AGENDA 11i
DATE 6-4-19

4814 Henry Street Norton Shores, Michigan 49441 www.nortonshores.org

May 30, 2019

Council Meeting of June 4, 2019
Subject: Fee Schedule Adjustments

The Honorable Mayor
And
Members of the City Council

Ladies and Gentlemen:

As discussed at the May 28, 2019 City Council work session, the City Council is requested to consider amending various fees under management of the City Clerk related to business registration, liquor licensing, establishment of special districts, voter information and solicitation permits. If approved, the attached schedule of fees will be effective upon adoption.

A resolution is attached for Council's consideration.

Respectfully submitted,

Mark C. Meyers
City Administrator

/ss
Attachments

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby amends the following schedule of fees for various City services:

Planning/Zoning/Building	November 17, 2015	June 4, 2019
Brownfield Development	$300	$300
Land Division	$75	$75
Site Plan	$200 + $3/acre	$200 + $3/acre
Special Use Permit	$250 + $3/acre	$250 + $3/acre
Special Use Permit (PUD/PURD/SUD)	$250 + $5/acre	$250 + $5/acre
Special Meeting (PC, ZBA)	$300	$300
Variance (Non-residential)	$250	$250
Variance (Residential)	$250	$250
Zone Change	$250	$250
Appeal – Building Board of Appeals	$250	$250
Appeal – Fire Code Board of Appeals	$250	$250
Three or more re-inspection visits for same violation	$150	$150
City Clerk		
New/Renew Business Registration	$25	$35
Renew Class C Liquor License	$100	$100
New/Transfer Class C Liquor License	$250	$250
New Used Auto Dealer License		$100
Renew Used Auto Dealer License	$50	$50
Gem/Precious Metals Dealer	$50	$50
Secondhand/Junk/Pawnbroker	$50	$50
Establish Special District		$500
New/Transfer Tax Incentive/Abatement	$500	$500
Voter Information (initial electronic file)	$20	$20
Voter Information (update electronic file)		$5
Voter Information (list)	$.01/name	$1/page
Voter Information (labels)	$.05/label	$5/page
Solicitor, Peddler, Transient Merchant/Itinerant Vendor Permit	$50/month	$150/year
Distribute Handbills Permit	$25/year	$75/year
Fire Department		
Non-Profit/Charitable Event Sign Permit	$25	$25
Special Event sign permit	$100	$100
False Alarm Responses after 3 per year	Cost of response	Cost of response
Response and Investigation of Arson, Illegal Burning and Deliberate Calls for Service	Cost of response	Cost of response
Power Line/Utility Standby	Cost of response	Cost of response
Hazardous Material Response	Cost of response	Cost of response
Technical Rescue Response (Ice, Confined Space, High Angle, Trench, Collapse)	Cost of Response	Cost of Response
Three or more re-inspection visits for same violation	$150	$150
Vehicle Traffic Accident – no extrication (clean up)	-0-	-0-
Vehicle Traffic Accident – Extrication	-0-	-0-
Vehicle Fire	-0-	-0-
Structure Fire	-0-	-0-
Copy of Incident Report	$5 for 1st page $.25 ea. additional page Color – add $.25 per page	$5 for 1st page $.25 ea. additional page Color – add $.25 per page

Fire Department – cont'd.		
Fire Suppression Plan Review	$75	$75
Fire Suppression Inspection Testing	$50	$50
Required Code Permits	$50	$50
Fireworks Permit	$50 more than 30 days notice $100 less than 30 days notice	$50 more than 30 days notice $100 less than 30 days notice
Fire Watch Standby	Actual cost	Actual cost
Public Assembly Required Standby	Actual cost	Actual cost
Police Department		
Parking Prohibited by Signs	$25	$25
Parking in Fire Lane	$25	$25
Parking in Handicapped Space	$100	$100
Parking by Fire Hydrant	$25	$25
Traffic Lane Violation	$15	$15
Preliminary Breath Test for Court Ordered Breath Results	$5	$5
Copy of Police Report - Regular	$.10 per page double-sided	$.10 per page double-sided
Copy of Police Report - Archived	$.10 per page double-sided	$.10 per page double-sided
Copy of Photograph	Actual cost to produce	Actual cost to produce
Copy of Video	Actual cost to produce	Actual cost to produce
Response to False Alarm	Actual cost	Actual cost
OWI Cost Recovery-regular	$100	$100
OWI Cost Recovery-blood test	$220	$220
Public Assembly Permit	$100 – Non-refundable	$100 – Non-refundable

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 4th day of June, 2019 the foregoing resolution was moved for adoption by Council Member_____. The motion was supported by Council Member_____.

Ayes:

Nays:

Resolution declared adopted/denied.

_____

Shelly Stibitz, City Clerk

May 20, 2019

TO: Anthony Chandler, Administrative Services Director

FROM: Shelly Stibitz, City Clerk

SUBJECT: Schedule of Fees

Fees for services in the Administrative Services Department under management of the City Clerk have not been analyzed for several years. The Business Registration Fee, for example, was last adjusted from its original rate of $20 to $25 in July 2008. The City's current schedule of fees includes items that may be obtained on line or no longer require action by the municipality and, therefore, no cost is involved.

The following list contains suggested adjustments to the City Clerk section of the current fee schedule.

City Clerk	Current	Proposed
New/Renew Business Registration	$25	$35
Renew Class C Liquor License	$100	$100
New/Transfer Class C Liquor License Transfer*	$250	$250
~~SDD or SDM Liquor License~~	$250	~~-0-~~
New Used Auto Dealer License*		$100
Renew Used Auto Dealer License Annual*	$50	$50
Gem/Precious Metals Dealer*	$50	$50
Secondhand/Junk/Pawnbroker*	$50	$50
Establish Special District		$500
Application for Tax Incentive/Abatement	$500	$500
~~Precinct Map~~	~~$5~~	-0-
Voter Information ~~(disk)~~ – initial electronic file	$20	$20
Voter Information – update electronic file		$5
Voter ~~Information (hard copy)~~ List	.01/name	$1 page
Voter ~~Information (labels)~~ Labels	.o5/label	$5 page
Solicitor, Peddler, Transient Merchant/Itinerant Vendor	$50/month	$150/year
Distribute Handbills	$25/year	$75/year

Annual Business Registration and those activities marked with an asterisk have different deadlines. To reduce confusion and streamline the procedure, I'd like to process annual registration of all business types at one time in the future. All registration and licensing information for each location will then be printed on one certificate for display rather than each separately. Mailings, phone calls, emails and

assessing penalties can all be attributed to the increase. Nearby communities maintain a $25 annual renewal fee and charge double for new registrations but, for consistency and management of over 600 registrations each year, setting the same rate for both seems more logical.

New and Transfer of Class C Liquor License would be combined on the schedule and the fee kept at $250. The City receives notice of SDD or SDM License for retail sale of alcohol with no cost or opportunity to act on those decisions making it appropriate to remove this item from the schedule.

Used Auto Dealer License Renewal is $50 annually but there was no fee designated for a new applicant. Because the initial approval requires more time and effort than simply renewing, a higher fee of $100 is proposed.

The same is true of current fees for establishing special districts and application fees for those incentives. The schedule does not address establishment of districts yet the costs are equal to that of an applicant and should also be set at $500 to cover the cost of regulated notifications.

Voter information from the Qualified Voter File has to be pared down significantly to protect the privacy of voters in creating voter lists. Candidates or organizations can now request specific parameters that make electronic lists more manageable for their use but increase staff time to create and update causing a need to increase this fee accordingly. Hard copy voter information requests are becoming rare but have to be considered and charging by page is more accurate as the supplies cost the same whether it is full or only contains one name. Links to more accurate precinct maps can be shared at no cost and I would recommend this item be removed from the schedule.

Solicitor permits were not listed but have associated fees which, again, have not been reviewed in many years. In researching area municipalities, several were found to charge annually which offers a savings to many of our applicants. In the past several years a well-known investment firm and a lawn maintenance business have paid for several months of permits in one year and have incurred a higher cost than the proposed annual fee. Changing to an annual fee will also reduce the number of times solicitor's badges must be printed and allow for better tracking of active solicitors in the area.

Distribution of Handbills is the least common permit application received in the Clerk's office. Pursuant to the Ordinance this permit doesn't require a background check as the others do. In years past, handbills were placed in or near newspaper boxes but with the decline in subscribers and newspaper receptacles, handbills are being placed on or near the front door. Once an individual is on the porch sales tactics can quickly change to door-to-door solicitation and the fee was increased with that in mind.

I am available to discuss recommended adjustments to the Schedule of Fees and request that the item be considered at a future council work session.

c: M. Meyers, City Administrator
Attachment

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby establishes the following schedule of fees for various City services:

Planning/Zoning/Building	Effective March 6, 2013	Proposed 2015
Brownfield Development	$300	$300
Land Division	$75	$75
Site Plan	$200 + $3/acre	$200 + $3/acre
Special Use Permit	$250 + $3/acre	$250 + $3/acre
Special Use Permit (PUD/PURD/SUD)	$250 + $5/acre	$250 + $5/acre
Special Meeting (PC, ZBA)	$300	$300
Variance (Non-residential)	$250	$250
Variance (Residential)	$250	$250
Zone Change	$250	$250
Appeal – Building Board of Appeals	$250	$250
Appeal – Fire Code Board of Appeals	$250	$250
Three or more re-inspection visits for same violation	$150	$150
City Clerk		
Business Registration	$25	$25
Act 198 or Act 328 Application	$500	$500
Used Auto Dealer License Renewal	$50	$50
Liquor License Renewal	$100	$100
Liquor License Transfer	$250	$250
New Class C License	$250	$250
New SDD or SDM License	$250	$250
Precinct Maps	$5	$5
Voter information (disk)	$20	$20
Voter information (hard copy)	$.01/name	$.01/name
Voter information (labels)	$.05/label	$.05/label
Fire Department		
Non-Profit/Charitable Event Sign Permit	$25	$25
Special Event sign permit	$100	$100
False Alarm Responses after 3 per year	Cost of response	Cost of response
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Technical Rescue Response (Ice, Confined Space, High Angle, Trench, Collapse)	Cost of Response	Cost of Response
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Vehicle Traffic Accident – No extrication (clean up)	-0-	-0-
Vehicle Traffic Accident – Extrication	-0-	-0-
Vehicle Fire	-0-	-0-
Structure Fire	-0-	-0-
Copy of Incident Report	$5 for 1st page $.25 each additional page Color – add $.25 per page	$.10 per page double-sided

Fire Suppression Plan Review	$75	$75
Fire Suppression Inspection Testing	$50	$50
Required Code Permits	$50	$50
Fireworks Permit	$50 more than 30 days notice $100 less than 30 days notice	$50 more than 30 days notice $100 less than 30 days notice
Fire Watch Standby	Actual cost	Actual cost
Public Assembly Required Standby	Actual cost	Actual cost
Police Department		
Parking Prohibited by Signs	$25	$25
Parking in Fire Lane	$25	$25
Parking in Handicapped Space	$100	$100
Parking by Fire Hydrant	$25	$25
Traffic Lane Violation	$15	$15
Preliminary Breath Test for Court Ordered Breath Results	$5	$5
Copy of Police Report - Regular	$5 for 1st page $.25 each additional page Color – add $.25 per page	$.10 per page double-sided
Copy of Police Report - Archived	Actual cost to research and $.25 a page Color – add $.25 per page	$.10 per page double-sided
Copy of Photograph	$25	Actual cost to produce
Copy of Video	$25	Actual cost to produce
Response to False Alarm	Actual cost	Actual cost
OWI Cost Recovery-regular	$100	$100
OWI Cost Recovery-blood test	$220	$220
Public Assembly Permit	$100 – Non-refundable	$100 – Non-refundable

At a regular meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 17th day of November, 2015 the foregoing resolution was moved for adoption by Council Member Ostrom. The motion was supported by Council Member Martines.

Ayes: Mayor Nelund, Council Members Beecham, Dolack, Hylland, Jurkas, Martines, Moulatsiotis and Ostrom

Nays: None

Resolution declared adopted.

Lynne A. Fuller, City Clerk