



Interoffice Memo

To: City Council
From: Courtney Harter, Community Development Director
Date: 9-15-2022
Re: Updates to Schedule of Fees

After review of the Schedule of Fees, Community Development is proposing several updates to align with current standards. The following updates are proposed:

1. Demolition of Buildings and Structures (13.05.020): The proposed fees were accidentally deleted from the Fee Schedule at some point. This addition puts us back in line with our standards for review and approval of demolition costs. Proposed fees are as follows:
 - a. Demolition of Principal Structure: \$100.00
 - b. Demolition of Accessory Structure: \$50.00
2. Demolition Contractor License (13.05.090): The proposed fee was deleted were accidentally deleted from the Fee Schedule. This addition puts us back in line with our standards for contractor licensing. The proposed fee is \$100.00 which aligns with other contractor licensing fees.
3. General Contractor License (13.07.100)
 - a. Utility Contractor License: This is a local permit we provide to contractors that specifically work in the right-of-way. The proposed fee was deleted were accidentally deleted from the Fee Schedule. This addition puts us back in line with our standards for contractor licensing. The proposed fee is \$100.00 which aligns with other contractor licensing fees.
 - b. Utility Contractor Exam: As part of the Utility Contractor License, we administer our exam to ensure contractor competency. This was accidentally removed from the Fee Schedule. This addition puts us back in line with our standards for contractor licensing. The proposed fee is \$50.00 per test.
4. Building Permit Fees (13.08.100): The permit fee multiplier is used to calculate industry standard fees by permit type. The City utilizes the International Code Council Building Valuation Data Report to calculate this fee. It is updated annually and is proposed to reflect that change in the Fee Schedule.
5. Mechanical Code Permit Fees (13.09.070): Addition of the "Restoration of Gas Service" fee of \$30.00. The proposed fee was deleted were accidentally deleted from the Fee Schedule. This addition puts us back in line with our standards for permitting.
6. Plumbing Code Permit Fees (13.12.060): addition of the "Restoration of Gas Service" fee of \$30.00. The proposed fee was deleted were accidentally deleted from the Fee Schedule. This addition puts us back in line with our standards for permitting.

7. Electrical Code Permit Fees (13.16.120): addition of the “Restoration of Electrical Service” fee of \$30.00. The proposed fee was deleted were accidentally deleted from the Fee Schedule. This addition puts us back in line with our standards for permitting.
8. Targeted Jobs Grant Management: This is a new proposed fee that will assist in covering Staff time for administering the Targeted Jobs Program. Companies that take advantage of this Iowa Economic Development Authority (IEDA) tax credit program are required to submit all required documentation to the City as part of a three-party agreement for management. This takes significant Staff time that we currently do at no cost. The proposed 1% of the total award per year of required monitoring up to \$1,500 per year will assist in covering these administrative costs.
9. Enterprise Zone Application: this fee is removed as the program is no longer available.
10. Workforce Housing Tax Credit Application Fee: This fee is specific for the Workforce Housing Tax Credit Program applicants as the City’s required local match. The fund are refunded to the developer upon completion of the construction of new qualified workforce housing.
11. Rental Registration Fee (Annual) (17.09.020): Fee increases proposed are to set to cover our Housing Inspections Division actual costs. At this time, our actual expenses are approximately \$405,000 per year for three Housing Inspectors and one Permit Technician. Our revenue for the program is approximately \$220,000 per year. In order for the program to be self-sustaining, fees must be significantly increased. This will be the first increase in fees since the start of the program in 2015. The proposed increases will ensure we are able to cover our costs for the next three years without a fee increase. Staff will provide a presentation at Study Session 9-26-2022 to provide further clarification.

Proposed Rental Registration fees per year are as follows:

- a. Single Family
Current: \$35.00
Proposed: \$71.00
- b. Duplex
Current: \$70.00
Proposed: \$106.00
- c. Multi-Family per Unit
Current: \$17.50
Proposed: \$35.50
- d. Multi-Family per Building
Current: \$25.00
Proposed: \$51.00

12. Vacant Property Registration (17.15.050): This is a new fee in response to the adopted ordinance requiring vacant properties to register with the City. Staff reviewed the program requirements and based on the expected amount of administrative time, the proposed fee is \$300.00. Staff will provide a presentation at Study Session 9-26-2022 to provide further clarification on the program and how it will be administered.