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**RESOLUTION #2018-40  
AMENDING THE 2018 CITY OF WATERLOO FEE SCHEDULE**

(amendments in highlighted in yellow – November 1, 2018)

**WHEREAS**, Section §100-8, Fee Schedule permits the Council by resolution to amend from time to time the City of Waterloo Fee Schedule;

**NOW, THEREFORE BE IT FURTHER RESOLVED**, by the Common Council of the City of Waterloo that the Common Council adopts a City of Waterloo Fee Schedule as listed below.

**CITY OF WATERLOO FEE SCHEDULE**

**GENERAL ADMINISTRATION**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Audio or video – Police Dept. records request	\$3 per CD or tape
Audio or data – Clerk/Treas. Office records request	\$3 per CD or available media
Audio or video – Cable TV Station - Governmental	\$3 per CD or available media
Audio or video – Cable TV Station – Non-Governmental	\$10 per CD or available media
Bicycle registration	\$5 for period bicycle is owned by registrant or family member
Faxing	\$5
<b><u>Finger Printing (service only offered to City of Waterloo residents or Waterloo employees)</u></b>	<b><u>\$15</u></b>
Hearing Officer for grievance process	½ of the total expense
Municipal ordinance book	\$145
Municipal parking lot annual permit	\$120
Poll Book Reports	\$15 per order plus \$0.25 per page
Photocopies	\$0.25 per page
Returned check	\$30 per occurrence
Rummage & garage sale	\$10 (if four or more sales occur in one-year)
Special assessment letter	\$25 per lot
Special meeting charge	\$200 per meeting
Winter street parking permit	\$50 (November 15 to April 1)
Website Sponsoring Request- Single webpage	\$36 per year
Website Linking Request – Qualifying provided URL	\$120 per year
Website Sponsoring - Full Service	\$360 per year

## **BUILDING INSPECTION**

### **Description**

#### **Residential 1 & 2 Family**

	<b>Fee</b>	<b>Minimum</b>
New Dwelling/Addition	\$ .21 per sq. ft. all floor area	\$125.00
Erosion Control	\$125.00 (New) \$75.00 (Addition)	
Remodel	\$10.00 per thousand of valuation	\$85.00
Accessory Structure	\$.21 per sq. ft. all areas	\$60.00
Occupancy Permit	\$60.00 per dwelling unit	
Temporary Occupancy Permit	\$100.00	
Early Start (footings and foundations)	\$135.00	

#### **Plumbing**

New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$45.00 base plus \$.055/sq. ft. all areas	\$50.00
Replacement & Misc Items	\$10.00 per thousand of plumbing project valuation	\$50.00
New Home Outside Sewer & Water Laterals	\$60.00 dwelling to right-of-way	

#### **Electrical**

New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$45.00 base plus \$.055 per sq. ft. all areas	\$50.00
Replacement & Misc Items	\$10.00 per thousand of electrical project valuation	\$50.00

#### **HVAC**

New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$45.00 base plus \$.055 per sq. ft. all areas	\$50.00
Replacement & Misc Items	\$10.00 per thousand of HVAC project valuation	\$50.00

#### **Razing Fee**

\$ .05 per sq. ft. all areas \$75.00

#### **Other**

\$50.00

#### **Commercial**

	<b>Fee</b>	<b>Minimum</b>
New Structure/Addition	\$ .21 per sq. ft. all areas	\$150.00
Erosion Control	\$350.00 for first acre plus \$150.00 per acre or portion thereof	
Remodel	\$11.00 per thousand of valuation	\$135.00
Occupancy	\$70.00 per unit	
Temp Occupancy, Change of Use	\$70.00 per unit	
Early Start Permit	\$165.00 (footings & foundations per SPS 361.32)	

#### **Plumbing**

New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.065 per sq. ft. all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of plumbing project valuation	\$55.00
New Construction Outside Sewer & Water Laterals	\$100.00 for the 1st 100 ft. then \$.50/ft. thereafter	

#### **Electrical**

New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.065 per sq. ft. all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of electrical project valuation	\$55.00

#### **HVAC**

New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.065 per sq. ft. all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of HVAC project valuation	\$55.00

<b>Commercial Fees (Continued)</b>	<b>Fee</b>	<b>Minimum</b>
Razing Fee	\$.05 per sq. ft. of floor area	\$75.00
Other		\$70.00

<b>Agricultural Buildings (unheated)</b>	<b>Fee</b>	<b>Minimum</b>
New Structure/Addition/Remodel	\$.08 per sq. ft. all floor area	\$ 50.00

<b>Miscellaneous</b>	<b>Fee</b>	<b>Minimum</b>
Pools (Separate Electric Permit Required)	\$85.00	
Re-inspection Fee - each occurrence	\$50.00	
Failure to Call for Inspection - each occurrence	\$50.00	

Double Fees are due if work is started before the permit is issued

Permit Renewal - 50% of the permit fee based on current fee schedule, but not less than minimum fee

State Seal \$41.00\*  
 \*State Seal Fee is not split with SAFEbuilt. Any amount over the actual cost of the seal is retained by the City as an administrative fee.

Moving of building \$20 + \$1.50 per 1000 cubic feet

**COMMERCIAL PLAN REVIEW FEE SCHEDULE**

1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)
2. New construction and additions are calculated based on total gross floor area of the structure
3. A separate plan review fee is charged for each type of plan review

Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$ 250*	\$ 150*
2,500 - 5,000	\$ 300	\$ 200
5,001 - 10,000	\$ 500	\$ 300
10,001 - 20,000	\$ 700	\$ 400
20,001 - 30,000	\$ 1,100	\$ 500
30,001 - 40,000	\$ 1,400	\$ 800
40,001 - 50,000	\$ 1,900	\$ 1,100
50,001 - 75,000	\$ 2,600	\$ 1,400
75,001 - 100,000	\$ 3,300	\$ 2,000
100,001 - 200,000	\$ 5,400	\$ 2,600
200,001 - 300,000	\$ 9,500	\$ 6,100
300,001 - 400,000	\$ 14,000	\$ 8,800
400,001 - 500,000	\$ 16,700	\$ 10,800
Over 500,000	\$ 18,000	\$ 12,100

- Note:
1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.
  2. This fee shall be waived for construction areas less than 2,500 square feet.
  3. \*If deemed by the reviewer as a minor plan review or waive fee - minimum fee of \$60.00

Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 the plan entry fee waived.
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.
Transmission Towers	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for buildings accessory to the tower that are submitted with the tower plans.
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed, as well as the \$100.00 plan entry fee, for a total of \$350.00. (Per DSPS 302.31(1) (d)(6.)
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.

**Impact Fees and Connection Charges (issued at time of occupancy)**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Sanitary Sewer Connection	\$853.97 per Equivalent Residential Unit
Impact Fee (updated for 2016 using annual information released Feb 2015)	
Park & Recreation Impact Fee	\$354 per Residential Equivalent Unit
Public Works Impact Fee	\$512 per Residential Equivalent Unit
Sanitary Sewer System Impact Fee	\$827 per Residential Equivalent Unit
Storm Water Impact Fee	\$233 per Residential Equivalent Unit
Water Impact Fee (per Ordinance #2018-07)	\$756 per Residential Equivalent Unit
	<b><u>\$2,682 Total Impact Fee per REU</u></b>

**Water Booster Station / Water Hook-up**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Treyburn Farms 1 <sup>st</sup> Addition Lots 17-25, 68 and 76-83	\$866 per lot
Waterloo Assessment District No. 1	\$866.94 per lot

**EMERGENCY SERVICES**

<b><u>Description</u></b>	<b><u>Fee</u></b>
False alarm fee (Occurring within a continuous 12 month period)	1st: no fee, 2nd: \$100.00, 3rd: \$200.00

**FACILITY RENTAL - TRAILHEAD**

**Description**

Waterloo Regional Trailhead  
(Warming Room & Back Patio)

**Fee**

\$0.00 Non-Profit  
\$85.00 Half Day (less than 4 hours)  
\$150.00 Full Day (4 hours of more)  
\$50.00 Refundable Deposit

**FACILITY RENTAL – FIREMEN’S PARK**

**ALCOHOL SERVED EVENTS**

	<b>RESIDENT PRIVATE</b>	<b>NON-RESIDENT PRIVATE</b>	<b>RESIDENT PUBLIC</b>	<b>NON-RESIDENT PUBLIC</b>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS			
ENTIRE PAVILION	\$1,500	\$1,700	\$800	\$950
UPPER PAVILION	\$1,000	\$1,100	\$650	\$750
LOWER PAVILION - NO CHANGE	\$650	\$750	\$300	\$400
BINGO HALL	\$200	\$300	\$150	\$200
REUNION HALL	\$150	\$250	\$125	\$175
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25	\$25	\$25
TOURNAMENT FEE	\$100	\$100	\$100	\$100

**NON-ALCOHOL EVENTS**

	<b>RESIDENT PRIVATE</b>	<b>NON-RESIDENT PRIVATE</b>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS	
ENTIRE PAVILION	\$950	\$1,050
UPPER PAVILION	\$700	\$800
LOWER PAVILION	\$600	\$700
BINGO HALL	\$175	\$275
REUNION HALL	\$150	\$250
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25
TOURNAMENT FEE	\$100	\$100

**Miscellaneous Fees**

BASEBALL FIELD LIGHTS	\$25/Hour
PARK LABORER	\$12/hour
BARTENDER	\$12/Hour
OUTDOOR CHAIRS	\$50
OUTDOOR CHAIRS W/SETUP	\$100
PREP OF BASEBALL FIELD (each time)	\$25

**All Charitable Non-Profits will receive a 50% discount on building rentals with proof of exempt status.**

**Additional charges may be applied for any use of City resources**

## **LICENSES**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Cigarette license	\$100 per year
Carnival, circus or concert	\$50 per event
Dog license	
Unaltered male/female	\$15 per year
Spayed/neutered	\$11 per year
Additional fee if licensed after April 1	\$10
Kennel license	\$30 per year
Boarding fee	\$15 per day
Cat and Dog intake fee	\$25 first occurrence per year, \$50 thereafter
Dog Park fee	
Annual Permit Tag	\$10
Replacement Tag	\$5
Daily Fee	\$3
Liquor license	
Class "A" malt beverage	\$500 per year
"Class A" liquor	\$500 per year
Class "B" malt beverage	\$100 per year
"Class B" liquor	\$500 per year
Temporary Class "B" (Picnic License)	\$10 per event
Reserve "Class B" liquor	\$10,000
"Class C" wine	\$100 per year
Wholesalers fermented malt beverage	\$25 per year
Transfer of license to another premise	\$10 per year
Agent Appointment	\$10
Class A & B Liquor License Publication Fee	\$10 per year
Operator's license	
New	\$60 (expires odd year)
Renewal	\$30 (expires odd year)
Provisional	\$15 for 60 days
Temporary	\$15 for 14 days
Transient merchant license	\$20
Mobile home park operation	\$2 for each space, minimum of \$25
Junk dealers	\$25 per year

## **LAND USE AND SUBDIVISION**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Conditional use application	\$285
Design review	\$.02 per sq. ft. of the disturbed area
Driveway & culvert cuts	\$75
Erosion & sediment control plan permit fee	\$200
Final plat review	\$100 + \$4 per lot
Final plat review, reapplication	\$50 + \$1 per lot
Land use rezoning	\$285
Minor subdivision review/certified survey map submittal	\$50
Preliminary plat review	\$475 + \$4 per lot
Preliminary plat review, reapplication	\$100 + \$2 per lot
Street opening/sidewalks	\$30
Sign permit	\$10 minimum, \$50 maximum with \$1/each sq. ft. over 10 sq. ft.
Variance application	\$285
Zoning map and others provided by City Engineer	\$10

**PUBLIC WORKS DEPARTMENT**

**Description**

**Fee**

Residential & commercial trash disposal	\$12.00 per month \$12.50 per month
Endloader with operator	\$95 per hour, 1-hour minimum
Truck or pick-up with operator	\$85 per hour, 1-hour minimum
Truck-wood chipper with two operators	\$125 per hour, 1-hour minimum
Tractor-mower with operator	\$75 per hour, 1-hour minimum
Riding lawn mower with operator	\$75 per hour, 1-hour minimum
Truck-snow plow and/or sander with operator	\$85 per hour, 1-hour minimum
Tractor/snow blower/blade with operator	\$75 per hour, 1-hour minimum
Snow shoveling and/or salting	\$95 per hour, 1-hour minimum
Street sweeper with operator	\$95 per hour, 1-hour minimum
Chain saw with operator	\$95 per hour, 1-hour minimum
Vactor sewer cleaning truck with operator	\$150 per hour, 1-hour minimum

Regular Hours Mon – Fri 7:00 a.m. – 3:30 p.m.

Vactor sewer cleaning truck with operator	\$200 per hour, non-regular hours
Welder with operator	\$95 per hour, 1-hour minimum
Paint marker with operator	\$65 per hour, 1-hour minimum plus material
Public works labor	\$65 per hour, 1-hour minimum

Grave Opening & Closing Services, City Cemetery  
Meitners Land Service, LLC

\$550 per opening & closing + \$25 administration fee  
\$260 per opening & closing for cremation + \$25 administration fee

**WATER AND SEWER**

**Description**

**Fee**

Private Well Operation	
Initial	\$450 5 year permit
Renewal	\$175 5 year permit
Renewal Late Fee	\$50
Well abandonment	No Fee

**Sewer Service Charge Unit Costs**

Fixed charge per month	<del>\$10.61</del>	\$16.81
Volume charge per 1,000 gallons	<del>\$6.33</del>	\$6.71
BOD surcharge per pound over 250 mg/l	<del>\$0.52</del>	\$0.51
SS surcharge per pound over 250 mg/l	<del>\$0.36</del>	\$0.41
Nitrogen surcharge per pound over 35 mg/l	<del>\$0.95</del>	\$1.08
Phosphorous surcharge per pound over 7 mg/l	<del>\$13.42</del>	\$19.55

**Category A Service Charge**

Fixed monthly charge	<del>\$10.61</del>	\$16.81
Volume charge per 1,000 gallons	<del>\$6.33</del>	\$6.71

**Category B Service Charge**

Fixed monthly charge	<del>\$10.61</del>	\$16.81
Volume charge per 1,000 gallons	<del>\$6.33</del>	\$6.71
Surcharge:		
- BOD per pound greater than 250 mg/l	<del>\$0.52</del>	\$0.51
- Suspended solids greater than 250 mg/l	<del>\$0.36</del>	\$0.41
- Nitrogen greater than 35 mg/l	<del>\$0.95</del>	\$1.08
- Phosphorous greater than 7 mg/l	<del>\$13.42</del>	\$19.55

**Portland Sanitary District Sewer**

Fixed monthly charge	<del>\$10.61</del>	\$16.81
Volume charge per 1,000 gallons	<del>\$6.33</del>	\$6.71

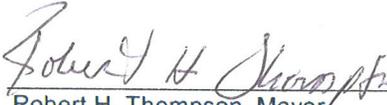
Acceptance of Septage  
Holding  
Septic

\$10.00/per 1,000 gallon  
\$40.00/per 1,000 gallon

Adopted this 7<sup>th</sup> day of June 2018.

**CITY OF WATERLOO**

Signed:

  
Robert H. Thompson, Mayor

Attest:



Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Utility Commission (sewer rates); Finance Insurance & Personnel Committee (trash rates); and Police Chief (finger printing)

**FISCAL NOTES –**

- Trash Rates: 4.17% increase due to contract increases with Advanced Disposal and Waterloo Utilities doubling it charge to collect billed amounts through the Waterloo Utility bill.
- Finger Printing: Negligible
- Sewer Rates: See attached.



**WATERLOO WATER AND LIGHT COMMISSION**

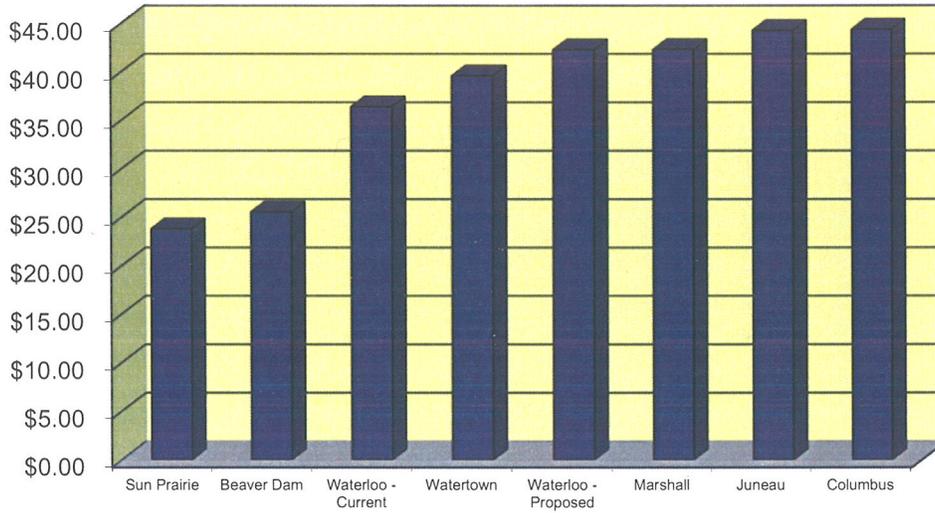
Revenue Requirement Summary  
Actual 2015-2017, Forecasted 2018

	Actual 2015	Actual 2016	Actual 2017	Forecasted 2018 Current Rates	Forecasted 2019 Current Rates	Forecasted 2019 Proposed Rates
<b>SOURCES OF FUNDS</b>						
Operating Revenues						
Residential	\$ 409,585	\$ 398,182	\$ 411,713	\$ 441,900	\$ 441,900	\$ 518,100
Commercial	102,015	104,063	108,232	78,300	79,100	88,100
Industrial	380,201	346,757	263,113	279,900	279,900	291,600
Revenue from public authorities	13,620	14,005	13,040	14,200	14,200	15,100
Service to other systems (Portland)	35,087	43,731	43,032	48,000	48,000	48,500
Septic and holding tank waste*	-	-	-	31,500	31,500	31,500
Forfeited discounts	2,754	2,438	2,022	2,100	2,100	2,100
Miscellaneous operating revenues	198	-	-	-	-	-
Investment income	3,993	4,455	6,791	7,000	7,100	7,100
<b>Total Sources of Funds</b>	<b>947,453</b>	<b>913,631</b>	<b>847,943</b>	<b>902,900</b>	<b>903,800</b>	<b>1,002,100</b>
<b>REVENUE REQUIRED</b>						
Operation and Maintenance Expenses	450,498	433,409	451,346	546,300	613,600	613,600
Replacement Fund	132,648	57,218	28,022	41,500	33,500	33,500
Sewer Collection System	148,055	142,274	121,502	58,500	58,500	58,500
Routine Capital (non-replacement fund)	-	-	-	15,000	15,000	15,000
Debt Service	182,173	185,594	181,599	186,500	188,600	188,600
Debt Service - CWF	92,861	92,905	92,885	92,900	92,800	92,800
<b>Total Revenue Required</b>	<b>1,006,235</b>	<b>911,400</b>	<b>875,354</b>	<b>940,700</b>	<b>1,002,000</b>	<b>1,002,000</b>
Excess Revenues (Deficiency)	\$ (58,782)	\$ 2,231	\$ (27,411)	\$ (37,800)	\$ (98,200)	\$ 100
Increase Requested				4%	11%	

Please refer to Accountants' Report, Summary of Accounting Policies, and Significant Assumptions.



**WATERLOO WATER AND LIGHT COMMISSION**  
 Monthly Bill Comparison with Surrounding Communities



Community	Effective	Monthly Volume gallons	Meter	Volume ,000 gallon	Fixed	Total
Sun Prairie	2018	3,800	5/8"	\$ 3.84	\$ 9.23	\$ 23.81
Beaver Dam	2015	3,800	5/8"	\$ 2.49	\$ 16.10	\$ 25.55
Waterloo - Current	2018	3,800	5/8"	\$ 6.65	\$ 11.14	\$ 36.41
Watertown	2017	3,800	5/8"	\$ 4.69	\$ 21.78	\$ 39.61
Waterloo - Proposed	-	3,800	5/8"	\$ 6.71	\$ 16.81	\$ 42.30
Marshall	2016	3,800	5/8"	\$ 7.85	\$ 12.48	\$ 42.31
Juneau	2018	3,800	5/8"	\$ 6.71	\$ 18.80	\$ 44.30
Columbus	2018	3,800	5/8"	\$ 7.55	\$ 15.70	\$ 44.40

Please refer to Accountants' Report, Summary of Accounting Policies, and Significant Assumptions.

