



City of Greenleaf

20523 N. Whittier Drive
Greenleaf, Idaho 83626-9199
208/454-0552 (office)
208/454-7994 (fax)
greenleafcity@cableone.net
<http://greenleaf-idaho.us/>

Memorandum

Date: 24 November 2021
To: Municipal Utility Customers (city website post)
cc:
From: Lee C. Belt, City Clerk
RE: SEWER OVERAGE FEE

Greetings!

Enclosed following this memo please find a copy of a public hearing notice, draft resolution, and a draft consolidated fee schedule for public hearing at the 07 December 2021 City Council Meeting.

Along with 'housekeeping items' such as re-wording for clarification and re-aligning land use development fees to reflect increases in legal and engineering services, and other items summarized in the public hearing notice and detailed in the draft schedule, the draft consolidated fee schedule includes a new sewer overage fee. The Council is pursuing this new fee with the following understandings:

- The City established a flat base rate to fund the new wastewater treatment plant (WWTP) when the plant went on-line in January 2013. A flat rate was necessary because exact costs for running the plant were unknown. At that time, Idaho Department of Environmental Quality (IDEQ) staff were unaware of any other community in the state that had to put in both a full treatment plant and collection system at the same time, which means this had not likely occurred in the state in the previous 30+ years. A flat base rate was the simplest, safest way to ensure adequate funding for the sewer system because the flat base rate includes both anticipated fixed and anticipated variable expenses for the sewer system.
- A flat rate has every connection paying the same rate, an equal split, of anticipated sewer system expenses. This is often perceived as inequitable, as a couple utilizing very little sewer capacity (perhaps 2,000 gallons or less) is paying the same as a large multi-generational family that uses much, much more sewer capacity (perhaps 12,000 - 17,000 gallons or more).
- Because sewer is an un-metered service and the vast majority of metered water consumption literally goes "down the drain" to the sewer system, it is very common for cities to leverage water usage information to identify high sewer

usage and capture the added expense of treating the extra sewer effluent sent to the WWTP through a sewer overage fee intended to cover the variable expenses of sewer treatment.

- Cities vary considerably in fee structure to cover anticipated fixed and variable expenses. None are perfect, but rather attempt to balance the usage inequity of a flat base rate against a fee structure for fixed and variable expenses that dare not collect less than is needed to actually operate the system.
- There will likely be several adjustments to sewer base and overage fees as the city makes incremental adjustments during the annual budget process over the next few years.

City Staff presents this information in hopes that it will be found useful. Please contact me at Greenleaf City Hall if more detail is needed, or, of course, please consider attending the public hearing on 07 December or send written comment on the draft consolidated fee schedule for the public hearing to make your voice heard directly to the City Council.

LCB



CITY OF GREENLEAF

20523 North Whittier Drive
Greenleaf, Idaho 83626



NOTICE OF PUBLIC HEARING

The City of Greenleaf will hold a Public Hearing on 07 December 2021 at 7:00 p.m. at Greenleaf City Hall (20523 N. Whittier Dr.) to hear public comments regarding the adoption of Draft Resolution FY22-002 (adjusting consolidated fee schedule), as required by Idaho Code §63-1311A for new fees and fee increases over 5%. Proposed adjustments to the consolidated fee schedule include the following:

- Changes throughout to clarify language and add Greenleaf Code sections establishing fees
- Addition of 2000 gallon credit at water use rate for reported water quality issues, with notation regarding water quality issues
- Addition of BOD or TSS Waste Strength Category Table
- Addition of Sanitary Sewer Overage Fee as established by Ordinance #295 / GC §7-5-15(B)(3) with notation and reference to GC §7-9-4(F)
- Adjustment of deposit amounts for utility services, some up & some down over 5%
- Addition of note regarding GC §7-4-8(D) including that water users are responsible to maintain current contact information
- Adjustment to add sewer service connection permit fee and re-label the connection fee as sewer service availability fee in accordance with city code
- Removal of outdated sewer fees
- Re-statement of fees held in common for both water and sewer under the sewer section for ease of reference
- Addition of note regarding GC §7-5-16(B)(5) including that sewer users are responsible to maintain current contact information
- Addition of a fuel surcharge schedule per Resolution 156-B to the Municipal Solid Waste Disposal (Garbage) Service section
- Adjustment of Land Use Development Fees to reflect increases in contract legal and engineering rates, many over 5%

Copies of the proposed Draft Resolution FY22-002 (adjusting consolidated fee schedule) are available from Greenleaf City Hall. Individuals desiring to comment on these proposed changes may appear and be heard in the public hearing format at the appointed time. Written comments are encouraged and will be accepted at Greenleaf City Hall until 5:00 p.m. on 04 December 2021.

SPECIAL ACCOMMODATION: Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall. Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363.

Lee C. Belt, City Clerk

(Legal notice publication requested: 23 & 30 November 2021, Idaho Press-Tribune)

RESOLUTION No. #FY22-002

(adjusting consolidated fee schedule)

Sponsored by: _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that it is in the best interest of the municipal corporation and the community served thereby to review, update, and adjust the city's consolidated fee schedule,

Now, therefore, be it resolved by the Mayor and Council of the City of Greenleaf, Idaho, as follows:

Section 1. The attached "Exhibit A" be adopted as the Consolidated Fee Schedule for the City of Greenleaf.

Section 2. All previous resolutions, orders, or parts thereof in conflict with this Resolution are hereby null and void to the extent of the conflict.

Section 3. If any part of this resolution is declared to be invalid by a court of competent jurisdiction, then the remaining portion shall remain in effect.

Section 4. This resolution is effective upon approval.

Adopted by the City Council of the City of Greenleaf this ___ day of _____, 20__.

Bradley Holton, Mayor

Attest:

Lee C. Belt, City Clerk

Resolution #~~205~~FY22-002 – “EXHIBIT A”

MUNICIPAL WATER AND SEWER MONTHLY RATES

Residential Potable Water:

Base and Usage Rates: For each water meter reading, a base rate (GC 7-4-20:D:1) of \$53.02 for the first 1000 gallons and a ~~usagewater use~~ usage fee (GC 7-4-20:D:3) of \$3.09 for each additional 1000 gallons, per EDU (see equivalent unit table below).

Bond Fee: The bond fee (GC 7-4-20:D:2) is established to pay the principal and interest and bond sinking funds required by law on bonds which are not general obligation bonds and loans obtained to finance the city's water system and water treatment facilities. As applicable, the bond fee is set at \$20.07 monthly, per EDU.

Please note that ~~tMonthly Fee Applicability:~~ The base & usage rates and bond fee are exclusive, such that all properties in the municipal water system service area are subject to either the base and usage rates, or to the bond fee.

Please note that the city's potable water is sourced from wells and is high in the mineral manganese, which can result in water quality issues, typically discolored water but in some instances including odor. The water quality issue is caused by mineral interaction with chlorine added to the delivery system to prevent bacterial growth (over time, the chlorine can pull the mineral out of solution, resulting in discolored water and/or odor). Customers are encouraged to notify City Hall and let the water run to flush out the private water service line (this typically resolves the water quality within 02-15 minutes, dependent upon length of private water service line). If reported to City Hall, the city will give a 2000 gallon credit at water use rate and be able to follow up on the reported issue and consider flushing the water main in that area. Please also note that the anode in hot water heaters can also interact with the mineral content in the potable water system, which can result in a sulfur or 'rotten eggs' odor. Changing to an aluminum anode typically resolves this issue.

Residential Sewer:

~~Flat rate~~Monthly Sewer Fee (GC 7-5-15:B): \$89.99 per EDU (see equivalent unit table below), with billing at this rate to begin the month following connection of homes to the new city wide waste water system. — The monthly sewer fee collects funds to cover residential sanitary sewer system operations and maintenance, debt service, and waste strength category I per the following table. This fee may be colloquially referenced as a sewer base rate.

<u>BOD or TSS Waste Strength Category</u>	<u>Milligrams per Liter</u>	<u>Per 1000 gallons</u>
<u>I</u>	<u>0 to less than 200</u>	<u>\$2.25</u>
<u>II</u>	<u>200 to less than 400</u>	<u>\$2.33</u>
<u>III</u>	<u>400 to less than 600</u>	<u>\$2.49</u>
<u>IV</u>	<u>600 to less than 800</u>	<u>\$2.65</u>
<u>V</u>	<u>800 to less than 1,000</u>	<u>\$2.81</u>
<u>VI</u>	<u>1,000 to less than 1,500</u>	<u>\$3.50</u>
<u>VII</u>	<u>1,500 and greater</u>	<u>Dept. Calculated</u>

Sanitary Sewer Overage Fee GC §7-5-15(B)(3) Established to collect for additional cost of treatment: Assessed at \$3.74 per 1000 gallons over 9000 gallons potable water usage.

Please note that the sanitary sewer overage fee is assessed based on metered potable water usage under the concept that potable water delivered to a customer property is subsequently discharged from that property as sanitary sewer effluent. Please also note that utility customers have the option to install a second water system meter for non-potable use per GC §7-4-9(F).

Industrial Sewer: By negotiated agreement recommended to the City Council by the Public Services Director, Waste-water Treatment Plant Operator, and the City Engineer based on testing of effluent to determine biochemical oxygen demand (BOD), total suspended solids (TSS) strength, and other effluent characteristics. The agreement may allow projected effluent characteristics to be used as a basis until industrial operation produces effluent for testing, and designate periodic testing to re-evaluate effluent characteristics and effect on waste-water treatment plant operation.

Commercial users: See equivalent unit table below to determine rates based on residential water and residential sewer rates above. For example:

For example:

For monthly municipal water service, a classification with 2.0 EDUs would be charged \$106.04 (base rate of \$53.02 x 2.0 EDUs) for the first 2,000 gallons (1,000 gallons x 2.0 EDUs) plus \$3.09 (usage fee) for each additional 1000 gallons used.

For monthly sewer service, a classification with 2.0 EDUs would be charged a base rate of \$182.68 ~~flat rate~~ monthly sewer fee of \$91.34 ~~flat rate~~ monthly sewer fee of \$91.34 x 2.0 EDUs). The Sanitary Sewer Overage Fee is also applicable, based on water consumption.

AFTER DISCONNECTION OF UTILITIES FOR NON-PAYMENT, ALL PAST DUE UTILITY BALANCES (WATER, SEWER, GARBAGE) IS REQUIRED BEFORE WATER TURN-ON.

Equivalent Unit Table

	Classification	Equivalent Units (EDUs)
1	Airport Terminal – For each 2,000 sq. ft.	1.0
2	Apartment	See multi-dwelling unit
3	Assembly Hall or Auditorium – for each 200 seats	1.0
4	Bank or Savings – For each 3,000 sq. ft.	1.0
5	Barbershop, Beauty Salon - additional per station over 2	1.0 0.5
6	Bowling Alley - additional per Lane over 2	1.0 0.2
7	Cafe, per customer seating capacity	See restaurant
8	Campsite - for each Trailer Unit - For each Camp site - Additional for RV dump	1.0 .046 4.0
9	Car Dealer - no Repair or Wash Facilities - With Wash Bays and/or Stalls - Additional per stall	1.0 1.0 0.5
10	Car Wash (per bay)	2.0
11	Church - For each 50 seats	1.0
12	Club or Lodge	Same as Church
13	Condominium	See multiple living unit
14	Dentist (per practitioner at site)	2.0
15	Doctor	Same as dentist
16	Department Store	See retail store
17	Drugstore	See retail store
18	Duplex	See multiple living unit
19	Florist – For each 1,500 sq. ft.	1.0
20	Fourplex	See multiple living unit
21	Garage – Per 3 employees	1.0
22	Grocery	See retail food store
23	Hardware store	See retail store
24	Hospital and/or Convalescent Home	1.0

	- Additional per bed	0.3
25	Hotel / Motel - First Unit - Additional per Unit - Additional per Unit with Kitchen	1.0 0.5 0.2
26	Industrial Use	Director Calculated
27	Jail - Additional per Bed	1.0 0.5
28	Laundry - Self Service up to 10 machines - Self Service – Additional machines over 10 - Commercial	4.0 0.25 Director Calculated
29	Mobilehome and Trailer Park – For each Unit	1.0
30	Multiple Living Unit – Per Unit	1.0
31	Office Building – For each 2,500 sq. ft.	1.0
32	Photo Lab / Printing Shop	Director Calculated
33	Post Office	See office building
34	Residential Units	1.0
35	Retail Store – For each 3,000 sq. ft.	1.0
36	Retail Food Store – For each 1,500 sq. ft.	1.0
37	Restaurant – Sit Down – For each Seat (minimum 2.0)	0.1
38	Restaurant – Fast Food – For each Seat (minimum 1.0)	0.05
39	Schools – Per 25 Students	1.0
40	Service Station - Gas and Restroom Only - per Set of Pumps - Full Service	1.0 See garage
41	Service Station - Convenience Store	See retail food
42	Tire Store	See garage, office
43	Warehouse / Storage Units – For each 10,000 sq. ft.	1.0

NON-MONTHLY OTHER MUNICIPAL WATER FEES

new water meter charge (7-4-9-a-1):	Double the cost of a new meter
monthly 3 rd party billing fee (7-4-8-c / 7-5-16:A):	\$ 2.00
shut off fee 7-4-9-e-2	\$ 14.00
temporary shut off fee 7-4-9-e-4	\$ 7.00
stand-by or partial service 7-4-20-f	set by contract with the City Council
metered temporary connection fee 7-4-10-c	One fourth (1/4) of the standard connection fee, varying depending on meter size. Please see connection fee chart below.
metered temporary connection water usage fee 7-4-10-c	Same as the monthly water usage rate.
hydrant temp use permit fee (meter loan + install and removal) 7-4-15-d:	\$ 50.00
latecomer's fee – 7-4-17-g:	See Greenleaf Code 7-4-17-g
water line extension special permit fee (7-4-17-c)	As may be set by the city per Greenleaf Code 7-4-17-c
repair for damage to water meter and appurtuances 7-4-20-d-4-a	time & materials
electronic fund transfer convenience fees 7-4-20-d-4-b	pass-through of fees from the electronic fund transfer provider

dishonored / returned check fee 7-4-21-c / 7-5-16:D	\$ 20.00, per Idaho Code 28-22-105
disconnect charge (penalty) 7-4-21-d-1 / 7-5-16:E:1	\$ 8.00
service disconnection fee 7-4-21-d-2 / 7-5-16:E:2	\$ 14.00
service restoration fee 7-4-21-d-2 / 7-5-16:E:2	\$ 14.00
service restoration expedite fee (same day or after hours) 7-4-21-d-2 / 7-5-16:E:3	\$ 56.00
water diversion / theft of service fee 7-4-21-i	\$100.00
deposit (7-4-22-a) (based on 2 months average charges)	-garbage service only (6mo) \$103.91 <u>\$87.30</u> sewer service only (2mo)- <u>\$171.22</u> \$179.98 water service only (2 mo) \$153.66 <u>\$130.76</u> garbage + sewer services \$198.97 <u>\$209.08</u> garbage + sewer + water \$352.63 <u>\$339.84</u>
deposit to re-establish credit on an existing service connection	See 7-4-22-c
repair/replacement of damaged shutoff valve (7-4-14):	time & materials
Connection Fee (7-4-8-e):	See Table Below

Connection Fee – Standard /residential* 0.75 in meter	\$4,631.00
Connection Fee – Standard /residential* 1.00 in meter	\$8,334.00
Connection Fee – Standard /residential* 1.50 in meter	\$18,522.00
Connection Fee – Standard /residential* 2.00 in meter	\$32,413.00
Connection Fee – Standard /residential)* 3.00 in meter	\$74,182.00
Connection Fee – Standard /residential)* 4.00 in meter	\$129,854.00
Municipal Water Connection Fee – Commercial*	Same as above, per EDU*
Partial connection fees	Per GC 7-4-9-a-d “...the difference in connection fees for the size of the new larger meter installed and the size of the smaller meter replaced.”

* Please see equivalent dwelling unit table.

MINIMUM & MAXIMIM LENGTH OF TIME FOR TEMPORARY SHUT OFF (7-4-9-e-1):

There is no minimum or maximum length of time for temporary shut off. Temporary shut off shall begin upon time of temporary shut-off, and continue until request to restore service is received. Per GC 7-4-9-e-1, the base rate applies during temporary shut off.

BILLING CYCLE (7-4-21-A-2):

The city bills a month in arrears. Meter readings shall be taken near the 20th of each month, dependent upon weather conditions and availability of public services department personnel for this task. Monthly utility billing shall be issued before the end of the month. Monthly utility billing shall be due and payable upon receipt, and considered past due with account subject to disconnection for non-payment after the 20th of the month following issuance.

Please note that per GC 7-4-8(D), applicants and authorized water users are responsible to maintain current contact information, including billing address, with the City at all times. Failure to do so will be grounds for immediate disconnection of the account at the discretion of the Director, subject to all applicable penalties, fees, and charges, including disconnection and reconnection, as if the account were disconnected for non-payment. Unpaid fees shall constitute a lien on the property as provided in section 7-4-21:K of this code.

NON-MONTHLY OTHER MUNICIPAL SEWER FEES

<u>New Service Line Deposit⁺</u>	<u>\$69.00</u>
<u>Sewer Service Connection Permit Fee (GC 7-5-15:A – Costs of inspection, administrative costs and the Sewer Service Availability Fee)⁺</u>	<u>Sewer Service Availability Fee + \$200.00 per EDU</u>
<u>Connection Fee— Standard / Residential⁺ Sewer Service Availability Fee (equity buy-in of the new connection – GC 7-5-15:A – Included in the Sewer Service Connection Permit Fee)</u>	<u>\$7,574.00 per EDU</u>
<u>Sewer Service Availability Fee Additional Fees for Areas Served which Require Additional Sewer Facilities in Order to Facilitate the Availability of the Sewer Service to that Area GC 7-5-15:A – Included in the Sewer Service Connection Permit Fee)⁺</u>	<u>As set by the Director of the Public Works Department</u>
<u>Connection Inspection Fee⁺</u>	<u>\$57.00⁺⁻</u>
<u>Non-Residential Sewer Service Availability Fee (GC 7-5-15:A:2)⁺</u>	<u>Per contractual arrangement with the City</u>
<u>Connection Administrative Fee⁺</u>	<u>\$28.00⁺⁻</u>
<u>Disconnect Notice Fee</u>	<u>Same as Water</u>
<u>Delinquent Account Processing & Reconnect Fees</u>	<u>Same as Water (Split Water/Sewer fee)</u>

Sewer Line Connection Outside the City Limits Application Fee (GC 7-5-8:A)⁺	\$750.00
Administration of Latecomer's Fee (GC 7-5-13:C:2)	As established in credit agreement

⁺ Charges applicable to a new connection to the city's sewer system
⁺⁺ ~~For greater than 1 hour of staff time, actual costs in excess of the first hour may be assessed~~

monthly 3rd party billing fee (7-4-8-c / 7-5-16:A):	\$ 2.00
dishonored / returned check fee 7-4-21-c / 7-5-16:D	\$ 20.00, per Idaho Code 28-22-105
disconnect charge (penalty) 7-4-21-d-1 / 7-5-16:E:1	\$ 8.00
service disconnection fee 7-4-21-d-2 / 7-5-16:E:2	\$ 14.00
service restoration fee 7-4-21-d-2 / 7-5-16:E:2	\$ 14.00
service restoration expedite fee (same day or after hours) 7-4-21-d-2 / 7-5-16:E:3	\$ 56.00

Please note that per GC 7-5-16:B:5, applicants and authorized sewer users are responsible to maintain current contact information, including billing address, with the City at all times. Failure to do so will be grounds for immediate disconnection of the account subject to all applicable penalties, fees, and charges, including disconnection and reconnection, as if the account were disconnected for non-payment.

ACCESSORY DWELLING UNITS (ADUs)
UTILITY CONNECTION AND MONTHLY UTILITY USER FEES

Accessory Dwelling Units (ADUs) are dwelling units secondary and incidental to the primary single-family residential structure on the parcel (see GC §9-2-2). ADUs shall be connected to municipal utilities if within utility service areas (see GC §9-7-17:B). ADUs are subject to assignment of equivalent dwelling unit (EDU) status for assessment of connection fees and monthly utility billing in accordance with the chart below (see GC §7-4-9:A:4:d and GC §7-5-7:A:2), if served by the same private service line as the primary residence.

	<i>Two (2) designated bedroom areas or less</i>	<i>More than two (2) designated bedroom areas</i>
<i>Equivalent Dwelling Units (EDU)s assessed</i>	Zero (0) additional EDUs	One (1) additional EDU

Note: ADUs served by their own private service lines are assessed as one (1) additional EDU regardless of designated bedroom areas in the ADU.

In the event of disagreement as to how many designated bedroom areas exist in an ADU design, determination shall be made by the Building Official and provided in writing, subject to the provisions of Greenleaf Code Chapter 10, title 1.

MUNICIPAL SOLID WASTE DISPOSAL (GARBAGE) SERVICE

STANDARD RESIDENTIAL SERVICE:

Service	96-gallon tote	Idaho sales/use tax	Franchise	Monthly Total
\$10.83	\$2.50	\$0.15	\$1.07	\$14.55

Optional Carry-out Service Fee: \$20.00 monthly – Note: Requires documentation from doctor of disability – provides carry-out of tote from house to curb for disposal and subsequent placement of tote back at house.

Standard residential service is emptied one (1) time weekly, on Wednesdays. One (1) tote is included in standard service, w/ additional totes available at above rates.

COMMERCIAL / CONTAINER SERVICE: (see table on next page)

FUEL SURCHARGE SCHEDULE (Resolution 156-B): The following schedule is to be implemented on a monthly basis to utility billing based on the per-gallon diesel fuel rate paid by the disposal service franchisee to the franchisee’s diesel fuel provider, as follows:

<u>Fuel Rate</u>	<u>Surcharge</u>
<u>\$4.50</u>	<u>\$0.25</u>
<u>\$4.75</u>	<u>\$0.37</u>
<u>\$5.00</u>	<u>\$0.50</u>
<u>\$5.25</u>	<u>\$0.62</u>
<u>\$5.50</u>	<u>\$0.75</u>
<u>\$5.75</u>	<u>\$0.87</u>
<u>\$6.00</u>	<u>\$1.00</u>

Diesel fuel rates above \$6.00 will be extended surcharge in accordance with the pattern set in the table above.

COMMERCIAL / CONTAINER SERVICE:

Container Size	Emptied	Service	Franchise 8%	Container	Container Sales/ Use Tax 6%	Monthly Total
1 yard	1 time/ week	\$ 35.36	\$ 3.11	\$ 3.50	\$ 0.21	\$ 42.18
2 yard	1 time/ week	\$ 50.96	\$ 4.36	\$ 3.50	\$ 0.21	\$ 59.03
	2 times/ week	\$ 68.38	\$ 5.75	\$ 3.50	\$ 0.21	\$ 77.84
	3 times/ week	\$ 127.40	\$ 10.47	\$ 3.50	\$ 0.21	\$ 141.58
	4 times/ week	\$ 165.62	\$ 13.53	\$ 3.50	\$ 0.21	\$ 182.86
	5 times/ week	\$ 203.84	\$ 16.59	\$ 3.50	\$ 0.21	\$ 224.14
3 yard	1 time/ week	\$ 70.20	\$ 5.90	\$ 3.50	\$ 0.21	\$ 79.81
	2 times/ week	\$ 122.98	\$ 10.12	\$ 3.50	\$ 0.21	\$ 136.81
	3 times/ week	\$ 175.76	\$ 14.34	\$ 3.50	\$ 0.21	\$ 193.81
	4 times/ week	\$ 228.54	\$ 18.56	\$ 3.50	\$ 0.21	\$ 250.81
	5 times/ week	\$ 281.32	\$ 22.79	\$ 3.50	\$ 0.21	\$ 307.82
4 yard	1 time/ week	\$ 90.48	\$ 7.52	\$ 3.50	\$ 0.21	\$ 101.71
	2 times/ week	\$ 158.34	\$ 12.95	\$ 3.50	\$ 0.21	\$ 175.00
	3 times/ week	\$ 226.20	\$ 18.38	\$ 3.50	\$ 0.21	\$ 248.29
	4 times/ week	\$ 294.06	\$ 23.80	\$ 3.50	\$ 0.21	\$ 321.57
	5 times/ week	\$ 361.92	\$ 29.23	\$ 3.50	\$ 0.21	\$ 394.86
6 yard	1 time/ week	\$ 122.72	\$ 10.10	\$ 3.50	\$ 0.21	\$ 136.53
	2 times/ week	\$ 214.76	\$ 17.46	\$ 3.50	\$ 0.21	\$ 235.93
	3 times/ week	\$ 306.80	\$ 24.82	\$ 3.50	\$ 0.21	\$ 335.33
	4 times/ week	\$ 398.84	\$ 32.19	\$ 3.50	\$ 0.21	\$ 434.74
	5 times/ week	\$ 490.88	\$ 39.55	\$ 3.50	\$ 0.21	\$ 534.14

Larger containers are available directly through Westowns Disposal, Inc., with no additional city franchise fee.

LAND USE DEVELOPMENT FEES

Greenleaf Code §9-1-8 establishes an application fee and a retainer for land use development applications, with the retainer used to pay professional service fees and expenses incurred by the city for processing the application. If the retainer is depleted to 15%, the applicant may be required to provide additional retainer funds to meet an updated estimate of remaining city expenses.

Applicants are encouraged to both have a complete and well defined vision for their project and to request a pre-application meeting before submitting their application, as the city's expenses for providing clarification and processing changes or revisions are charged against the applicant's retainer.

Greenleaf Code §9-13-08 provides for a late fee and interest on delinquent land use development accounts. Unless otherwise negotiated with the city as provided under §9-13-08, the late fee is set at double the cost of review fee as given in the listing below, in addition to the fee, and the interest rate is set at 8% APR (annual percentage rate) to be invoiced monthly until paid.

CATEGORY	COST
<u>Design Review</u>	
Single Family Residential Design Review*	
Application Fee:	\$ 100.00
Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense):	\$
555.00 <u>620.00</u>	
	Total \$
655.00 <u>720.00</u>	
Commercial Design Review*	
Application Fee:	\$ 100.00
Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense):	\$
555.00 <u>620.00</u>	
	Total \$
655.00 <u>720.00</u>	
Multi-family Residential Design review*	
Application Fee:	\$ 100.00
Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense):	\$
555.00 <u>620.00</u>	

	Total \$
655.00 <u>720.00</u>	
Limited Design Review*	
Application Fee:	\$ 100.00
Retainer (1 hr legal, 1 hr engineering + \$50.00 city hall expense):	\$
305.00 <u>330.00</u>	
	Total \$
405.00 <u>430.00</u>	

Central Business District*	
Application Fee:	\$ 100.00
Retainer (1 hr legal, 3 hr engineering + \$50.00 city hall expense):	\$
555.00 <u>620.00</u>	
	Total \$
655.00 <u>720.00</u>	

Accessory Dwelling Unit*	
Application Fee:	\$ 100.00
Retainer (1 hr engineering + \$50.00 city hall expense):	\$
175.00 <u>195.00</u>	
	Total \$
275.00 <u>295.00</u>	

Minor Modification—Administrative*	
Application Fee:	\$ 100.00
Retainer (1 hr engineering + \$50.00 city hall expense):	\$
175.00 <u>195.00</u>	
	Total \$
275.00 <u>295.00</u>	

Subdivision

Land Subdivision, any zone (preliminary plat) *	
Application Fee:	\$ 150.00
Retainer (2 hr legal, 4 hr engineering + \$100.00 city hall expense):	\$
860.00 <u>950.00</u>	
	Total \$
1,010.00 <u>1,100.00</u>	

Condo or Townhouse (preliminary plat) *	
Application Fee:	\$ 150.00

Retainer (2 hr legal, 4 hr engineering + \$100.00 city hall expense):	\$
860.00 <u>950.00</u>	
	Total \$
1,010.00 <u>1,100.00</u>	

Subdivision: Final Plat (any zone) *

Application Fee:	\$ 150.00
Retainer (2 hr legal, 4 hr engineering + \$100.00 city hall expense):	\$
860.00 <u>950.00</u>	
	Total \$
1,010.00 <u>1,100.00</u>	

Lot Line Adjustment*

Application Fee:	\$ 150.00
Retainer (1 hr engineering + \$50.00 city hall expense):	\$
175.00 <u>195.00</u>	
	Total \$
325.00 <u>345.00</u>	

Vacation*

Application Fee:	\$ 150.00
Retainer (1 hr legal, 1 hr engineering + \$100.00 city hall expense):	\$
355.00 <u>380.00</u>	
	Total \$
505.00 <u>530.00</u>	

Planned Unit Development*

Application Fee:	\$ 150.00
Retainer (5 hr legal, 10 hr engineering + \$100.00 city hall expense):	\$
2,000.00 <u>2,225.00</u>	
	Total
\$2,150.00 <u>\$2,375.00</u>	

Other Permits

Pre-application Meeting & Site Visit*

Application Fee:	\$ 50.00
Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense):	\$
280.00 <u>305.00</u>	
	Total \$
330.00 <u>355.00</u>	

Sign*

Application Fee: \$ 50.00
Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense): \$

~~280.00~~305.00

Total \$

~~330.00~~355.00

Encroachment in the Public Right-of-Way*

Application Fee: \$ 50.00
Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense): \$

~~\$280.00~~\$305.00

Total \$

~~330.00~~355.00

Conditional or Special Use*

Application Fee: \$ 50.00
Retainer (2 hr legal, 1 hr engineering + \$100.00 city hall expense): \$

~~485.00~~515.00

Total \$

~~535.00~~565.00

Variance Application*

Application Fee: \$ 50.00
Retainer (2 hr legal, 1 hr engineering + \$100.00 city hall expense): \$

~~485.00~~515.00

Total \$

~~535.00~~565.00

Waiver Application*

Application Fee: \$ 50.00
Retainer (1 hr legal, 1 hr engineering + \$100.00 city hall expense): \$

~~350.00~~380.00

Total \$

~~400.00~~430.00

Appeals*

Application Fee: \$ 0.00
Retainer (2 hr legal, 1 hr engineering + \$25.00 city hall expense): \$

~~410.00~~440.00

Total \$

~~410.00~~440.00

Grading Permit*	
Application Fee:	\$ 50.00
Retainer (1 hr engineering + \$25.00 city hall expense):	\$
150.00 <u>170.00</u>	
	Total \$
200.00 <u>220.00</u>	

Off-site Sign*	
Application Fee:	\$ 50.00
Retainer (1 hr legal, 1 hr engineering + \$25.00 city hall expense):	\$
289.00 <u>305.00</u>	
	Total \$
330.00 <u>355.00</u>	

Annexation, Changes and Amendments

Comprehensive Plan Change*	
(including comp plan text amendment or comp plan map amendment)	
Application Fee:	\$ 100.00
Retainer (2 hr legal, 3 hr engineering + \$100.00 city hall expense):	\$
735.00 <u>805.00</u>	
	Total \$
835.00 <u>905.00</u>	

Zoning Change*	
(including rezone and zoning ordinance text amendment)	
Application Fee:	\$ 100.00
Retainer (2 hr legal, 3 hr engineering + \$100.00 city hall expense):	\$
735.00 <u>805.00</u>	
	Total \$
835.00 <u>905.00</u>	

Development Agreement*	
Application Fee:	\$ 100.00
Retainer (5 hr legal, 5 hr engineering + \$100.00 city hall expense):	\$
1,400.00 <u>1,500.00</u>	
	Total \$
1,500.00 <u>1,600.00</u>	

Annexation - Under One Acre*	
Application Fee:	\$ 100.00
Retainer (2 hr legal, 2 hr engineering + \$100.00 city hall expense):	\$
610.00 <u>660.00</u>	

	Total \$
710.00 <u>760.00</u>	
Annexation - One Acre or More*	
Application Fee:	\$ 100.00
Retainer (3 hr legal, 4 hr engineering + \$100.00 city hall expense):	\$
990.00 <u>1,085.00</u>	
	Total \$
1,090.00 <u>1,185.00</u>	
Development Agreement Amendment*	
Application Fee:	\$ 100.00
Retainer (4 hr legal, 3 hr engineering + \$100.00 city hall expense):	\$
995.00 <u>1,075.00</u>	
	Total \$
	1,095.00 <u>1,175.00</u>

Miscellaneous

Engineering Inspection and Plan Review*	
Application Fee:	\$ 50.00
Retainer (5 hr engineering):	\$
625.00 <u>725.00</u>	
	Total \$
675.00 <u>775.00</u>	
Legal Review*	
Application Fee:	\$ 50.00
Retainer (5 hr legal):	\$
650.00 <u>675.00</u>	
	Total \$
675.00 <u>725.00</u>	

- Consultants/professionals* Actual fees and costs billed to the City by consultants / professionals
- Bonding/Letter of Credit Incomplete Improvements* \$100.00 application fee plus 150% of estimated completion costs
- Public meeting or hearing audiotape transcription* Actual cost of certified transcription

Copy of Land Use Development Ordinance (on CD)*	Actual media cost incurred by the City
Copy of Comprehensive Plan (on CD)*	Actual media cost incurred by the City
Copy of Comprehensive Plan Map*	11x17 (color) - \$0.40 8.5x11 (color) - \$0.20
Copy of Zoning Map (on 8.5 x 11, color)*	\$0.20
Black & White Photocopies (8-1/2 x 11)*	See “Miscellaneous Fees”
Color Photocopies*	See “Miscellaneous Fees”
Miscellaneous Costs incurred by the City to process Land Use Applications and Requests*	Actual costs incurred by the City
Meeting Recording*	Actual media cost incurred by the City
Postage and Overnight Mail*	Actual cost incurred by the City

* Payment for any additional costs incurred by the city related to the review and processing of applications (including, but not limited to, reimbursement for actual cost of publication of notices and postage, contract per-hour charges from the City Engineer, City Attorney, or other consultant) is required before a public hearing will be held on the application.

All charges must be paid to deem the application complete. Applicant must pay all additional charges incurred by the City in excess of the charges collected prior to final action by the City Council, or applications will be stayed until full payment has been remitted. Applications will not be deemed accepted until all required information is submitted and the applicable charges have been paid. All applicable charges must be paid before a public hearing date will be scheduled.

Failure to appear at, or make payment, prior to a public hearing are grounds for administrative denial of the application.

BUILDING PERMIT FEES

The Building Permit Fee includes **the valuation fee, the plan review fee, and any other fees that may be applicable** to the permit type.

Applications will not be deemed complete and accepted for processing until all required information is submitted and the application fee paid.

Payment for all fees and any additional fees or costs incurred by the city related to the review and processing of applications, including but not limited to additional review fees, additional inspection fees, or additional time spent on the project by the building official, must be paid before a Certificate of Occupancy will be issued.

Building Permit Application Fee: A \$50.00 Building Permit Application Fee shall be due upon submission of all building permit applications. This fee shall be deducted from the total amount due after building permit valuation and fees have been calculated by the Building Official.

Valuation Fee: Valuation shall be set by the Building Official, computed using the most current fee schedule listed in the Building Valuation Data published by the International Code Council.

TOTAL VALUATION	FEE
\$1 to \$500	\$24
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,027 for the first \$100,000; plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 and over	\$18,327 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

The above Valuation Table is taken from Appendix L (Permit Fees) of the 2009 International Residential Code (IRC).

Consolidated Fee Schedule – City of Greenleaf – Resolution #205fy22-002- “Exhibit A” – p.

Plan Review Fee: 65% of the cost of the building permit, except Group R, Division 3 plan reviews shall be assessed at a rate of 30% for structures with less than 2,500 sq. ft. of habitable space (finished or unfinished).

Other Inspections, Reviews and Fees: As follows:

RESCheck energy code plan review Fee (not applicable to all permits)	\$150.00
Additional Plan Review Fee (beyond initial plan review)	\$ 75.00
Additional Inspection Fee (re-inspections)	\$100.00
Additional Building Official time spent on project	\$150.00/hr

Penalty for building without a permit: Double the cost of all applicable building permit fees

PUBLIC RECORDS REQUEST FEE SCHEDULE

The City Council has adopted the following fee schedule in accordance with Idaho Code § 9-338. Payment is required before the records requested will be released for examination or receipt of copies, unless payment is waived by the City Council. Staff may require a deposit for estimated cost before the request is deemed complete.

At the city's discretion, recordings are provided in the most easily duplicated format.

STANDARD COSTS

B&W Photocopies: See "Miscellaneous Fees"

Color Photocopies: See "Miscellaneous Fees"

Photocopies other than those listed above: See "Miscellaneous Fees"

Cassette Tapes: Actual cost of blank cassette

Compact Disk (data): Actual cost of blank disk

City Publications: Standard price for purchase by the public, if any, for the publication containing the requested information

Other Media: Actual cost of media

ADDITIONAL COSTS

Actual labor costs associated with processing the public records request will be assessed if the request entails any of the following:

- The Request is for more than one hundred (100) pages of paper records, or
- The request includes records from which non-public information must be deleted/redacted, or
- The labor associated with locating and copying documents for a request exceeds two (2) person hours

Labor cost will be calculated for city employees at current hourly wage plus overhead (payroll liabilities, insurance costs, etc. estimated at 30% of hourly wage), or current standard hourly rate for contracted personnel.

MISCELLANEOUS FEES

Fax Service \$1.00 per page in the Continental United States
Best estimated cost for outside the Continental United States

Insufficient Funds Fee: \$20.00 per check returned with insufficient funds

Photocopies:

Black and White (B&W) Photocopies:	8.5 x 11 (letter size):	\$0.10 per page
	8.5 x 14 (legal size):	\$0.15 per page
	11 x 17 (ledger size):	\$0.20 per page

Color Photocopies: Double the cost of B&W copies

Photocopies other than those listed above: Actual costs incurred by the city.

Fees for photocopies include 6% Idaho State Sales Tax.

At their discretion, City Staff may waive charges for 10 or less B&W copies or fax service with 5 pages or less to local phone numbers.

City of Greenleaf Promotional Items:

As set by the City Clerk to cover actual cost, rounded up to the next nearest dollar.

City Publications:

Bound Copies (comb binder):	1/4"	\$ 3.00
	3/8"	\$ 5.00
	1/2"	\$ 6.00
	5/8"	\$ 7.00
	3/4"	\$ 8.00
	1"	\$10.00
	1 1/2"	\$15.00

Disk (CD-R or DVD): \$ 5.00

Non-profits: At the City Clerk's discretion, non-profit organizations associated with the Greenleaf community may be charged miscellaneous fees as set by the Clerk to cover actual cost, rounded up to the next nearest dollar.

IRRIGATION

Irrigation is billed annually in accordance with Idaho Title 50 Chapter 18. The municipal irrigation billing reflects pass-through of water expense from the Wilder Irrigation District on a per-acreage basis, and operations & maintenance (O&M) on a per parcel basis. An administrative fee may be applied in lieu of the O&M for parcels in the system which do not have an irrigation delivery point.

Generally irrigation billing is sent in late February or early March. The City Council sits as a 'Board of Corrections' to hear requests for irrigation billing adjustment, usually in March. Irrigation billing is due by 01 April.

Irrigation water is usually available through the city system from Wilder Irrigation District sometime in April through sometime in October. The city irrigation system is a gravity-feed system requiring property owners to use their own irrigation pumps to pull water from the system. Irrigation water is in the system for most parts of the city during irrigation season, with availability at any given location at any given time dependent upon demand 'upstream' in the system.

An irrigation connection fee will be charged for all new connections to the city irrigation system based on the actual cost of construction of such new construction, including cost of materials and labor.

RECREATIONAL VEHICLES

Greenleaf Code Title 9, Chapter 12 regulates parking and temporary use of recreational vehicles. Temporary use of a recreational vehicle on residential property is allowed as a temporary accommodation for guests, or by residents to free living space for use by guests in the primary residence, for up to thirty (30) days in any 12-month period (GC §9-12-2-D). Permits are required for guest accommodation beyond thirty (30) days on residential properties (GC §9-12-2-E), for recreational vehicle use during construction on a residential property (GC §9-12-2-C), and on a case-by-case basis upon demonstrated need on non-residential property.

Administrative Permit – Recreational Vehicle Use on Residential Property

Temporary Accommodation for Guests Beyond Thirty (30) Days: \$ 28.00

Temporary Accommodation for Construction for Six (6) Months: \$ 28.00

Administrative Permit – Recreational Vehicle Use on Non-Residential Property

Temporary Accommodation on Non-Residential Property: \$ 28.00

ANIMAL CONTROL

Vicious Animal Registration Fee \$ 50.00
per GC §5-5-8:C

Vicious Animal Civil Penalty for violation of GC §5-5-8:A, 5-5-9:D, 5-5-9:E \$ 500.00
per GC §5-5-10:C

Fee for Impound of Vicious Animal Triple the -impound fee per
schedule below
per GC §5-5-11:I

Dog (canine) License / Annual Tag standard \$ 10.00
per GC §5-5-14:B:3 , 5-5-15:A, 5-5-15:C, 5-5-17:C spay/neuter \$ 5.00

Dog (canine) License – Replacement \$ 3.00
per GC §5-5-14:B:4

Residential Kennel License (annual tags also required) new license \$ 50.00
per GC §5-5-15:A, 5-5-16:C, 5-5-16:E:1:b annual renewal \$ zero

Commercial Kennel License (annual tags also required) new license \$ 50.00
per GC §5-5-15:A , 5-5-17:C, 5-5-17:E, 5-5-17:E:2:a annual renewal \$ 50.00

Impound (remitted to Wilder Police) 1st offense licensed \$ 15.00
per GC §5-5-26:C, 5-5-28:B 2nd offense licensed \$ 25.00
(note: additional fees may be imposed by Wilder Police) 3rd offense licensed \$ 50.00
4th offense licensed \$ 75.00
1st offense unlicensed \$ 25.00
2nd offense unlicensed \$ 50.00
3rd offense unlicensed \$100.00
4th offense unlicensed \$150.00
board fee – per day \$ 5.50
hauling fee \$ 200.00

Dog (canine) Adoption (annual tags also required) or Disposal/turn-in \$
±25.00
per GC §5-5-30, 5-5-26I (same as 1st offense licensed impound)

Animal Facility License Fees new license \$ 10.00
per GC §5-5-35:B, 5-5-35:D*, 5-5-35:D:2:a renew license* \$ 10.00
* May be waived by Wilder Police assignment / transfer \$ 20.00

Aquaculture BOD/TSS
per GC §5-5-32:B:2

See monthly industrial sewer user

NONDISCRIMINATION STATEMENT: In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”

SPECIAL ACCOMMODATION: Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.