161	90%	677	\$98,165
Totals					\$98,165

Proposed Fees for FY 18-19

Service Description	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
DWI Arrest	\$161	10.9%	100%	\$108,844	\$10,679
Totals				\$108,844	\$10,679

DWI Arrest

State Statutes and city ordinances allow the court to order persons convicted of alcohol or drug related traffic offenses to reimburse the city for the costs associated with their arrest. These costs shall include the reasonable cost of making the arrest, including the cost of any chemical test made to determine the alcohol or drug content of the person's blood, and the costs of processing, charging, booking, and holding the person in custody.

The charge rate shown reflects the basic schedule of arrests costs. The reimbursement cost of a specific arrest may be set higher or lower depending on the actual costs incurred and the consideration involved. The revenue generated depends on the actual arrest costs.

**Ordinance Violation Charges
Public Works**

Service Description	Current Status Based on FY 16-17 Data				
	Current Fee	City Cost	Cost Recovery	Units of Service	Revenue Generated
Tree Abatement					
Investigation and Processing Charge	\$221	\$227	98%	0	\$0
Abatement Charge	341	348	98%	0	0
Each Hour or portion thereof by City Crew					
Or Contractor Charge (City Contract)	Contract	Contract	100%	0	N/A
Totals					\$0

Service Description	Proposed Fees for FY 18-19				
	Proposed Fee	% Change in Fee	New Cost Recovery	Projected Revenue	Change in Revenue
Tree Abatement					
Investigation and Processing Charge	\$227	2.6%	100%	\$0	\$0
Abatement Charge	348	2.1%	100%	0	0
Each Hour or portion thereof by City Crew					
Or Contractor Charge (City Contract)	Contract	Contract	100%	0	N/A
Totals				\$0	\$0

Tree Abatement

City Code provides for the recovery of costs incurred by the City to abate property of trees creating hazards to public ways when the property owner fails to respond to proper notice of the violation.

Investigation and Processing Charge recovers the administrative costs to investigate and process a Tree Abatement. **Abatement Charge** establishes the charge for each hour or portion thereof for the City to physically abate the conditions contained in the Tree Abatement notice, including drive time, setup time, and cleanup time. The property owner is also responsible for the charge of landfill fees for eliminating the debris. Alternatively, the City may choose to abate the nuisance through an outside contract. The contract costs to the City will be charged to the property owner.



Enterprise Fund Fees

Fees in this section are determined differently than the other fees in this study. These fees are established to recover operating costs as well as recover long-term capital investment. They are being included in this document to ensure annual review. These charges relate to Sanitary Landfill and Clean Water Services.

**Enterprise Fund Fees
Sanitary Landfill**

Service Description	Current Status Based on FY 16-17 Data		
	Current Fee	Units of Service	Revenue Generated
One Yard of Wood Mulch	\$7.00	4,391	\$30,737
One Yard of Fine Wood Mulch	16.00	2,209	35,344
One Yard of Finished Compost	22.00	3,463	76,186
Brush Lot Fee Car/SUV/Pickup or Trailer <8'	5.00	24,685	123,425
Brush Lot Fee Trailer 8'-12'	10.00	1,247	12,470
Brush Lot Fee Trailer 12'-16'	20.00	1,247	24,940
Brush Lot Fee Trailer Dump Truck	30.00	831	24,930
Brush Lot Fee Large Volume \$/cubic yard	2.00	0	0
Tipping Fees	30.94	208,674	6,456,374
Totals			\$6,784,406

Service Description	Proposed Fees for FY 18-19			
	Proposed Fee	% Change in Fee	Projected Revenue	Change in Revenue
One Yard of Wood Mulch	\$7.00	0.0%	\$30,737	\$0
One Yard of Fine Wood Mulch	16.00	0.0%	35,344	0
One Yard of Finished Compost	24.00	9.1%	83,112	6,926
Brush Lot Fee Car/SUV/Pickup or Trailer <8'	8.00	60.0%	197,480	74,055
Brush Lot Fee Trailer 8'-12'	15.00	50.0%	18,705	6,235
Brush Lot Fee Trailer 12'-16'	20.00	0.0%	24,940	0
Brush Lot Fee Trailer Dump Truck	30.00	0.0%	24,930	0
Brush Lot Fee Large Volume \$/cubic yard	5.00	150.0%	0	0
Tipping Fees	30.94	0.0%	6,456,374	0
Totals			\$6,871,622	\$87,216

One Yard of Wood Mulch An unscreened landscaping mulch of ground, woody materials for use on flower beds, shrubs, trees, and pathways.

One Yard of Fine Wood Mulch A fine textured landscaping mulch of ground, woody materials for use on flower beds, shrubs, trees, and

One Yard of Finished Compost A high quality compost of yard and garden organic materials.

Brush Lot Fees Gate fee for brush disposal at Yardwaste Recycling Center.

Tipping Fees Minimum fee for disposal of Municipal Solid Waste, Construction & Demolition Waste, and Other Special Waste accepted by prior approval.

**Enterprise Fund Fees
Clean Water Services**

Service Description	Current Status Based on FY 16-17 Data		
	Current Fee	Units of Service	Revenue Generated
Fats, Oils, and Grease (FOG)	114	1,089	124,146
Industrial Pretreatment Fees (IPP)			
Categorical Industrial User (CIU)	3,997	24	95,928
Categorical Industrial User - No Discharge (CIU-ND)	2,552	4	10,208
Significant Industrial User (SIU)	5,104	12	61,248
Industrial User (IU)	851	24	20,424
Surcharge-Industrial User-High Strength With Excess BOD/TSS	1,134	18	20,412
Testing Charges	*		74,714
Totals			\$407,080

Service Description	Proposed Fees for FY 18-19			
	Proposed Fee	% Change in Fee	Projected Revenue	Change in Revenue
Fats, Oils, and Grease (FOG)	125	9.6%	136,125	11,979
Industrial Pretreatment Fees (IPP)				
Categorical Industrial User (CIU)	3,962	-0.9%	95,088	-840
Categorical Industrial User - No Discharge (CIU-ND)	2,640	3.4%	10,560	352
Significant Industrial User (SIU)	5,280	3.4%	63,360	2,112
Industrial User (IU)	845	-0.7%	20,280	-144
Surcharge-Industrial User-High Strength With Excess BOD/TSS	1,173	3.4%	21,114	702
Testing Charges	*		79,687	4,973
Totals			\$426,214	\$19,134

Fats, Oils, and Grease (FOG)
As a result of the new EPA/MDNR mandates, all Food Service Establishments (FSEs) must be permitted and inspected regularly to ensure proper FOG removal devices are in place and maintained properly.

Categorical Industrial User (CIU)
Any industrial user subject to a regulation containing pollutant discharge limits promulgated by the USEPA in accordance with section 307(b) and © of the act, which applies to industrial users. Includes prohibitive discharge limits established pursuant to section 403.5 of the act, categorical pretreatment standards, restricted discharges and local limits.

Categorical Industrial User No Discharge (CIUND)
Any industrial user subject to a regulation containing pollutant discharge limits promulgated by the USEPA in accordance with section 307(b) and (c) of the act, which applies to industrial users. Includes prohibitive discharge limits established pursuant to section 403.5 of the act, categorical pretreatment standards, restricted discharges

**Enterprise Fund Fees
Clean Water Services**

and local limits. Must be permitted and monitored as a no-discharge facility to ensure they do not discharge wastewaters to the Publicly Owned Treatment Works; either by evaporation, off-site treatment, or other means of wastewater disposal.

Categorical Industrial User No Discharge (CIUND)

Any industrial user subject to a regulation containing pollutant discharge limits promulgated by the USEPA in accordance with section 307(b) and (c) of the act, which applies to industrial users. Includes prohibitive discharge limits established pursuant to section 403.5 of the act, categorical pretreatment standards, restricted discharges and local limits. Must be permitted and monitored as a no-discharge facility to ensure they do not discharge wastewaters to the Publicly Owned Treatment Works; either by evaporation, off-site treatment, or other means of wastewater disposal.

Significant Industrial User (SIU)

Industrial user that discharges an average of 25,000 gdp or more of process wastewater to the POTW, contributes a process waste stream which makes up five percent more of the average dry weather hydraulic or organic capacity of the POTW treatment plant, is designated as such by the POTW on the basis that it has reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

Industrial User (IU)

Any nonresidential user identified in division A, B, D, E, or I of the Standard Industrial Classification Manual or any user which discharges wastewater containing toxic or poisonous substances or any substance which cause interference or pass through in the POTW.

**Surcharge-Industrial User-High Strength
With Excess BOD/TSS**

Some industrial customers have wastewater that is made up of higher concentrations of pollutants that increase the City's cost for treatment. As a result, these customers pay a surcharge for wastewater treatment. Currently, the surcharge is applied to two pollutants; Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS). BOD is regulated because of low levels of oxygen in the water causes fish kills and other aquatic life impacts. TSS is regulated because the solids in water block sunlight and make photosynthesis more difficult so plant food sources don't grow for fish and aquatic life.

**Enterprise Fund Fees
Clean Water Services**

***Testing Charges**

*Testing charges vary by industry due to number and type of parameter analyses required, pricing based on local private laboratory charges.

City Code Section Reference Guide

Page #	Description	Code Section	Code Section Title	Department
14-15	Commercial Building Permits	36-146	Fees	BDS
16	Residential Permits	36-146	Fees	BDS
17	Sign Permit	36-334	Fees	BDS
18	Asbestos Inspection Fee	2-425	Fees	Environmental Services
19	Air Quality Permit	6-52	Issuance of Permits	Environmental Services
20	Open Burning Permit	6-284	Permit for burning of certain materials	Environmental Services
21	Land Disturbance Permit	96-55	Permit application and fees	Environmental Services
22	Trash Truck Inspections	2-425	Fees for City services; license and inspection fees	Environmental Services
23-24	Blasting Permit	54-33	Fees	Fire
26-27	Fireworks Permit	54-33	Fees	Fire
25	Tent Permit	54-33	Fees	Fire
26-27	Planned Development	36-334	Fees	Planning & Development
26-27	Lot Line Adjustment/Combination	36-273	Processing fees	Planning & Development
26-27	Subdivision Variance	36-273	Processing fees	Planning & Development
28	Board of Adjustment	36-334	Fees	Planning & Development
28	Conditional Use Permit	36-334	Fees	Planning & Development
28	Relinquishment of Easement	98-158	Fees	Planning & Development
28	Vacations (street or alley)	98-158	Fees	Planning & Development
28	Change in Zoning	36-334	Fees	Planning & Development
29	Platting	36-273	Processing fees	Planning & Development
30-31	Administrative Tract Certification	36-273	Processing fees	Planning & Development
30-31	Annexation	2-425	Fees	Planning & Development
30-31	Master Sign Plan	36-334	Fees	Planning & Development
30-31	Request to Extend Security Agreement	36-273	Processing fees	Planning & Development
30-31	Street Name Change	2-425	Fees for City services; license and inspection fees	Planning & Development
30-31	Subdivision Variance with Prelim Plat	36-273	Processing fees	Planning & Development
30-31	Zoning Certificate	36-334	Fees	Planning & Development
32	Administrative Re-plat or condo	36-273	Processing fees.	Planning & Development

City Code Section Reference Guide

Page #	Description	Code Section	Code Section Title	Department
33	Farmers Market	36-334	Fees	Public Health
34-35	Food Permit	58-53	Permit required; fees, suspension or revocation	Public Health
36	New Construction/Remodel Inspection Fee	58-53	Permit required; fees, suspension or revocation	Public Health
37	Driveway Permit	98-115	Issuance of permit; fee	Public Works
37	Sidewalk Permit	2-425(b)	Fees	Public Works
37	Right of Way Excavation Permit or Inspection	98-45	Fees	Public Works
38	Public Improvement Fee	98-12	Private construction of streets and other public improvements.	Public Works/ Environmental Services
39	Encroachment Permit - Administrative	98-323	Application and Permit Required	Public Works
39	Encroachment Permit - Council Action	98-322.1	Encroachment license pursuant to special ordinance	Public Works
40	Taxicab and Wrecker Inspection	118-126	Vehicle Inspection Fee	Public Works
42	After-Hours Establishment Investigation	70-353	Registration, license, and fees required.	Finance - Licensing
43	Letters of Approval for Catering	(RSMo 311.20 and 311.485)	NA	Finance - Licensing
43	Liquor License Location Investigation	10-37	Premises near schools, parks or churches	Finance - Licensing
44	Tanning Location Security & Background Fee	70-595	Investigation Fee	Finance - Licensing
44	Escort Service License Application Fee	70-324	Investigation Fee	Finance - Licensing
46	Art Museum Event Rental	2-425	Fees	Art Museum
47	Fire Station Room Rental	2-425	Fees	Fire
48	Fire Safety Inspections	2-425	Fees	Fire
49	Fire Training Programs	2-425	Fees	Fire
50-51	Staff and Equip Rates for Event Activities	54-33.5	Cost recovery for Fire Dept activities	Fire
52-53	Staff and Equip Rates for Hazardous Substance Release	54-33.5	Cost recovery for Fire Dept activities	Fire
54	Access to Conviction Records	2-423	Municipal Court records	Municipal Court
55	Chapter 99 Redevelopment Plan/Blight Report	40-35	Redevelopment proposals	Planning & Development
59	Chapter 353	40-35	Redevelopment proposals	Planning & Development
57	Accident/ Incident Report	2-424	Police & Fire Dept. records	Police
58	Police Firing Range	2-425	Fees	Police
59	Animal Turn-in	2-425	Fees	Public Health
60	Animal Vaccination	2-425	Fees	Public Health

City Code Section Reference Guide

Page #	Description	Code Section	Code Section Title	Department
61	Hepatitis Testing	2-425	Fees	Public Health
62	TB Testing	2-425	Fees	Public Health
63	Vaccine Administration Fee	58-211	Center for immunization services	Public Health
64	Studio Rental	2-425	Fees	Public Information Office
65	Escrow Fee	98-14	Assurance for completion of improvements	Public Works
66-67	Hazelwood Burial Services	30-33	Fees and charges generally	Public Works
69	Street Sweeping or Flushing	2-425	Fees	Public Works
70-71	Street Repair	98-51	Payment of charges for final repair	Public Works
72-73	Regulatory/ Roadway Signs	2-425	Fees	Public Works
76	Weed Investigation and Abatement	74-406	Charges for abatement by city	BDS
76	Nuisance Investigation and Abatement	74-406	Charges for abatement by city	BDS
77	Animal Impoundment	18-3	Impoundment fees	Public Health
78	DWI Arrest	42-41	Court costs	Police
79	Tree Abatement	114-31	Trees on private property creating hazard to public ways	Public Works
82	Sanitary Landfill Mulch	2-425	Fees for City services; license and inspection fees	Sanitary Landfill
83-85	Biosolids	2-425	Fees	Clean Water Services
83-85	Fats, Oils, Grease	2-425	Fees for City services; license and inspection fees	Clean Water Services
83-85	Industrial Pretreatment Fees	120-5	Fees and charges	Clean Water Services