



Agenda # 7
Commission Meeting Date: May 6, 2014
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Resolution 10075, Establishing Fees for the City of Great Falls
Engineering Division of the Public Works Department

From: Engineering Division

Initiated By: Public Works Department

Presented By: Jim Rearden, Public Works Director

Action Requested: Set Public Hearing on Resolution 10075 for May 20, 2014

Suggested Motion:

1. Commissioner moves:

"I move the City Commission (set/not set) a public hearing for May 20, 2014, to consider adoption of Resolution 10075."

2. Mayor calls for a second, discussion, public comment, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission set a public hearing for May 20, 2014, to consider adoption of Resolution 10075, Establishing Fees for the City of Great Falls Engineering Division of the Public Works Department.

Background: The Engineering Division of the Public Works Department is responsible for the review of plans and the inspection of construction for privately installed infrastructure that will be dedicated to the City as a part of subdivision and other development. Most commonly, this includes the installation of streets, water mains, sanitary sewer mains, and storm drains to serve new subdivisions being annexed into the City. The review of plans by Engineering started decades ago, while the inspection of privately installed infrastructure was approved in 2003. Engineering also inspects sidewalks, driveways, curb cuts, fire lines, and sanitary sewer service installation and repairs. Engineering also charges for copies and similar services.

Fees have been adjusted at various times over the years, although most have not been changed since before the start of the recession. Gradually rising costs and fixed or drastically reduced General Fund reimbursement of unrecovered costs suggest that fees should be adjusted to cover costs. While it should be noted that revenues from these sources greatly decreased during the recession, activity has rebounded to nearly pre-recession levels.

The one new fee that is being proposed is a fee for sewer service reinspections. This is being done more to encourage organization and planning on the part of contractors rather than to

increase revenues. A similar fee for reinspection of concrete greatly reduced the need for reinspections when it was approved.

While not a fee adjustment, it is also proposed that the policy for changing project engineer fees change from starting at the time of the preconstruction meeting to the time that plans are submitted for review. This will recover costs that were formerly reimbursed to Engineering from the Montana Department of Environmental Quality (DEQ). DEQ unilaterally discontinued reimbursement for plan reviews done by the City just over a year ago, depriving the City of this revenue source.

Concurrences: Proposed adjustments were presented at a Commission work session on April 15, 2014. While the proposed fee adjustments will cover associated costs, they are still significantly lower than fees charged by private sector firms, which are the closest appropriate comparison.

Fiscal Impact: Since revenues from plan review and inspections are related directly to the level of development and construction activity plus the actual types of work being performed, increases in revenue will vary from year to year. As an example, projected additional revenue for Fiscal Year 2014 would have been around \$45,000 to \$50,000.

Alternatives: The City Commission could choose to not adopt Resolution 10075 and not increase fees. The result would be to continue losing money with these activities or increase General Fund reimbursement to cover losses.

Attachments/Exhibits:

1. Resolution No. 10075

RESOLUTION NO. 10075

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, ESTABLISHING FEES FOR THE CITY OF GREAT FALLS ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT

WHEREAS, a primary duty of the Engineering Division of the City of Great Falls' Public Works Department is to ensure that privately installed infrastructure that will be dedicated to the City meets established standards for quality and durability; and

WHEREAS, said duty requires staff time, equipment, and materials; and

WHEREAS, the Great Falls City Commission adopted Resolution No. 9582 on June 20, 2006, revising the fee schedule for concrete inspection fees, and Resolution No. 9669, on June 19, 2007, revising the fee schedule for Engineering Division Construction Inspection Fees; and

WHEREAS, since 2007, the costs associated with providing these services have increased.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:

- 1) Resolution Nos. 9582 and 9669 are hereby superseded by these terms.
- 2) Fees for the Engineering Division of the City of Great Falls' Public Works Department are established as follows:

A. Subdivision Infrastructure and Extensions

	<u>Current Fees</u>	<u>Proposed Fees</u>
Project Engineer	\$75.00/hour	\$96.00/hour
Inspector	\$45.00/hour	\$59.00/hour
Inspector Overtime	\$57.00/hour	\$71.00/hour

B. Concrete, Sanitary Sewer, and Fire Line Inspections; Boulevard Encroachment Permits

	<u>Current Fees</u>	<u>Proposed Fees</u>
Curb Cut	\$30.00/each	\$35.00/each
Driveway	\$30.00/each	\$35.00/each
Sidewalk (first 100 L.F.)	\$30.00/each	\$35.00/each
Sidewalk (each additional 100 L.F.)	\$ 5.00/each	\$ 5.00/each
Sidewalk Replacement	\$25.00/each	\$25.00/each
Curb & Gutter	\$35.00/each	\$35.00/each

Concrete Reinspection	\$20.00/each	\$25.00/each
Mudjacking Concrete	\$15.00/each	\$ 20.00/each
Sewer Service Inspection	\$100.00/each	\$100.00/each
Sewer Service Re-Inspection	no charge	\$ 25.00/each
Fire Line Inspection	\$100.00/each	\$ 59.00/hour (inspector)
		\$ 96.00/hour (engineer)
Boulevard Encl. Permit	\$50.00/each	\$ 50.00/each

C. Plans, Specifications and Copies

Contract Plans & Specifications Without 24"x36" Sheets: \$20.00 to \$30.00
Contract Plans & Specifications With 24"x 36" Sheets: \$25.00 for the first sheet
Plus \$5.00 per each additional sheet
Contract Plans and Specifications Provided by Consultants: Above Rates, or the
Consultant's Charges Plus 20%
Auxiliary Reports: \$25.00 to \$100.00
Legal or Letter Size Copies: \$0.25
11"x17" Copies: \$0.50
11"x17" Aerial Print \$7.00
24"x36" Aerial Print \$10.00
24"x36" Print: \$5.00
1" = 1250' City Base Map: \$7.00
Outsourced Copying: Cost Plus 50%
Staff Research: Staff Member's Hourly Pay Rate x 2.90
Aerial Panels, 2500' x 2500', Digital Format: \$35.00 Plus Cost of CDs, Postage
and Handling, if Applicable

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, on this
20th day of May, 2014.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:

Sara R. Sexe, City Attorney