

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, AUGUST 16, 2022
6:40 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of proposed modifications to 2023 fee schedules for the Parks and Recreation Department, Building Inspection Department, Engineering Department, and Public Works Department. (Executive Summaries attached)
5. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

Executive Summary

ORDINANCE NO. 1460

Title: Proposed Building Inspection and Fire Department Fee Changes

Background: The City has always strived to ensure that user fees cover the cost of inspection services. The City's building inspection fee schedule was last changed in 2020. When reviewing fees, Staff compares our fees to other communities in Washington County. Staff proposes the following changes and additions to bring the City's fees in line with the average fees of other communities, and to better reflect the work involved by Staff.

1. Early starts residential: \$200 (currently \$150), commercial: \$250. (currently \$200)
2. Commercial roofs: \$125 (currently \$110)
3. Plan review – alterations \$70, accessory \$35 (currently only a \$200 blanket plan review fee).
4. Commercial Occupancy Change of Use or New Tenant: \$90 to be split equally between the Fire Department, Zoning & Building Inspection. This is a new fee to reflect work that has been done without charge.
5. Commercial Occupancy New Building: \$100 to Fire Department. This is a new fee to reflect work that has been done without charge.
6. Erosion control multi-family: \$200 plus \$100/acre (currently \$175).
7. Satellite antenna: \$125 (currently \$110).
8. HVAC- Exhaust hoods: \$150 (currently \$55). The proposed increase is reflective of the work involved.
9. Commercial Heat / AC Units: \$75 per unit (currently \$55).
10. Fireplace HVAC: \$100. This is a new fee to reflect work that has been done without charge.
11. Plumbing Gas Piping new house: \$100. This is a new fee to reflect work that has been done without charge.
12. Electric low volt systems: 1-2 family \$100, Commercial \$150. This is a new fee to reflect work that has been done without charge.
13. Generator: \$100 (currently \$55).
14. Solar/ photovoltaic or similar systems: \$150 (currently \$55). The proposed increase is reflective of the work involved.
15. Fire alarm installation \$100 (currently \$55). The proposed increase is reflective of the work involved.
16. Driveway New or Alteration: \$55 (the minimum fee). This is a new fee. The zoning code includes driveway width and setback requirements, but we have never had a permit or a fee.

We have had numerous issues with driveways being installed wider than shown on the new house plat of survey, occasionally leading to the contractor removing portions of a new driveway to gain compliance. Inspection and review of driveways often require multiple inspections and involves Planning, Building Inspection and Engineering Staff. This fee reflects the work involved, and the new permit should prevent driveway installation problems.

Assuming that next year's building activity is comparable to 2022, Staff expects increased revenue of approximately \$40,000 for the Building Inspection Department and \$5,500 for the Fire Department for 2023.

Recommendation Staff recommends that Building Inspection Fees be changed as of January 1, 2023 as described above.

Prepared By: Justin Drew 8/10/22
Justin Drew, Date
City Planner

Approved By: Steve Volkert 8/11/22
Steve Volkert, Date
City Administrator

ROUTING: FINANCE & PERSONNEL 08-16-22
COMMON COUNCIL 08-16-22

EXECUTIVE SUMMARY

TITLE: 2023 Engineering & Streets Fee Changes.

BACKGROUND: City of Hartford Engineering Staff have reviewed Chapter 42.04 of the City Code to evaluate and recommend changes to fees. Recommended changes to fees would generate revenue consistent with the time staff spends reviewing and inspecting construction of related improvements.

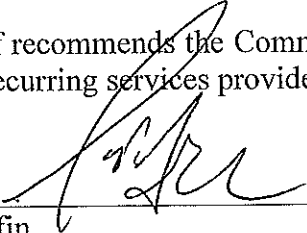
The following table is provided to compare existing and proposed fees:

ENGINEERING/STREETS		CODE SECTION	Existing FEE	Proposed FEE	
LICENSE/PERMIT/SERVICE					
Aggregate Material Pickup (trailer rental)		23.04	\$20.00		
Appliance Pickup		23.04	\$15.00		
Bid Specifications		N/A	\$ 30.00+ \$8.00 if mailed	\$ 30.00	paper or electronic delivery
Cadastral Section Map (34" x 44")		N/A	\$4.00	\$ 20.00	First Sheet, \$4.00/ sheet thereafter
Curb & Gutter		7.031 (2)	\$10.00	\$ 20.00	
Excessive Garbage					
Sticker		23.04 (8)	\$15.00	\$ 20.00	
Special Unscheduled		23.04 (8)	\$50.00		
House Number Set		N/A	1st free, 2nd+ \$3.50	1st free, 2nd + \$12.00	
Miscellaneous Print (34" x 44")		N/A	\$4.00	\$20.00	First Sheet, \$4.00/ sheet thereafter
(24" x 36")		N/A	\$3.00	\$20.00	First Sheet, \$4.00/ sheet thereafter
Sidewalk & Driveway Crossing/Approach		7.06 (2)	\$10.00	\$ 20.00	
Snow Removal		N/A	\$78.00	/hr/frac min	
Street Break		7.12 (1)	\$50.00	\$ 100.00	
Subdivision Map		N/A	\$3.00		
Weedcutting		4.27 and	\$105.00	/hr/frac min, whichever is higher	
Zoning 1/4 Section Map (34" x 44")		N/A	\$3.00	\$20.00	First Sheet, \$4.00/ sheet thereafter

FISCAL IMPACT: Increase of **\$3,600.00 Street Break Permits Revenue** Account No. 100.301.443600.44360. Increase of **\$7,800.00 Refuse and Garbage Collection Revenue** Account No. 100.320.464200.46420. Increase of **\$500.00 Engineering Document Sales** Account No. 100.601.461400.46143.

RECOMMENDATION: Staff recommends the Common Council adopt the proposed changes to fees to generate revenue for recurring services provided.

PREPARED BY:

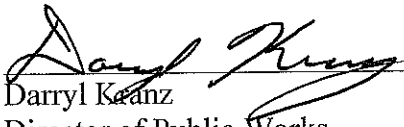


John Griffin
City Engineer

8-10-2022

DATE

REVIEWED BY:

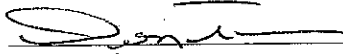


Darryl Keanz
Director of Public Works

8-10-2022

DATE

REVIEWED BY:




Dawn Timm
Finance Director/Treasurer

8/10/22

DATE

APPROVED BY:



Steve Volkert
City Administrator

8/10/22

DATE

ROUTING:

Common Council - August 16, 2022

Executive Summary

Title: 2023 Cemetery Interment Fees

Background: The Cemetery interment fees include a cost increase by \$50 for the 2023 budget. The following are the proposed 2023 fee changes.

Interment Fees:

Weekday Adult: \$725 to \$775

Weekend Adult: \$825 to \$875

Weekday Child: \$550 to \$600

Weekend Child: \$650 to \$700

Weekday Infant: \$450 to \$500

Weekend Infant: \$550 to \$600

Weekday Cremation: \$450 to \$500

Weekend Cremation: \$550 to \$600

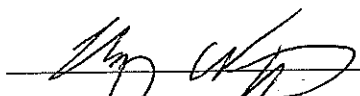
Columbarium: \$150 to \$200


Deed Transfer: \$0 to \$50

The fee adjustment for interment sales are recommended in order to keep pace with operational cost increases. Additionally staff reviews the fees with other cemeteries to ensure we offer similar pricing.

Fiscal Impact: Staff adjusted and increased the overall cemetery budget revenue projections for the burial interment using the proposed 2023 fee recommendation. The 2023 budget revenue projections also consider recent year averages for burials. The proposed 2023 budget includes \$58,000 for burial interment fees.

Staff Recommendation: Staff recommends the 2023 City of Hartford Cemetery Fees as presented and per the attached fee schedule.

Prepared by:  8-11-22
Randy Wojtasiak, Parks and Recreation Director Date

Approved by:  8-11-22
Steve Volkert, City Administrator Date