

DRAFT

**Final Report for
Minneapolis Phase II:
Fee Cost Recovery Assessment
Development, Public Safety, and Public Works**



Minneapolis
City of Lakes



The PFM Group

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Section I: Background, Methodology, and Analysis

Minneapolis Phase II: Fee Cost Recovery Assessment Development, Public Safety, & Public Works Final Report

Background, Methodology and Analysis

This Final Report consists of a study analysis including background for the current study, a description of each fee initiative recommended including a business case and fiscal impact, and responses from other jurisdictions regarding comparable fee information.

Background

The current study is a continuation of Phase I of the Development Cost Recovery Assessment begun in 2004 whereby the City of Minneapolis retained Public Financial Management (“PFM”) to assist in completing the Municipal Construction and Development Fee Revenue and Expenses Annual Report for the Minnesota Department of Administration (“State Form”). As part of this Department of Regulatory Services procurement, the City asked PFM to develop a process that not only met the requirement of completing the State Form, but also was transparent and repeatable in subsequent years. In addition, the procurement asked that PFM describe any next steps that might maximize the use of information collected during the completion of the State Form (i.e. a plan for Phase II).

Under the direction of a multi-department City Steering Committee with representatives from Regulatory Services, the Fire Department (“Fire”), Community Planning and Economic Development (“CPED”), the Department of Public Works (“DPW”), the Finance Department and the City Attorney’s office, PFM completed that assignment using an activity-based costing approach. PFM facilitated the Steering Committee to determine what its members considered the major aspects of the function of “development”. The Committee then identified which city “elements” or portions of elements were part of the development services of the City. Generally, elements were defined by either a fee the City charged (e.g. building permit) or a specific function of work (e.g. customer service).

PFM interviewed City management to allocate staff time to each of these elements (i.e. the amount of time each employee spent on development). PFM then used general ledger data to calculate a percentage rate used to determine the fully loaded cost including overhead (internal and external indirect), fringe, and supplies and materials cost.

PFM used this information to populate a Microsoft Excel-based cost allocation model for the year ending December 31, 2003 (“2003 Model”). PFM constructed the 2003 Model to automatically translate many of the decisions and business judgments the steering committee made into dollar values to include in the State Form submission. The 2003 Model also clearly identified opportunities for fee adjustments where the cost of a service that provided a private value to a user exceeded revenues recovered from that user. PFM conducted training sessions with City staff detailing the process for data collection and how to use and update the 2003 Model.

A component of Phase I was a suggested plan for Phase II that allowed the City to capitalize on opportunities for fee adjustments and expand the analysis to other City programs including Public Safety and Public Works.

Study Phase II

In early 2005, City staff recognizing the complexity of the 2003 Model and the investment of time by both the City and PFM in collecting that information (i.e. 70 Staff interview, time allocation for 297 employees, 115 elements) asked PFM to complete Phase II consisting of:

- Advising and coaching staff on collecting the information to complete the State Form and create and populate a 2004 Model
- Using the data provided in the 2004 Model to inform the allocation of General Fund development-related revenues to departments involved in providing the service for which there was a charge (Revenue Reallocation)
- Capitalizing on opportunities for fee adjustments in the programs of Development, Public Safety, and Public Works (Fee Initiatives)

An additional part of Phase II is assisting in the implementation and development of a new activity based costing computer system, SAS ABM. PFM will continue to support the implementation and development of SAS ABM on an as-needed basis.

Creation of the 2004 Model

Throughout this process Staff expressed a fundamental concern that the City did not know whether the fee charged for certain development processes was fully recovering the cost to provide that service. In the alternative, the City also questioned whether the fee was recovering more than it cost to provide the service. The City wanted to make sure that it was in compliance with Minnesota Rule 1300.0160 that states that a fee must “be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed.”

In order to determine this, PFM worked with City Staff in developing a strategy and collecting information to populate the 2004 Model, an update of information in the 2003 Model discussed above. PFM and City Staff met with representatives from each of the departments involved with development (Regulatory Services, CPED, DPW, and Fire) to determine how each department provides service for development. The output of these meetings added 13 additional elements to the 115 generated in the 2003 Model, bringing the 2004 total to 128.

Once the elements were determined, City staff proceeded to conduct interviews and request information to determine the amount of time an employee spent on each element. When appropriate, City staff relied solely on information requests with telephone explanations to the party completing the request, but at other times City staff needed to conduct detailed cost allocation interviews.

While this time study was occurring, City staff was also determining the fully loaded costs, including fringe benefit costs¹, indirect costs and supplies and materials. City staff used financial data (CRS rather than General Ledger) to determine a rate as a percentage of salary for each of these types of costs. This required collecting the appropriate administrative cost for each department involved in development along with making any adjustments such as adding additional costs not included in departmental financial reports such as depreciation or vehicle expenses or adding costs for personnel from City Attorney or Finance that were dedicated to the development function but included in different departmental financial reports.

The result was a completed State Form and 2004 Model that was produced in a consistent fashion with standards of the activity-based costing discipline and the creation of the 2003 Model.

Revenue Reallocation

The Department of Finance, as part of the scope of Phase II, asked that PFM assist in determining the appropriate allocation among departments of General Fund Revenues earned from development fees. In the past, revenue received from development fees was “credited” to the Regulatory Services department. This revenue partially insulated Regulatory Services from budget reductions that occurred during the 2004 budget process.

Other departments argued that the development fee revenue should be credited to all the departments that perform services necessary to earn it. However, prior to the development of the 2003 Model, the Department of Finance did not have the data to support a reallocation of revenue among departments. PFM worked with the Steering Committee both as a group and with individual members to determine a guiding principal in order to allocate the fee revenue among the different departments. The Steering Committee agreed that revenue should be allocated based on financial effort for elements where costs are incurred by multiple departments. The Steering Committee reached a consensus that all of the following elements are related to “plan examination”:

- Customer Service - Initial Plan Review
- Plan Examination
- Preliminary Site Plan Review
- Fire Detection
- Customer Service Zoning
- Zoning Permit Approval

Therefore, the total revenue earned by providing these elements was allocated to each department based on its costs to provide these elements. This resulted in a shift of 2006 Budgeted General Fund Revenue from Regulatory Services of approximately \$1.1

¹ In future years the City should evaluate whether and how to include the “Implicit Rate Subsidy” for post-employment health care costs in these rates. New accounting standards to be implemented in 2007 will require the City to measure and report this subsidy in its financial statements.

million to the other departments (\$600,000 to CPED, \$200,000 to Fire, and \$300,000 to DPW).

PFM has already provided a model for the Finance Department to use to calculate and implement any reallocation.

Initiative Selection and Development

Along with the activity-based costing and revenue reallocation analysis, PFM assisted the City in generating, selecting, examining, developing and describing several initiatives designed to generate greater cost recovery or new revenue to provide budget relief to the City.

The PFM/City-developed budget initiatives in this study have a potential to generate more than \$1.2 million in annual recurring savings or \$6.2 million over five years as shown in Table 1, “Fiscal Impacts for PFM/City-Developed Budget Initiatives” at the end of this section.

PFM worked with City staff to generate 76 ideas for additional revenue. Several PFM staff met with representatives from each City Department analyzed – DPW, Regulatory Services, CPED, Fire, and Police. During interviews with Staff, PFM identified areas where the City was not achieving full cost recovery or areas where public dollars were being spent for private benefit. Once those areas were identified, PFM probed to determine if there was a cost recovery opportunity that was appropriate either for generating revenue or helping increase administrative efficiency.

An example of the first case is the City’s provision of private temporary no parking signs for special events and parades. Prior to this budget cycle, the City did not charge private entities for posting temporary no parking signs for private events like block parties or parades. The City incurred costs to provide this service both for the expense of purchasing the sign materials as well as the time DPW staff spent emplacing these signs.

The second case is related to special event coordination. There is a standing committee of members of DPW, Regulatory Services, Police and Fire who meet to coordinate the health, safety and traffic flow of any major special event that occurs in the City of Minneapolis. When the sponsor of the event is well organized it takes fewer City resources to coordinate public aspects of the event. One initiative provides a charge for actual staff time used for the special event. This will encourage an event sponsor to prepare so that the City time spent on the event is minimized.

As part of the process, the Steering Committee convened and prioritized the initiatives for PFM to analyze. There were 30 initiatives categorized as initiatives that the City will analyze with internal staff during a subsequent budget cycle (see Table 4, City-Only Initiatives). Of the remaining 46 initiatives that PFM analyzed 7 were dismissed for various reasons (see Table 5, “Dismissed Initiatives”). PFM analyzed 24 of these but for a variety of reasons, these initiatives did not warrant inclusion in the 2006 budget. Table

3, “Initiatives Subject to Analysis, Not Included in Budget,” shows a listing of each of these initiatives.

Finally, PFM completed a full description including a business case and fiscal impact estimate for 15 initiatives. These are described both in Table 2, “PFM/City-Developed Budget Initiatives,” as well as the complete write-ups in the next section of this report.

It was important to select a comparison group to make sure that any fee adjustment recommendations were consistent with practices of other cities with similar characteristics such as population, land use and climate. The steering committee initially selected 19 cities to be comparable jurisdictions and the Minneapolis Chief Financial Officer sent a letter to each comparable jurisdiction requesting their cooperation with PFM and the study. PFM proceeded to attempt to collect detailed information on fee charges.

PFM distributed a written survey instrument and a follow-up form with additional questions as well. PFM staff contacted the selected cities by telephone and e-mail to ensure proper understanding of their implementation of the subject fee.

Of the cities contacted, 10 chose to actively participate in the information gathering process for initiatives examined.² The participating cities included:

- Bloomington, MN
- Duluth, MN
- Golden Valley, MN
- Saint Cloud, MN
- Saint Louis Park, MN
- Saint Paul, MN
- Austin, TX
- Milwaukee, WI
- Pittsburgh, PA
- Portland, OR

Included in the Comparables Report section of this document are the original survey instrument, the follow-up questions and responses from each of the participating cities for all questions asked.

Conclusion and Next Steps

During this process, PFM and City Staff have uncovered opportunities that will allow for a greater cost recovery and improved service efficiency. The City can proceed to implement these initiatives within and outside of the budget process. During the analysis

² Cities that chose not to participate include Rochester, MN, Boston, MA, Buffalo, NY, Cincinnati, OH, Kansas City, KS, Long Beach, CA, Sacramento, CA, Seattle, WA, and Tulsa, OK.

additional ideas arose that may also be pursued by the City to achieve even more revenue and greater efficiency.

As it moves forward with implementation of the various initiatives, data will be compiled and the City will be able to evaluate the actual results of each initiative. The City can then make any adjustments as necessary to ensure it achieves maximum value from the initiatives.

Immediate next steps that arose from this study include:

- Evaluating fleet management in the Department of Regulatory Services, and
- Developing a Market Based Revenue Opportunities Plan

Additional areas of study the City may want to pursue in addition to the work completed for Regulatory Services, DPW, CPED, Fire, and Police could be Business Licensing, Utilities, Waste Management, and Labor.

Table 1
Fiscal Impacts for PFM/City-Developed Budget Initiatives

Department	Initiative	Gross FY2006					Discounted Fiscal Impacts ⁽¹⁾					Total 5-Year Discounted Impact
		FY2006	FY2006	FY2006	FY2007	FY2008	FY2009	FY2010	FY2007	FY2008	FY2009	
Interdepartmental	Index Fees to Inflation		\$263,500	\$263,500	\$271,500	\$279,500	\$288,000	\$296,500				\$1,399,000
Interdepartmental	Market Based Revenue Opportunities (MBRO) ⁽²⁾											
Interdepartmental	Special Events Coordination		\$106,530	\$89,000	\$102,000	\$115,000	\$119,000	\$123,000				\$548,000
Interdepartmental	Street and Alley Vacation		\$17,500	\$17,500	\$18,250	\$19,000	\$19,800	\$20,650				\$95,200
	Total Interdepartmental		\$387,530	\$370,000	\$391,750	\$413,500	\$426,800	\$440,150				\$2,042,200
CPED	Zoning and Planning (CPED) - Greater Cost Recovery		\$81,000	\$60,750	\$83,400	\$85,900	\$88,500	\$91,200				\$409,750
	Total CPED		\$81,000	\$60,750	\$83,400	\$85,900	\$88,500	\$91,200				\$409,750
Regulatory Services	Add Three Traffic Control Agents		\$320,000	\$290,000	\$340,000	\$340,000	\$340,000	\$340,000				\$1,650,000
Regulatory Services	Increase Certificate of Code Compliance Application Fees		\$10,200	\$7,650	\$10,500	\$10,850	\$11,150	\$11,500				\$51,650
	Total Regulatory Services		\$330,200	\$297,650	\$350,500	\$350,850	\$351,150	\$351,500				\$1,701,650
Fire Department	Auto Extrication Fee		\$25,300	\$15,180	\$15,580	\$15,970	\$16,370	\$16,760				\$79,860
Fire Department	Fire Suppression System Fee		\$65,100	\$65,100	\$67,000	\$69,000	\$71,100	\$73,300				\$345,500
Fire Department	Fire System Plan Resubmission Fees		\$145,500	\$109,125	\$113,600	\$78,400	\$81,300	\$84,200				\$466,625
Fire Department	Fire Watch Fee Increase		\$35,900	\$35,900	\$38,700	\$41,500	\$44,500	\$47,500				\$208,100
Fire Department	Plan Adequacy Assistance Fee		\$21,500	\$16,130	\$22,360	\$23,220	\$24,080	\$24,940				\$110,730
	Total Fire Department		\$293,300	\$241,435	\$257,240	\$228,090	\$237,350	\$246,700				\$1,210,815
Public Works	External Billing for Street and Maintenance Repair		\$74,300	\$55,700	\$76,500	\$78,800	\$81,200	\$83,600				\$375,800
Public Works	Oversize/Overweight Vehicle Permits		\$15,500	\$9,300	\$12,000	\$12,375	\$12,750	\$13,125				\$59,550
Public Works	Post Temporary Private No Parking Signs		\$78,000	\$58,500	\$83,000	\$82,700	\$85,200	\$87,800				\$397,200
Public Works	Visitor and Service Critical Parking Permits		\$8,250	\$4,125	\$8,250	\$8,250	\$8,250	\$8,250				\$37,125
	Total Department of Public Works		\$176,050	\$127,625	\$179,750	\$182,125	\$187,400	\$192,775				\$869,675
	Total City Cost Recovery		\$1,268,080	\$1,097,460	\$1,262,640	\$1,260,465	\$1,291,200	\$1,322,325				\$6,234,090

⁽¹⁾ Discount methodology uses estimated discounting factors to account for the time needed to fully implement revenue collection (assuming authorization).

⁽²⁾ Depending on the type and scope of program initiated, the fiscal impact could vary significantly - from minimal amounts to \$3.0 - \$4.5 million.

Table 2
PFM/City-Developed Budget Initiatives

Department	Initiative	Summary Description
CPED	Zoning and Planning (CPED) - Greater Cost Recovery	Increase zoning and planning application fees to achieve greater cost recovery for review of applications and costs of work and materials produced.
Regulatory Services	Increase Certificate of Code Compliance Application Fees	Increase certificate of code compliance application fees to achieve greater cost recovery for time spent by the Department of Inspections and its office support staff.
Regulatory Services	Add Three Traffic Control Agents	Add three traffic control agents to enhance collection of parking citation revenue and increase parking enforcement, especially in Critical Parking Zones and commercial areas.
Fire Department	Plan Adequacy Assistance Fee	Create a new fee for the Fire Department's pre-development review of plans for fire code compliance and other fire safety related issues.
Fire Department	Fire Suppression System Fee	Develop a permit and fee program which regulates the installation of fire suppression systems that require inspection and testing including, but not limited to, chemical suppression and smoke control. The City already requires a permit and charges a fee for fire sprinkler systems.
Fire Department	Fire System Plan Resubmission Fees	Create a fee for fire protection system plan reviews which are resubmitted after initial rejection due to poor design or lack of sufficient information to recover the costs of fire personnel that conduct the reviews.
Fire Department	Fire Watch Fee Increase	Increase fees for providing fire watch services to facilities that do not comply with fire safety code when filled to capacity including the Convention Center, the Target Center, and the Metrodome. Fire watch services may also be provided for temporary structures and fireworks displays.
Fire Department	Auto Extrication Fee	Create a new fee for auto extrication as it is a service that requires more time, equipment and manpower than a routine auto accident response. In addition to emergency medical personnel, also required are an additional ladder and rescue squad, hydraulic rescue equipment, and specially trained personnel.
Public Works	External Billing for Street and Maintenance Repair	Modify the administrative overhead rate being charged on external billings for Street Maintenance and Repair to include a general fund overhead allocation which would recover the cost of services the City provides to the Department of Public Works.
Public Works	Post Temporary Private No Parking Signs	Institute a fee to recover the labor and materials cost for replacing private no parking signs incident to special events or other activities, such as lane use.
Public Works	Oversize/Overweight Vehicle Permits	Increase single trip and annual permit fees for commercial vehicle operators traveling through City streets with oversized or overweight loads. Current fees do not adequately compensate the City for costs related to additional road degradation and staff time.
Interdepartmental	Index Fees to Inflation	Create a process to annually index certain fees to inflation in the Department of Public Works, the Fire Department, and Regulatory Services.
Interdepartmental	Special Events Coordination	Increase fees for assisting applicants in coordinating use of public space for private special events such as the "Metris Uptown Art Fair." Representatives from the Departments of Public Works, Regulatory Services, Fire and Police review event plans and provide specific expertise and guidance on public safety, security, permit requirements, traffic control, and other items.
Interdepartmental	Market Based Revenue Opportunities (MBRO)	As a means of increasing revenue or preserving and enhancing public services, the City may choose to use Market Based Revenue Opportunities including advertising, municipal market partnerships, secondary real estate use, sale of surplus property, and city merchandise branding.
Interdepartmental	Street and Alley Vacation	The City has obtained perpetual easements from property owners to establish streets and alleys for public purposes such as emergency access. To develop property, a property owner may apply to the City to "vacate" that portion of "right-of-way" or release the City's rights under its easement(s). Increase application fees to recover the cost of DPW and CPED personnel's plan review to determine if the property is still needed for a public purpose.

Table 3
Initiatives Subject to Analysis, Not Included in Budget

Department	Initiative	Summary Description and Disposition
Interdepartmental	Alarm Registration Fee	An alarm registration program is designed to work in conjunction with the City's existing false alarm regulations to better hold alarm-monitoring companies and their customers accountable for false alarms and to reduce the number of unnecessary police responses. The Police Department prefers verified response as an alternative to a registration program and there is also reservation about maintaining a registration database.
Interdepartmental	Car Release Upon Paid Tickets	The City already requires all parking violations to be paid before an impounded car can be released.
Interdepartmental	Increase Copy Fee for Police Reports	When requested from the Police Department, copies of reports for the Data Practices Act or insurance company related reports are researched and provided. Due to the number of requests received for such reports, insufficient revenue would be generated for this initiative.
Interdepartmental	Increase Reinspection Fees	Staff involved with reinspections for Environmental, Housing, Construction, Fire, and CPED believe that the cost of normal reinspections are adequately covered through existing permit fees. A reinspection fee should only be charged for owners or contractors that abuse this service; current fees are adequate.
Interdepartmental	Paid Parking Tickets for Business License Application	Upon application for a new business license, all parking tickets must be paid for the application to be granted. Due to the number of business license applications per year, there would be insufficient revenue generated.
Interdepartmental	Preliminary Site Plan Review	Major developments must go through this process to ensure compliance with the City's health, safety, planning, and zoning code. Staff time spent on preliminary site plan review will be allocated to plan examination revenue.
CPED	Charge for Applicant Requested Continuance	Continuance of an planning commission application from one public hearing to another, if requested by the applicant, incurs costs to the City related to preparing materials for the subsequent hearing. This does not occur often enough to produce sufficient revenue by creating a new fee.
CPED	Density Bonus Fees	Density bonuses allow developers to increase the permitted floor area or number of dwelling units of a development project in exchange for providing certain features that increase the public benefit of the project. Due to the number of site plans submitted each year that include density bonuses, revenue potential is minimal.
Fire	Fee for Plan Review of Fire Detection/ Suppression System	The Fire Department provides plan review of fire sprinkler or other fire suppression system installations as a courtesy to contractors. Time spent by the Fire Department will be allocated to plan examination revenue.
Police	Background Checks	Create a new fee to recover all costs associated with performing background checks for new exempt hires in selected positions. Due to the number of background checks completed each year for this purpose, there would be insufficient revenue generated.
Police	False Burglar Alarm Fees	Current fees collected for false alarms recover the cost of providing this service.
Police	Fingerprinting Services	The City's fees for fingerprinting services requested by private citizens or businesses is appropriate when compared to similar cities.
Public Works	Additional Administrative Fine Enforcement through DPW	Assess the benefit of additional fine enforcement by more DPW employees.
Public Works	Critical Parking Permit Fee Increase	Critical Parking Zones are established in areas where there is high demand for on-street parking. Residents who live in critical parking areas can purchase a permit that allows them to park long-term in their designated critical parking area. There is political opposition to increasing these fees for residents.
Public Works	Loading Zone	
Public Works	Multi-Space Meters - Nicollet Avenue	Installation of multi-space parking meters on Nicollet Avenue was put on hold due to administrative direction.

Table 3 (Continued)

Department	Initiative	Summary Description and Disposition
Public Works	No Fee Parking Restricted Zones	
Public Works	Permit Processing Fees	The Right of Way Section of Engineering Design proposed to have in-house legal staff draft documents such as deeds and legal descriptions when needed in connection with the review and approval of street and alley vacations. This was determined to present possible legal issues by putting the City in competition with private law firms.
Public Works	Private Snow/Ice Removal (Snow Management)	If property owners fail to remove snow and ice from public sidewalks, the sidewalk and street maintenance division will perform this service to ensure public health and safety. To fully recover the cost of service, fees would need to be increased to a level that would be onerous to property owners based upon the average number of removals completed per year. Increasing the fee moderately generates insufficient revenue for this study.
Public Works	Sidewalk Overhead	Through current permit fees and administrative overhead, the sidewalk division is fully recovering its cost of service on construction season activities and inspections. As this is re-evaluated in future years, the sidewalk division could consider the following: i) increase the administrative overhead cap from \$50; ii) remove the administrative cap and strictly use a percentage of the cost of work for overhead; iii) eliminate administrative overhead which causes confusion to property owners and adjust the permit fee. Permit fee percentages could be based on volume of work done for city contractors, private contractors and work done for other City departments.
Public Works	Special Assessment Administration Fee	The City would be allowed under Minnesota statutes to collect an additional 0.50% to 1.00% on special assessments to recover the administrative cost of preparing them. The City does not wish to pursue at this time; clarification is needed on how this can legally be calculated.
Public Works	Utility Connections	For 2004, there was a combined net profit for sanitary sewer, storm sewer, and water connection permit, excavation - sewer or water, paving restoration - private utility, and repair permit fees.
Public Works	Valet Zone	City policy allows the Department of Public Works, Traffic and Parking Services Division to designate portions of a parking lane as a "Valet Zone" for the exclusive use of a private entity. Current fees compensate the City for the administration of the Zone and lost meter revenue, but do not cover the cost of the initial analysis to determine whether the zone is consistent with traffic management policy and practice of the City or the "Disruptive Cost". The City is not comfortable increasing fees if it discourages businesses.
Public Works	Visitor and Service Critical Parking Permits	Increase the fees for visitor/service vehicle permits in critical parking areas to equal resident vehicle permit fees. There are currently no limits on the number of days that visitor/service permits can be used, so residents may purchase the less expensive permit for full-time use. An additional fee increase would occur too soon after a recent regular fee increase to implement.

Table 4
City-Only Initiatives

Department	Initiative	Summary Description
Interdepartmental	Handheld for Inspections	Establish the use of handhelds for inspections Citywide beyond the current remote inspector program, thereby increasing overall productivity.
Interdepartmental	Improve Scofflaw Program	Make the scofflaw program more aggressive by making a vehicle eligible for towing with less outstanding citations.
Interdepartmental	Parking Ticket Information	Further analysis is required for determining what information is allowed to improve the quality of information that is provided on parking citations.
Interdepartmental	Private Graduation Requirement - Paid Parking Tickets	Require private college students to pay all outstanding parking tickets in order to graduate.
Interdepartmental	Public Graduation Requirement - Paid Parking Tickets	Require public (U of M) college students to pay all outstanding parking tickets in order to graduate.
CPED	HPC Review Fees	Create new fees for certain applications which are reviewed by the Heritage Preservation Commission (HPC). This might discourage applicants from cooperating with the HPC. Requires further consultation and education with HPC customers and affected property owners.
Fire	Fire Alarm Registration	Require residences and commercial businesses with fire alarm systems to register the system and pay an upfront fee or possibly an annual renewal fee for the registration permit.
Fire	Fire Foundation	Establish a non-profit fire foundation to which businesses, individuals, and tax-exempt organizations would be encouraged to make donations.
Fire	Fire Hydrant Maintenance	Waterworks Department to pay an internal service fee to the General Fund for maintenance of fire hydrants by the Fire Department.
Fire	Initial Commercial Inspection	Charge for the initial inspection of commercial buildings. There are 10,000 - 12,000 existing commercial addresses.
Fire	Payment in Lieu of Taxes	For not for profit organizations, in lieu of taxes, institute a payment for fire services (excludes houses of worship).
Fire	Violations Tickets	Assess the option of ticket writing by Fire personnel for violations of fire lanes, hydrants, fire zones, obstruction of fire vehicles and driving over fire hoses.
Police	Camera Cops	Expand the current red light camera program to catch speed violators as well as red light violations.
Regulatory Services	Commercial Vehicle Parking Permit	Increase or index fee for commercial vehicle permit program. Commercial vehicles require this program to park when unloading deliveries.
Regulatory Services	Credit Card Fee Recovery	Revised to explore convenience for using more costly terms of payment such as cash.
Regulatory Services	Increase Collection Period	Extending the collection period for parking fines requires further analysis.
Regulatory Services	Increase Parking Citation Fine	Increase parking citation fine from \$33 to \$38.
Regulatory Services	Initial Pollution Control Plan Review	Charging for plan review could help justify increasing the cost of the initial pollution control permit.
Regulatory Services	Out-of-State Violators	Pursue out-of-state license plates if they have parking violations.
Regulatory Services	Parking Collection Rates	Further analysis is required for improving parking collection rates.
Regulatory Services	Parking Fine Amnesty	Instituting a parking fine amnesty program requires further analysis.

Table 4 (Continued)

Department	Initiative	Summary Description
Regulatory Services	Parking Violations Debt	Further analysis is required in considering selling parking violations debt.
Public Works	Administrative Fine - Destruction of Public Property	Create a fine to discourage contractors (or others) from damaging or destroying public property during or after construction (e.g. cutting the tops of piles that have been sunk to stabilize the ground near a construction site and then leaving the residual material on public land).
Public Works	Extend Meter Hours	Extending enforced parking meter hours is already included in the City's parking plan.
Public Works	Impound Auctions	Possibly include online auctions to increase effectiveness of impound auctions.
Public Works	Increase Parking Meters	Installation of additional parking meters is already included in the City's parking plan.
Public Works	Parking Meter Rates	Increasing existing parking meter rates is already included in the City's parking plan.
Public Works	Parking Smart Cards	Increasing the promotion of smart cards is already included in the City's parking plan.
Public Works	Public Space Maintenance Assessment	There are times when planning or zoning mandates a developer increase the amount of public space in order to maintain an appropriate and aesthetically pleasing environment. However, once the public space is constructed, it falls on Public Works to incur the cost to maintain it. The City could charge an ongoing assessment to the entity that occupies the adjacent development in order to recoup the cost of maintenance.
Public Works	Towing	Assess the value of increasing the towing fee after ascertaining the costs recovered in current fees.

Table 5
Dismissed Initiatives

Department	Initiative	Summary Description and Disposition
Interdepartmental	Expedited Plan Review	Create an expedited fee for plan review and approval. This was not supported by the entire department.
Interdepartmental	Non-Standard Site Identification Fee	When streets are not named in the standard "grid convention", the City incurs costs related to GIS, emergency services, and other departments related to increased time to locate the address. There are too few sites annually changed to generate revenue.
Interdepartmental	Public Notification Fee	When there is a request for a zoning change, the law requires adjacent property owners be notified and given the opportunity to comment. The City could create a new fee to recapture the cost of the time it takes to mail material and hold the required public hearings. This was determined to already be included in many costs.
Fire	Certificates of Occupancy	Charge for Certificates of Occupancy on an annual basis. The City determined not to proceed.
Fire	False Fire Alarm Fees	Collect false fire alarm fees similar to the false burglar alarm fees that the City already collects. These fees could be used in conjunction with fire alarm registration fees to reduce the number of false fire alarms each year. This is not considered good public policy. The Fire Chief determined not to proceed.
Police	Pay Detail Program	Establish a "Pay Detail Program" whereby the City assigns off-duty police officers to work for private entities and receives an administrative fee for the service. Currently this program is not part of the City and is run by a private entity exposing the City to liability. This is a union issue as it has been litigated and upheld due to "past practice". Unable to pursue this initiative based on labor contract "past practice".
Public Works	Additional Administrative Fee for Water Works Assistance	The City is already collecting a fee for assisting residents in procuring a contractor for the repair of his/her water supply from the main to his/her property. Public Works personnel provide assistance in preparing bid specifications and identifying appropriate contractors/plumbers for the type of job. This initiative is already achieving full cost recovery.

Section II: Initiatives Report

Index Fees to Inflation

The City of Minneapolis has a process in place to annually index certain fees to inflation such as Building, Electric, Elevator, Plumbing and Sign Permits. Other fees do not have a regular updating process in place, yet the City projects a 3 percent inflationary fee revenue increase in its budget.

After examining a number of the fees in the Department of Public Works, the Fire Department, and Regulatory Services, seven additional fees were identified as appropriate for inflation indexing. The criteria for selection included the amount of revenue to be generated and the date since the fee was last updated.

As listed in the table below, the additional inflation indexing to the fees identified that do not currently have a regular updating process would yield an additional \$263,500 in revenue. Proposed fee schedules for individual components of these fees can be found in the Appendix. Providing for automatic annual indexing adjustments in the authorizing ordinance or policy direction would provide an additional 3 percent each year³.

Minneapolis Inflation Analysis of Selected Non-indexed Fees

Element	Department	Date(s) Last Updated	2004 Revenue	Inflator(s)	Annual Incremental Revenue
Hazardous Materials Inspections	Fire	6/8/2001	\$144,234	10.1%	\$14,500
Fire Training Facility Lease Fees	Fire	9/14/2001	\$146,965	10.1%	\$15,000
<i>Fire Total</i>					\$29,500
Lane Use Obstruction Permits	Public Works	8/1/2001	\$1,141,611	11.6%	\$132,500
<i>Public Works Total</i>					\$132,500
Rental License Inspections	Regulatory Services	2/13/2004	\$1,702,820	3.0%	\$51,000
Pollution Control Annual Billings	Regulatory Services	1/16/2004	\$853,450	2.2%	\$19,000
Truth in Sale of Housing Fees (TISH)	Regulatory Services	6/26/1998 & 5/3/02	\$198,580	19.4% & 6.3%	\$19,500
Erosion Control Permits	Regulatory Services	5/10/1996	\$48,475	25%	\$12,000
<i>Regulatory Services Total</i>					\$101,500
Total					\$263,500

³ The City of Minneapolis' Five Year Direction (2006-2010) assumes an annual increase in permit and license revenue of 3 percent.

Category: Modification of Existing Fees

Inflation Rate Adjustments

Inflation rate changes are based on the Consumer Price Index for All Urban Consumers (CPI-U) in Minneapolis-St. Paul as reported by the U.S. Bureau of Labor Statistics.⁴

Historical Inflation Data			
Year	Annual Percent Change	Years Since 2005	Total Percent Change Since 2005
1990	4.1%	15	44.0%
1991	2.7%	14	39.9%
1992	3.5%	13	37.2%
1993	3.1%	12	33.7%
1994	3.2%	11	30.6%
1995	2.4%	10	27.4%
1996	3.3%	9	25.0%
1997	2.3%	8	21.7%
1998	1.9%	7	19.4%
1999	3.2%	6	17.5%
2000	4.2%	5	14.3%
2001	3.8%	4	10.1%
2002	1.8%	3	6.3%
2003	1.7%	2	4.5%
2004	2.8%	1	2.8%

Fiscal Impact and Discounting

Since processes are already in place for collecting these fees, no discounting is required.

DISCOUNTED FISCAL IMPACT					
	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	0%	0%	0%	0%	0%
Fiscal Impact	\$263,500	\$271,500	\$279,500	\$288,000	\$296,500

Required Authorization Change

City Ordinances 91.70 and 91.90 mandate that Unit Permit Fees and Building Permit Fees automatically be updated April 1 each year based on the stipulated inflation index for the period ending December 31 of the preceding calendar year. Inflation rates are rounded to the nearest one percent.

⁴ The Minneapolis-St. Paul CPI was used to measure the effects of past inflation.

Unit Permit fees are adjusted based on the Construction Cost Index (CCI) for the City of Minneapolis as published quarterly by the Engineering News Record. Building permit fees are adjusted based on the Consumer Price Index (CPI).

Additionally, Ordinance 261.60 grants the City Council the authority to adjust all license fees to “reflect changes in administrative and enforcement costs in accordance with appropriate economic indicators...”

The table below shows specific authorizations for the fees in which inflation indexing is being proposed.

Required Authorization to Change Fees

Fee	Department	Required Authorization
Fire Training Facility Lease Fees	Fire	City Council Approval
Hazardous Materials Inspections	Fire	MCO 174.50 ⁵
Lane Use Obstruction Permits	Public Works	MCO 430.60
Rental License Inspections	Regulatory Services	MCO 244.1880
Pollution Control Annual Billings	Regulatory Services	MCO 47.70
TISH Fees	Regulatory Services	Licensing/Testing: MCO 248.180; Filing: MCO 248.220
Erosion Control Permits	Regulatory Services	MCO 52.160

Comparables

- The City of Bloomington, MN does not use inflation indexing.
- The City of Duluth, MN does not use inflation indexing but updates fees “periodically”.
- The City of St. Louis Park, MN uses an activity based costing system to determine appropriate fees to recover costs.
- The City of Golden Valley, MN does not use inflation indexing but updates fees annually.

⁵ Minneapolis City Code of Ordinances, Section 174.50

The City of Milwaukee, WI does not use inflation indexing.

- The City of Pittsburgh, PA does use inflation indexing for site plan review and other zoning matters. The City automatically increases these fees 3 percent every year. Permits in Public Works, for the most part, use the same 3 percent increase (and are then rounded to a reasonable number).
- The City of Portland, OR does not explicitly use inflation indexing. However, in the past, the building valuation tables from the International Conference of Building Officials have been used by Portland. These tables have been adjusted annually for inflation, which results in inflationary increases in building permit fee revenues for Portland.

Additionally, the Government Finance Officers Association recommended in May 2001 that charges and fees “be reviewed periodically based on factors such as inflation, other cost increases, the adequacy of the coverage of costs, and current competitive rates.”

Appendix

Hazardous Materials Permit

Description	Current Fee	Inflation Rate	Proposed Fee
Commercial	\$7 per 1,000 sq. ft.	10.1%	\$8 per 1,000 sq. ft.
minimum	\$100	10.1%	\$110
maximum	\$370	10.1%	\$410
Reinspections caused by occupant	Add 50%	No Change	Add 50%
No Entry Fee	Add \$50	10.1%	\$55
Late Fee	Add 10%	No Change	Add 10%

Fire Training Facility Lease Fees

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
The Burn Building				
Zero-Two Hours of Operation (includes two operators)	\$500	10.1%	\$550	10.0%
Each Additional Hour	\$175	10.1%	\$195	11.4%
The Tower				
Each Hour of Operation or any fraction thereof	\$85	10.1%	\$100	17.6%
The Classroom				
Each Hour of Operation or any fraction thereof	\$85	10.1%	\$100	17.6%
The Hazmat Simulators: 'Rail Car Live Simulator, Running Flammable Liquid Spill Simulator, Propane Transport Fire Simulator, 150 and 1,000 lb. Propane Storage Tank Live Fire Simulator				
Zero-Two Hours of Operation (includes four burns/scenarios and one operator)	\$500	10.1%	\$550	10.0%
Additional burns/scenarios per simulator, within hours	\$90	10.1%	\$100	11.1%

Each Additional Hour or any fraction thereof (includes two additional burns and 1 operator)	\$240	10.1%	\$265	10.4%
Additional burns/scenarios per simulator, within hours	\$90	10.1%	\$100	11.1%
Confined Space Simulator				
Each Hour of Operation or any fraction thereof	\$85	10.1%	\$100	17.6%
Auto/Vehicle Extrication Area				
Each Hour of Operation or any fraction thereof	\$85	10.1%	\$100	17.6%
If vehicles are supplied	\$125 per vehicle	10.1%	\$135 per vehicle	8.0%
Roof Ventilation Simulator				
Each Hour of Operation or any fraction thereof	\$85	10.1%	\$100	17.6%
Additional Instructors/Operators				
Each Hour of Operation or any fraction thereof	\$60	10.1%	\$65	8.3%

Lane Use Obstruction Permits

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
Alley Arterial	10 cents per linear ft.	-	-	-
Alley CBD	25 cents per linear ft.	-	-	-
Bike Lane Arterial	15 cents per linear ft.	10.1%	17 cents per linear ft.	13.3%
Bike Lane CBD	25 cents per linear ft.	10.1%	28 cents per linear ft.	12.0%
Moving Lane Arterial	50 cents per linear ft.	10.1%	55 cents per linear ft.	10.0%
Moving Lane CBD	\$1 per linear ft.	10.1%	\$1.10 per linear ft.	10.0%
Parking Lane Arterial	15 cents per linear ft.	10.1%	17 cents per linear ft.	13.3%
Parking Lane CBD	25 cents per linear ft.	10.1%	28 cents per linear ft.	12.0%
Sidewalk Arterial	10 cents per linear ft.	10.1%	11 cents per linear ft.	10.0%
Sidewalk CBD	25 cents per linear ft.	10.1%	28 cents per linear ft.	12.0%

Rental License Inspections

Current Fee	Inflation Rate	Proposed Fee
\$36 for the first unit; \$20 for each additional unit	\$3 first unit increase per staff suggestion	\$39 for the first unit; \$20 for each additional unit

Pollution Control Annual Billings

Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
\$45	3.0%	\$46	2.2%

Erosion Control Permits

Erosion and Sediment Control Plan Review and Inspection Fees (Utilities)

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
Per Linear Foot Disturbed	\$0.10	25.0%	\$0.13	30.0%
Minimum Fee	\$25	25.0%	\$31	24.0%

Erosion and Sediment Control Plan Review and Inspection Fees (Multi-Family, Commercial, Industrial)

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
500 square feet or less	No Fee	-	No Fee	-
501 square feet or more	\$250	25.0%	\$315	26.0%
676 square feet or less detached garage	No Fee	25.0%	No Fee	-

Erosion and Sediment Control Plan Review and Inspection Fees (Single-Family Residential)

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
500 square feet or less	No Fee	-	No Fee	-
501-3,000 square feet	\$75	25.0%	\$95	21.1%
Each Additional 1,000 square feet beyond 3,000	\$25	25.0%	\$30	16.7%

Erosion and Sediment Control Plan Review and Inspection Fees (Demolition Only)

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
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Single-Family Residential	\$75	25.0%	\$95	21.1%
Multi-Family Residential (<500 square feet)	\$150	25.0%	\$190	21.1%
Multi-Family Residential (500+ square feet)	\$150	25.0%	\$190	21.1%

Erosion and Sediment Control Plan Review and Inspection Fees (Maintenance Projects)

Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
Annual Permit	\$250	25.0%	\$315	26.0%
Other Fees				
Description	Current Fee	Inflation Rate	Proposed Fee	Actual Percent Increase
Inspection Outside Normal Business Hours	\$75/hr; min. 2 hrs	25%	\$95	21.1%

TISH

Description	Current Fee	Last Updated	Inflation Rate	Proposed Fee	Actual Percent Increase
Testing	\$75	6/26/1998	19.4%	\$90	20.0%
Licensing	\$75	6/26/1998	19.4%	\$90	20.0%
Filing Fee	\$20	5/3/2002	6.3%	\$22	10.0%

Market Based Revenue Opportunities (MBRO)

As a means of increasing revenue or preserving and enhancing public services, the City of Minneapolis could turn to “Market Based-Revenue Opportunities,” or MBRO. These opportunities market the City’s assets, and if correctly implemented, can produce revenue streams in a manner that conforms to community standards and is congruent with the City’s built and natural environment.

The benefits of MBRO - cost avoidance, revenue enhancement, non-financial benefits, and limited administrative burdens - must be weighed against the general public policy concerns. These include aesthetics, content, and community reaction.

The concept of MBRO encompasses a variety of potential revenue generating projects that generally fall within the categories of advertising, municipal market partnerships, secondary real estate use, sale of surplus property, and city merchandise branding.

Advertising

The City has a number of well-placed physical assets within high visibility areas that could lend themselves well to advertising. The City would be compensated either in cash, shares of advertising revenue, or donations and/or maintenance of public amenities for allowing advertisers to display ads on City assets.

Opportunities exist for both outdoor and indoor advertising. City assets that may be attractive venues for outdoor advertising include:

- Buildings
- City Vehicles
- Parking Meters
- Parks/Recreation Venues
- Bus shelters
- Benches
- Bicycle racks
- Newspaper racks
- Public information Kiosks
- Refuse bins
- Roll-out refuse carts
- Automated public toilets
- Telephone pillars

Street Furniture programs are an example of outdoor advertising that combines potential cost avoidance and potential on-going advertising revenue. Advertisers could pay for the cost or a percentage of the acquisition and installation costs of needed City structures or facilities such as bus shelters, benches, public toilets, information kiosks, and bicycle

racks in exchange for advertising rights. The City may also receive annual advertising revenue depending on how the particular deal is structured.

Some examples of revenue generated from outdoor advertising include:

- Municipal vehicles can generate around \$500/month per vehicle and/or around \$27,500 acquisition cost avoidance for public safety vehicles.
- Parking meter advertising is sold for an average of \$95 per unit per month, with 10-20 percent going the host community.
- Roll-out refuse cart signage can generate \$2.00 - \$9.00 per cart per year.

Indoor advertising is conducted in municipal buildings and facilities, with framed posters displayed in high traffic areas such as public restrooms. Vendors estimate that each advertising frame can generate as much as \$1,920 annually, with the municipality receiving between 10 to 25 percent of the revenue.

Municipal Marketing Partnerships

Opportunities exist for the City to partner with vendors as exclusive providers of goods or services to the City in exchange for a fee.

Secondary Real Estate Use

The City could lease the use of public property or land that it is not using or as part of a co-location program. As an example, the city could lease existing public structures such as municipal buildings and public safety antennas to cellular phone companies for cellular towers.

Implementation

The first step in adopting a MBRO program is to identify facilities, properties, programs, and events that could be involved in the initiative. For each area of focus that is identified as a potential MBRO participant, a more detailed list is developed that includes name, location, number of users/visitors/observers, and physical characteristics of each identified facility or property.

After relevant facilities, properties, programs, and events have been identified and detailed, the assets would need to be evaluated relative to revenue generating mechanisms other municipalities are employing and the vendors that are supporting them. Revenue and cost projections would be developed utilizing this information.

The City of Minneapolis should develop a policy delineating standards and limits for the MBRO program consistent with the City of Minneapolis' community values. When completed, this assessment will provide the City with a blueprint for moving forward with advertising and advertising-related revenue generating initiatives. In particular, this assessment and policy statement will provide a level of detail and analysis that will serve as a foundation for the solicitation of services within appropriate policy standards.

Comparables

Oakland, CA: Named Coca-Cola its official soft drink, giving it exclusive rights in City buildings and parks.

San Diego, CA: Corporate partnership program has netted \$5 million over the past three and a half years, resulting in a revenue expense ratio of 22:1. Corporate partners, including Pepsi, Verizon, and General Motors, have all paid for the right to be the "exclusive" provider of their respective products and services to the City.

Huntington Beach, CA: Realizes \$3 million in annual benefit from corporate partners including Coca-Cola, Chevrolet, Simple Green, and Yamaha.

Miami, FL: Purina sponsored construction of two "Dog Chow Dog Parks" as part of a marketing campaign in exchange for naming and promotion rights and a waiver of fees for park events.

Boston, MA: Boston's Street Furniture Program produces an annual fixed fee of \$750,000 and an annual license royalty fee (10 percent of annual revenues, generating \$314,780 in 2003). from advertising on automatic public toilets, bus shelters, city information panels, newsstands, and telephone pillars.

San Francisco, CA: San Francisco's Automatic Toilet (APT) Program generates over \$100,000 for the City per year, in addition to facilitating the no-cost installation of 25 public restrooms, valued at \$6.2 million.

New York and Buffalo, NY: Implemented a pilot program for parking meter advertisements.

Required Authorization

The City would be required to develop a policy that addresses issues such as legal authorization, aesthetic standards, and content parameters.

Fiscal Impact

The fiscal impact could vary significantly depending on the type and scope of program initiated. As an indication of potential revenue, Carte Media, Inc., a vendor, estimates that if it leased the advertising rights to all 140,000 of the City's residential waste and recycling containers both rolling carts and bins the net revenues in the first year, (after deducting advertising agency commissions and a 1% merchandising fee), would be approximately \$3.0 – \$4.5 million with higher levels of revenue in succeeding years.

Special Events Coordination

The City of Minneapolis assists applicants in coordinating their use of public space for private special events like the “Metris Uptown Art Fair” or the “Holiday on 44th”. The cost the City incurs providing this service is substantially greater than the revenue earned by the current fee charged.

City staff providing this service includes representatives from the Departments of Public Works, Regulatory Services, Fire, and Police. These personnel review event plans and provide guidance and direction on how to maintain a safe and orderly environment within the City. City staff provides specific expertise in the areas of public safety and security, regulatory permit requirements, traffic control, and other items.

A core team of six City staffers meet for at least one hour on a regular basis — once every two weeks during the summer and once per month during the balance of the year.

Category: New Fee

Current Rate of Cost Recovery

Generally, the City charges \$200 for a Business District Block Event permit, \$25 for a Parade permit, and \$100 for a Race permit. In addition to the parade permit fees, the City charges 50¢ per participant. However the Race/Parade log provided by the City does not show that this fee was charged in 2004. In 2004, the City recovered about \$18,000 of its cost⁶. Parades and Races that use Park Board property as well as City property pay additional fees to the Park Board.

Cost of Service

The primary personnel who provide event coordination as members of the core Block Event Coordination Committee are listed below, with percentage of time spent on this activity shown in parenthesis:

- Phil Schliesman (33%), Dave Moore (10%), and Pam Selinski (20%), Regulatory Services
- Doug Maday (21%) and Greg Kolinski (21%), Department of Public Works
- Patty Hellen (81%), Police
- Mike Rumppe (33%), Fire

⁶ For Parades and Races: 685-0100-3125-01; CRS: \$3,111; For Block Parties: 835-0100-3125-01; CRS: \$14,766

Using salary as a base, the cost components are determined by applying the calculated rates from the Minneapolis Cost Recovery Assessment being conducted in parallel with this study.

Cost Component		
Salaries	\$148,163	
Fringe	40,149	27.1%
Other Services & Charges	43,145	29.1%
Overhead	45,159	33.6%
Total	\$248,557	

The average fully loaded cost of one full time employee on the Core Block Event Coordination Committee is \$62.00 per hour.

There were 59 applications for Business District Block Events and 63 Races and Parades. City staff categorized the applications based on expected attendance for Block Events and level of effort for Races and Parades. The time required for event coordination increases with an increase in the number of people as well as geographic area. Larger events, either due to people or geographic size, require greater coordination and analysis to appropriately plan for added complexity.

For Block Events, City staff determined that those applications with fewer than 500 attendees in the aggregate required approximately 25 percent of the work, those between 500 to 2,500 attendees in the aggregate required approximately 25 percent, and those with more than 2,500 attendees in the aggregate required approximately 50 percent of the work. Using these categories yields the following:

Attendees	Block Event Applications	Parade & Race Applications	Cost Allocation	\$/ Application
0 – 500	25	28	\$63,366	\$1,196
501 – 2,500	20	11	\$63,366	\$2,044
2,501 +	14	24	\$126,733	\$3,335

Comparables

- The Minneapolis Park Board earns approximately \$125,000 annually for charges of \$2 per runner for races. In addition, the Board received approximately \$20,000 as a fee based on a percentage of items sold on park land. The percentage is 10 percent for non-profit organizations and 20 percent for for-profit organizations. In addition, the Park Board charges \$35 per hour after two hours of coordination assistance at the discretion of Park Board staff.
- The City of St. Paul, MN has two ordinances governing the permit fees for special events. The first is for Block Parties, Community Festivals, and Special Events. The

fee for an event in this category is \$50 for events not more than one city block in length and \$25 for each additional block. The fee is capped at \$200.

For marches, demonstrations, and public gatherings, the permit processing fee is \$10. However, applicants must also pay a traffic-control fee designated by the Police Department. This fee is designed to cover the cost to the city of “providing sufficient officers to regulate traffic and maintain public order incident to the proposed march.”

- The City of Duluth, MN charges \$75, but the City code authorizes a charge of up to \$400.
- The City of Golden Valley, MN does not charge a fee but they are currently looking into the idea.
- The City of St. Cloud, MN defines “walks and special events” as those that “require supervisor to open and monitor the facility.” The City charges \$20 per hour for a facility attendant and \$75 per hour for clean up following an event. The city also charges \$30 per hour (\$45 per overtime hour) for placement and removal of barricades, \$3 per day for rental/use of flashers, and \$8 per day for rental/use of Type 3 barricades.
- The City of Milwaukee, WI special event permit fees vary with the size and nature of the event and equipment and services requested. The Police Department determines the classification of events — A, B, C, or D — according to the number of police service hours required. While police service hours is used to categorize the events, this is only used as an indication of the complexity of the event:
 - A Category events require 100 or more police service hours. The fee is \$1,850 plus \$335 for each additional day.
 - B Category events require 25 to 99 police service hours. The fee is \$400.
 - C Category events require 1 – 25 police service hours. The fee is \$110.
 - D Category events require no police service hours and there is no permit fee, but there may be a fee for equipment used such as barricades, garbage carts, dumpsters, meter hoods, street sweeper, etc.
- The City of Atlanta, GA charges fees between \$250 (small, non-profit) and \$15,000 (50,000+ for profit).

A special event permit is also required for all outdoor races, runs, public meetings or similar events as well as any events at various city locations. The fees are charged to both for profit and not-for-profit organizations.

Proposed Fee

Based on the estimated costs of special events coordination and on the fee structure charged by other jurisdictions, the City can use a hybrid system of both base fee and hourly charges to maximize the amount of costs recovered. That would involve categorizing the events as follows:

Category A: 0 – 500 participants for Block Event, Minimum effort for race or parade

Category B: 501 – 2,500 participants for Block Event, Medium effort for race or parade

Category C: 2,500 + participants for Block Event, Major effort for race or parade

Category	Base permit fee	FTE hours included
A	\$110	2
B	\$400	7
C	\$1,850	31

Staff will keep track of how much time they spend on each applicant. Applicants that exceed the staff hours included in the permit fee will be billed for additional staff hours at the \$60 per hour rate. The Base permit fee could be indexed to inflation as well. In addition, to be consistent with the Minneapolis Park Board, the City should increase its charge from 50¢ to \$2.00 per participant for parades and races.⁷

Initial Permit Revenue					
	Block Events	Parades & Races	Total Applications	Proposed fee	Revenue
Category A	25	28	53	\$110	\$5,830
Category B	20	11	31	400	12,400
Category C	14	24	38	1,850	<u>70,300</u>
Total	59	63	122		\$88,530
Hourly Coordination Fee					
600 additional coordination hours @ \$60 per =					<u>\$36,000</u>
Estimated Total Revenue					
					<u>\$124,530</u>

⁷ Minneapolis Park Board staff indicated that Eden Prairie recently raised their participation fee for parades and races to match the fee charged by the Minneapolis Park Board to deter citizens from deciding to use the Eden Prairie facilities based on cost.

Required Authorization Change

The ordinance requiring change is titled “Block Events” and is located in Chapter 455, section 455.20(d)(2). This section indicates the fee for central business district or neighborhood business district events. Another ordinance requiring change is Chapter 447, section 447.120(a) and (b). This pertains to races and parades.

Fiscal Impact and Discounting

In 2004 there was approximately \$18,000 of costs recovered. With the proposed cost recovery revenue of \$124,000 the fiscal impact will be \$106,000. Since there is currently an administrative apparatus to collect a fee, the change in fee should not need to be discounted. However, the new policy of keeping track of hours could face difficulty in implementation. Therefore this part of the fee should be discounted by 50 percent in the first year⁸.

Fiscal Impact	
Fee Revenue	\$88,530
50% of hourly charges	<u>18,000</u>
Expected first year revenue	<u>106,530</u>
2004 Revenue	<u>\$18,000</u>
First Year Fiscal Impact	<u>\$88,530</u>

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	50%	25%	0%	0%	0%
Fiscal Impact	\$89,000	\$102,000	\$115,000	\$119,000	\$123,000

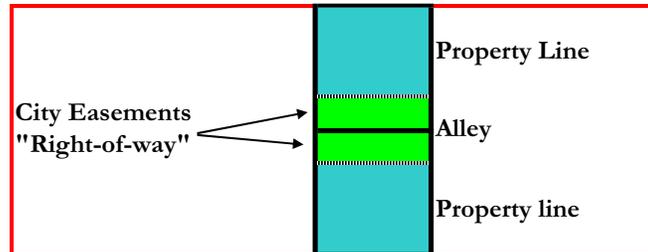
Issues for Further Analysis or City Input Required

- Determine any operational cost impact
- Differential treatment: not for profit versus for profit entities

⁸ If the revenue from this initiative is to be allocated based on financial effort, the allocation would be 22 percent to Public Works; 29 percent to Police; 36 percent to Regulatory Services; 13 percent to Fire.

Street and Alley Vacation

In the City of Minneapolis, residents own their property lot, generally into the alley and the City street. However, the City has obtained perpetual easements to establish streets and alleys. These easements provide the City “right of way” to accomplish its public functions (e.g. facilitating transportation, utilities, etc.). The diagram below illustrates this:



There are times, however, when a property owner desires to develop his/her property and use the area within the public right of way. The property owner may apply to the City to “vacate” that portion of “right-of-way” or release the City’s rights under the easement(s).

In order to evaluate whether or not the City should relinquish that property, personnel from the Departments of Public Works and Community Planning and Economic Development (CPED) must review the plans and property. This review identifies whether or not the property is still needed for a public purpose such as for emergency access to property or to provide a platform for infrastructure.

Category: Modification of Existing Fee

Current Rate of Cost Recovery

The City charges \$300 for a Street and Alley Vacation application. In 2003, there were 22 applications that recovered \$6,600, and in 2004 there were 34 applications that recovered \$10,200. The City does not charge for the recording of real estate documents or for the cost of removing City infrastructure.

Cost of Service

According to the parallel cost allocation study, the element “Street and Alley Vacation” has fully loaded costs of \$85,262, of which \$21,337 was from CPED and \$63,925 was from Public Works. This only includes the cost of the time spent reviewing the applications. Certain secondary reviews are not included, nor are costs related to

removing City infrastructure from neither the vacated property nor fees for recording real estate documents.

With 34 applications in 2004, the average cost per application is \$2,508.

Comparables

- The City of St. Paul, MN charges a \$100 petition filing fee plus a vacation fee ranging from \$600-\$2,000 depending on the proposed use of the vacated space. The fee schedule is as follows:

-Non-development: \$600

-Development (less than 50,000 sq. ft. of area to be vacated): \$1,200

-Development (more than 50,000 sq. ft. of area to be vacated): \$2,000

The City also charges \$300 for the release of existing easements. This fee only applies to previously-vacated properties.

- The City of Duluth, MN charges \$400 and \$700, depending on amount of feet to be vacated, plus a county recording fee.
- The City of St. Louis Park, MN charges \$300 per application.
- The City of Golden Valley, MN charges \$500 per application.
- The City of St. Cloud, MN charges \$215 per application.
- The City of Portland, OR operates on a 100 percent cost recovery basis, with a \$3,000 nonrefundable minimum fee.
- The City of Milwaukee, WI charges \$1,091 for the first 300 feet of street length plus \$122 for each additional 100 feet for street vacations. For alley vacations, the City charges \$716 for the first 300 feet of alley plus \$85 for each additional 100 feet.
- The City of Austin, TX charges \$425 per application.

Proposed Fee

Increase the application fee to \$1,000 and then add the cost of County recording fees. In addition, it is reasonable to index this fee to inflation prospectively.

Implementation Considerations

By increasing the cost for Street and Alley Vacations the City may discourage the property owners from applying, reducing workload for City Public Works and CPED staff. While reduced vacation applications could reduce the City workload, some vacations may reduce City cost, by eliminating city maintenance obligations when a property is vacated. However, this increased fee could also be considered an impediment to development.

Required Authorization Change

Currently, there is an internal City team from Public Works, CPED and City Attorney analyzing changing the City Ordinances related to vacation, including fees. It will be necessary to coordinate with this team prior to implementation of this initiative.

Fiscal Impact and Discounting

Since there is currently a process for collecting the fee in place, no discounting is required.

Fiscal Impact	
Proposed fee	\$1,000
Current fee	<u>300</u>
Impact	<u>\$700</u>
Projected units	25
Fiscal impact	<u>\$17,500</u>

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	0%	0%	0%	0%	0%
Fiscal Impact	\$17,500	\$18,250	\$19,023	\$19,818	\$20,638

Issues for Further Analysis or City Input Required

- Past City costs related to street and alley vacations

Zoning and Planning (CPED) – Greater Cost Recovery

In 2003, the CPED Planning Division examined fees related to Zoning Code Chapter 525 for the first time since 1999. A comprehensive list of fees charged for zoning and planning applications under this chapter can be found in Appendix A of this initiative.

On November 3, 2003, the staff recommendation that was approved by City Council adjusted existing zoning application fees, or in some cases, established new fees in order to better recapture the costs of reviewing such applications and the costs of work and materials produced. Staff recommendation’s increased fees by approximately 20 percent, implemented a progressive fee schedule based on lot area, simplified the administration of fees, eliminated distinctions between residential and non-residential fees in most cases, eliminated fee reduction based on concurrent review, and eliminated a fee waiver for multiple appeals by a single applicant. The new fees became effective in FY2004. Even with this increase in fees, many zoning applications do not achieve full cost recovery for the service provided.

Category: Modification of Existing Fees

Cost Recovery

As shown in the table below, few of the applications (listed as elements) achieve full cost recovery. This is only a portion of the zoning applications in Chapter 525. As is footnoted below, elements were not created for all zoning applications.

Chapter 525 Zoning Application Elements (Number of Units)⁹	Revenues	Expenditures	Excess/Deficit	Current Cost Recovery (%)
Administrative Telecom Reviews (15)	\$ 2,771	\$6,952	\$(4,181)	40%
Appeal Ruling of Accessory Structure Applications (0)	--	67,755	67,755	--
Appeal Ruling of Board of Adjustment Applications (17)	3,925	144,681	(140,756)	3%
Appeal Ruling of the Zoning Administrator Applications (5)	1,385	20,204	(18,819)	7%
Certificate of Nonconforming Use Applications (4)	1,847	44,781	(42,934)	4%
Conditional Use Permits (195)	117,068	160,058	(42,990)	73%
Environmental Review Permits (5)	21,452	24,159	(2,707)	89%
Expansion or Change of Nonconforming Use Applications (31)	14,316	17,973	(3,657)	80%
Major Site Review Applications (143)	99,058	215,041	(115,983)	46%
Minor Site Review Applications (52)	4,803	83,097	(78,294)	6%
Minor Subdivisions (26)	2,966	17,973	(15,007)	17%
Plats (34)	15,000	42,690	(27,690)	35%
Travel Demand Management Plan Applications (15)	-- ¹⁰	15,429	(15,429)	--
Rezoning (72) aka "Zoning Amendments"	49,875	69,649	(19,774)	72%
Totals	\$334,466	\$930,442	\$(595,976)	

⁹ There are no elements for the following Chapter 525 zoning application fees: Floor Area Ratio Premiums, Interim Uses, Shared Parking, Temporary Uses, Transfer of Development Rights, and Waiver of Restrictions of Interim Ordinances. According to CPED staff, these are rare applications and elements were not created for them. Additionally, there are elements for Registered Land Surveys and Variances Applications, but these achieve full cost recovery.

¹⁰ Per CPED staff, many or all of the Travel Demand Management Plan Applications in 2004 may have been discretionary, or plan applications that the Department of Public Works ordered. These applications were outside of the zoning code and therefore, the zoning code-based fee was not charged.

Comparables

Comparable zoning and planning fees for the cities of Austin, Texas; Long Beach, California; Milwaukee, Wisconsin; Pittsburgh, Pennsylvania; Portland, Oregon; Bloomington, Duluth, Golden Valley, St. Cloud, St. Louis Park, and St. Paul, Minnesota have been collected and are presented in an attached table.

Proposed Fee Adjustment

As seen on the previous page's table, the current rate of cost recovery is at a different level for each of the zoning application elements listed. The Steering Committee's input will be needed to determine the appropriate level of target cost recovery. As stated in the staff report from 2003, the proposed fee increases should aim to "allow the City to continue to ensure that new development meets public objectives while recovering a greater share of the cost of the review from the direct user of the respective permits." In many cases, the actual fee increase necessary to achieve 100 percent cost recovery would create an onerous fee to the applicant. Therefore, fee increases in the table below reflect in all but one case the percentage needed to achieve a fuller share of costs, albeit less than 100 percent of costs.

Chapter 525 Zoning Application Elements (Number of Units) ¹¹	Expenditures	Current Revenues	Cost Recovery Achieved	% Fee Increase	Net Cost Recovered After Fee Increase
Administrative Telecom Reviews (15)	\$6,952	\$2,771	\$ (4,181)	25%	\$693
Appeal Ruling of Board of Adjustment Applications (17)	144,681	3,925	(140,756)	25%	981
Appeal Ruling of the Zoning Administrator Applications (5)	20,204	1,385	(18,819)	25%	346
Certificate of Nonconforming Use Applications (4)	44,781	1,847	(42,934)	25%	462
Conditional Use Permits (195)	160,058	117,068	(42,990)	25%	29,267
Environmental Review Permits (5)	24,159	21,452	(2,707)	13%	2,789
Expansion or Change of Nonconforming Use Applications (31)	17,973	14,316	(3,657)	25%	3,579
Major Site Review Applications (143)	215,041	99,058	(115,983)	25%	24,765
Minor Site Review Applications (52)	83,097	4,803	(78,294)	25%	1,201
Minor Subdivisions (26)	17,973	2,966	(15,007)	25%	742
Plats (34)	42,690	15,000	(27,690)	25%	3,750
Rezoning (72) aka "Zoning Amendments"	69,649	49,875	(19,774)	25%	12,469
Totals	\$847,258	\$334,466	\$(512,792)		\$81,044

Required Authorization

A City Council approved amendment to Title 20, Chapter 525 of the Minneapolis Code of Ordinances relating to the Zoning Code text in Section 525.160, which would adjust current zoning application fees in Table 525-1 to better recapture costs of service.

¹¹ As footnoted earlier, 2004 Travel Demand Management Plan Applications represented discretionary spending by the Department of Public Works. These applications were outside of the zoning code and therefore, the zoning code-based fee was not charged. There were no Appeal Ruling of Accessory Structure Applications in 2004, so fees were not collected. These elements are not included in the fee adjustment chart for these reasons.

Fiscal Impact and Discounting

The fiscal impact for FY2006 is based on the percentage increases in the chart above on total revenue collected from each zoning application in 2004. Projected revenue is not based on the new fee schedule per actual units in 2004, as zoning applications such as conditional use permits, environmental reviews, variances and others have a graduated fee schedule and only total permit numbers were collected for each application category. The projected revenue in FY2007 through FY2010 takes into account a 3 percent inflation rate. As current fees and a method of collection are already in place for zoning applications, cost recovery is only discounted by 25 percent in FY2006 to account for delay in amending the zoning code text.

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	25%	0%	0%	0%	0%
Fiscal Impact	\$60,750	\$83,400	\$85,900	\$88,500	\$91,200

Issues for Further Analysis or City Input Required

- The level of cost recovery sought for the zoning application elements.
- For Appeal Ruling of Accessory Structure Applications, there were no applications submitted in 2004. Is it correct that there are expenditures for this element?

Appendix A

Table 525-1 Fees

Application Type	Current Fee	Proposed Increase¹²
Administrative reviews of communication towers, antennas, and base units	\$200	\$250
Administrative reviews to increase height of floor area of accessory structures	\$250	--
Appeals of the ruling of the board of adjustment or city planning commission	\$250	\$315
Appeals of the ruling of the zoning administrator, planning director or other official involved in the administration or the enforcement of this zoning ordinance	\$300	\$375
Certificates of nonconforming use	\$500	\$625
Conditional use permits		
0 – 9,999 square feet of lot area	\$450	\$565
10,000 – 43,559 square feet of lot area	\$650	\$815
43,560 square feet or lot area or more	\$850	\$1,065
Conditional use permits related to signs, regardless of lot area	\$550	\$690
Conditional use permits for planned unit developments	\$1,500	\$1,875
Environmental reviews	Greater of \$500 or actual cost of review	Greater of \$565 or actual cost of review
Expansion or change of nonconforming use	\$500	\$625
Floor area ratio premiums	\$1,000	--
Interim uses		
0 – 9,999 square feet of lot area	\$450	--
10,000 – 43,559 square feet of lot area	\$650	--
43,560 square feet of lot area or more	\$850	--
Major site plan review		
0 – 9,999 square feet of lot area	\$500	\$625
10,000 – 43,559 square feet of lot area	\$750	\$940
43,560 square feet of lot area or more	\$1,000	\$1,250
Minor site plan review	\$100	\$125
Minor subdivision	\$200	\$250
Preliminary and final plat	\$750	\$940
Preliminary and final registered land survey	\$750	--
Shared parking	\$100	--
Temporary uses	\$100	--
Transfer of development rights	\$350	--
Travel demand management plans	\$500	--
Variances		
0 – 9,999 square feet of lot area	\$350	--
10,000 – 43,559 square feet of lot area	\$550	--
43,560 square feet of lot area or more	\$750	--
Variances involving residential uses on revenue corner lots or through lots having less than 10,000 square feet of lot area	\$150	--
Waiver of restrictions of interim ordinances	\$150	--
Zoning amendments		
0 – 9,999 square feet of lot area	\$550	\$690

¹² Increase based on target cost recovery. Rounded up to the nearest \$5.

10,000 – 43,559 square feet of lot area	\$750	\$940
43,560 square feet of lot area or more	\$950	\$1,190
Chapter 525 Fees not in Table 525-1		
Postage for applications requiring notice of public hearing	Actual Cost	--
Applications requiring publication in newspaper	\$25	--

Appendix B: Comparables

	Minnesota Cities					
	Bloomington	Duluth	Golden Valley	Saint Cloud	Saint Louis Park	Saint Paul
Administrative reviews of communication towers, antennas, and base units (telecommunications review)						
Administrative reviews to increase height or floor area of accessory structures	\$75					
Appeals of ruling of the board of adjustment or city planning commission						
Appeals of ruling of the zoning administrator, planning director or other official		\$120		\$64 for Homestead property; \$360 for everything else		\$435
Certificates of non-conforming use applications						
Conditional use permits						
Principal Uses	\$280 for two-family; \$580 for all other uses		\$300 for conditional use permit; \$75 for conditional use permit for home occupation; and \$200 for amendments to conditional use permits	\$64 for Homestead property; \$360 for everything else	\$1,500	\$750 when for up to one acre; \$200 for each additional acre with an additional fee of \$180 if along river corridor
Temporary Uses	Administratively approved \$25; Sent directly to city council \$100; All other first applications \$250 and renewals \$100					
Hearing Examiner Use Permits	\$100 for everything except recreational vehicles (\$75)					
Environmental review permits	\$1,000 for worksheet; \$4,000 when required					
Interim uses	\$250					
Major site plan review	\$100	\$250	Preliminary design plan \$300; General plan of development \$300; Amendments \$250		65% of permit fee	\$110 for residential, 1-4 dwelling units; \$435 up to 25,00 sq. ft. and \$85 for each additional \$25,000 sq. ft. for all other uses
Minor site plan review						
Minor subdivision			\$100	Up to 4.99 Acres \$155; 5.00-9.99 Acres \$220; 10.00-19.99 Acres \$280; 20.00+ acres \$360	\$250	\$500 for up to one acre and \$125 for each additional acre; \$140 for lot split
Preliminary and final plat						
Preliminary	\$30 plus \$50 per lot for two-family; \$500 plus \$100 per acre for everything else	\$500	\$100	\$145	\$500 plus \$50 per lot	\$500 up to 25,000 sq. ft. plus \$125 for each additional 25,000 sq. ft.
Final Plat	\$250 for basic fee plus \$10 per lot or parcel	\$100 (1 - 5 lots); \$175 (6 - 70 lots); \$2.50 on each additional lot after 50			\$250	\$200
Shared parking		\$5			no charge	\$350
Variations applications	\$130 for administrative variances; \$180 for two-family; \$330 for everything else		\$125 for single-family residential; \$225 for everything else	\$64 for Homestead property; \$360 for everything else	\$300 for residential; \$500 for commercial	Major variance: \$435 for one and two family residential \$470 for multiple-family residential; \$680 for commercial, industrial, and institutional. Minor variances are \$350.
Zoning amendments	\$1,000	\$400 for rezoning; \$250 for text	\$350 for rezoning		\$1,000	\$1,000 up to one acre of land and \$250 for each additional acre

	Non-Minnesota Cities				
	Austin	Long Beach	Milwaukee	Pittsburgh	Portland
Administrative reviews of communication towers, antennas, and base units (telecommunications review)			\$350 plus \$3 processing fee and shall include the review of plans for buildings accessory to the tower that are submitted at the same time as the tower plans.		
Administrative reviews to increase height or floor area of accessory structures					
Appeals of ruling of the board of adjustment or city planning commission		\$1,278	\$100		One and Two-Family Dwellings \$100; All other occupancies \$200 plus \$50 for each appeal item over
Appeals of ruling of the zoning administrator, planning director or other official			\$150		
Certificates of non-conforming use applications					Non-conforming Status Review II \$1,360
Conditional use permits					
Principal Uses				\$25 per residential unit plus \$40 per 1,000 sq. ft. of new construction plus \$20 per 1,000 sq. ft. of renovated space	Type I: \$2,445 Minor: \$3,000 Major: New \$8000 Existing: \$4,000
Temporary Uses		\$2,130			
Hearing Examiner Use Permits					
Environmental review permits					Type I: \$400 Type II: Residential: \$800 else \$1,500 Type III: \$2,500
Interim uses		\$319.50			
Major site plan review	Starts at \$1,045 and increases steadily until greater than 15 acres to \$1,430 plus \$9 per additional acre greater than 15	\$958.50 plus 3.20 per 100sqft		\$25 per residential unit plus \$40 per 1,000 sq.ft. of new construction plus \$20 per 1,000 sq. ft. of renovated space	Minimum \$5,547; Maximum \$21,997
Minor site plan review					Residential projects under four units: (minimum \$2,799 maximum \$6,400); Residential projects over four units: minimum \$555 maximum \$3,079
Minor subdivision	\$460 base fee plus \$46 per acre for less than 1,000 acres;				
Preliminary and final plat					
Preliminary					
Final Plat					If prelim Type I with no street \$720 If prelim Type I or Ix with street \$1,035 If prelim. Type Ix with no street \$936 If prelim. Type III \$1,560
Shared parking	\$330				Central City Parking Review: \$5,334
Variations applications	\$330	\$958.50 plus \$53.25 for each additional exemption	\$500 plus \$3 processing fee	\$150 for residential variance; \$300 for commercial variance; \$750 for use variance	
Zoning amendments		\$4,686 (text); \$3,621 (map)	\$570		\$3,787 (type III and map)

Auto Extrication Fee

When a serious auto accident occurs in Minneapolis, the emergency medical service division of the fire department responds by arriving on the scene and completing an initial patient assessment to determine injury and course of action. Under the City's current system, a fee of \$400 is charged for any treatment administered on the scene as a result of an injury complaint. There is no distinction between levels of service provided, amount of equipment or supplies needed, or the amount of hours or personnel required on the scene. A patient needing a bandage is charged the same fee as a person mechanical extricated from a vehicle. Auto extrication is a service that requires substantially more time, equipment and manpower than a routine auto accident response would require including an additional ladder and rescue squad, hydraulic rescue equipment, and specially trained personnel. In 2004, the City responded to 1,312 vehicular accidents of which 1,026 required victim treatment and 55 required extrication. Of the 825 calls billed for \$330,000 in 2004, the City received \$153,613 revenue from fees assessed reflecting a collection rate to date of 46.5 percent. However, according to the Fire Department, actual collection results are typically 60 percent of those billed annually and the current collection rate for 2004 does not include those revenues as of yet uncollected.

Category: New Fee

Comparables

- The City of St. Paul, MN charges \$300 for auto extrication. However, this definition refers to any injury in which the patient must be placed on a backboard and cannot otherwise get out of the vehicle on their own and must be removed ("extricated") from the vehicle by Fire Department personnel. Extrication may not include the use of hydraulic tools. This is a new fee instituted in 2005.
- The City of Bloomington, MN does not do auto extrications or charge for motor vehicle accidents.
- The City of Duluth, MN does not charge auto extrication or a motor vehicle accident fees.
- The City of Golden Valley, MN does not charge a fee for auto extrication.
- The City of St. Louis Park, MN does not charge a fee for auto extrication or for motor vehicle accidents.
- The City of St. Cloud, MN does not charge an auto extrication fee or a motor vehicle accident fee.

- The City of Spring Lake Park, MN charges per hour of response or fraction thereof per unit. The City charges \$300 per engine, \$125 per jeep, \$100 per chief officer, and \$15 per firefighter.
- The City of Portland, OR does not charge a fee for responding to motor vehicle accidents.
- The City of Milwaukee, WI does not have an auto extrication fee or any other motor vehicle accident fee.
- The City of Seattle, WA does not charge a fee for responding to motor vehicle accidents.

Cost of Service

When an extrication or other substantial form of rescue is required at the scene of an accident, Rescue 1 is called onto the scene in addition to any trucks and personnel already engaged. Rescue 1 consists of 1 rescue rig and 1 ladder truck accompanied by 2 captains, 2 fire motor operators, and 6 firefighters. Their costs are as follows.

The following personnel costs are the projected costs for FY2005. The average Fire Captain salary is \$71,781 per year, or \$24.92 per hour¹³. The average Fire Motor Operator salary is \$62,656 per year, or \$21.76 per hour¹⁴. The average Firefighter salary is \$52,722 per year, or \$18.31 per hour¹⁵. The total salary costs of responding personnel are \$203.20 per hour.

According to the cost allocation model completed by the City's finance department, the fringe costs for Fire Department personnel are equal to 28.9 percent of salary costs. Similarly, overhead/administration and other services costs are equal to 25.5 percent and 25.2 percent, respectively. Additional costs of service are \$58.72 for fringe benefits, \$51.84 for overhead/administration, and \$51.23 for other services per hour of service. Therefore, the total personnel cost is \$364.98 per hour of auto extrication service.

Vehicle costs per run include the depreciation of each vehicle, maintenance costs, and the costs of fuel. An average ladder truck costs the City \$64,800 in depreciation, \$9,600 in maintenance, and \$10,800 for fuel per year for a total of \$85,200 per year. The City owns 8 ladder trucks that made 8,333 runs in 2004. Therefore the cost per run for a ladder truck is \$81.80 on average. Likewise, an average rescue rig costs the City \$52,344 in depreciation, \$9,600 in maintenance, and \$10,800 for fuel per year for a total of \$72,744 per year. The City owns 2 rescue rigs that made 1,127 runs in 2004. Therefore

¹³ Fire Captains work 2,880 hours annually.

¹⁴ Fire Motor Operators work 2,880 hours annually.

¹⁵ Firefighters work 2,880 hours annually.

the cost per run for a rescue rig is \$129.09 on average. The total vehicle costs for an auto extrication is \$210.89 per call.

If the typical auto extrication takes an hour on average, then the cost of service for a typical auto extrication is \$575.87, as detailed in the table on the following page.

Description	Cost of Service Attributable to Service Delivery	Model-Based Allocation Rates
Salary	\$203.20	-
Fringe	\$58.72	28.9%
Overhead/Administration	\$51.84	25.5%
Other Services	\$51.23	25.2%
Vehicle	\$210.89	-
Total	\$575.88	

Proposed Rate

Because there are many variables affecting the time and effort required to perform an auto extrication and to ensure complete cost recovery, it is recommended that the fee charged be graduated to reflect actual time spent on scene. Therefore, it is recommended the City charges \$575 per hour or part thereof and \$360 for each additional hour or part thereof.

Required Authorization

[To come – City Attorney still researching authorization]

Fiscal Impact

According to the 2003 and 2004 Statistical Reports, there were 55 auto extrications in 2004 and 33 auto extrications in 2003, for a two-year average of 44 auto extrications. The recommended fee could also be indexed to inflation and therefore increase annually to the nearest \$5 per hour. If implemented, the City could bill an estimated \$25,300 in FY2006. However, as previously stated, the City has typically experienced a 60 percent collection rate of all EMS services billed. Therefore, the fiscal impact is discounted 40 percent to reflect the historic collection rates the actual revenue projected is \$15,180 in FY2006, with a five-year impact of \$79,860. Projected annual fiscal impacts are as follows.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	40%	40%	40%	40%	40%
Fiscal Impact	\$15,180	\$15,580	\$15,970	\$16,370	\$16,760

Fire Suppression System Fee

The Minnesota Fire Safety Code requires that the installation of any fire suppression system be inspected and its testing be witnessed by the Fire Marshall. The Minneapolis Fire Prevention Bureau currently provides this service for all projects but only requires a permit for fire sprinkler systems. The City has not established a permit and fee program which regulates the installation of other fire suppression systems that require inspection and testing. These systems may include, but are not limited to, chemical suppression and smoke control.

Of the approximately 906¹⁶ total suppression systems inspected in 2004, 861 were permitted sprinklers and 45 were for miscellaneous suppression systems that are not sprinklers and for which no fees are collected. To permit fire sprinkler system installation, the City currently charges \$62.40 for the first 10 sprinkler heads installed and an additional \$13 for every 10 or fraction thereof. In 2004, the Fire Prevention Bureau issued 861 sprinkler permits with a contract value of \$15.1 million. For providing this service, the City received \$166,235 in sprinkler permit revenue in 2004, but those revenues were not enough to cover the more than 5,000 hours of staff time required to provide this service. The existing fee structure, based upon the number of heads installed, does not account for the varying complexity of the systems installed and, therefore, does not accurately reflect the relative time required to inspect and permit sprinkler system installation. Similar to building permit projects, contract value better relates the complexity of the system being installed.

The provision of service for the fire sprinkler permitting is similar to services required to administrate, inspect, and regulate other fire safety and suppression systems. To better regulate all fire suppression systems installed in the City, a universal fire systems permit is proposed. To ensure that the fees charged adequately cover costs the fee structure for permitting all fire suppression systems, including sprinklers, the fee could be modeled after the current building permit fee structure and based on contract value to more accurately reflect time necessary to permit a project.

Category: Modification of Existing Fee

Cost of Service

The cost of service for fire system permitting is estimated to be \$305.73 per permit issued. This cost is found by quantifying the resources used to issue each permit.

The following personnel costs are the projected costs for FY2005. The Fire Inspection Coordinator annual salary is \$62,172 per year with related fringe benefits costs of

¹⁶ Estimated based on 2004 sprinkler permits issued, assuming sprinklers account for approximately 95 percent of the total projects inspected per year.

\$16,744 per year for a total of \$78,916 per year. There are two Coordinators who perform this service for 66.0 percent and 63.8 percent of their total time respectively. Therefore, the total cost for each Coordinator is \$52,085 and \$50,345, or \$102,430 per year. The Assistant Fire Marshall’s annual salary is \$76,346 per year with fringe benefits costs of \$15,662 for a total of \$92,008 per year. He spends approximately 46.5 percent of his time on fire suppression services at a cost of \$42,784 per year. One Fire Protection Specialist has an annual salary of \$58,572 with fringe benefits costs of \$18,078 for a total of \$76,650 per year. He spends approximately 60.8 percent of his time on this service at a cost of \$46,603 per year.

The vehicle costs can be derived by looking at national averages of operating costs the cars that the inspectors are using—in this case, the Chevrolet Malibu. According to a national fleet management study, the annual operating cost for a Chevrolet Malibu is \$8,866¹⁷. Each of the four personnel in this service uses a vehicle. By allocating these vehicle costs accordingly, the total vehicle cost for this service is \$21,021 per year.

The total direct service costs are \$212,694 per year. These costs are shown in the table below.

Position	Salary	Fringe	Vehicle	Total	Allocation	Allocated Service Costs
Fire Protection Specialist	\$58,572	\$18,078	\$8,866	\$85,516	60.80%	\$51,994
Fire Inspection Coordinator	\$62,172	\$16,744	\$8,866	\$87,782	63.80%	\$56,005
Assistant Fire Marshall	\$76,346	\$15,662	\$8,866	\$100,874	46.50%	\$46,906
Fire Inspection Coordinator	\$62,172	\$16,744	\$8,866	\$87,782	66.00%	\$57,936
Total	\$259,262	\$67,228	\$35,464	\$361,954		\$212,841

Indirect costs, or overhead, that includes materials and supplies, facilities and administrative expenses, are equal to 18.6¹⁸ percent of total personnel costs plus 3.5 percent of total costs. Therefore, the total overhead costs were \$35,678 plus \$7,449 for a total of \$43,128 in 2004.

The total cost of service for fire protection systems is therefore the personnel and vehicle costs of \$212,841 and \$21,021, plus the cost of overhead, \$43,128, giving a total cost of \$276,990 as shown below.

¹⁷ Rate based on annual operating costs from “Fleet Management,” March 2003, Volume 24, Number 3. The number reported in the study, \$8,380, was inflated by 5.8% to reflect the period inflation rate from March 2003 through May 2005 from the CPI-U for all Urban Consumers as reported by the Bureau of Labor Statistics.

¹⁸ Using Regulatory Service allocation rates as stated in the 2003 Minneapolis Cost Allocation model, equal to the total of Internal Indirect rate of 18.6 percent and External Indirect rate of 3.5 percent.

Description	Cost of Service
	Attributable to Service Delivery
Direct Services	\$212,841
Internal Indirect	\$35,678
External Indirect	\$7,449
Vehicle	<u>\$21,021</u>
Total	\$276,989
Divided by 906 Permits Issued	
Average Cost	\$305.73
Per Permit Issued:	

As previously stated, there were 861 sprinkler system inspections and 45 other miscellaneous system inspections performed in 2004. Therefore, for the 906 fire protection systems serviced that year, it cost Minneapolis \$305.73 for each system inspected.

Comparables

- The City of Bloomington, MN charges \$36 for a fire Suppression system review.
- The City of Duluth, MN includes the fee for review and inspection of fire protection systems in the operational permit fee.
- The City of St. Louis Park does not charge a fee for fire Suppression system review.
- The City of Golden Valley, MN, charges an additional 65% on top of the base permit fee for fire plan review.
- The City of Milwaukee, WI charges annual inspection fees of \$59-\$350.
- The City of Austin, TX has fees listed under "New Fire Alarm System" as follows: 1-10 devices \$100; 11-25 devices \$150; 26-200 devices \$200; 201+ additional \$.50 for each additional device with a \$2,000 maximum.

Proposed Rate

As noted above, the City does not adequately charge residents to cover the cost of fire suppression system inspection and administrative services. Because fire suppression system permitting is similar to the permitting process used for building permits, a fee schedule based on the existing building permit fee schedule is recommended. To fully recover the costs of the average fire suppression system permitting service without collecting fees in excess of the cost of service shown above, the fee schedule has been adjusted to 80 percent of the current building permit schedule. The proposed fee schedule is as follows:

Contract Value of Work	Base Fee	Incremental Fee
\$1- \$500	\$48 for the first \$500	—
\$501 - \$2,000	\$20 for the first \$500	Plus \$2.68 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,000 - \$25,000	\$60.80 for the first \$2,000	Plus \$12.16 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,000 - \$50,000	\$340.48 for the first \$25,000	Plus \$8.88 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001- \$100,000	\$562.48 for the first \$50,000	Plus \$6.20 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001- \$500,000	\$872.48 for the first \$100,000	Plus \$4.96 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001-\$1,000,000	\$2,856.48 for the first \$500,000	Plus \$4.12 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 +	\$4,916.48 for the first \$1,000,000	Plus \$3.32 for each additional \$1,000 or fraction thereof, to and including \$1,000,000

Required Authorization

Since this is a new set of fees, a new ordinance would be required. The current ordinances, 91.800 and 91.810, would also need to be repealed.

Fiscal Impact

As previously stated, there were 861 sprinkler permits issued in 2004 and an estimated 45 additional miscellaneous fire protection systems inspected. The total estimated contract value of work for all 906 fire protection systems inspected that year was \$15,934,446. Therefore the average estimated value inspected or permitted is \$17,588 per project. Using this value, the average fee required under the proposed fee schedule is a base fee of

\$60.80, plus \$12.16 for each additional \$1,000 in value. The total calculated fee for an average project is \$255.36 as shown below.

Average Valued Project	
	Permit Fee Required
Base Fee	\$60.80
Incremental Fee	\$194.56
Total	\$255.36

At this fee, the City could realize an estimated \$231,356 in fee revenue per year. The fiscal impact is equal to the additional recovered costs to the Fire Department estimated for FY2005 minus the expected revenue for the current fee structure. Therefore, the fiscal impact for FY2005 is \$231,356 minus \$166,235, or \$65,121. Should this fee be indexed to inflation, the estimated fiscal impact is \$345,500 over five years.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	0%	0%	0%	0%	0%
Fiscal Impact	\$65,100	\$67,000	\$69,000	\$71,100	\$73,300

Issues for Further Analysis or City Input Required

- Detailed system value data to more precisely cost permit revenue

Fire System Plan Resubmission Fees

The Minnesota Fire Safety Code requires plans for the installation of fire suppression, fire alarm, fire detection, or other special systems (such as storage and/or use of hazardous materials) to be submitted and reviewed for safety code compliance prior to installation. The Fire Department currently provides this plan review as a courtesy to contractors and does not charge a fee for the review. While the fire alarm plan review costs and fire detection plan costs are covered by the existing electrical permit fees that are required, other fire protection system plan reviews, including sprinkler systems, are provided without a separate fee. There were 843 fire protection system plans reviewed in 2004.

Approximately 20 percent of the plans submitted for review are rejected for poor design or lack of sufficient information with an estimated 169 plans rejected in 2004. Rejected applicants are required to hire an engineer to produce a new set of plans for review. A typical plan review takes anywhere from 15 minutes to 15 hours, depending on the size and complexity of the project. However, because a licensed professional engineer is required to produce a stamped set of plans for all plans that are rejected, the current subsequent reviews of the project is cursory. The requirement for engineer-designed plans for rejected applicants was initiated to avoid the overextension of fire inspectors to perform multiple reviews of the same project.

However, fire officials often avoid an outright rejection of plans in favor of citing deficiencies for correction. In this case, applicants must return to plan review with revised plans for additional review by the fire inspection team. Furthermore, when problems occur either in design or in the field, applicants will look to the fire officials for technical advice through subsequent reviews of fire system plans. An estimated 60 percent of non-rejected plans received a second review without additional cost to the applicant. Further, approximately 20 percent of those resubmitted required three or more review sessions. In all, there were approximately 485 plan reviews resulting from resubmitted fire system plans in 2004 that were completed without cost to the applicant. While the initial plan review cost of service is included in the permit fees currently collected, the review above and beyond a normal permit approval process should be considered additional service with a separate fee to fully recover the costs of the fire personnel that conduct these reviews.

Category: New Fee

Cost of Service

The cost of service is estimated at \$53.51 per inspection hour. This cost is found by quantifying the resources used to conduct each plan review. The direct costs associated with fire code plan review are a weighted average of the salary and benefits of the Fire Protection Specialist, Fire Inspection Coordinator, and Assistant Fire Marshall.

The following personnel costs are the projected costs for FY2005. The Fire Protection Specialist salary is \$58,572 per year, or \$28.16 per hour. The fire Inspection Coordinator salary is \$62,172 per year, or \$29.89 per hour. The Assistant Fire Marshall salary is \$76,346 per year, or \$36.70 per hour. The Assistant Fire Marshall performs ten percent of the plan reviews, while the Fire Protection Specialist and Fire Inspection Coordinator split the remaining plan reviews. The weighted average salary cost is \$29.79 per hour.

According to the cost allocation model completed by the City’s finance department, the fringe costs for Fire Department personnel are equal to 28.9 percent of salary costs. Similarly, overhead/administration and other services costs are equal to 25.5 percent and 25.2 percent respectively. Therefore, additional costs of service are \$8.61 for fringe benefits, \$7.60 for overhead/administration, and \$7.51 for other services per hour of service. The total resulting cost per hour of plan resubmissions is \$53.51 per hour. These costs are itemized in the table below.

Description	Cost of Service Attributable to Service Delivery	Model-Based Allocation Rates
Salary	\$29.79	-
Fringe	\$8.61	28.9%
Overhead/Administration	\$7.60	25.5%
Other Services	\$7.51	25.2%
Total	\$53.51	

Comparables

- The City of St. Paul, MN does not charge a fee to review resubmitted plans, but is investigating instituting an hourly fee.
- The City of St. Louis Park, MN does not charge a fee to review resubmitted plans.
- The City of Bloomington, MN does not charge a fee to review resubmitted plans.
- The City of St. Cloud, MN charges \$51 per hour to review resubmitted plans.

- The City of Portland, OR does not charge a fee to review resubmitted plans.
- The City of Pittsburgh, PA does not charge a fee to review resubmitted plans.
- The City of Austin, TX has a re-inspection fee of \$50 when previously identified violations have not been corrected.

Proposed Rate

To fully recover the cost of service, the Fire Plan Resubmission fee should be \$50 per hour¹⁹ and increase annually based on inflation.

Fiscal Impact

There were 485 plan reviews completed as a result of resubmitted plans in 2004. While sufficient data was not available to determine time spent for each plan review, it is approximated by fire department representatives that each review, on average, took 6 hours of time. Therefore, approximately 2,910 hours of time could be recovered in FY2006 as part of this fee implementation. The first year of implementation may require ramp up time and the fiscal impact is, therefore, discounted by 25 percent. However, it is anticipated that the institution of this fee will encourage some applicants to improve their original plan submission and thus avoid resubmissions and additional fees. The fiscal impact in FY2007 through FY2010 is expected to decline to reach resubmission rates of 30 percent and multiple resubmissions of 10 percent by FY2008. This decline results in the discounting factors for FY 2007 through FY 2010. The fee is expected to be indexed to inflation and therefore increase annually to the nearest \$1 per hour. If implemented, the City will realize an additional \$109,125 in resubmission revenue in FY2006, and approximately \$466,625 over the next five years. The first year is discounted 25 percent to account for the implementation of a new fee. The estimated annual fiscal impact is as follows.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	25%	25%	50%	50%	50%
Fiscal Impact	\$109,125	\$113,600	\$78,400	\$81,300	\$84,200

¹⁹ Equal to the cost of service rounded to the nearest \$10 increment.

Fire Watch Fee Increase

When the Convention Center, the Target Center, and the Metrodome were constructed, the spaces substantially met the Minnesota Fire Safety code except under certain conditions when the facilities were filled to capacity. As a compromise to the development community, the Minneapolis Fire Department (“MFD”) allowed the design of these meeting spaces with the requirement that the event sponsors provide fire watch services through the MFD for those events that did not meet fire code requirements. There are also temporary structures and other instances, like private fireworks displays, that require fire watch services that fall within this fire watch requirement. The current fee for fire watch for most events is \$40.75 per hour per firefighter, and the fee for the Convention Center is currently \$25.50 per hour. The City collected \$76,057.25 in total fire watch revenue in 2004 that included 1,057 hours at the Convention Center and 1,205 hours at other venues. These fees do not fully recover the costs of providing this service.

The most common fire watch events take place at either the Target Center during basketball games or concerts or at the Convention Center. To meet the fire watch requirement, the event sponsor must hire at least one firefighter to walk the event floor to prevent fire hazards and immediately respond should something occur. In some cases, depending on the type, size, and expected attendance, the event planner may be required to hire more than one fire watchman. To fully cover the costs of service, the fire watch fees should be raised to completely recover the fully loaded costs of an hour of a firefighter’s time plus overhead expenses.

Category: Modification of Existing Fee

Cost of Service

The cost of service for fire watch is estimated at \$49.95 per hour. This cost is found by quantifying the resources used to provide one firefighter per event. The direct costs associated with fire watch are the salary and benefits of the firefighter, the costs of transportation to and from the event, and administrative expenses.

The following direct and indirect personnel costs are the projected costs for FY2005. The average salary of a firefighter is \$52,722 per year, or \$18.31 per hour. The average salary of a battalion chief is \$76,417 per year, or \$26.53 per hour. The average salary of a support staff member is \$40,993 per year, or \$19.71 per hour.

Fringe benefits are an additional cost of personnel. For an average firefighter, this cost totals \$13,941 per year, or \$4.84 per hour; for a Battalion Chief the cost is \$20,920 per year, or \$7.26 per hour; and for support staff, the cost is \$12,295 per year, or \$5.91 per hour. These costs are described in the table below.

Position	Average Salaries	Fringe	Total	Salary per Hour	Fringe per Hour
Firefighter	\$52,722	\$13,941	\$66,663	\$18.31	\$4.84
Battalion Chief	\$76,417	\$20,920	\$97,337	\$26.53	\$7.26
Support Staff	\$40,993	\$12,295	\$53,288	\$19.71	\$5.91

Due to ordinary staffing levels required for available firefighters, fire watch services are typically provided using firefighters called in on overtime. The current labor agreement guarantees four hours of overtime for each firefighter called in on a regular off day. Direct personnel costs are equal to \$32.30 per hour, or one and one half times the firefighter’s average hourly salary cost plus fringe benefits. Because the of four-hour minimum, the City must spend a minimum of \$129.20 per event to meet the contract terms.

Overhead costs include materials, supplies, and administrative costs as well as personnel costs of one hour per day of a battalion chief’s time, and one tenth of one hour per day of a support staff person’s time. Those costs are \$29.88 per event, or \$7.47 per hour for a typical four-hour event.

The firefighter is transported to and from the event by either the battalion chief or by Engine 6. The most common mode of transport is Engine 6, which must be accompanied by three to four other firefighters required to stay with the apparatus. The estimated hourly cost to operate a fire engine is \$15 per hour while the battalion chief vehicle costs \$3.75 per hour. The average cost is \$12.19 per hour weighted to reflect the frequency of use of Engine 6 and the battalion chief’s Ford Expedition. The personnel costs are \$81.01 per hour for firefighter transport and \$33.80 for battalion chief transport, for a combined cost of \$69.21 per hour weighted to reflect the frequency of transportation performed by firefighters and the battalion chief. It takes 30 minutes round-trip to deliver and retrieve the fire watchman. Therefore the transportation costs per fire watch event is \$32.60 for personnel plus \$12.19 for vehicle costs for a total of \$44.79 per event.

The total cost of service for fire watch per hour includes the \$32.30 of personnel cost and the \$7.47 of overhead cost. The cost of service also includes one-half hour of transportation per event, which is \$6.09 for vehicle costs per event and \$17.30 per event for transporting personnel. Because the average event takes four hours, the average hourly cost for transportation is one-fourth of the vehicle and transportation personnel costs per event, or \$1.52 and \$8.65 respectively. Transportation personnel is shown as indirect in the table below. The all-inclusive costs for service are \$49.95 per hour of fire watch.

Description	Cost of Service
	per Hour Attributable to Service Delivery
Salary and Fringe	\$32.30
Overhead	\$7.47
Vehicle	\$1.52
Indirect	\$8.65
Total	\$49.95

Comparables

- The City of St. Paul, MN charges \$45 per hour per firefighter. For an event with an attendance of 4,000-7,999, one fire inspector is required. For events with attendance over 8,000, one fire inspector plus one firefighter is required.
- The City of Bloomington, MN charges a general fee of \$500 (includes fire transportation). If the event is more than a few hours, they may negotiate a higher fee. Bloomington also charges \$57 per for related fire prevention assistance.
- The City of Duluth, MN charges the actual city cost of staffing the event including benefits.
- The City of St. Louis Park, MN does not provide fire watch services.
- The City of Golden Valley, MN charges \$250 per hour for fire watch services, which includes one engine with personnel.
- The City of St. Cloud, MN does not provide fire watch service. However, if the city determines that a fire watch is needed, they make the owner hire a private firm.
- The City of Milwaukee, WI does not have an official fire watch fee.

Proposed Fee

Based on the estimated costs of fire watch service, Minneapolis will increase the fire watch fee to \$49.50 per hour, with a minimum of four hours per event to mirror the City’s four-hour minimum pay requirement for overtime assignments.

Fiscal Impact

The City of Minneapolis will realize an additional \$8.75 per hour for non-convention center events and \$24 per hour for convention center events over the current fire watch fee revenue collected. Using the 2,262 fire watch hours billed in 2004, the City is projected to collect \$111,969 in fire watch fees in 2005 at the proposed rate — \$35,912 over what is collected under the current fee structure. The proposed fee is recommended to be indexed to inflation, to increase annually. Therefore, the City will realize a total of \$208,100 in fire watch revenue over the next five years. No discounting is projected as the fee and billing structure is already in place. The estimated annual fiscal impact is as follows.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	0%	0%	0%	0%	0%
Fiscal Impact	\$35,900	\$38,700	\$41,500	\$44,500	\$47,500

Plan Adequacy Assistance Fee

During the project development phase, and prior to the initiation of a permit, a developer with a team of experts will often request a meeting or series of meetings with Fire Department officials to review plans for fire code compliance and other fire safety related issues. These by request pre-development reviews are currently provided free-of-charge. Projects of this type are usually large and complicated, requiring extensive review over the course of several meetings which may include personnel from the building or public works departments as well.

While this service is important in supporting the development community and the economic growth of the City, and may prevent significant redesigns by initiating the participation of fire officials from inception, these meetings can also become extremely time consuming and expensive for those officials who participate. Each year there are approximately a dozen projects that request plan adequacy assistance through pre-development meetings. In 2004, there were approximately 156 meetings held over 430 hours. The City could fully recover the costs of this service by charging an hourly rate for each pre-development meeting.

Category: New Fee

Cost of Service

The cost of service is estimated at \$53.51 per review hour. This cost is found by quantifying the resources used to conduct each review. The direct costs associated with plan adequacy assistance are a weighted average of the salary and benefits of the Fire Protection Specialist, Fire Inspection Coordinator, and Assistant Fire Marshall.

The following personnel costs are the projected costs for FY2004 and FY2005. The Fire Protection Specialist salary is \$58,572 per year, or \$28.16 per hour. The fire Inspection Coordinator salary is \$62,172 per year, or \$29.89 per hour. The Assistant Fire Marshall salary is \$76,346 per year, or \$36.70 per hour. The Assistant Fire Marshall performs 10 percent of the reviews, while the Fire Protection Specialist and Fire Inspection Coordinator split the remaining reviews approximately evenly. Therefore, the weighted average salary cost is \$29.79 per hour.

According to the cost allocation model completed by the City's finance department, the fringe costs for Fire Department personnel are equal to 28.9 percent of salary costs. Similarly, overhead/administration and other services costs are equal to 25.5 percent and 25.2 percent respectively. Therefore, additional costs of service are \$8.61 for fringe benefits, \$7.60 for overhead/administration, and \$7.51 for other services per hour of service. Therefore, the total cost per hour of plan adequacy assistance is \$53.51 per hour. These costs are itemized in the table on the next page.

Description	Cost of Service	Model-Based
	Attributable to Service Delivery	Allocation Rates
Salary	\$29.79	-
Fringe	\$8.61	28.9%
Overhead/Administration	\$7.60	25.5%
Other Services	\$7.51	25.2%
Total	\$53.51	

Comparables

- The City of Bloomington, MN does not charge a fee per plan adequacy assistance.
- The City of Duluth, MN not charge a fee per plan adequacy assistance
- The City of St. Louis Park, MN does not charge a fee per plan adequacy assistance.
- The City of St. Cloud, MN does not assist in the preparation of an application or related documents.
- The City of Portland, OR charges \$110 per hour for an early plan review, effective July 5, 2005. The previous fee was \$500. Anyone can get walk in help, but if they need extensive assistance they must make an appointment and pay the fee.
- The City of Pittsburgh, PA does assist in application preparation and charges fees.
- The City of Milwaukee, WI provides limited assistance and does not charge a fee.

Proposed Rate

To fully recover the cost of service, the Fire Plan Adequacy Assistance fee should be \$50 per hour per official and be increased annually based on inflation.

Required Authorization

Since this is a new fee, a new ordinance would be required.

Fiscal Impact

There were approximately 430 hours of plan adequacy meetings held in 2004. The fee could also be indexed to inflation and increase annually to the nearest \$1 per hour. If implemented, the City will realize an additional \$16,130 in plan adequacy assistance revenue in FY2006, and approximately \$110,730 in revenue over the next five years. The first year is discounted 25 percent to account for the implementation of a new fee. The estimated annual fiscal impact is as follows.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	25%	0%	0%	0%	0%
Fiscal Impact	\$16,130	\$22,360	\$23,220	\$24,080	\$24,940

External Billing for Street Maintenance and Repair

When the Department of Public Works bills for surface restoration work of ten square yards or more, known internally as “street cuts over ten,” the Department charges property owners for the actual cost of time and materials plus overhead costs. Surface restoration work is designated as Agency 6160, Street Maintenance and Repair. Currently, the administrative overhead rate being charged on external billings for Street Maintenance and Repair does not include a general fund overhead allocation which should be included to recover the cost of services the City provides to the Department of Public Works.

Category: Modification of Existing Fee

Proposed Overhead Rate Adjustment

The current administrative overhead rate for Street Maintenance and Repair, without general fund overhead, is 30.9 percent. To calculate the new rate, the portion of the Department of Public Works’ general fund overhead that is allocable to Street Maintenance and Repair must be determined through the calculation below.

DPW General Fund Overhead Allocable to Street Maintenance and Repair (6160)		
<u>6160 Actual Expenditures (\$6,122,272)</u>	X	DPW General Fund Overhead (\$1,426,705)
DPW General Fund Budget (\$36,139,459)		

The Department of Public Works’ general fund overhead allocable to Street Maintenance and Repair totals \$241,694. This amount added to the existing administrative overhead for Department of Public Works’ Streets and Bridge (Administrative Org 6180) divided by Street Maintenance and Repair’s actual expenditures calculates the new rate.

Street Maintenance and Repair (6160) Administrative Overhead Rate²⁰
<u>6180 Administrative Overhead (\$2,034,138) + 6160 General Fund Overhead (\$241,694)</u>
6160 Actual Expenditures (\$6,122,272)

Therefore, the new administrative overhead rate for external billings, including general fund overhead, is 37.2 percent.

Required Authorization

²⁰ Per Finance staff, FY2004 actual expenditures for Street Maintenance and Repair (Agency 6160) of \$6,122,271.53 and FY2004 actual expenditures for DPW Streets and Bridge (Administrative Org 6180) of \$2,034,137.64 are net of labor additives comprised of vacation, sick leave, unemployment compensation, worker’s compensation, and worker’s compensation reinsurance.

Changing the administrative overhead rate for external billings from Street Maintenance and Repair does not require a change in City ordinance.

Fiscal Impact

The proposed cost recovery revenue in FY2006 using the new rate of 37.2 percent is \$74,300²¹. This amount should be discounted at 25 percent to account for any difficulty in implementing the new billing system within CRS. Finance staff has determined that CRS can bill jobs from Street Maintenance and Repair using more than one administrative overhead rate such that internal jobs may be billed at the existing rate of 30.9 percent, while external jobs may be billed using the new rate of 37.2 percent. Inflation of 3 percent is included in FY2007 through FY2010 with no discounting.

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	25%	0%	0%	0%	0%
Fiscal Impact	\$55,700	\$76,500	\$78,800	\$81,200	\$83,600

²¹ Fiscal impact based on FY2004 external billing revenue (Revenue Source Code 3445-01) for street cuts over ten and external restoration services in the amount of \$1,184,043.

Oversize/Overweight Vehicle Permits

Minneapolis allows commercial vehicle operators to travel through City streets with oversize or overweight loads subject to a permit. The need for a permit is triggered by the criteria listed in the table below. The table shows comparable information for Minnesota and neighboring states.

Vehicle Restrictions in Minneapolis, Minnesota, and Neighboring States

	Gross Vehicle Weight (lbs)	Gross Tandem		Width	Single Vehicle Length
		Axel Weight (lbs)	Height		
Minneapolis	73,820	35,000	13'6"	8'	55ft
Minnesota	80,000	34,000	13'6"	8'6"	40ft.
Wisconsin	80,000	34,000	13'6"	8'6"	60ft.
Iowa	80,000	34,000	13'6"	8'6"	40ft.
South Dakota	500 lb. per inch width of tire	34,000	14'	8'6"	45ft.

The operator or trucking company must first discuss their route plan and load dimensions with a representative from Traffic & Parking Services prior to obtaining a permit. The single trip permit fee of \$3 and the annual permit fee of \$10 do not adequately compensate the City for costs related to additional road degradation and staff time.

Road degradation, while difficult to quantify, has been studied in academia. Authors of a January 2000 research paper published in *Traffic Technology Review International* wrote, "The relationship between vehicle weight and pavement damage follows an exponential geometric relationship ... To illustrate, work performed in Idaho indicates ... the increased pavement damage incurred is in the order of 57% [more] than originally accounted for in the design projections."²² The article also cited a 1990 federally funded study that estimated that overload truck axles cost \$160-\$670 million every year in pavement damage.

The staff cost alone required to issue a permit is greater than the current permit fee. To issue a permit, Traffic personnel spend approximately 10 minutes approving a route plan and 20-40 minutes completing the necessary paperwork and informing the appropriate entities, for an average of 40 minutes. The permits are the responsibility of a Supervisor, Engineering Technicians II, with a fully loaded hourly cost of \$65.40, or \$43.60 per 40 minutes²³.

²² Bergran, et.al. (January, 2000). The Importance of Commercial Vehicle Weight Enforcement in Safety and Road Asset Management. *Traffic Technology International 2000 Annual Review*, pp. 234-237.

²³ An Engineering Technician II works 2,080 hours per year, or 40 hours per week for 52 weeks.

Labor Cost of Service Analysis

Cost Component	Base	Allocation Rate	Hourly Cost	Cost Per 40 Minutes
Labor	\$64,300	-	\$30.91	\$20.61
Fringe	-	27.03%	\$8.36	\$5.57
Overhead	-	48.31%	\$14.93	\$9.96
Other	-	36.21%	\$11.19	\$7.46
Total			\$65.40	\$43.60

Given the disparity between permit value and staff costs, a practice of verbal authorization for the single-trip permits has evolved. Traffic personnel approve a route plan over the phone and no fee is paid by the applicant. Although the staff cost of supplying an annual permit is still greater than the permit charge, the \$10 fee is still collected and permits are physically issued.

The City issues approximately 75 paid annual permits and 100 unpaid single use verbal authorizations each year.

There are many justifications for requiring a permit: protecting public safety, minimizing traffic problems, recovering costs of staff time related to issuance and enforcement, and road degradation.

Category: Modification of Existing Fee

Minnesota Department of Transportation (MnDOT):

In addition to the City permit, overweight and oversize vehicles must obtain a permit from MnDOT prior to accessing any road within the state as required by Minnesota Statute 169.86. Fees range from \$15 for a single trip permit to \$800 for an annual permit and are based on the weight and dimensions of the vehicle and the number of miles traveled. The fee charged by Minneapolis is in addition to the MnDOT fee. This is a common practice among large, metropolitan cities.

Comparables:

- The City of St. Paul, MN charges \$20 for a single trip permit and \$100 for an annual permit.
- The City of Cincinnati, OH requires a permit only if a vehicle leaves the interstate. Single trip permits cost \$32-\$89 and monthly permits cost \$205.
- The City of Denver, CO issues annual permits valid for a single vehicle. If a vehicle is overweight or oversize, the fee is \$50. If a vehicle is both overweight and oversized, the fee is \$75.

- The City of Milwaukee, WI charges \$85 for a single trip permit. If a police escort is needed, the fee is \$205. The City also sells one and six month permits valid for a single vehicle for \$278 and \$503, respectively.
- The City of Wichita, KS offers single trip permits for \$25 and annual permits for \$100. However, a \$35 per trip “witness” fee may apply when deemed necessary to monitor routes and road damage.
- The State of New York issues permits through the New York Department of Transportation. Annual fees range from \$360-\$1,000.

Required Authorization Change

Chapter 486 of the Minneapolis Code of Ordinances addresses the issue of “Vehicle Size, Weight, and Load.” Section 486.260, sub-sections a through f list the current fee structure and would need to be amended through City Council resolution.

Proposed Fee

Traffic personnel indicated that the minimum fee for which the value of issuing the permit exceeds the administrative cost and burden to collect it is \$50. Since the labor cost analysis alone shows an administrative cost of \$43.60 to issue a permit — which does not include the effects of road degradation — charging a single use fee of \$50 and an annual fee of \$150 is reasonable. This fee structure is also similar to the comparable jurisdictions, where annual fees range from \$50 in Denver to \$1,006 (\$503x2) in Milwaukee. Therefore, charging a single use fee of \$50 and an annual fee of \$150 is reasonable. This fee could also be indexed to inflation.

Fiscal Impact and Discounting

Fiscal Impact		
	Single Use	Annual
Proposed Fee	\$50	\$150
Current Fee Charged	\$0	\$10
Impact	\$50	\$140
Projected Units	\$100	\$75
Fiscal Impact	\$5,000	\$10,500
Total	\$15,500	

Due to potential compliance and implementation issues, first year revenue is discounted by 40 percent and all subsequent years are discounted by 25 percent. It is possible that

since the cost of both the single use and annual permits are rising, some individuals and companies may risk not obtaining a permit, become delinquent in paying for the permit, or avoid the City whenever possible.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	40%	25%	25%	25%	25%
Fiscal Impact	\$9,300	\$12,000	\$12,375	\$12,750	\$13,125

Post Temporary Private No Parking Signs

After the City of Minneapolis determines that a private entity is allowed to have a temporary no parking area, it assists that entity by providing and posting the required signs. The City posted approximately 12,000 no parking signs incident to special events or other activities last year (e.g. lane use, etc.).

For a temporary parking area to be legally valid, a City staff member must post the sign. However, the City does not currently charge the entity requesting the sign for the labor or material cost of posting it.²⁴ In addition, other permits issued by the City do not take into account the cost of posting the sign.

In most cases the City is providing this private benefit at a public cost. Therefore, the City should institute a fee to recover the labor and materials cost for emplacing these private no parking signs.

Category: New Fee

Cost of Service Analysis

From April 1 to November 30, four Traffic Maintenance Workers I or II (two crews of two people) spend approximately 30 percent of their time and a Foreman spends approximately 25 percent of his time posting these private no parking signs. This equates to 20 percent and 17 percent of total annual time, respectively.

The average salary for a Traffic Maintenance Worker was \$32,700 in 2004. With two 2% increases that are budgeted, the salary for 2006 should be approximately \$34,000. For the foreman, the salary is \$57,700 inflated to \$60,000.

In addition, these crews use a one ton flat bed or pick-up truck to emplace these signs. The cost of the truck is approximately \$8,700 annually. Along with these costs, the concurrent cost allocation study has determined a fringe rate of 27.03 percent and an overhead rate of 48.31 percent. In addition, the signs themselves cost 63¢ and the wooden stakes on which they are posted cost 41¢ for a total material cost of \$1.04 per sign.

Cost Component	
Labor	\$37,400
Fringe	10,109
Vehicle	3,485
Sign materials	12,480
Overhead	18,068

²⁴ An exception to this is that the City currently charges the Twin Cities Marathon organizers approximately \$750 for the 300 signs posted each year.

Total cost of service \$81,542

This yields a cost per sign of \$6.80. This analysis is consistent with an internal staff estimate of \$100 per hour for truck and crew to post a block. This assumed that between 6 and 10 signs are posted per block and that it takes the crew approximately 30 minutes to post one block. The \$100 per hour estimate would equate to 15 signs, consistent with two blocks.

Comparables

- The City of Duluth, MN charges a base fee of \$23.50 per sign for posting signs incident to special events. The cost can be more depending on the size of the sign. Signs are issued with a temporary permit valid for 10 days.
- The City of Milwaukee, WI charges \$16 per sign. The City usually uses 6 signs per block for a total of \$96 per block.
- The City of Pittsburgh, PA only allows "No Parking" signs to be posted and they are sold at a cost of 50 cents each.

Proposed Fee

Based on the estimated per sign cost of \$6.80 the City of Minneapolis should institute a fee rounded to \$6.50 per sign to recover the costs of emplacement. For 12,000 signs this would yield a cost recovery of \$78,000.

Required Authorization

A new ordinance would be required. This could be done in two ways. A section could be added to existing special event related ordinances (Parades/Races: 447.120 and Block Events: 455.20) or a completely new ordinance could be drafted.

Fiscal Impact and Discounting

The proposed cost recovery revenue of \$78,000 should be discounted to account for any difficulty in implementation. However, many of these signs are issued incident to other permits for which there is currently a procedure in place to collect a fee. Therefore, a discounted value of 25 percent in FY2006 is used with no discounting in FY2007 to FY2010. In addition, the fee could be instituted with automatic indexing provided, currently included in the plan at 3 percent.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	25%	0%	0%	0%	0%
Fiscal Impact	\$58,500	\$80,300	\$82,700	\$85,200	\$87,800

Issues for Further Analysis or City Input Required

- Determine any operational cost impact
- Determine required authorization change

Add Three Traffic Control Agents

An important public function of the City of Minneapolis is parking regulation enforcement which assists in traffic mitigation. Recently, the parking control staff have reported increased requests for service to enforce parking regulations, both in the Critical Parking Zones and commercial areas. These requests are from both citizens in private residences as well as business people.

The Traffic Control Division currently has 33 full time equivalent Traffic Control Agent (TCA) staff members. The analysis below shows that the City could earn significant additional revenue while achieving increased parking enforcement by hiring three additional TCAs. City staff indicates that recruiting, training, and deploying three additional TCAs would be manageable²⁵.

City staff indicates that increasing the number of TCAs should not negatively impact their productivity. In 2003 and 2004 there were three critical parking zones added. The Department of Public Works also indicated that there are plans to increase the number of meters to be enforced. It should be noted that in addition to the parking citation revenue noted below, increased enforcement would likely lead to increased compliance at parking meters generating even greater revenue for the City. City staff suggested anecdotal evidence indicates that compliance with parking meter rules is well below an optimum level.

Category: Revenue Enhancement

Operational Cost Analysis

The base salary for a Traffic Control Agent I (TCAI) is \$31,700. A 2.0% increase in FY2006 will increase the salary to \$32,300. The parallel cost assessment to this study calculated a fringe rate of 27.03 percent and an Other Services and Charges rate of 36.21 percent. Overhead is not calculated since three additional TCAs will not impact the overhead costs.

In addition, annual vehicle costs for each agent sum to approximately \$9,000.²⁶ The total cost of three additional agents is detailed in the table below:

Operational Cost Analysis	
Cost Component	
Salary	\$32,300
Fringe (27.03%)	8,731
Supplies and Materials (36.21%)	11,696

²⁵ City staff indicated that adding three new agents would be manageable and not decrease productivity. Staff expressed concern at adding more than three new agents may exceed training capacity in the near term.

²⁶ Costs determined from *Request for City Council Committee Action From the Department of Public Works – Increase in critical parking permit fees*, March 23, 2004 inflated by 3 percent each year.

Vehicle cost	<u>9,000</u>
Cost of one TCA	\$61,727
TCAs	3
Additional Cost	\$185,180

Productivity Analysis

In 2004, the City received \$5,088,496 in parking citation revenue. On average, the City had 29 full time equivalent TCAs throughout 2004. This yields an average of \$175,465 in revenue per TCA.

Fiscal Impact and Discounting

The new agents will not be recruited, trained and deployed for approximately one month after the beginning of fiscal year 2006. To account for that time lag and other minor delays that may postpone implementation, the estimated fiscal impact is discounted by 10 percent. Multiplying 3 agents by \$175,465 in revenue per agent indicates an addition revenue production of \$526,395 before discounting. The estimated first year discounted impact should be approximately \$475,000 less the cost of \$185,180, yielding \$289,820 which will be rounded to \$290,000.

DISCOUNTED FISCAL IMPACT

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	10%	0%	0%	0%	0%
Fiscal Impact	\$290,000	\$340,000	\$340,000	\$340,000	\$340,000

Increase Certificate of Code Compliance Application Fees

A certificate of code compliance is required when one rehabs, sells, or buys a boarded, Chapter 249, or condemned building, or if a house is physically moved from one location to another. Occupancy is not allowed until all work is completed, inspected, approved by City inspectors, and a certificate of code compliance is issued. To begin the code compliance process, the interested party must fill out a certificate of code compliance application and submit an application fee. The application fee is intended to recover the costs of the Department of Inspections for time spent by both the inspectors who complete the initial code compliance inspections and the office support staff who process the applications and ultimately issue the certificates. Current fees recovered slightly over 10 percent of the cost of providing this service in 2004.

For each property, six inspections are completed including building, electrical, housing, plumbing, and two mechanical. (If the property has more than four units, a fire inspection may also be completed.) Each of the six inspections is scheduled for one hour. The inspector travels to and from the property, completes the inspection, and writes up work orders to be submitted to the property owner. Application fees currently only recover a small portion of the cost of time spent by the inspection staff.

The inspectors are supported primarily by Julie Waalk. She processes the code compliance applications and creates a paper and electronic file for each application, schedules all initial code compliance inspections, provides communication between departments, performs zoning department research as needed, types up building inspection orders, updates and maintains the code compliance file after inspections, files any certifications or engineering reports needed, drafts a letter to the property owner compiling the inspectors' work order reports, and gives a checklist of what needs to be completed to the homeowner.

If the owner wants to proceed with the work after receiving the inspectors' reports, then the owner pays a vacant and boarded housing registration fee for which Julie processes the paperwork. Once rehab work begins on a property, Julie monitors the permits that are pulled for each property and continues to answer applicants' questions throughout the rehab process. She sends reminder letters to property owners concerning what needs to be completed so that owners complete the code compliance process within the designated timeframe.

After all rehab work has been completed and inspectors have approved it, supervisory staff review and sign off on the code compliance file. Julie closes the file and notifies appropriate City departments that the certificate of code compliance has been issued.

Category: Modification of Existing Fee

Cost of Service

As extracted from the City’s cost allocation model, cost of service and cost recovered for FY2003 and FY2004 are presented as follows.

	FY2003	FY2004
Salaries	\$101,656	\$ 51,866
Fringe	25,735	14,019
Overhead	40,072	25,057
Other Services & Charges	<u>31,656</u>	<u>18,781</u>
Total Cost	<u>\$199,119</u>	<u>\$109,723</u>
Actual Cost Recovery	\$ 14,160	\$ 12,372
Cost Recovery Opportunity	<u>\$184,959</u>	<u>\$ 97,351</u>

Comparables

- The City of St. Paul, MN, for buildings falling into the R-3 or M categories (as defined by the Minnesota State Building Code), charges a fee of \$138 for a single-family dwelling, \$172 for a two-family dwelling, \$207 for a three-family dwelling, \$241 for a four-family dwelling, and \$14 per unit for a five- or more family dwelling with a minimum fee of \$275 and a maximum fee of \$413.
- The City of Bloomington, MN charges \$75 for certificates of code compliance.
- The City of Duluth, MN has two types of certificates of code compliance. The first type is issued with a building permit and is valid for three years. The second type is issued with a commercial occupancy permit. In both cases, the certificate of code compliance fee is included in the underlying permit fee.
- The City of St. Louis Park, MN charges \$115 for a condominium, \$185 for a single family home, and \$250 for a duplex.
- The City of Golden Valley, MN does not have a truth-in-housing ordinance and therefore does not issue code compliance certificates. If a resident would like to have a certificate of code compliance, they must hire a private contractor.
- The City of St. Cloud, MN does not charge a fee for a certificate of code compliance.
- The City of Pittsburgh, PA charges \$13.
- The City of Portland, OR does not charge a fee for a certificate of code compliance.
- The City of Milwaukee, WI charges \$75.

- The City of Long Beach, CA charges \$372.50.

Proposed Fee Adjustment

Based on interviews with code compliance staff, approximately 98 percent of certificate of code compliance applications filed are for single family dwellings or duplexes, but the number of applications completed varies by year. Based on the number of applications submitted in prior years, staff estimates that an average of thirty certificates of code compliance applications will be submitted each year going forward for single family dwellings. PFM would propose doubling the current fees to greater recover costs.

	Current Fees	Proposed Fees
1 & 2 Family Dwellings	\$340.25	\$680.50
Multiple Dwellings	\$340.25 first floor/\$68.00 ea. add'l	\$680.50 first floor/\$136 ea. add'l
Commercial Buildings	\$340.25 first floor/\$34.50 ea. add'l	\$680.50 first floor/\$69 ea. add'l
Temporary	\$170.50	\$341

Required Authorization

City Council will need to amend the fees listed above in the Minneapolis Code of Ordinances, Sections 91.740, 91.750, 91.770, and 91.780.

Fiscal Impact

Fiscal impact is based upon an estimate of thirty certificates of code compliance applications per year for a single family dwelling at a fee of \$680.50. Fiscal impact is based on single family dwellings only, as this is the most common type of application filed. Inflation of 3 percent is factored in for FY2007 through FY2010. FY2006 is discounted at 25% to allow for time to amend the current fees in City ordinance.

	FY2006	FY2007	FY2008	FY2009	FY2010
Discount %	25%	0%	0%	0%	0%
Fiscal Impact	\$7,650	\$10,500	\$10,850	\$11,150	\$11,500

Issues for Further Analysis or City Input Required

- Level of City comfort with suggested fee increase
- Is the number of estimated certificate of code compliance applications reasonable?
- Adjustments may need to be made to the personnel input for the model next year. Pat Higgins has been notified of the details of this problem.

Section III: Comparables Report

Original Survey Instrument



Minneapolis Cost Recovery Assessment Comparables Survey Instrument

Comparable Jurisdiction: _____

Phone Number: _____

Date(s) Contacted: _____

Name of Contact(s): _____

Name of Person Letter Sent To: _____

Copy of Budget: Yes No

Fee Schedule:

Development	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Works	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Location of Fees in General Ordinances: _____

Information Collected?

Individual Questions:

- _____ 1. Is a fee charged for assisting a resident in the selection of a contractor to repair his/her water supply?²⁷
- _____ 2. Is a fine levied against contractors who damage public property? If so, is the fine fixed or does it vary depending on the estimated cost of the damage?
- _____ 3. Is a fee charged for reviewing a resident's public works and/or development plans before the official submission? If the resident needs the review expedited, is there an additional charge?

²⁷ Anytime the question "Is there a fee charged" is answered affirmatively, the interviewer should ask for the amount of the fee.

- _____ 4. Does your city charge applicants for a plan review to determine the plan's compliance with zoning, health, and safety code (i.e. fire, zoning, licensing, public works, historic designation, etc.). How many city staff are involved in this type of review? How long does it take for the process from application to approval?
- _____ 5. If a development plan results in the expansion of public space that adds a burden to the Department of Public Works, is there a fee charged for maintaining this newly created space?
- _____ 6. Is a fee charged to recoup losses incurred from notifying adjacent land owners of proposed zoning changes?
- _____ 7. Is a fee charged for:
- a. Sanitary and storm sewer connection permits?
 - b. Water connection?
 - c. Excavation — sewer or water?
 - d. Private utility pavement restoration?
 - e. Repair permits?
- _____ 8. Is a fee charged for street cutting? If so, how is it calculated?
- _____ 9. Is a fee charged for reviewing an initial pollution control plan?
- _____ 10. Is a fee charged for a certificate of code compliance?
- _____ 11. Are fees indexed with inflation? If so, which fees and what index do you use to measure inflation?
- _____ 12. Is a fee charged for fire/regulatory inspections and/or re-inspections?
- _____ 13. Is a fee charged to applicants who request time beyond the scheduled date to complete an application with the planning commission?
- _____ 14. Is a fee charged for zoning permit approval?
- _____ 15. Is a fee charged for street and alley vacations?
- _____ 16. Is a fee charged for the review of fire detection, fire suppression, or any other fire safety system not incident to a building permit request?
- _____ 17. Is a fee charged for the re-submission of fire plans that were deemed inadequate?
- _____ 18. Is a fee charged for initial fire inspections of commercial buildings?
- _____ 19. Do inspectors in any department use electronic handheld devices? If so, who uses them and what product and brand do they use?

- _____ 20. Is a fee charged for non-standard site identification, such as streets that are not named in the standard “grid convention”?
- _____ 21. Is a fee charged for providing police reports?
- _____ 22. Do residents and business have to register their security alarm systems and/or fire alarm systems with the city? If so, is there a fee involved?
- _____ 23. Do new exempt hires of the city pay a background check fee?
- _____ 24. Are fingerprinting services provided? If so, what are the fees?
- _____ 25. What fee is charged when off-duty police officers provide security at private events? Does the Police Department coordinate this service or is it outsourced to a private company?
- _____ 26. Does your city use any sort of red light camera program or “camera cops”? If yes, is there any written material about this program?
- _____ 27. Is a fee charged for snow removal on private properties, especially to those who require a high level of service?
- _____ 28. Is a document preparation fee charged for land sales or leases?
- _____ 29. Do personnel from the Department of Public Works or the Fire Department have the ability to write tickets? If yes, please explain.
- _____ 30. What is the fee if a vehicle is towed from city property?
- _____ 31. What is the procedure for impound auctions? Are they online or are there any current plans to put them online?
- _____ 32. What is the fee for street use permits?
- _____ 33. How are the city’s fire hydrants maintained and do residents pay any fee for this service?
- _____ 34. Is a fee charged for false fire alarms? If a fee is charged, how many “grace” alarms does a resident receive?
- _____ 35. Is a fee charged for a certificate of occupancy?
- _____ 36. Is there any “Payment in Lieu of Taxes,” or PILOT, charged to not for profit organizations to account for fire protection or other public safety types of functions? If so, what types of organizations might be exempt (i.e. houses of worship, etc.)?

_____ 37. Is there any type of non-profit fire foundation fund in the city where donations are accepted?

_____ 38. Is a fee charged for city assistance in the coordination of special events? Examples include city staff time, placement and removal of barricades and trash, and the use of off-duty police officers.

_____ 39. Parking

- a. What does the city charge for a parking ticket?
- b. What is the maximum hourly charge for a parking meter?
- c. Does the city use multi-space meters?
- d. What proportion of parking tickets are collected?
- e. How many people does the city have in its enforcement program?
- f. Has the city tried to innovate in its collections?

Follow-up Survey Instrument

New Questions Not Asked on Original Survey Instrument:

#18 Fee For Fire Safety System: Is a fee charged for a fire department review and inspection of a fire safety system (other than detection or suppression, such as smoke control) that will not result in a permit?

#59 Car Release Upon Paid Tickets: Do you require all unpaid parking tickets to be paid before a vehicle can be released from an impound lot?

#60 Paid Parking Tickets for Business License Application: Do you require all unpaid parking tickets to be paid before an applicant can obtain a business license?

#63 Fire Watch: Some venues, when constructed, may have had permission from the city to not fully comply with existing fire code. A condition of that permission is that a uniformed fire fighter must be present when the venue is in use. Does this type of arrangement occur in your city, and if so, what is the fee paid to the fire department?

#64 Auto Extrication Fee: Is a fee charged if an accident requires auto extrication, such as one requiring the use of “the jaws of life”?

#66 Commercial Vehicle Parking Permit: Is any type of commercial vehicle parking permit needed for vehicles that require special parking privileges to make deliveries, etc.?

#69 Sign Posting: Is a fee charged for posting signs incident to private events?

#70 Special Assessment Administrative Fee: Under Minnesota statutes, cities are allowed to collect an additional 0.50-1.00% on special assessments to recover administrative costs. Is such an administrative fee charged?

Survey Index: Original Survey #11

Index Fees to Inflation

Question: Are fees indexed with inflation? If so, which fees and what index do you use to measure inflation?

Bloomington: Does not use inflation indexing.

Duluth: Does not use inflation indexing but updates fees “periodically.”

Golden Valley: Does not use inflation indexing but updates fees annually.

Saint Cloud: No response.

Saint Louis Park: Uses an activity based costing system to determine appropriate fees to recover costs.

Saint Paul: No response.

Austin: No response.

Milwaukee: Does not use inflation indexing.

Pittsburgh: Uses inflation indexing for site plan review and other zoning matters. The City automatically increases these fees 3 percent every year. Permits in Public Works, for the most part, use the same 3 percent increase (and are then rounded to a reasonable number).

Portland: Does not explicitly use inflation indexing. However, in the past, the building valuation tables from the International Conference of Building Officials have been used by Portland. These tables have been adjusted annually for inflation, which results in inflationary increases in building permit fee revenues.

Minneapolis: Indexes certain fees to inflation such as Building, Electric, Elevator, Plumbing and Sign Permits.

Survey Index: Original Survey #38

Special Events Coordination

Question: Is a fee charged for city assistance in the coordination of special events?
Examples include city staff time, placement and removal of barricades and trash, and the use of off-duty police officers.

Bloomington: No response.

Duluth: \$75, but the City code authorizes a charge up to \$400.

Golden Valley: Does not charge a fee but currently looking into the idea.

Saint Cloud: Charges \$20 per hour for a facility attendant and \$75 per hour for clean up following an event. Also charges \$30 per hour (\$45 per overtime hour) for placement and removal of barricades, \$3 per day for rental/use of flashers, and \$8 per day for rental/use of Type 3 barricades.

Saint Louis Park: No response.

Saint Paul: There are two ordinances governing the permit fees for special events. The first is for Block Parties, Community Festivals, and Special Events. The fee for an event in this category is \$50 for events not more than one city block in length and \$25 for each additional block. The fee is capped at \$200. For marches, demonstrations, and public gatherings, the permit processing fee is \$10. However, applicants must also pay a traffic-control fee designated by the Police Department. This fee is designed to cover the cost to the city of “providing sufficient officers to regulate traffic and maintain public order incident to the proposed march.”

Austin: No response.

Milwaukee: Special event permit fees vary with the size and nature of the event and equipment and services requested. The Police Department determines the classification of events — A, B, C, or D — according to the number of police service hours required. While police service hours are used to categorize the events, this is only used as an indication of the complexity of the event:

- A Category events require 100 or more police service hours. The fee is \$1,850 plus \$335 for each additional day.
- B Category events require 25 to 99 police service hours. The fee is \$400.
- C Category events require 1 to 25 police service hours. The fee is \$110.
- D Category events require no police service hours and there is no permit fee, but there may be a fee for equipment used such as barricades, garbage carts, dumpsters, meter hoods, street sweeper, etc.

Pittsburgh: No response.

Portland: The only fee charged is for the use of police officers, which is billed at the overtime rate.

Additional Comparable; Minneapolis Park Board: Earns approximately \$125,000 annually for charges of \$2 per runner for races. In addition, the Board received approximately \$20,000 as a fee based on a percentage of items sold on park land. The percentage is ten percent for non-profit organizations and 20 percent for all other organizations. In addition, the Park Board charges \$35 per hour after two hours of coordination assistance at the discretion of Park Board staff.

Additional Comparable; Atlanta, GA: Charges fees between \$250 (small, non-profit) and \$15,000 (50,000+ for profit). A special event permit is also required for all outdoor races, runs, public meetings or similar events as well as any events at various city locations. The fees are charged to both for profit and not-for-profit organizations.

Minneapolis: \$200 for a Business District Block Event permit, \$25 for a Parade permit, and \$100 for a Race permit. In addition to the parade permit fees, the City charges 50¢ per participant.

Survey Index: Original Survey #15

Street and Alley Vacations

Question: Is a fee charged for street and alley vacations?

Bloomington: \$75.

Duluth: \$400 or \$700 depending on the amount of feet to be vacated.

Golden Valley: \$500.

Saint Cloud: \$215.

Saint Louis Park: \$300.

Saint Paul: \$100 petition filing fee plus a vacation fee ranging from \$600-\$2,000 depending on the proposed use of the vacated space. The fee schedule is as follows:

-Non-development: \$600

-Development (less than 50,000 sq. ft. of area to be vacated): \$1,200

-Development (more than 50,000 sq. ft. of area to be vacated): \$2,000

The City also charges \$300 for the release of existing easements. This fee only applies to previously-vacated properties.

Austin: \$425.

Milwaukee: \$1,091 for the first 300 feet of street length plus \$122 for each additional 100 feet for street vacations. For alley vacations, the City charges \$716 for the first 300 feet of alley plus \$85 for each additional 100 feet.

Pittsburgh: No response.

Portland: Operates on a 100 percent cost recovery basis with a \$3,000 nonrefundable minimum fee.

Minneapolis: \$300.

Survey Index: Original Survey #14

Zoning Fees

Question: Is a fee charged for zoning permit approval?

(see attached sheets)

	Minnesota Cities					
	Bloomington	Duluth	Golden Valley	Saint Cloud	Saint Louis Park	Saint Paul
Administrative reviews of communication towers, antennas, and base units (telecommunications review)						
Administrative reviews to increase height or floor area of accessory structures	\$75					
Appeals of ruling of the board of adjustment or city planning commission						
Appeals of ruling of the zoning administrator, planning director or other official		\$120		\$64 for Homestead property; \$360 for everything else		\$435
Certificates of non-conforming use applications						
Conditional use permits						
Principal Uses	\$280 for two-family; \$580 for all other uses					
Temporary Uses	Administratively approved \$25; Sent directly to city council \$100; All other first applications \$250 and renewals \$100		\$300 for conditional use permit; \$75 for conditional use permit for home occupation; and \$200 for amendments to conditional use permits	\$64 for Homestead property; \$360 for everything else	\$1,500	\$750 when for up to one acre; \$200 for each additional acre with an additional fee of \$180 if along river corridor
Hearing Examiner Use Permits	\$100 for everything except recreational vehicles (\$75)					
Environmental review permits	\$1,000 for worksheet; \$4,000 when required					
Interim uses	\$250					
Major site plan review	\$100	\$250	Preliminary design plan \$300; General plan of development \$300; Amendments \$250		65% of permit fee	\$110 for residential, 1-4 dwelling units; \$435 up to 25,00 sq. ft. and \$85 for each additional \$25,000 sq. ft. for all other uses
Minor site plan review						
Minor subdivision			\$100	Up to 4.99 Acres \$155; 5.00-9.99 Acres \$220; 10.00-19.99 Acres \$280; 20.00+ acres \$360	\$250	\$500 for up to one acre and \$125 for each additional acre; \$140 for lot split
Preliminary and final plat						
Preliminary	\$30 plus \$50 per lot for two-family; \$500 plus \$100 per acre for everything else	\$500	\$100	\$145	\$500 plus \$50 per lot	\$500 up to 25,000 sq. ft. plus \$125 for each additional 25,000 sq. ft.

	Non-Minnesota Cities				
	Austin	Long Beach	Milwaukee	Pittsburgh	Portland
Administrative reviews of communication towers, antennas, and base units (telecommunications review)			\$350 plus \$3 processing fee and shall include the review of plans for buildings accessory to the tower that are submitted at the same time as the tower plans.		
Administrative reviews to increase height or floor area of accessory structures					
Appeals of ruling of the board of adjustment or city planning commission		\$1,278	\$100		One and Two-Family Dwellings \$100; All other occupancies \$200 plus \$50 for each appeal item over
Appeals of ruling of the zoning administrator, planning director or other official			\$150		
Certificates of non-conforming use applications					Non-conforming Status Review II \$1,360
Conditional use permits					
Principal Uses		\$2,130		\$25 per residential unit plus \$40 per 1,000 sq. ft. of new construction plus \$20 per 1,000 sq. ft. of renovated space	Type I: \$2,445 Minor: \$3,000 Major: New \$8000 Existing: \$4,000
Temporary Uses					
Hearing Examiner Use Permits					
Environmental review permits					Type I: \$400 Type II: Residential: \$800 else \$1,500 Type III: \$2,500
Interim uses		\$319.50			
Major site plan review	Starts at \$1,045 and increases steadily until greater than 15 acres to \$1,430 plus \$9 per additional acre greater than 15	\$958.50 plus 3.20 per 100sqft		\$25 per residential unit plus \$40 per 1,000 sq. ft. of new construction plus \$20 per 1,000 sq. ft. of renovated space	Minimum \$5,547; Maximum \$21,997
Minor site plan review					Residential projects under four units: (minimum \$2,799 maximum \$6,400); Residential projects over four units: minimum \$555 maximum \$3,079
Minor subdivision	\$460 base fee plus \$46 per acre for less than 1,000 acres;				
Preliminary and final plat					
Preliminary					

Survey Index: Additional Survey #5

Motor Vehicle Accident

Question: Is a fee charged if an accident requires auto extrication, such as one requiring the use of “the jaws of life”?

Bloomington: Does not do auto extrications or charge for motor vehicle accidents.

Duluth: Does not charge an auto extrication or a motor vehicle accident fee.

Golden Valley: Does not charge a fee for auto extrication.

Saint Cloud: Does not charge an auto extrication or a motor vehicle accident fee.

Saint Louis Park: Does not charge an auto extrication or a motor vehicle accident fee.

Saint Paul: Charges \$300 for auto extrication. However, this definition refers to any injury in which the patient must be placed on a backboard and cannot otherwise get out of the vehicle on their own and must be removed (“extricated”) from the vehicle by Fire Department personnel. Extrication may not include the use of hydraulic tools. This is a new fee instituted in 2005.

Austin: No response.

Milwaukee: Does not charge an auto extrication or a motor vehicle accident fee.

Pittsburgh: No response.

Portland: Does not charge an auto extrication or a motor vehicle accident fee.

Additional Comparable; Spring Lake Park, MN: Charges per hour of response or fraction thereof per unit. The City charges \$300 per engine, \$125 per jeep, \$100 per chief officer, and \$15 per firefighter deployed.

Minneapolis: \$400 is charged for any treatment administered on the scene as a result of an injury complaint.

Survey Index: Additional Survey #1

Fire Safety System Fee

Question: Is a fee charged for a fire department review and inspection of a fire safety system (other than detection or suppression, such as smoke control) that will not result in a permit?

Bloomington: Charges \$36 for a fire suppression system review.

Duluth: Includes the fee for review and inspection of fire protection systems in the operational permit fee.

Golden Valley: Charges an additional 65 percent on top of the base permit fee for fire plan review.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: Fees listed under "New Fire Alarm System" as follows: \$100 for 1-10 devices; \$150 for 11-25 devices; \$200 for 26-200 devices; \$200 plus \$.50 for each device over 200 with a \$2,000 maximum.

Milwaukee: Charges annual inspection fees of \$59-\$350.

Pittsburgh: No response.

Portland: No response.

Minneapolis: Only charges a fee if sprinkler heads are installed. Fees are \$62.40 for the first 10 sprinkler heads installed and an additional \$13 for every 10 or fraction thereof for sprinkler systems.

Survey Index: Original Survey #17

Fire Plan Re-submission

Question: Is a fee charged for the re-submission of fire plans that were deemed inadequate?

Bloomington: No fee.

Duluth: No fee.

Golden Valley: No response.

Saint Cloud: No fee.

Saint Louis Park: No fee.

Saint Paul: No response.

Austin: No response.

Milwaukee: Does provide limited assistance for a fee (City indicated that the fee is rarely charged).

Pittsburgh: Does assist in application preparation and charges fees

Portland: Walk-in help is free. If extensive assistance is needed the applicant is charged \$110 per hour.

Minneapolis: No fee charged.

Survey Index: Additional Survey #4

Fire Watch

Question: Some venues, when constructed, may have had permission from the city to not fully comply with existing fire code. A condition of that permission is that a uniformed fire fighter must be present when the venue is in use. Does this type of arrangement occur in your city, and if so, what is the fee paid to the fire department?

Bloomington: Charges a general fee of \$500 (includes fire transportation). If the event is more than a few hours, a higher fee may be negotiated.

Duluth: Charges the actual city cost of staffing the event including benefits.

Golden Valley: Charges \$250 per hour for fire watch services, which includes one engine with personnel.

Saint Cloud: If the city determines that a fire watch is needed, they make the owner hire a private firm.

Saint Louis Park: Does not provide fire watch services.

Saint Paul: Charges \$45 per hour per firefighter. For an event with an attendance of 4,000-7,999, one fire inspector is required. For events with attendance over 8,000, one fire inspector plus one firefighter is required.

Austin: No response.

Milwaukee: No official fire watch fee.

Pittsburgh: No response.

Portland: No response.

Minneapolis: \$40.75 at all venues except the Convention Center, where the fee is \$25.50.

Survey Index: Original Survey #3

Plan Adequacy Assistance

Question: Is a fee charged for reviewing a resident's public works and/or development plans before the official submission? If the resident needs the review expedited, is there an additional charge?

Bloomington: Provides assistance at no cost.

Duluth: Provides assistance at no cost.

Golden Valley: No response.

Saint Cloud: Does not assist in preparation of an application or related documents.

Saint Louis Park: Provides assistance at no cost.

Saint Paul: No response.

Austin: No response.

Milwaukee: Provides limited assistance at no cost.

Pittsburgh: Does not assist in preparation of an application or related documents.

Portland: \$110 per hour for an early plan review

Minneapolis: Provides assistance at no cost.

Survey Index: Original Survey #8

Street Cuts

Question: Is a fee charged for street cutting? If so, how is it calculated?

Bloomington: No response.

Duluth: \$55.

Golden Valley: \$100.

Saint Cloud: No response.

Saint Louis Park: Fee based on pavement management plan and types/number of holes and length of trench.

Saint Paul: No response.

Austin: Fee based on size of area and the type of surface cut.

Milwaukee: Fee based on square feet.

Pittsburgh: \$15 per linear foot for “curb cutting,” with a minimum charge of \$75.

Portland: All street cuts are charged based on the sum of labor, vehicles, materials, and indirect costs.

Minneapolis: Calculated based on estimated cost of restoration.

Survey Index: Additional Survey #7

Private Sign Posting

Question: Is a fee charged for posting signs incident to private events?

Bloomington: No response.

Duluth: Charges a base fee of \$23.50 per sign for posting signs incident to special events. The cost can be more depending on the size of the sign. Signs are issued with a temporary permit valid for 10 days.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: No response.

Milwaukee: Charges \$16 per sign. The City usually uses 6 signs per block for a total of \$96 per block.

Pittsburgh: Only allows "No Parking" signs to be posted and they are sold for \$.50 each.

Portland: No response.

Minneapolis: No charge (except \$2.50 per sign for the Twin Cities Marathon).

Survey Index: Original Survey #39e

Parking Enforcement Program

Question: How many people does the city have in its enforcement program?

Bloomington: No response.

Duluth: Four meter monitors and 137 police officers.

Golden Valley: No designated parking enforcement officers but all police officers enforce parking laws.

Saint Cloud: Two full-time parking enforcement officers and 8-12 part officers hired from St. Cloud's State University's Law Enforcement program.

Saint Louis Park: No response.

Saint Paul: Fifteen parking enforcement officers.

Austin: No response.

Milwaukee: 64.

Pittsburgh: 41 officers; 22 full-time and 19 part-time.

Portland: 54.

Minneapolis: 33 full-time Traffic Control Agents.

Survey Index: Original Survey #10

Certificate of Code Compliance

Question: Is a fee charged for a certificate of code compliance?

Bloomington: \$75.

Duluth: Two types of certificates of code compliance — one that is issued with a building permit and one that is issued with a commercial occupancy permit. In both cases the certificate of code compliance fee is included in the underlying permit fee.

Golden Valley: Does not have a truth-in-housing ordinance and therefore does not issue code compliance certificates. If a resident would like to have a certificate of code compliance they must hire a private contractor.

Saint Cloud: No fee.

Saint Louis Park: \$115 for a condominium, \$185 for a single family home, and \$250 for a duplex.

Saint Paul: Charges for buildings falling into the R-3 or M categories (as defined by the Minnesota State Building Code). A fee of \$138 is charged for a single-family dwelling, \$172 for a two-family dwelling, \$207 for a three-family dwelling, \$241 for a four-family dwelling, and \$14 per unit for a five or more family dwelling with a minimum fee of \$275 and a maximum fee of \$413.

Austin: No response.

Milwaukee: \$75.

Pittsburgh: \$13.

Portland: No fee.

Additional Comparable; Long Beach, CA: \$372.50.

Minneapolis: \$340.25 for one and two family dwellings; \$340.25 for multiple dwellings with one floor with an additional \$68 per additional floor; and \$340.25 for commercial dwellings with one floor with an additional \$34.50 per additional floor.

Survey Index: Original Survey #15

Street and Alley Vacations

Question: Is a fee charged for street and alley vacations?

Bloomington: \$75.

Duluth: \$400 or \$700 depending on the amount of feet to be vacated.

Golden Valley: \$500.

Saint Cloud: \$215.

Saint Louis Park: \$300.

Saint Paul: \$100 petition filing fee plus a vacation fee ranging from \$600-\$2,000 depending on the proposed use of the vacated space. The fee schedule is as follows:

-Non-development: \$600

-Development (less than 50,000 sq. ft. of area to be vacated): \$1,200

-Development (more than 50,000 sq. ft. of area to be vacated): \$2,000

The City also charges \$300 for the release of existing easements. This fee only applies to previously-vacated properties.

Austin: \$425.

Milwaukee: \$1,091 for the first 300 feet of street length plus \$122 for each additional 100 feet for street vacations. For alley vacations, the City charges \$716 for the first 300 feet of alley plus \$85 for each additional 100 feet.

Pittsburgh: No response.

Portland: Operates on a 100 percent cost recovery basis with a \$3,000 nonrefundable minimum fee.

Minneapolis: \$300.

Survey Index: Original Survey #22

Alarm Registration

Question: Do residents and business have to register their security alarm systems and/or fire alarm systems with the city? If so, is there a fee involved?

	Initial Alarm Fee	Renewal Fee	Term	Charged to Owner	Charged to Monitoring Co.
<u>St. Paul</u>	\$25	\$25	1 Year	X	
<u>St. Louis Park</u>	-	-	-		
<u>Bloomington</u>	-	-	-		
<u>Kansas City</u>	\$45	\$0 ²⁸	1 Year	X	
<u>Pittsburgh</u>	\$25 ²⁹	\$25	1 Year	X	
<u>Long Beach</u>	\$30	\$30	3 Years	X	
<u>Sacramento</u>	\$40	\$40	3 Years	X	
<u>Seattle</u>	\$40	\$40	1 Year		X
<u>Austin</u>	\$25	\$25	1 Year	X	
<u>Milwaukee</u>	-	-	-		
<u>Golden Valley</u>	\$0	\$0	N/A		

Minneapolis: No.

²⁸ Kansas City does not require a renewal fee unless more than 2 false alarms are recorded. If so, a \$25 renewal fee is required.

²⁹ Pittsburgh charge \$25 for a burglar alarm only, and \$50 for a multi-purpose alarm registration for combined fire and burglar alarm systems.

Survey Index: Original Survey #13

Applicant Requested Continuance

Question: Is a fee charged to applicants who request time beyond the scheduled date to complete an application with the planning commission?

Bloomington: No fee.

Duluth: No fee.

Golden Valley: No fee.

Saint Cloud: No fee.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: No response.

Milwaukee: No fee.

Pittsburgh: No fee.

Portland: No response.

Minneapolis: No fee.

Survey Index: Original Survey #23

Background Check Fee

Question: Do new exempt hires of the city pay a background check fee?

Bloomington: No.

Duluth: No.

Golden Valley: No.

Saint Cloud: No.

Saint Louis Park: No.

Saint Paul: No response.

Austin: No response.

Milwaukee: No.

Pittsburgh: No.

Portland: No.

Minneapolis: No.

Survey Index: Additional Survey #3

Business License Upon Paid Tickets

Question: Do you require all unpaid parking tickets to be paid before an applicant can obtain a business license?

Bloomington: No response.

Duluth: No.

Golden Valley: City does not issue business licenses.

Saint Cloud: No.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: No response.

Milwaukee: No.

Pittsburgh: No.

Portland: No.

Minneapolis: No.

Survey Index: Additional Survey #2

Car Release Upon Paid Tickets

Question: Do you require all unpaid parking tickets to be paid before a vehicle can be released from an impound lot?

Bloomington: No response.

Duluth: No response.

Golden Valley: No response.

Saint Cloud: Yes.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: No response.

Milwaukee: No.

Pittsburgh: Yes.

Portland: No response.

Minneapolis: Yes.

Survey Index: Original Survey #28

Document Preparation Fee

Question: Is a document preparation fee charged for land sales or leases?

Bloomington: No response.

Duluth: No fee.

Golden Valley: No fee.

Saint Cloud: No fee.

Saint Louis Park:

Saint Paul: No response.

Austin: No response.

Milwaukee: No fee.

Pittsburgh: No fee.

Portland: No response.

Minneapolis: No fee

Survey Index: Original Survey #12

Fire Inspections/Re-inspections

Question: Is a fee charged for fire/regulatory inspections and/or re-inspections?

Bloomington: No fee.

Duluth: Fee charged for assembly, hotels, storage, and R-2 dwellings not covered by housing code and hazardous occupancies only.

Golden Valley: No fee.

Saint Cloud: No response.

Saint Louis Park: No fee.

Saint Paul: \$65 per hour for fire inspections.

Austin: No response.

Milwaukee: Charges re-inspection fees for all building-related inspections. Fees escalate each time an inspector is required to return to a property. This practice has withstood a court challenge.

Pittsburgh: Bills all inspections at the current regular rate of \$37.08 if the inspection occurs during normal business hours, 8a.m.- 4p.m. If the inspection takes place after 4p.m., the rate is \$44.

Portland: No response.

Minneapolis: Varies by department

Survey Index: Original Survey #16

Fire Safety System Review

Question: Is fee charged for the review of fire detection, fire suppression, or any other fire safety system not incident to a building permit request?

Bloomington: \$36 for a fire Suppression system review.

Duluth: The fee for review and inspection of fire protection systems is included in the operational permit fee.

Golden Valley: Charges an additional 65% on top of the base permit fee for fire plan review.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: Fees listed under "New Fire Alarm System" as follows: \$100 for 1-10 devices; \$150 for 11-25 devices; \$200 for 26-200 devices; \$200 plus \$.50 for each device over 200 with a \$2,000 maximum.

Milwaukee: \$59-\$350 annual inspection fee.

Pittsburgh: No response.

Portland: No response.

Minneapolis: No fee.

Survey Index: Original Survey #39c

Multi-space Meters

Question: Does the city use multi-space meters?

Bloomington: No meters.

Duluth: No.

Golden Valley: No meters.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: Yes.

Austin: No response.

Milwaukee: No.

Pittsburgh: Currently has a limited number but plans on adding 52 in the next two years.

Portland: No.

Minneapolis: No.

Survey Index: Original Survey #4

Plan Review

Question: Does your city charge applicants for a plan review to determine the plan's compliance with zoning, health, and safety code (i.e. fire, zoning, licensing, public works, historic designation, etc.). How many city staff is involved in this type of review? How long does it take for the process from application to approval?

Bloomington: Indicated it usually takes five staff members one to three days to complete this process.

Duluth: Does not charge for public works and/or development preliminary reviews.

Golden Valley: Does not review plans prior to official submission.

Saint Cloud: Does not charge for public works and/or development preliminary reviews.

Saint Louis Park: Does not charge for public works and/or development preliminary reviews.

Saint Paul: No response.

Austin: No response.

Milwaukee: No response.

Pittsburgh: Does not charge for public works and/or development preliminary reviews.

Portland: \$500 for preliminary site plan review.

Additional Comparable; Cincinnati, OH: \$400 for early walk-through plan review.

Minneapolis: Varies depending on department and type of review

Survey Index: Original Survey #27

Private Snow Removal

Question: Is a fee charged for snow removal on private properties, especially to those who require a high level of service?

Bloomington: No response.

Duluth: No snow removal from private properties.

Golden Valley: No response.

Saint Cloud: \$55 per hour with a one hour minimum to remove snow from private sidewalks.

Saint Louis Park: No response.

Saint Paul: \$46.

Austin: Not asked (no snow in Austin).

Milwaukee: All residents and businesses pay a snow removal fee. Residential fee is flat and business fee is based on square feet.

Pittsburgh: No snow removal from private properties.

Portland: No snow removal from private properties.

Minneapolis: \$90 citation can be issued, although it is only used as a last resort if property owner is completely unresponsive.

Survey Index: Original Survey #35

Certificate of Occupancy

Question: Is a fee charged for a certificate of occupancy?

Bloomington: 1 to 2 percent of building permit fee.

Duluth: Included in plan review fee.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: \$100-\$800.

Saint Paul: Only charges a renewal fee of \$144-\$533.

Austin: \$30 for up to 10,000 square feet plus \$1 for each additional 1,000 square feet with a maximum charge of \$500.

Milwaukee: No response.

Pittsburgh: \$40.

Portland: No response.

Minneapolis: Certificate of occupancy included in Building Permit fee and \$150 for a partial certificate of occupancy.

Survey Index: Additional Survey #6

Commercial Vehicle Parking Permit

Question: Is any type of commercial vehicle parking permit needed for vehicles that require special parking privileges to make deliveries, etc.?

Bloomington: No response.

Duluth: No response.

Golden Valley: No response.

Saint Cloud: No permit required, but delivery vehicles must be clearly marked on both sides of the vehicle with permanent signs.

Saint Louis Park: No response.

Saint Paul: \$66 for one year.

Austin: No response.

Milwaukee: No.

Pittsburgh: Yes but no fee is charged.

Portland: No response.

Minneapolis:

Survey Index: Original Survey #34

False Fire Alarms

Question: Is a fee charged for false fire alarms? If a fee is charged, how many “grace” alarms does a resident receive?

Bloomington: No response.

Duluth: New ordinance will allow two free false fire alarms per year.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: \$90 per false fire alarm with one grace alarm allowed.

Saint Paul: No response.

Austin: No response.

Milwaukee: No response.

Pittsburgh: Residents and businesses get four free false alarms each year; afterwards, the charge is \$150 for a residential false alarm and \$350 for a commercial false alarm.

Portland: A false fire alarm program is currently being implemented.

Minneapolis: No

Survey Index: Original Survey #24

Fingerprinting

Question: Are fingerprinting services provided? If so, what are the fees?

Bloomington: Service not provided.

Duluth: \$10 for the first card and \$5 for each additional card.

Golden Valley: \$10 for the first card and a \$5 charge for each additional card.

Saint Cloud: Service not provided.

Saint Louis Park: Service not provided.

Saint Paul: Service not provided.

Austin: \$11.75 for two cards and \$6 for each additional card.

Milwaukee: \$4.02 anytime the fingerprinting cards leave the building. If a resident is applying for a city permit — such as a bar license or cab license — the fee is waived because it is already included in the permit fee.

Pittsburgh: Service not provided.

Portland: Service provided at no charge.

Minneapolis: \$15 per card.

Survey Index: Original Survey #37

Fire Foundation

Question: Is there any type of non-profit fire foundation fund in the city where donations are accepted?

Bloomington: No response.

Duluth: Fire Education Fund (designated city fund) accepts donations to be use for fire education materials.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No.

Saint Paul: No response.

Austin: No response.

Milwaukee: No.

Pittsburgh: Donations are sometimes made to the Firemen's Relief and Pension Fund.

Portland: No response.

Minneapolis:

Survey Index: Original Survey #33

Fire Hydrant Maintenance

Question: How are the city's fire hydrants maintained and do residents pay any fee for this service?

Bloomington: Fire hydrants are serviced twice per year and residents do not pay a fee.

Duluth: No fee is paid by residents.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No fee is paid by residents.

Saint Paul: No fee is paid by residents.

Austin: No response.

Milwaukee: \$15 hydrant fee on "City Services" bill.

Pittsburgh: No fee is paid by residents.

Portland: Includes fee in the water rate calculation.

Minneapolis: No fee is paid by residents.

Survey Index: Original Survey #19

Handheld Devices

Question: Do inspectors in any department use electronic handheld devices? If so, who uses them and what product and brand do they use?

Bloomington: No.

Duluth: On order for fire inspectors, rental inspectors, and trade inspectors. Money used is from Federal Emergency Management Agency grant.

Golden Valley: No response.

Saint Cloud: No.

Saint Louis Park: Some inspectors use laptops or PDA's.

Saint Paul: Inspection division uses Fujitsu 3600 handheld devices.

Austin: No response.

Milwaukee: No response.

Portland: Recently abandoned the trial use of a "Palm" device for Engine Company Fire Inspectors.

Minneapolis: No.

Survey Index: Original Survey #31

Impound Auctions

Question: What is the procedure for impound auctions? Are they online or are there any current plans to put them online?

Bloomington: No response.

Duluth: Auctions are not online.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: Auctions occur every other week. They are currently not online but there are plans to do a three month pilot project.

Austin: No response.

Milwaukee: Some auctions for used equipment are online and all others are not.

Pittsburgh: Not online.

Portland: Evidence impounds are sold online on E-Bay. Asset Forfeiture impounds are sold by Zakula-Beal Auctioneers at a live, oral auction.

Minneapolis: Contracts with SellerUsa.com to auction vehicles impounded by the city.

Survey Index: Original Survey #18

Initial Commercial Fire Inspection

Question: Is a fee charged for initial fire inspections of commercial buildings?

Bloomington: No fee.

Duluth: Fee charged for assembly, hotels, storage, and R-2 dwellings not covered by housing code and hazardous occupancies only.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No fee.

Saint Paul: No response.

Austin: \$119.

Milwaukee: No response.

Pittsburgh: No response.

Portland: Charges an inspection fee every two years using a "sliding scale."

Minneapolis:

Survey Index: Original Survey #9

Initial Pollution Plan Review

Question: Is a fee charged for reviewing an initial pollution control plan?

Bloomington: No response.

Duluth: No fee.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No fee.

Saint Paul: No response.

Austin: No response.

Milwaukee: No response.

Pittsburgh: The Air Pollution Control Advisory Committee (which is run by the county) charges fees to review installation and operating permits, but the fees vary widely and were not disclosed.

Portland: Partial Review fee (less than 30 minutes): \$27; Standard Review fee: \$81; Complex Review: \$55 per hour.

Minneapolis:

Survey Index: Original Survey #20

Non-standard Site Identification

Question: Is a fee charged for non-standard site identification, such as streets that are not named in the standard “grid convention”?

Bloomington: No response.

Duluth: No fee.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No fee.

Saint Paul: No response.

Austin: No response.

Milwaukee: No response.

Pittsburgh: No fee.

Portland: No response.

Minneapolis: No fee.

Survey Index: Original Survey #39f

Parking Collection Innovation

Question: Has the City tried to innovate in its collections?

Bloomington: No response.

Duluth: No response.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: No response.

Milwaukee: Uses collection agency.

Pittsburgh: Considering the use of a collection agency.

Portland: Besides using a collection agency, the state district court sends uncollected citations to the Oregon Department of Revenue where the fine is taken from tax returns.

Minneapolis:

Survey Index: Original Survey #39b

Parking Meter Hourly Charge

Question: What is the maximum hourly charge for a parking meter?

Bloomington: No meters.

Duluth: \$1.

Golden Valley: No meters.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: \$1.50.

Austin: \$1.

Milwaukee: \$1.

Pittsburgh: No response.

Portland: Outside Central Business District: long term is \$.50 per hour and short-term is \$.75 per hour. In the Central Business District the cost is \$1.25 per hour.

Minneapolis: \$2

Survey Index: Original Survey #39a

Parking Ticket Charge

Question: What is the charge for a parking ticket?

Bloomington: No parking meters.

Duluth: \$9-\$20.

Golden Valley: No parking meters.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: Vary by violation but typically \$20 plus a \$3 surcharge.

Austin: \$5.

Milwaukee: \$20.

Pittsburgh: \$16 for downtown and \$11 for everywhere else.

Portland: \$16.

Minneapolis: \$34

Survey Index: Original Survey #39d

Parking Ticket Collection Rate

Question: What proportion of parking tickets is collected?

Bloomington: No response.

Duluth: No response.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: 77 percent.

Austin: No response.

Milwaukee: 50 percent.

Pittsburgh: Just took over collections from the city in January and does not have these figures available yet.

Portland: Does not currently keep track of the data because it is handled in district court. However, City is working with the court and hope to have this data available next year.

Minneapolis: 80 percent based on information from Hennepin County.

Survey Index: Original Survey #36

Payment in Lieu of Taxes

Question: Is there any “Payment in Lieu of Taxes,” or PILOT, charged to not for profit organizations to account for fire protection or other public safety types of functions? If so, what types of organizations might be exempt (i.e. houses of worship, etc.)?

Bloomington: No response.

Duluth: No.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No.

Saint Paul: No response.

Austin: No response.

Milwaukee: Collects a few PILOT’s and is trying to negotiate additional PILOT’s. Also, a City lobbying organization is interested in pursuing a “Public Protection” fee that can be placed on a City Services bill to charge not-for-profits for services.

Pittsburgh: There is a PILOT program and about 10 organizations are exempt (most affiliated with hospitals) including the University of Pittsburgh Medical Center, the Central Blood Bank of Pittsburgh, and Duquesne University. About every five years, these organizations negotiate contracts with the city, which determines how much they will pay for the following five years.

Portland: Currently there are payments in lieu of taxes made by the State for two types of organizations: fish and wildlife lands and non-profit housing for the elderly.

Minneapolis:

Survey Index: Original Survey #21

Police Reports

Question: Is a fee charged for providing police reports?

Bloomington: \$5 for up to ten pages and \$.15 for each additional page.

Duluth: \$2 per page; \$1 for a CD-ROM plus \$1.50 for each “image”.

Golden Valley: \$5.

Saint Cloud: \$3.25 per report plus \$.40 per page.

Saint Louis Park: \$1 per page.

Saint Paul: Fees range from \$2 for summary data to \$10 for reports that have been microfilmed.

Austin: \$4.75 for a standard report, \$6 for a ST3 accident report, and \$6.50 for microfilm copied reports.

Milwaukee: No charge.

Pittsburgh: No charge.

Portland: \$10 for up to five pages and \$2 for each additional page.

Minneapolis: Reports generally cost 10 cents per page if the request is in person and 25 cents if it is not. Traffic accident reports are also available for \$5.

Survey Index: Original Survey #25

Private Event Security

Question: What fee is charged when off-duty police officers provide security at private events? Does the Police Department coordinate this service or is it outsourced to a private company?

Bloomington: Citizens must contract through city and pay the equivalent of the Police Department overtime rate plus an administrative fee. The overtime rate is time and half, which varies based on an officers pay grade. The administrative fee is 25% of the overtime cost.

Duluth: Police do not work private events.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: \$60 per hour and citizens must contract through the City.

Saint Paul: If the city is the contractor, the salaries are calculated based on a ten-year employee plus overtime plus fringe benefits plus work compensation. However, private security is usually outsourced.

Austin: No response.

Milwaukee: Fee is overtime rate plus cash fringes.

Pittsburgh: If a city permit is required for the event, the police department will coordinates security. If not, the service is provided through a private company who contracts with individual police officers.

Portland: The Police Bureau coordinates the service. Fees are \$56.49 per hour for an Officer, \$64.89 for a Sergeant, \$59.88 for a Motor Officer and \$68.79 for Motor Sergeant.

Minneapolis:

Survey Index: Original Survey #2

Public Property Damage

Question: Is a fine levied against contractors who damage public property? If so, is the fine fixed or does it vary depending on the estimated cost of the damage?

Bloomington: No response.

Duluth: No response.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: Contractor charged actual cost of damage.

Saint Paul: Contractor charged actual cost of damage.

Austin: No response.

Milwaukee: Varies.

Pittsburgh: Bills the contractor the cost of the repair or goes after the bond (they make contractors take out a 2 year bond for all jobs).

Portland: No fine is levied against contractors who damage public property, however standard construction specifications require the contractor to take every reasonable precaution to avoid damage to all public and private property that might potentially be damaged.

Minneapolis:

Survey Index: Original Survey #5

Public Space Maintenance Assessment

Question: If a development plan results in the expansion of public space that adds a burden to the Department of Public Works, is there a fee charged for maintaining this newly created space?

Bloomington: No response.

Duluth: No fee.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: Possible charge depending on pre-agreed arrangements with the developer.

Saint Paul: No response.

Austin: No response.

Milwaukee: No fee.

Pittsburgh: No fee.

Portland: No response.

Minneapolis:

Survey Index: Original Survey #26

Red Light Camera Program

Question: Does your city use any sort of red light camera program or “camera cops”? If yes, is there any written material about this program?

Bloomington: No program.

Duluth: No program.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No program.

Saint Paul: No program.

Austin: No response.

Milwaukee: No program.

Pittsburgh: No program.

Portland: In the beginning stages of implementing a program.

Minneapolis: Recently implemented such a program.

Survey Index: Original Survey #32

Street Use Permits

Question: What is the fee for street use permits?

Bloomington: No response.

Duluth: \$.07 per square foot per month plus parking meter fee plus \$30.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: No response.

Austin: No response.

Milwaukee: No response.

Pittsburgh: Fee based on the use of the street.

-Erecting, replacing and/or relocating utility pole and/or anchors: \$50 plus an additional \$100 per pole or anchor if old pole is not removed within 60 days

-Erection of scaffold over roadways and sidewalks: each 30-day period, \$20 Residential
\$.50 per linear foot nonresidential, minimum charge \$20

-Staging area: \$5 per 200 square foot area of street space per day

Portland: The Portland Department of Transportation has various fees for each 13 street use permits and 17 related land use review permits.

Minneapolis: Based on the location of the street. Fees range from 10 cents to \$1 per square foot, per day.

Survey Index: Original Survey #29

Ticket Writing — Public Works/Fire

Question: Do personnel from the Department of Public Works or the Fire Department have the ability to write tickets? If yes, please explain.

Bloomington: No response.

Duluth: Public Works and Utilities personnel can ticket illegally-parked cars during snow removal periods and the Fire Department can issue fire lane and hydrant traffic tickets.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No response.

Saint Paul: No.

Austin: No response.

Milwaukee: No response.

Pittsburgh: The Environmental Division of Public Works can write tickets.

Portland: Fire Inspectors can write tickets for specific repeat or aggressive safety violations.

Minneapolis: No.

Survey Index: Original Survey #30

Towed Vehicle

Question: What is the fee if a vehicle is towed from city property?

Bloomington: No response.

Duluth: \$90.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: \$74.50 charged by contracted vendor. The city receives \$15.

Saint Paul: No response.

Austin: No response.

Milwaukee: \$50.

Pittsburgh: \$110 for cars, between \$110 or \$290 for larger vehicles depending on grade, and \$320 for construction vehicles.

Portland: \$113 plus \$18 per day for storage. The City receives \$10-\$40.

Minneapolis: \$133 plus \$18 per day for storage.

Survey Index: Original Survey #7

Utility Connections

Question: Is a fee charged for:

- g. Sanitary and storm sewer connection permits? \$
- h. Water connection?
- i. Excavation — sewer or water?
- j. Private utility pavement restoration?
- k. Repair permits?

Bloomington: No response.

Duluth: \$55 for all five areas.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: \$40 plus 1.75% of job valuation for electrical, mechanical, plumbing, sewer, and water installation, repair, and replacement permits.

Saint Paul: No response.

Austin: Water connection fees range from \$112.64-\$628 based on the size of the meter.

Milwaukee: Charges for all five but did not indicate fee structure.

Pittsburgh: Land Operation Permit (excavation): \$70 for up to 1,000 cubic yards plus \$11 for each additional cubic yard.

Portland: No response.

Minneapolis: \$115 inspection fee for all five areas plus a restoration fee

Survey Index: Original Survey #1

Water Contractor Assistance

Question: Is a fee charged for assisting a resident in the selection of a contractor to repair his/her water supply?

Bloomington: No response.

Duluth: No fee.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No fee.

Saint Paul: No fee.

Austin: No response.

Milwaukee: No response.

Pittsburgh: No response.

Portland: No response.

Minneapolis:

Survey Index: Original Survey #6

Zoning Change Notification

Question #6: Is a fee charged to recoup losses incurred from notifying adjacent land owners of proposed zoning changes?

Bloomington: Only charges a re-notification fee if the applicant changes their plans in such a way that the public has to be re-informed.

Duluth: Notification cost included in \$400 zoning permit application fee.

Golden Valley: No response.

Saint Cloud: No response.

Saint Louis Park: No fee.

Saint Paul: No response.

Austin: \$165.

Milwaukee: No response.

Pittsburgh: Notification cost included in zoning permit application fee.

Portland: No specific fee is charged. However, since Portland operates on a 100 percent cost recovery basis, expenses associated with notifications are indirectly recovered.

Minneapolis: