

June 10, 2010

The Honorable Mayor  
and  
Members of City Commission

The Engineering Department has reviewed the fees charged for wastewater collection system fees, Engineering Department permits, site plan reviews, and the reproduction of documents sold to the public. Wastewater collection system fees are annually updated in accordance with Section 6 of City Ordinance No. 2004-05. All other fees are updated to reflect the actual labor, material, equipment, and administrative costs of the particular activity for fiscal year 2010/2011 to take effect July 1, 2010.

A. Wastewater Collection System Fees:

There presently are three (3) wastewater collection districts within the City where developments, renovations or additions that propose to generate additional wastewater flow must pay a fee for the privilege of using the City's wastewater collection system. The fee charged for each district (District A, B, and C) is to be adjusted annually in accordance with Section 6 of City Ordinance No. 2004-05 which states: "The wastewater collection system fee shall be adjusted annually at the end of each fiscal year in an amount equal to the most recent Consumer Price Index published by the United States Bureau of Labor Statistics." The decrease in the index for the past fiscal year was 0.4%.

District A

Recommended Wastewater Collection System Fee Charge: \$ 1,230. per sanitary use factor

District B

Recommended Wastewater Collection System Fee Charge: \$ 1,405. per sanitary use factor

District C

Recommended Wastewater Collection System Fee Charge: \$ 1,888. per sanitary use factor

The following tabulations indicate the actual costs to be incurred by the Engineering Department for fiscal year 2010/2011:

B. Right-Of-Way Construction Permit Fees:

Permit Fee

The permit fee for construction in City right-of-way done by private contractors and developers is based on the City's cost to prepare the permit, review contractor bond and insurance documents, and provide the permit and a copy of the City Standard Specifications for Construction:

Civil Engineer III (1 hour)	\$93.00
Standard Specifications for Construction	20.00
Administration Charge	17.00
Total	<u>\$130.00</u>

Recommended Permit Fee Charge: \$130.00 per permit

Inspection Fee

The Engineering Department inspection cost for inspecting construction done in City right-of-way is included in the permit. The construction inspection fee is estimated by the Engineering Department based on the inspection hours needed for the construction work.

The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection Hourly Rate	\$82.00
Vehicle Hourly Rental Rate (includes 2-way radio)	9.00
Administration Charge	<u>14.00</u>
Total	\$105.00

Recommended Inspection Fee Charge: \$ 105.00 per hour

After the job in the right-of-way is completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

C. Curb Cut Permit Fees:

Permit Fee

The permit fee for curb cuts is based on the City's cost to inspect the permit work:

First Curb Cut (per address) Permit Fee

Inspection Hourly Rate	\$ 82.00
Vehicle Hourly Rental Rate (includes 2-way radio)	9.00
Administration Charge	<u>14.00</u>
Total	\$ 105.00

Additional Curb Cuts (per address) Permit Fee

Inspection Rate (1/2-hour)	\$ 41.00
Vehicle Rental Rate (1/2-hour & includes 2-way radio)	<u>5.00</u>
Total	\$ 46.00

Administrative costs are not increased with each additional curb cut. Inspection and vehicle rental is estimated to increase 1/2-hour for each additional curb cut (after first).

Recommended Permit Fee Charge: \$ 105.00 first curb cut per address  
\$ 46.00 each additional curb cut per address

D. Sidewalk Permit Fees:

Sidewalk Builder's License Fee

The annual fee for the sidewalk builder's license is based on the City's cost to review the application and sidewalk bond and execute the license:

Civil Engineer III (1/4 hour)	\$ 24.00
Clerk Steno III (1/4 hour)	12.00
Administration Charge	<u>6.00</u>
Total	\$ 42.00

Recommended License Fee Charge: \$ 42.00 per annual license

Permit Fee

The permit fee for sidewalk is based on the City's cost to inspect the permit work:

Inspection Hourly Rate	\$ 82.00
Vehicle Rental Rate (includes 2-way radio)	9.00
Administration Charge	<u>14.00</u>
Total	\$ 105.00

Based on the average sidewalk inspection of 200 square feet of sidewalk replacement or construction, the cost incurred is rounded to \$0.53 per square foot.

Recommended Permit Fee Charge: \$ 0.53 per square foot of sidewalk replacement or construction

Penalty Fee

A penalty fee for failing to obtain the required permit prior to beginning work:

Discovery & Notification (1 hr. inspection time)	\$ 82.00
Civil Engineer III (1 hour)	93.00
Administration Charge	<u>25.00</u>
Total	\$ 200.00

Recommended Penalty Fee: \$ 200.00 per violation

E. Contaminated Sewage Discharge Permit Fees:

Permit Fee

The permit fee for contaminated sewage discharges into City sewers done by property owners, private contractors, and environmental consultants is based on the City's cost to prepare the permit:

Civil Engineer III (2 hours)	\$ 186.00
Administration Charge	<u>28.00</u>
Total	\$ 214.00

Recommended Permit Fee Charge: \$ 214.00 per permit

Inspection Fee

The Engineering Department inspection cost for monitoring the volume of contaminated sewage discharges is included in the permit. The inspection fee is estimated by the Engineering Department based on the inspection hours needed for the monitoring. The fee is estimated based on inspection hourly rates, vehicle hourly rental rates, and administrative costs:

Inspection Hourly Rate	\$ 82.00
Vehicle Rental Rate (includes 2-way radio)	9.00
Administration Charge	<u>14.00</u>
Total	\$ 105.00

Recommended Inspection Fee Charge: \$ 105.00 per hour

After the contaminated sewage discharge is completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

F. Utility Pavement Cut Fee Schedule:

The pavement cut fee for the replacement of pavement and sidewalk removed by a contractor/builder for utility repair/installation is for labor, material, equipment, traffic control items, and administrative costs associated with the pavement replacement.

First Pavement Cut – 5' x 6'

Contractor Cost for Pavement Replacement	\$ 358.00
Design & Construction Engineering	90.00
Administration Charge	<u>67.00</u>
Total	\$ 515.00

Each Additional Pavement Cut – 5' x 6'

Contractual Cost for Pavement Replacement	\$ 208.00
Design & Construction Engineering	52.00
Administration Charge	<u>30.00</u>
Total	\$ 300.00

Recommended Pavement Cut Fee Charge:	\$ 515.00 first cut
	\$ 300.00 each additional cut

Note: The above pavement cut fees are based on the average of four (4) low bids for 2010 City pavement replacement work under City Contract SW-1001.

G. Site Plan Fees:Work Order Preparation Fee

The work order preparation fee for site plan review for public road, sidewalk, water main, storm sewer, and storm water retention facilities is based on the City's cost to prepare the work order and review the developer's site improvement information:

Civil Engineer III (1 hour)	\$ 93.00
Administration Charge	<u>14.00</u>
Total	\$ 107.00

Recommended Site Plan Review Work Order Preparation Fee Charge:	\$ 107.00 per work order
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Site Plan Review Fee

The Engineering Department cost for reviewing and directing the correction of site plans to comply with City of Royal Oak rules, regulations, standards, and ordinances will be included in the site plan review work order. The site plan hourly review fee will be estimated by the Engineering Department based on the Engineering hours needed for the work. The fee is estimated based on Engineering Department hourly rates and administrative costs as follows:

Civil Engineer III Hourly Rate	\$ 93.00
Administration Charge	<u>14.00</u>
Total	\$ 107.00

Recommended Site Plan Review Fee:	\$ 107.00 per hour
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After the Engineering Department site plan review is completed, the developer or architect/engineer will be reimbursed for any site plan review fee monies not used. If more site plan review fee monies are required than were collected when the site plan review work order was issued, the developer or architect/engineer will be billed for the additional site plan review fee monies in accordance with the terms of the site plan review work order.

Easement Preparation/Filing Fee

The Engineering Department cost for preparation and distribution of documents for Easements.

Civil Engineer III (2.5 hours)	\$ 231.00
Administration Charge	<u>35.00</u>
Total	\$ 266.00

Recommended Easement Preparation/Filing Fee:	\$ 266.00 per Easement
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License Agreement Preparation/Filing Fee

The Engineering Department cost for preparation and distribution of documents for License Agreements.

Civil Engineer III (2.5 hours)	\$ 231.00
Administration Charge	<u>35.00</u>
Total	\$ 266.00
Recommended License Agreement Preparation/Filing Fee:	\$266.00 per License Agreement

H. Paving Permit Fees:Paving Permit Fee

The permit fee for construction of paving on private property is based on the City's cost to prepare the permit and review contractor performance bond, and provide the permit.

Civil Engineer III (1 hour)	\$ 93.00
Administration Charge	<u>14.00</u>
Total	\$ 107.00
Recommended Paving Permit Fee:	\$ 107.00 per permit

Paving Permit Inspection Fee

The Engineering Department inspection cost for inspecting paving on private property construction is included in this permit. The inspection fee is estimated by the Engineering Department based on the inspection man hours needed for inspection of the paving construction work.

Inspection Hourly Rate	\$ 93.00
Vehicle Rental Rate (includes 2-way radio)	9.00
Administration Charge	<u>14.00</u>
Total	\$ 116.00
Recommended Paving Permit Inspection Fee:	\$ 116.00 per hour

After the paving is completed, the permittee is reimbursed for any inspection fee monies not used. If more inspection fee money is required than was collected when the permit was issued, the permittee is billed for the additional inspection in accordance with the terms of the permit.

I. Reproduction of Maps and Plans Fees:

The fee for the reproduction of maps and plans sold to the public is based on the City's cost to reproduce the maps and plans:

First Copy of Map or Plan

Engineering Drafter (1/4 hour)	\$ 17.00
Administration Charge	<u>3.00</u>
Total	\$ 20.00

Additional Copies of Maps or Plans (After First)

Engineering Drafter (3 minutes)	\$ 4.00
Administration Charge	<u>1.00</u>
Total	\$ 5.00

Recommended Reproduction Fee Charge:	\$ 20.00
first copy of map or plan	
each additional copy of maps or plans	\$5.00

The following resolution is recommended for approval:

**Be It Resolved that the City Commission** hereby approves that the following fees shall be required by the City of Royal Oak for wastewater collection system fees, right-of-way, curb cut, sidewalk, contaminated sewage discharge permits, pavement cut, site plan reviews, and reproduction of maps and plans for fiscal year 2010/2011 to take effect July 1, 2010:

- A. Wastewater Collection System Fees
  - 1. District A - \$ 1,230.00 per sanitary use factor
  - 2. District B - \$ 1,405.00 per sanitary use factor
  - 3. District C - \$ 1,888.00 per sanitary use factor
  
- B. Right-Of-Way Construction Permit Fees
  - 1. Permit Fee \$ 130.00 per permit
  - 2. Inspection Fee - \$ 105.00 per hour
  
- C. Curb Cut Permit Fees
  - 1. Permit Fee - \$ 105.00 for first curb cut (per address)  
\$ 46.00 for each additional curb cut (per address)
  
- D. Sidewalk Permit Fees
  - 1. Sidewalk Builder's License Fee \$ 42.00 per annual license
  - 2. Permit Fee - \$ 0.53 per square foot
  - 3. Penalty Fee - \$ 200.00 per violation
  
- E. Contaminated Sewage Discharge Permit Fees
  - 1. Permit Fee - \$ 214.00 per permit
  - 2. Inspection Fee - \$ 105.00 per hour
  
- F. Utility Pavement Cut Fees
  - 1. First Pavement Cut - \$ 515.00
  - 2. Each Additional Pavement Cut - \$ 300.00
  
- G. Site Plan Fees
  - 1. Work Order Fee \$ 107.00 per work order
  - 2. Site Plan Review Fee \$ 107.00 per hour
  - 3. Easement Preparation/Filing Fee \$ 266.00 per easement
  - 4. License Agreement Preparation/Filing Fee \$ 266.00 per license agreement
  
- H. Paving Permit Fees
  - 1. Permit Fee- \$ 107.00 per permit
  - 2. Inspection Fee \$ 116.00 per hour
  
- I. Reproduction of Maps and Plans Fees \$20.00 for first copy  
\$ 5.00 for each additional copy

Respectfully submitted,

Approved,



Elden R. Danielson, P.E.  
City Engineer

Donald E. Johnson  
City Manager

ERD/jh

cc: Jason Craig, Building Official  
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