

**City of Roberts
Resolution No. 2023-0808**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROBERTS, IDAHO
REPLACING AND ESTABLISHING A CITY FEE SCHEDULE AND CHARGES FOR ALL CITY
DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES**

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Roberts Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Roberts; and

WHEREAS, each department within the City of Roberts organization has quantified the costs of processing and administering each application specific to that department;

WHEREAS, the City of Roberts adopted Resolution 2023-0808 establishing the first citywide fee resolution on August 22, 2023;

WHEREAS, the effective date of this resolution shall be October 1, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Roberts, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the effective date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

SECTION 1: BUILDING DEPARTMENT FEES

Section 1-A: Building Permits Fee

Cost of Project	Fee
\$1 - \$5000	\$ 25.00
\$5000 - \$99,000	\$ 50.00
\$100,000 – 200,000	\$200.00
\$200,000+	\$250.00
Zone Change Application	\$50.00
Special Use Permit	\$50.00
Variance Request	\$50.00
Subdivision Application	
Preliminary Plat	\$300.00 + \$10.00 per lot
Final Plat	\$50.00
Certificate of Occupancy	\$50.00
Demolition of Permanent Structures	\$50.00
Remove or Place Mobile Home	\$50.00
Utility Connects	
Drinking Water	\$2000.00 + material costs and labor per connection
Sewer	\$2000.00 + material costs and labor per connection

Section 1-B: Building Permit Fee Policies

Application Required. Complete application for all permits for all services listed in Table 1-A shall be submitted to the City of Roberts prior to any review taking place by the City. Complete applications shall be included in the completed application form, all information and additional documents or materials required by ordinance and the application form, application fee, and any other information as required by ordinance or by the City Planner, City Engineer, or City Administrator. In their sole discretion, the City Planner or City Administrator may return any application deemed incomplete.

SECTION 2: PARKS DEPARTMENT FEES

Section 2-A: Parks Facility Rentals

Shelters	\$30.00/4hrs or \$50.00/8hrs
Cleaning Deposit (for all parks)	\$100/day (refundable)
Extra Picnic Tables	\$10 each
Extra Folding Chairs	\$1 each
Non- Shelter Rental Deposit for Tables and Chairs	\$100/day
Damages left by USER	Deposit will not be refunded

Section 2-B: Sponsors and Booths

Market Lake Day	
Information/Commercial Booth	\$50.00
Electric add on	\$10.00
Sponsorships	
Level 1 Sponsor	\$125.00
Level 2 Sponsor	\$250.00
Level 3 Sponsor	\$500.00
Event Sponsor	\$1000.00

SECTION 2-C: Cancellation/Refund Policy

After reservations have been made for park and recreational activities, events, programs:

- Cancellations of park facilities, such as shelters, are nonrefundable unless contract is voided by the City.
- Refunds for sponsors and booths may be issued at the sole discretion of the City Administrator for extenuating circumstances and conditions.

SECTION 3: PUBLIC WORKS DEPARTMENT FEES

Section 3-A: Monthly Charges for City Utility Services

1. Monthly Single Family Attached/Detached, Mobile Home, Duplex (per unit):	
SERVICE	RATE
Metered Water Service	\$40.62 ¹ \$0.70/1,000 gallons usage rate
Sewer	\$57.29 ¹
Sanitation	\$15.45

NOTES TO SECTION 2-A

1. The Base Rates for water and sewer include the following charges:
 Monthly base sewer rate is based on one ERU (equivalent residential unit) equal to \$57.29, which includes a Sewer Bond payment of \$21.00 per ERU. - Water Bond payment is \$13.00 per connection or business. - Sanitation does not have a bond payment.

Section 3-B: Commercial Metered Water Rates

1. Meter Water Usage Rate: \$47.64 plus 0.70/1000 gallons usage rate
2. Metered rates include commercial/professional office spaces/churches/seminaries/hotels/motels/rooming houses/rest homes/extended care facilities/Laundromats/schools/storage unit facilities/apartment/single family residential units (3 or more units).
3. Hydrant Fill Permits
 - a. Hydrant Fill Fees for a single fill up:
 - i. Tanker Fill up to 4,000 gallons \$25.00 per fill
 - ii. Tanker Fill up to 1,000 gallons \$10.00 per fill
4. Hydrant fill permit must be obtained prior to utilizing any hydrants. Permits may be purchased in advance and in bulk quantities.

Section 3-C: Additional Sanitation Regulations

1. Additional residential container(s) may be requested and terminated, in writing, at City Hall. There will be an additional fee of \$15.45 per month per residential container added.

Section 3-D: Delinquent Accounts

1. Payment is past due the last day of each billing month.
2. Late fee of \$30 per month 10 days after delinquency per Ordinance No 521 Section 11(6b).
3. Interrupted services, due to 60 days delinquency, will be charged an Involuntary Water/Sanitation Disconnection Fee per Ordinance No 521 Section 11(6e)
4. Payment arrangements may be made per Ordinance No. 521 Section 9(7).
5. Restoration of service after discontinuance for nonpayment of bills shall be made after payment of current and past due charges plus a service charge and posting a deposit as hereinbefore provided, as per Ordinance 521 Section 14.
6. Any customers with delinquent accounts from past or current services shall pay the entire balance of their delinquent account(s) prior to initiation of any new utility services.

Section 3-E: Restoration of Services Deposits

1. Deposits for Involuntary Disconnection of Delinquent Accounts:
 - a. Current Water base rate plus 5000 gallons. (\$44.12)

Section 3-F Disconnection/Reconnection/Termination Fees (Voluntary or Involuntary)

1. \$50.00 Involuntary Water/Sanitation Disconnection, including reconnect. This fee is charged for delinquent accounts.
2. \$50.00 Sanitation Service Involuntary Termination and Involuntary Re-installment (NO voluntary termination allowed.)
3. \$25.00 Discontinuance Disconnect for property owners leaving permanently – IE foreclosures, permanent move outs. (Account must be paid in full and current to receive this courtesy fee. If the same property owner requests a reconnect of the water there will be a \$50.00 connection fee).

Section 3-G: VACANCIES

1. There will be NO allowances for temporary vacancies of residential rental property.
2. Residential customers will be able to pay a disconnect and reconnect fee to temporarily suspend service, if they desire.

Section 3-H: Returned Check

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1. Return check fees shall be charged pursuant to the returned check fee resolution as adopted by the City Council.

Section 3-I: Miscellaneous Utility Fees

Equipment	
Backhoe:	\$120.00 per hour
De-Icing machine	\$20.00 per hour
Labor Per Man hours	\$21.00 per hour
Afterhours Labor Per Man Hour	\$42.00
Parts	Cost

SECTION 4: FINANCIAL DEPARTMENT FEES

Section 4-A: Animal License Fees

One Year Animal License	
Individual Animal License	\$10.00 Spayed/Neutered
Individual Animal License	\$20.00 Spayed/Neutered
Replacement Dog License for lost/misplaced licenses	\$2.00

Section 4-B: Impound Fees

- Impound Fee: 1st time --- \$20.00, plus daily boarding fee
 2nd time --- \$50.00, plus daily boarding fee
 3rd+ time ---\$100.00, plus daily boarding fee
 Board Fee: \$20.00 per day

SECTION 4-C: Business License

Annual New	\$25.00
Annual Renewal	\$20.00
Late Fee	\$20.00 per month
Appeal Fee	\$50.00

Section 4-D: Beer and Liquor Licenses and Related Permits

1. Fees

Beer-Retail (sales-off premise consumption)	\$ 50.00
Beer-Retail (sales-on premise consumption)	\$ 100.00
Liquor by the Drink	\$175.00
Alcohol Catering Permit (includes liquor/beer/wine)	\$20.00/day
Wine-Retail (sales-off premise consumption)	\$ 50.00
Wine-Retail (sales-on premise consumption)	\$ 200.00
Wine-Retail transfer fee (on/off premise consumption)	\$ 100.00

2. Repeal
 - a. Bartender Permit hereby repealed Resolution 11-15.

Section 4-E: Facility Rental

1. City Council Chambers: \$20.00 for 1st hour, \$10.00 for additional hours. Available only during regular business hours.

Section 4-F: Miscellaneous Fee Policies:

1. Stop Payment or Non-sufficient Funds (Returned) Check Fee \$25.00
2. Fax: Local-11 or more pages \$1 per 10 pages; Long Distance \$.75 per page;
3. Copies or print outs: Single sided .10 per page; Double sided .25 per page
4. Failure to Obtain or Renew a License or Permit: A fine of \$25.00 may be assessed to any applicant or prospective applicant that fails to obtain or renew any license or permit, unless otherwise defined.

SECTION 5-LIBRARY FEES

Section 5-A: Overdue

Regular Book	\$0.50 per item per day*
Holiday Collection	\$0.75 per item per day*
Audiobooks	\$0.50 per item per day*
Reference Books	\$0.75 per item per day*
Tape Player	\$0.75 per day*
DVD	\$0.50 per day*
Learning Kits	\$0.75 per day*

*Up to original retail cost plus \$5.00

Section 5-B: Card Fee

1. Residential, free
2. Non-Residential, \$50.00 per household

Section 5-C: Lost or Damaged Items

Lost Item	Library replacement cost plus \$5.00
Lost or Damaged Barcode	\$1
Lost or Damaged Jacket Cover	\$2
Torn Page in Book	\$2
Lost or Damaged Spine Label	\$1
Lost or Damaged DVD	Library Replacement cost plus \$5
Lost or Damaged Audiobook CD	Library Replacement cost plus \$5
Lost or Damaged Learning Kits	Library Replacement cost plus \$5

Section 5-D: Copies and Printing

Black & White	
One sided 8.5x11" copy	\$0.10 per page
Double sided 8.5x11" copy	\$0.25 per page
One sided 8.5x14" copy	\$0.15 per page
Double sided 8.5x14" copy	\$0.30 per page
One sided 11x14" copy	\$0.20 per page
Double sided 11x14" copy	\$0.40 per page
Color	
One sided 8.5x11" copy	\$0.25 per page
Double sided 8.5x11" copy	\$0.50 per page

One sided 8.5x14" copy	\$0.30 per page
Double sided 8.5x14" copy	\$0.60 per page
One sided 11x14" copy	\$0.50 per page
Double sided 11x14" copy	\$1.00 per page
Lamination	
Small	\$1.00 per pouch
Medium	\$1.50 per pouch
Full Page	\$2.00 per pouch

SECTION 6- CITY CLERK DEPARTMENT FEES

Section 6-A: Public Records Requests pursuant to Idaho Code 74-102

Copying Fee, up to 100 sheets	No charge
Copying Fee, more than 100 sheets	\$0.10 per sheet of 8.5"x 11" paper, black and white only
Labor Fee, up to two (2) hours	No charge
Labor Fee, more than two (2) hours	Pursuant to Idaho Code 74-102(10)
Materials Fee	Pursuant to Idaho Code 74-102(10)
Records Research Per hour	\$21.00

Other costs and fees associated with a Public Records Request not itemized in this section shall be charged to the requester according to Idaho Code 74-102.


This Resolution will be in full force and effect on October 1, 2023.

PASSED AND APPROPTED BY THE CITY OF ROBERTS MAYOR AND CITY COUNCIL 22 of
August, 2023.

CITY OF ROBERTS


 Robert "BJ" Berlin, Mayor

ATTEST:


 April Galbraith
 City Clerk/Treasurer