



FEE SCHEDULE FEE JUSTIFICATION FORM FOR NEW AND AMENDED FEES

Committee	Date of Committee action
Administration & Finance	
Submitted by	Presenter
Peter Daniels, City Engineer, Engineering	Peter Daniels

New or existing?	Authority	Date last reviewed	Date last revised
Existing	Ord. 6608	2/19/2002	2/19/2002

Fee Description	RMC Sec.	Current Amount	Proposed Amount
Construction of a driveway connecting with any improved or semi-improved street or alley	11.18	Application Fee = \$10.00 Construction Permit Fee = \$25.00	Application Fee = \$50.00 Construction Permit Fee = \$75.00

Background Information
All new driveways or closures of old driveways require the issuance of a driveway permit to ensure that no City utilities or City trees are conflicting with the proposed driveway. The City's inspector also inspects the concrete work which is located on City owned right of way to ensure the safety of the general public and that proper drainage is provided in the gutter.

Rationale of fee/Basis of calculation	
The hourly rate (salary and benefits) for an Engineering Technician is approximately \$40.00 per hour. There are also costs incurred for the vehicle mileage to inspect the driveway in the field and administrative costs for our Administrative Assistant who prepares the permit. There are also costs incurred for the Engineering staff and DPW Electrical Superintendent and DPW Forestry Superintendent to review plans.	
Does the fee recoup all of the administrative costs?	Yes
If no, explain why the actual cost is not being recommended (i.e. Statutory limits of fees, prohibitive, etc.)	
N/A	

Key Issues for Consideration
No impacts of increasing the fee

Fiscal Impact
In 2019 there were 18 driveway permits issued totaling \$645 in fee revenue. It is estimated that the



new fees will increase fee revenue to about \$2,200 a year.

Attachments

No attachments