



USER FEE STUDY CITY OF KENTWOOD, MICHIGAN

Report

October 13, 2023



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CHAPTER 1. EXECUTIVE SUMMARY

Introduction

MGT is pleased to present the City of Kentwood (City) with this summary of findings for the recently completed user fee study.

The City contracted with MGT to perform a cost-of-service study using fiscal year 2023 budgeted expenditures, staffing costs, and operational information. The current City's fees represent the fees being charged at the beginning of this study.

This report is the culmination of an extensive study conducted by MGT in collaboration with the city's management and staff. MGT would like to take this opportunity to gratefully acknowledge all management and staff who participated in this project for their efforts and coordination.

Study Scope and Objectives

This study included a review of the City's fees-for-service activities for certain departments. The study was performed under the general direction of the City's Finance Director. The study included a review of fee for service activities within the following areas:

- ❖ Assessor
- ❖ Clerk
- ❖ Engineering
- ❖ Fire
- ❖ Inspections (Building)
- ❖ Planning
- ❖ Police
- ❖ Public Works (Cemetery)
- ❖ Public Works (Water non-utility rates)

Note: MGT interviewed and reviewed the current fees listed under the Treasurer and District Court fees. MGT found that the fees listed under the Treasurer's department should be removed or relabeled as a penalty and those listed under the District Court are set by either the State Court or had recently been adjusted by the judge. MGT does suggest updating the City's master fee list with these new rates for the District Court.

The primary goals of the study were to:

- ❖ Define what it costs the city to provide the various fee-related services.

- ❖ Determine whether there are any services where a fee should be collected.
- ❖ Identify service areas where the City might adjust fees based on the full cost of services and other economic or policy considerations.
- ❖ Develop revenue projections based on recommended increases (or decreases) to fees.

The information summarized in this report addresses each of these issues and provides the City with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on City's revenues.

CHAPTER 2. SUMMARY OF FINDINGS

The study's primary objective was to provide the City's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of services and presents recommended fee adjustments and their fiscal impact. Recommendations are based on careful consideration of the results of the cost analysis and industry best practices. MGT, in general, recommends full cost recovery on all fees with some exceptions.

The exhibit below displays the costs and revenues for the City's user fees:

User Fee Department	CURRENT				RECOMMENDED			
	(A) Costs, User Fee Services	(B) Current Revenue	(C) Current Subsidy	(D) Cost Recovery Policy	(E) Increased Revenue			
City Assessor	\$ 3,005	\$ 1,000 33%	\$ 2,005 67%	\$ 2,000 67%	\$ 1,000			
City Clerk	\$ 257,150	\$ 155,630 61%	\$ 101,520 39%	\$ 193,040 75%	\$ 37,410			
Engineering	\$ 67,466	\$ 21,485 32%	\$ 45,981 68%	\$ 34,955 52%	\$ 13,470			
Fire*	\$ -	\$ - 0%	\$ - 0%	\$ - 0%	\$ -			
Inspections (Building)	\$ 1,216,712	\$ 1,143,203 94%	\$ 73,509 6%	\$ 1,209,562 99%	\$ 66,599			
Planning	\$ 65,376	\$ 35,729 55%	\$ 29,647 45%	\$ 57,760 88%	\$ 22,031			
Police	\$ 19,861	\$ 24,415 123%	\$ (4,554) -23%	\$ 27,378 138%	\$ 2,963			
Public Works (Cemetery)	\$ 87,774	\$ 35,667 41%	\$ 52,107 59%	\$ 57,781 66%	\$ 22,114			
Public Works (Water non-utility rates)	\$ 210,446	\$ 18,700 9%	\$ 191,746 91%	\$ 158,125 75%	\$ 139,425			
Treasurer**	\$ -	\$ - 0%	\$ - 0%	\$ - 0%	\$ -			
Totals:	\$ 1,927,790	\$ 1,435,829 74%	\$ 491,961 26%	\$ 1,740,601 90%	\$ 305,012			

*The Fire Department had only one user fee that was cost analyzed: Fire Extinguisher Training. The Department did not provide this training in the past year so there are no annual cost/revenue numbers to report.

** Treasurer Department has no user fees but contain several penalties and a return check fee that is set by resolution.

- Column A, User Fee Costs –\$1,927,790 of the city’s costs are related to user fee services. It is this amount that is the focus of this study and represents the total potential for user fee-related revenues for the city.
- Column B, Current Revenues – Based on current individual fee levels, the city generates fee-related revenues of \$1,435,829 and is experiencing a 74% overall cost recovery level.
- Column C, Current Subsidy – Current fee revenues recover 74% of the full cost, leaving 26% or \$491,961 to be funded by other funding sources. This \$491,961 represents an opportunity for the city to adjust fees and revenues within the departments.
- Column D, Recommended Recovery – Adjusting fees to the proposed cost recovery based on the City’s user fee recommendations would increase the cost recovery percentage at 90% or \$1,740,601.
- Column E, Increased Revenue – Department fee recommendations would result in a revenue increase of \$305,012.

Methodology

MGT’s standard approach for analyzing the cost of providing fee-related services is commonly referred to as a “bottom-up” approach. The bottom-up approach was used to analyze all the City’s fees for service. A general description of the bottom-up approach is as follows:

1. Identify all direct staff time spent on the fee related activity or service

MGT conducted a series of meetings to identify work directly in support of fee related services. Direct staff costs are incurred by employees who are “on the front line” and most visible to the customers. Once all direct staff were identified, subject matter experts estimated how much time those employees spend, on average, performing each fee service.

Developing time estimates for fee-related services can be challenging and staff should be commended for the time and effort they put into this. Although MGT provided direction with templates and other tools to assist them in developing average or “typical” time estimates, these calculations were necessarily developed by the subject matter experts within each fee area.

2. Calculate direct cost of the staff time for each fee using productive hourly rates

“Productive hours” means the time staff are in their office or in the field. A full-time City employee typically has 2,080 paid hours per year (40 hours x 52 weeks). However, cost studies reduce this number to account for non-productive hours (sick leave, vacation, holidays, training days, meetings, etc.). MGT calculates the productive hourly rate for each staff classification by dividing annual salary and benefits by annual productive hour figures. The average productive hours for the City’s staff providing services ranged was 1,752 hours per year.

3. Determine indirect or “overhead” costs

Generally, there are two types of indirect costs: department (or division)-specific and Citywide overhead. These indirect costs are allocated across user fee services in order to capture the full cost of providing the service. If a department performs non-fee related services, a commensurate amount of indirect cost is segregated and not allocated to the fee related services.

Departmental overhead costs – these costs include managers, supervisors, and support staff as well as other operational costs, such as materials and supplies that are incurred for a common purpose and not readily assigned to a particular service or program.

Centralized overhead costs – each department that charges fees receives support from central departments whose main function is to keep the City running. An example of a central service department is Finance. These costs are distributed to each receiving department through the cost allocation plan.

4. Compare total costs to the current fee schedule

Once all direct and indirect costs are calculated, MGT compared the total cost for each fee-related service to the fee currently charged to the public. We found the total cost of providing a service to be a mix of some fees exceeding the cost while most were under what it is actually costing to provide the service. The Finance Director met with each department analyzed and developed staff recommendations base on this information.

5. Costs and revenues are annualized by incorporating annual volume figures

Up to this point we have calculated fee costs and revenues on a per-unit basis. By incorporating annual volume figures into the analysis, we extrapolate the per-unit results into annual cost and annual revenue information. This annualization of results gives management an estimate of the fiscal impact of proposed fee adjustments.

Because annual volume will vary from one year to the next, these figures are estimates only. Actual revenue will depend on future demand level and collection rates.

6. Recommend fee adjustments

MGT provides fee adjustment recommendations based on full cost information, staff recommendations and industry best practices. Of course, MGT’s recommendations are advisory in nature only, ultimately the City Commission must decide what fee levels are appropriate.

Legal, Economic & Policy Considerations

Calculating the true cost of providing City services is a critical step in the process of establishing user fees and corresponding cost recovery levels. Although it is a principal factor, other factors must also be given consideration. City decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the community as a whole.

The following legal, economic and policy issues help illustrate these considerations:

LEGAL RESTRICTIONS

If a fee is set by the state, then that fee needs to be charged based on the state's limitations.

ECONOMIC BARRIERS

It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.

COMMUNITY BENEFIT

If a user fee service benefits the community as a whole to some extent, it is appropriate to subsidize a portion of the fee.

PRIVATE BENEFIT

If a user fee primarily benefits the fee payer, the fee is typically set at, or close to, 100% full cost recovery. Development-related fees generally fall into this category; however, exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.

SERVICE DRIVER

In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates City code.

MANAGING DEMAND

Elasticity of demand is a factor in pricing certain City services; increasing the price of some services results in a reduction of demand for those services, and vice versa.

COMPETITION

Certain services, such as park usage or facility rentals, may be provided by neighboring communities or the private sector, and therefore demand for these services can be highly dependent on what else may be available at lower prices. Furthermore, if the City's fees are too low, demand enjoyed by private-sector competitors could be adversely affected.

INCENTIVES

Fees can be set low to encourage participation in a service, such as obtaining a water heater permit.

DISINCENTIVES

Penalties can be instituted to discourage undesirable behavior. Examples include fines for construction without a building permit and fines for excessive false alarms within a one-year period.

Analysis Highlights

Below is a brief discussion of the findings for each department's analysis. Please see the executive summary for each department listed in Chapter 4 of this report for the details on the cost analysis and recommendations.

ASSESSOR

The Assessor's Office is responsible for the annual appraisal (State Equalized Value [SEV] and Taxable Values [TV]) of all properties in the City of Kentwood: residential, commercial, industrial, vacant, and personal. Additional activities include administration of special acts, updating property descriptions, building characteristics, and defending assessment appeals. Almost all activities of the Assessor are considered tax administrative in nature, and therefore are allocated directly to Tax Administration. They have very little time spent in fee for service, also known as user fee, activities. They are responsible for lot splits and to support some other activities in Inspections and Planning.

MGT analyzed the current fee for lot splits which is set at \$50 per child parcel. The full cost to provide this service is \$150 per child parcel. The current recovery rate is only 33%. Staff recommend raising the per child parcel fee to \$100 which is a 67% recovery rate but would avoid fee shock to the customer. The City should consider whether to increase this fee again in a year to try and close the recovery rate gap and get closer to 100% cost recovery.

Recommended for Removal:

Staff recommend removing two fees:

- Property Record Cards
- Apartment Lists

Result Findings

The cost analysis for the Assessor's Office is showing an overall recovery of 33% (\$1,000) with an under recovery of 67% (\$2,005). The full cost of services according to the analysis is \$3,005. If staff recommendations are adopted, the recovery level would increase to 67% (\$2,000) which would be an increase of \$1,000 in revenue annually. Note that these revenue projections assume no change in demand.

CLERK

The City Clerk administers the issuance and processing of licenses for businesses operating within the City. These license fees were the main focus of MGT's study, along with fees for passport photo processing and processing deeds for the Pine Hill Cemetery.

MGT's analysis found that in addition to the Clerk's office, several other departments participate in the business license process, by reviewing applications and inspecting businesses. The costs of these departments' time was included in the analysis.

Many of the current business license fees were found to be recovering less than the full cost to the City for processing and oversight. The Clerk is recommending increasing some of these fees although most of the recommended increases are still below the full cost.

The Clerk is recommending removal of two business license fees: Myomassologist and Tattoo Establishments, as both these licenses are now issued by the State.

New Fees

Staff did not recommend any new fees to be added to their fee schedule.

Result Findings

The cost analysis for the City Clerk's department is showing an overall recovery of 61% (\$155,630) with an under recovery of 39% (\$101,520). The full cost of services according to the analysis is \$257,150. If staff recommendations are adopted, the recovery level would increase to 75% (\$193,040) which would be an increase of \$37,410 in revenue annually. Note that these revenue projections assume no change in demand.

ENGINEERING

The Engineering department is responsible for the engineering review of projects and developments which includes drainage, public utilities, floodplains, sewer and water in streets, stormwater control, sidewalks and right of ways. They provide user fee services related to right of way permits for transportation, residential driveways (concrete or asphalt), commercial driveways, underground open and non-open cuts, soil boring, soil erosion and sedimentation control permits and housing development site plan review. In addition, staff does provide non fee services to the City's Parks and Recreation projects.

New Fees

Staff recommend adding one new fee to the schedule.

- New Fee: Housing Development Site Plan Review. Staff are recommending that this new fee be set at \$600 with a \$4 per unit up to \$1,800 cap.

Result Findings

The cost analysis for the Engineering department shows an overall recovery of 32% (\$21,485) with an 68% (\$45,181) subsidy. Many of the fees have been set in agreement with the Road Commission and are

in alignment with the other surrounding agencies. If staff recommendations are adopted, the recovery level would increase to 52% (\$34,955) which would be an increase of \$13,470 in revenue annually. Note that these revenue projections assume no change in demand.

FIRE

The Fire department has several user fees listed on the fee schedule, but only one fee was subject to MGT's analysis: Fire Extinguisher Training. MGT's analysis found that this fee, currently set at \$100, is recovering 52% of the cost to provide the training. The department is recommending increasing the fee to \$200 so as to recover 100% of the cost. As the Fire Department has not provided this training in recent memory, there is no fiscal impact to report.

There are six fees the Fire Department is recommended for removal from the fee schedule as they no longer provide the service: Fire Reports, Fire Report Research, Environmental Assessment File Searches, Fire Extinguisher Training outside of Kentwood, Fireworks, and Fireworks with engine and staff.

New Fees

Staff did not recommend any new fees to be added to their fee schedule.

Result Findings

MGT is not able to report any annual cost or revenue since the one fee analyzed had no activity.

INSPECTIONS (BUILDING)

The Inspections department performs plan reviews, issues permits and conducts building inspections, as well as electrical, mechanical and plumbing inspections. The City also conducts rental inspections as part of its rental property oversight program. Many of the current fees are set at what the surrounding agencies are set at and in alignment with the Road Commission.

New Fees / Change in how the fee is charged

Staff have recommended adding two new fees and changing the way that one fee is currently being charged. The new fees are better aligned with the services being provided.

- New Flat Fee: Commercial Construction Site Plan Review: The full cost to provide this service is \$620. Staff recommendation is \$600, which is 97% of the full cost.
- New Flat Fee: Commercial Deck Plan Review, which is currently being charged under the \$200 residential plan review fee, has been identified as a separate fee. Full cost to provide this service is \$364. Staff recommend charging \$300 or 82% of the full cost.
- Commercial/Industrial Plan Review is currently set as a flat fee of \$400. Staff recommend changing how this fee is charged. Staff recommend charging 10% of the building permit with minimum of \$400.

Staff does recommend removing six fees from the fee schedule. These fees are either duplicate fees that already exist on the fee schedule or are already accounted for in another fee.

Recommended for Removal:

- Permanent above ground pool no plan review fee
- Basement Finish plus plan review fee
- Residential Remodel/Basement Finish
- Electric Water Heater
- Pool/Hot Tub (bonding, motor, light & incl. 2 inspections)
- Compressor

Result Findings

The cost analysis for Inspections shows an overall recovery of 94% (\$1,216,712) with a 6% (\$73,509) subsidy. If staff recommendations are adopted, the recovery level would increase to 99% (\$1,209,562) which would be an increase of \$66,599 in revenue annually.

PLANNING

The Planning Department is responsible for all planning and zoning services in the City. The fees MGT analyzed as part of this study fall under the three categories listed below.

Community Development**Recommended for Removal:**

Planning recommends removing five fees from this category:

- Public Nuisance Administrative Fee – this fee is not charged.
- CD copies – CD copies are no longer provided.
- Confiscated Signs – this is a Police fee.
- Return of Confiscated Signs – also a Police fee.
- Admin Fee for Fence Permit – administration time was included in the Fence Permit cost so there is no need to charge a separate fee.

New Fees

The department is recommending adding two new fees in this category:

- Application Fee for Tax & Financial Incentive – Brownfield – This would be a separate fee from the administration of the program, meant to capture costs of taking and reviewing the application. The department is recommending keeping the current fee policy the same for the administration piece. The department also recommends keeping the current fee policy the same for reviewing the Tax and Financial Incentive for Industrial Facilities Tax.
- Fence Permit – Engineering Review – some fence permits require a review by Engineering. Planning recommends adding a separate fee in order to recover this cost .

Planning Commission**New Fees**

One new fee proposal is recommended in this category:

- Zoning Compliance Letter, Detailed – Staff time to provide this service can vary depending on the complexity of the situation. The current Zoning Compliance Letter fee would be for “brief” letters and this new fee would be charged for more detailed zoning compliance letters.

Zoning Board of Appeals

Recommended for Removal:

- Planning recommends removing the Use Variance fees for residential and commercial/ industrial.

New Fees

No new fees are recommended in this category.

In all three categories, Planning recommends foregoing full cost recovery for services directly impacting residential property owners.

In addition, of the seven services for which Planning currently doesn't charge a fee, they recommend continuing to not charge for six of them: Administrative Review, Animal Keeping Permit, Group Child Day Care Permit, Pre-application meeting, Street Tree Escrow Processing, and Land Use/Zoning Subcommittee Review. The rationale is that the process saves time and expense for the city, so its value far exceeds the foregone revenue.

Result Findings

The cost analysis for Planning is showing an overall recovery of 55% (\$35,729) with a 45% (\$29,647) subsidy. If staff recommendations are adopted, the recovery level would increase to 88% (\$57,760) which would be an increase of \$22,031 in revenue annually. Note that these revenue projections assume no change in demand.

POLICE

The Police Department provides user fee services such as accident and police reports, records checks, and fingerprinting. Several of their fees with the highest annual volume were found to be over-recovering, meaning that the department is currently charging more than the cost of providing the service. This is primarily due to streamlining processes, and having lower paid staff such as cadets performing the routine duties associated with the services instead of sworn personnel.

Of the aforementioned fees that were found to be over-recovering, staff is recommending that Applicant Fingerprinting be kept at its current fee of \$15.

It should be noted that the Department incurs cost to process the Sexual Offender Registration fee, but the fee collected is transferred directly to the State.

Recommended for Removal:

The Department is recommending seven fees for removal:

- Video Tape Request
- Cost Recovery
- Drug Test Kits
- Alcohol Test Kits
- Photos from Police
- Photos from Police (Special)
- Precious Metal and Gem Dealer Registration.

In addition, there are two fees listed on the Police fee schedule: Traffic Hazard Escort and 24-hour Liquor License, that the Police Department will provide services for if requested, but they have never collected either of those fees. The Clerk Department does not collect fees for either of those services either, and there were no annual volume statistics to report, so the above is presented as informational only and does not have a fiscal impact on this study. Nevertheless, staff is recommending the Traffic Hazard Escort fee be increased from \$40 to \$100.

New Fees

The Police Department is not recommending any new fee proposals.

Result Findings

The cost analysis for the Police user fee activities is showing an overall recovery of 123% (\$24,415) with a 23% (\$4,554) overage in revenue collected. If staff recommendations are adopted, the recovery level would be 138% (\$27,378) which would increase the revenue overage by \$2,963. MGT recommends staff consult with the City Attorney on the policy of charging more than full cost on one user fee, when other fees are being subsidized.

PUBLIC WORKS (CEMETERY)

The City operates the Pine Hill Cemetery, staffed by the Public Works Department. User Fee services provided by staff include grave openings, burials, cremations, and monument installations. MGT's analysis found that all current fees are under-recovering; that is, the cost to provide the services exceeds the fee charged. The department is recommending increasing all fees, although the recommended fees will be less than 100% recovery.

New Fees

The department is recommending three new fees:

- Grave Opening on Sundays and Holidays
- Urn Vault Sales
- Grave Purchase Consultation (recommending no charge for this service)

Result Findings

The cost analysis for the Cemetery user fee activities is showing an overall recovery of 41% (\$35,667) with a 59% (\$52,107) subsidy. If staff recommendations are adopted, the recovery level would increase to 66% (\$57,781) which would be an increase of \$22,114 in revenue annually, assuming no change in demand.

PUBLIC WORKS (WATER NON-UTILITY RATES)

User fee services provided by the Public Works department, Water division, include turning on and off of water service, issuing hydrant permits, and installing new meters. MGT's analysis found all their fees are under-recovering – in fact, the department currently is not charging a fee for new meter installation or replacing damaged water meters. The department is recommending full cost recovery for all new meter installation fees and a partial increase in fees charged for the other services such as turning on/off of service, broken service, and hydrant permit issuance.

New Fees

The department is recommending seven (7) new meter installation fees, seven (7) new fees for replacing damaged water meters, and a new fee for turning water on or off after hours.

Result Findings

The cost analysis for the Water user fee activities is showing an overall recovery of 9% (\$18,700) with a 91% (\$189,659) subsidy. If staff recommendations are adopted, the recovery level would increase to 75% (\$158,125) which would be an increase of \$139,425 in revenue annually, assuming no change in demand.

CHAPTER 3. Recommendations

MGT recommends the following:

- ❖ MGT recommends that the city build on its investment in this cost-of-service analysis by continuing to analyze its fees whether this is done by staff or outside consultants. Once the commitment is made to understand the full cost of providing services, it is important to review and update the analysis in order to keep pace with changes in service delivery, staffing changes, and demand levels.
- ❖ MGT recommends the City apply a CPI factor to fees annually to keep pace with inflation. This factor can be applied once per year as part of the City's annual budget process. This is particularly helpful once an agency has chosen to adopt a cost recovery policy – whether 100% of cost or something less – in order to keep fees at the desired level.

CHAPTER 4. Fee Study Results

The following pages provide the individual fee study results.

Assessor

City of Kentwood, MI
 Assessor - 101-209
 FY23 Budget

Ord.	Service Name	Fee Description	Current						Recommendations						
			Per Unit		Current Recovery %	Annual			Per Unit		Annual				
			Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy		
1	Property Record Cards	Remove	\$ 3	\$ -	0%	\$ -	\$ -	\$ -							--staff recommends removing this fee --
2	Apartment Lists	Remove	\$ 30	\$ -	0%	\$ -	\$ -	\$ -							--staff recommends removing this fee --
3	Lot Splits	Per child parcel	\$ 50	\$ 150	33%	\$ 3,005	\$ 1,000	\$ 2,005	67%	\$ 100	\$ 2,000	\$ 1,000	\$ 1,005		
4	Cross Support Inspections														
5	Plat/Subdivision Site Plan Review	cross support Suggest Per lot	\$ -	\$ 25	0%	\$ -	\$ -	\$ -	100%	\$ 25	\$ -	\$ -	\$ -		
6	Plat/Subdivision Site Plan Review	cross support If they keep flat fee	\$ -	\$ 451	0%	\$ -	\$ -	\$ -	100%	\$ 450	\$ -	\$ -	\$ -		
7	Demolition-No plan review fee	cross support	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -		
8	Cross Support Planning (Community Dev)														
9	Review Fee for Tax & Financial Incentive Appl: Special Acts Parcels (per hour thereafter)	cross support per hour (8 hr minimum)	\$ -	\$ 1,503	0%	\$ -	\$ -	\$ -	100%	\$ 1,503	\$ -	\$ -	\$ -		
10	Review Fee for Tax & Financial Incentive Appl: Special Acts Parcels (2 hour minimum)	cross support per hour (after 8 hours)	\$ -	\$ 143	0%	\$ -	\$ -	\$ -	100%	\$ 143	\$ -	\$ -	\$ -		
11	Review Fee for Tax & Financial Incentive Appl: IFT	cross support per hour (2 hr minimum)	\$ -	\$ 301	0%	\$ -	\$ -	\$ -	100%	\$ 301	\$ -	\$ -	\$ -		
12	Review Fee for Tax & Financial Incentive Appl: Special Acts Parcels (per hour thereafter)	cross support per hour (after 2 hours)	\$ -	\$ 123	0%	\$ -	\$ -	\$ -	100%	\$ 123	\$ -	\$ -	\$ -		
Total User Fees							\$3,005	\$1,000	\$2,005		\$2,000	\$1,000	\$1,005		
% of Full Cost								33%	67%		67%	100%	33%		

Clerk

City of Kentwood, MI
 Clerk - 101-215
 FY23 Budget

Ord #	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	General Business License	Remove	1,500	\$ 50	\$ -	0%	\$ -	\$ 75,000	\$ (75,000)	0%	\$ -	\$ -	\$ (75,000)	\$ -
1.1	General Business License - new	Repl Fee	150	\$ -	\$ 155	0%	\$ 23,278	\$ -	\$ 23,278	64%	\$ 100	\$ 15,000	\$ 15,000	\$ 8,278
1.2	Business License annual renewals	Repl Fee	1,350	\$ -	\$ 11	0%	\$ 14,752	\$ -	\$ 14,752	458%	\$ 50	\$ 67,500	\$ 67,500	\$ (52,748)
1.3	Business License Past Due Notice	Late Fee	250	\$ 25	\$ 13	193%	\$ 3,241	\$ 6,250	\$ (3,009)	193%	\$ 25	\$ 6,250	\$ -	\$ (3,009)
2	Solicitors - per day fee	Per day	25	\$ 25	\$ 13	196%	\$ 318	\$ 625	\$ (307)	196%	\$ 25	\$ 625	\$ -	\$ (307)
3	Solicitors - per week fee	Per week	8	\$ 100	\$ 64	157%	\$ 509	\$ 800	\$ (291)	157%	\$ 100	\$ 800	\$ -	\$ (291)
3	Transient Merchants Business License	Per vehicle	4	\$ 100	\$ 25	393%	\$ 102	\$ 400	\$ (298)	137%	\$ 35	\$ 140	\$ (260)	\$ (38)
4	Entertainment Venue (Dance Hall)	Flat fee	-	\$ 500	\$ 351	143%	\$ -	\$ -	\$ -	114%	\$ 400	\$ -	\$ -	\$ -
5	Pawnbrokers	Flat fee	1	\$ 330	\$ 417	79%	\$ 417	\$ 330	\$ 87	96%	\$ 400	\$ 400	\$ 70	\$ 17
6	Second Hand Dealers - new license	Flat fee	1	\$ 300	\$ 410	73%	\$ 410	\$ 300	\$ 110	98%	\$ 400	\$ 400	\$ 100	\$ 10
7	Second Hand Dealers - renewal license	Flat fee	9	\$ 200	\$ 33	614%	\$ 293	\$ 1,800	\$ (1,507)	614%	\$ 200	\$ 1,800	\$ -	\$ (1,507)
7	Repair Garages	Flat fee	17	\$ 75	\$ 145	52%	\$ 2,470	\$ 1,275	\$ 1,195	69%	\$ 100	\$ 1,700	\$ 425	\$ 770
7.1	Hazardous Materials at or above chemical planning quantity	Flat Fee	203	\$ 150	\$ 754	20%	\$ 153,158	\$ 30,450	\$ 122,708	33%	\$ 250	\$ 50,750	\$ 20,300	\$ 102,408
7.2	Extremely Hazardous Materials	Flat fee	32	\$ 300	\$ 754	40%	\$ 24,143	\$ 9,600	\$ 14,543	66%	\$ 500	\$ 16,000	\$ 6,400	\$ 8,143
8	Massage Therapy Establishment	Flat fee	4	\$ 300	\$ 117	257%	\$ 467	\$ 1,200	\$ (733)	257%	\$ 300	\$ 1,200	\$ -	\$ (733)
9	Myomassologists	Remove	-	\$ 125	\$ -	0%	\$ -	\$ -	\$ -	License now issued by State.				
10	Tattoo Establishment	Remove	-	\$ 100	\$ -	0%	\$ -	\$ -	\$ -	License now issued by State.				
11	Open Air Business	Flat fee	5	\$ 180	\$ 224	80%	\$ 1,121	\$ 900	\$ 221	89%	\$ 200	\$ 1,000	\$ 100	\$ 121
12	Liquor License Application - New	Flat fee	2	\$ 300	\$ 1,638	18%	\$ 3,276	\$ 600	\$ 2,676	61%	\$ 1,000	\$ 2,000	\$ 1,400	\$ 1,276
13	Liquor License Application - Transfer	Flat fee	-	\$ 100	\$ 1,307	8%	\$ -	\$ -	\$ -	38%	\$ 500	\$ -	\$ -	\$ -
15	Rubbish Hauler - Commercial	Flat fee	20	\$ 30	\$ 73	41%	\$ 1,453	\$ 600	\$ 853	48%	\$ 35	\$ 700	\$ 100	\$ 753
16	Rubbish Hauler - Residential	Flat fee	50	\$ 30	\$ 73	41%	\$ 3,633	\$ 1,500	\$ 2,133	48%	\$ 35	\$ 1,750	\$ 250	\$ 1,883
17	Snowplow Operator	Flat fee	195	\$ 30	\$ 73	41%	\$ 14,168	\$ 5,850	\$ 8,318	48%	\$ 35	\$ 6,825	\$ 975	\$ 7,343
18	Business List	Remove	-	\$ 8	\$ 6	126%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
19	Animal Cage	deposit only	2	\$ 20	\$ -	0%	\$ -	\$ 40	\$ (40)	Deposit only. Not a user fee.				
22	Passport Processing Fee	Set by US Govt	2,250	\$ 35	\$ -	0%	\$ -	\$ 78,750	\$ -	Set by US Govt				
23	Passport Photo	Flat fee	1,800	\$ 10	\$ 5	187%	\$ 9,616	\$ 18,000	\$ (8,384)	187%	\$ 10	\$ 18,000	\$ -	\$ (8,384)
24	Cemetery Transfer of Deed	Flat fee	5	\$ 30	\$ 65	46%	\$ 323	\$ 150	\$ 173	62%	\$ 40	\$ 200	\$ 50	\$ 123
25	Cemetery Plot Purchase	Merchandise	53	\$ 750	\$ -	-	\$ -	\$ -	\$ -	850%	\$ 850	\$ -	\$ -	\$ -
Total User Fees							\$257,150	\$155,630	\$101,520		\$193,040	\$37,410	\$64,110	
% of Full Cost								61%	39%		75%	24%	25%	

Engineering

City of Kentwood
Engineering - 449
FY23 Budget

Ord.	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Right-of-Way Permits													
2	ROW Transportation													
3	Moving oversize(not overweight) 12ft-6in wide or less	Fee	-	\$ 20	\$ 22	91%	\$ -	\$ -	\$ -	114%	\$ 25	\$ -	\$ -	\$ -
4	Moving oversize(not overweight) larger than 12ft-6in wide but less than 16 ft wide	Fee	-	\$ 30	\$ 22	136%	\$ -	\$ -	\$ -	136%	\$ 30	\$ -	\$ -	\$ -
5	Moving oversize(not overweight) 16ft wide or wider plus time and material	Fee	-	\$ 35	\$ 33	106%	\$ -	\$ -	\$ -	106%	\$ 35	\$ -	\$ -	\$ -
6	Moving oversize & weight 12ft-6in wide or less	Fee	-	\$ 30	\$ 33	91%	\$ -	\$ -	\$ -	91%	\$ 30	\$ -	\$ -	\$ -
7	Moving oversize & weight more than 12ft-6 in wide but less than 16 ft wide	Fee	-	\$ 40	\$ 33	121%	\$ -	\$ -	\$ -	121%	\$ 40	\$ -	\$ -	\$ -
8	Moving oversize & weight 16 ft wider or wider plus time & material	Fee	-	\$ 40	\$ 33	121%	\$ -	\$ -	\$ -	121%	\$ 40	\$ -	\$ -	\$ -
9	Extended transportation	Fee	-	\$ 100	\$ 330	30%	\$ -	\$ -	\$ -	30%	\$ 100	\$ -	\$ -	\$ -
10	Annual mobile home (14 ft w) up to 2 appr routes	Fee	-	\$ 100	\$ 165	61%	\$ -	\$ -	\$ -	61%	\$ 100	\$ -	\$ -	\$ -
11	Annual mobile home(16ft w) 1 approved route only	Fee	-	\$ 100	\$ 165	61%	\$ -	\$ -	\$ -	61%	\$ 100	\$ -	\$ -	\$ -
12	House/Structure move (plus time and material)	Fee	-	\$ 60	\$ 132	45%	\$ -	\$ -	\$ -	76%	\$ 100	\$ -	\$ -	\$ -
13	RESIDENTIAL DRIVEWAYS-concrete or asphalt													
14	No sidewalk	Fee	14	\$ 130	\$ 132	98%	\$ 1,850	\$ 1,820	\$ 30	98%	\$ 130	\$ 1,820	\$ -	\$ 30
15	With 100' of sidewalk	Fee	46	\$ 145	\$ 208	70%	\$ 9,565	\$ 6,670	\$ 2,895	96%	\$ 200	\$ 9,200	\$ 2,530	\$ 365
16	Each additional 50' of sidewalk	Fee	9	\$ 30	\$ 62	48%	\$ 557	\$ 270	\$ 287	81%	\$ 50	\$ 450	\$ 180	\$ 107
17	Re-staking	Fee	5	\$ 125	\$ 186	67%	\$ 928	\$ 625	\$ 303	94%	\$ 175	\$ 875	\$ 250	\$ 53
18	Miscellaneous (any work in the R.O.W. not covered elsewhere)	Fee	8	\$ 50	\$ 66	76%	\$ 528	\$ 400	\$ 128	76%	\$ 50	\$ 400	\$ -	\$ 128

City of Kentwood
 Engineering - 449
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volum	Current						Recommendations				
				Per Unit		Current Recovery %	Annual		Per Unit		Annual			
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
19	COMMERCIAL DRIVEWAYS													
20	No curb and gutter	Fee	2	\$ 125	\$ 132	94%	\$ 265	\$ 250	\$ 15	98%	\$ 130	\$ 260	\$ 10	\$ 5
21	With curb and gutter	Fee	2	\$ 150	\$ 231	65%	\$ 462	\$ 300	\$ 162	97%	\$ 225	\$ 450	\$ 150	\$ 12
22	Each additional driveway	Fee	-	\$ 125	\$ 198	63%	\$ -	\$ -	\$ -	63%	\$ 125	\$ -	\$ -	\$ -
23	Underground open cuts													
24	Base fee of \$300 with a \$500 escrow	Fee	1	\$ 800	\$ 800	100%	\$ 800	\$ 800	\$ -	100%	\$ 800	\$ 800	\$ -	\$ -
25	One lane	time & materials	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
26	Multiple lanes	time & materials	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
27	Underground no open cuts													
28	Utility hook-ups that cross the road	Fee	-	\$ 100	\$ 99	101%	\$ -	\$ -	\$ -	101%	\$ 100	\$ -	\$ -	\$ -
29	Utility hook-ups that do not cross the road	Fee	-	\$ 50	\$ 66	76%	\$ -	\$ -	\$ -	76%	\$ 50	\$ -	\$ -	\$ -
30	Utility boring base fee	base fee plus per ft	-	\$ 50	\$ 66	76%	\$ -	\$ -	\$ -	76%	\$ 50	\$ -	\$ -	\$ -
31	Utility boring plus per ft	per ft	-	\$ 0.40	\$ 0.40	101%	\$ -	\$ -	\$ -	101%	\$ 0.40	\$ -	\$ -	\$ -
32	Soil Borings													
33	Per job	Fee	-	\$ 50	\$ 44	114%	\$ -	\$ -	\$ -	114%	\$ 50	\$ -	\$ -	\$ -
34	Job with over 25 borings	Fee	-	\$ 100	\$ 100	100%	\$ -	\$ -	\$ -	100%	\$ 100	\$ -	\$ -	\$ -
35	Soil Erosion & Sedimentation Control Permits													
36	Bond Amount	Fee	-	\$ 5,000	\$ 5,000	100%	\$ -	\$ -	\$ -	100%	\$ 5,000	\$ -	\$ -	\$ -
37	Residential – new construction includes 4 inspections	Fee	4	\$ 100	\$ 507	20%	\$ 2,027	\$ 400	\$ 1,627	39%	\$ 200	\$ 800	\$ 400	\$ 1,227
38	Additional Inspections (each)	Fee	-	\$ 25	\$ 116	22%	\$ -	\$ -	\$ -	86%	\$ 100	\$ -	\$ -	\$ -
39	Permit Transfer Fee	Fee	-	\$ 30	\$ 44	68%	\$ -	\$ -	\$ -	114%	\$ 50	\$ -	\$ -	\$ -
40	Other than new construction incl 2 inspections	Fee	15	\$ 50	\$ 275	18%	\$ 4,130	\$ 750	\$ 3,380	36%	\$ 100	\$ 1,500	\$ 750	\$ 2,630

City of Kentwood
 Engineering - 449
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volum	Current						Recommendations					
				Per Unit		Current Recovery	Annual		Per Unit		Annual				
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy		
41	Plat Development incl 10 inspections	Fee	6	\$ 400	\$ 2,015	20%	\$ 12,092	\$ 2,400	\$ 9,692	40%	\$ 800	\$ 4,800	\$ 2,400	\$ 7,292	
42	Additional Inspections (each)	Fee	-	\$ 40	\$ 116	35%	\$ -	\$ -	\$ -	86%	\$ 100	\$ -	\$ -	\$ -	
43	Commercial incl 10 inspections	Fee	17	\$ 400	\$ 2,015	20%	\$ 34,261	\$ 6,800	\$ 27,461	40%	\$ 800	\$ 13,600	\$ 6,800	\$ 20,661	
44	Additional Inspections (each)	Fee	-	\$ 40	\$ 116	35%	\$ -	\$ -	\$ -	86%	\$ 100	\$ -	\$ -	\$ -	
45	SESC Bond	Fee	-	\$ 5,000	\$ 5,000	100%	\$ -	\$ -	\$ -	100%	\$ 5,000	\$ -	\$ -	\$ -	
46	Stormwater Permit (plat)	Fee	-	\$ 600	\$ 3,271	18%	\$ -	\$ -	\$ -	37%	\$ 1,200	\$ -	\$ -	\$ -	
47	Stormwater Permit (commercial)	Fee	-	\$ 600	\$ 894	67%	\$ -	\$ -	\$ -	84%	\$ 750	\$ -	\$ -	\$ -	
48	Stormwater Bond – Applicant can submit bid tab for reduced bond	Fee	-	\$ 30,000	\$ 30,000	100%	\$ -	\$ -	\$ -	100%	\$ 30,000	\$ -	\$ -	\$ -	
49	Admin fee if work is started prior to permit being issued (Res/Com)	\$200/\$400 change to \$350/\$600	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$350 Residential / \$600 Commercial				
50	Other														
51	Plat/Subdivision Site Plan Review	Cross Support to Inspections	-	\$ 400	\$ 7,969	5%	\$ -	\$ -	\$ -	16%	\$ 1,300	\$ -	\$ -	\$ -	
53	Support for City Parks and Rec Projects - non-fee	NON-FEE	1	\$ -	\$ 174,254	0%	\$ 174,254	\$ -	\$ 174,254	100%	\$ 174,254	\$ 174,254	\$ 174,254	\$ -	
54	Housing Development Site Plan Review	New Fee: \$600 plus \$4 per unit up to \$1,800	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$600 plus \$4 per unit up to \$1,800				
Total User Fees							\$67,466	\$21,485	\$45,981		\$34,955	\$13,470	\$32,511		
% of Full Cost								32%	68%		52%	63%	48%		

ORD # Footnotes

- 4 Moving oversize(not overweight) larger than 12ft-6in wide but less than 16 ft wide: full cost represents only the labor to provide services and not the use of public space portion of the fee. Staff recommends no change to current fee.
- 5 Moving oversize(not overweight) 16ft wide or wider plus time and material: full cost represents only the labor to provide services and not the use of public space portion of the fee. Staff recommends no change to current fee.
- 7 Moving oversize & weight more than 12ft-6 in wide but less than 16 ft wide: full cost represents only the labor to provide services and not the use of public space portion of the fee. Staff recommends no change to current fee.
- 8 Moving oversize & weight 16 ft wider or wider plus time & material: full cost represents only the labor to provide services and not the use of public space portion of the fee. Staff recommends no change to current fee.
- 49 Admin fee if work is started prior to permit being issued (res)/(com) - Recommend changing the penalty to \$350 / \$600.
- 51 Plat/Subdivision Site Plan Review: Represents the cross support costs from Engineering staff to the inspection on fee.
- 53 Support for City Parks and Rec Projects - non-fee: This is a non fee category representing the time and cost associated with the support for city parks and recreation projects.

Fire

City of Kentwood, MI
 Fire - 101-336
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Current Fee	Per Unit		Current Recovery	Annual		Recovery Level	Per Unit		Recommended Subsidy		
					Full Cost	Annual Cost		Annual Revenue	Annual Subsidy		Fee @ Policy Level	Annual Revenue		Increased Revenue	
1	Fire Reports	Remove	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -						Remove - Fire does not provide this service
2	Fire Report Research (no report found/issued)	Remove	-	\$ 7	\$ -	0%	\$ -	\$ -	\$ -						Remove - Fire does not provide this service
3	False Alarm Runs	Penalty based on county formula	-	\$ 500	\$ -	0%	\$ -	\$ -	\$ -						Not analyzed. Penalty based on county formula.
4	False Alarm Runs	Penalty based on county formula	-	\$ 300	\$ -	0%	\$ -	\$ -	\$ -						Not analyzed. Penalty based on county formula.
5	Environmental Assessment File searches	Remove	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -						Remove - Fire does not provide these
6	Cost recovery	Actual cost at county formula	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -						Charged at actual cost based on county formula
7	Fire Extinguisher Training	Flat fee	-	\$ 100	\$ 192	52%	\$ -	\$ -	\$ -	104%	\$ 200	\$ -	\$ -	\$ -	
8	Fire Extinguisher Training outside Kentwood	Remove	-	\$ 100	\$ -	0%	\$ -	\$ -	\$ -						Remove - Fire does not provide this service
9	Fireworks	Remove	-	\$ 250	\$ -	0%	\$ -	\$ -	\$ -						Remove - Fire does not provide this service
10	Fireworks w/ engine & staff	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -						Remove - Fire does not provide this service
19	Hazardous Materials at or above chemical planning quantity	cross support	203	\$ -	\$ 752	0%	\$ 152,694	\$ -	\$ 152,694						cross support to Clerk Business License fees
20	Extremely Hazardous Materials	cross support	32	\$ -	\$ 752	0%	\$ 24,070	\$ -	\$ 24,070						cross support to Clerk Business License fees
21	General Business License - new	cross support	150	\$ -	\$ 95	0%	\$ 14,211	\$ -	\$ 14,211						cross support to Clerk Business License fees
22	Entertainment Venue (Dance Hall)	cross support	-	\$ -	\$ 95	0%	\$ -	\$ -	\$ -						cross support to Clerk Business License fees
23	Pawnbrokers	cross support	1	\$ -	\$ 95	0%	\$ 95	\$ -	\$ 95						cross support to Clerk Business License fees
24	Second Hand Dealers - new license	cross support	1	\$ -	\$ 95	0%	\$ 95	\$ -	\$ 95						cross support to Clerk Business License fees
25	Repair Garages	cross support	17	\$ -	\$ 95	0%	\$ 1,611	\$ -	\$ 1,611						cross support to Clerk Business License fees
26	Massage Therapy Establishment	cross support	4	\$ -	\$ 95	0%	\$ 379	\$ -	\$ 379						cross support to Clerk Business License fees
27	Open Air Business	cross support	5	\$ -	\$ 95	0%	\$ 474	\$ -	\$ 474						cross support to Clerk Business License fees
28	Liquor License Application - New	cross support	2	\$ -	\$ 95	0%	\$ 189	\$ -	\$ 189						cross support to Clerk Business License fees
29	Liquor License Application - Transfer	cross support	-	\$ -	\$ 95	0%	\$ -	\$ -	\$ -						cross support to Clerk Business License fees
30	Precious Metal & Gem Dealer Registration	cross support	1	\$ -	\$ 95	0%	\$ 95	\$ -	\$ 95						cross support to Clerk Business License fees

Inspections (Building)

City of Kentwood
 Inspections
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volum	Current						Recommendations				
				Current Fee	Per Unit		Current Recovery%	Annual Cost	Annual		Per Unit		Annual	
					Full Cost				Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue
1	Contractor Registration - per licensed cycle	Per licensed cycle	391	\$ 15	\$ 17	86%	\$ 6,826	\$ 5,865	\$ 961	100%	\$ 15	\$ 5,865	\$ -	\$ 961
2	Building Permit Fee Schedule													
3	Plat/Subdivision Site Plan Review	Flat Fee	-	\$ 400	\$ 7,986.46	5%	\$ -	\$ -	\$ -	16%	\$ 1,300	\$ -	\$ -	\$ -
3.5	Commercial Construction Site Plan Review	New Fee: Flat Fee	-	\$ -	\$ 620	0%	\$ -	\$ -	\$ -	97%	\$ 600	\$ -	\$ -	\$ -
4	Commercial/Industrial Plan Review	Change to: 10% of Building Permit Fee w/minimum of \$400	116	\$ 400	\$ 620	65%	\$ 71,878	\$ 46,400	\$ 25,478	10% of Building Permit Fee w/minimum of \$400	\$ 46,400	\$ -	\$ 25,478	
4.5	Commercial Deck Plan Review	New Fee	-	\$ 200	\$ 364	55%	\$ -	\$ -	\$ -	82%	\$ 300	\$ -	\$ -	\$ -
5	Residential Plan Review Fees													
6	Residential Single Family Site Plan Review													
7	Plan Review Fee applies to all new residential construction including, or construction values at \$100,000 or more. The \$200 fee is non-refundable and is not to be deducted from the building permit fee. Fee also applies to residential projects where the foot print of the existing building is being increased or moved.	Flat Fee: Fee is non-refundable	90	\$ 200	\$ 364	55%	\$ 32,785	\$ 18,000	\$ 14,785	96%	\$ 350	\$ 31,500	\$ 13,500	\$ 1,285
8	Plan Review Fee Residential Remodel (one & two family)													
9	interior only and decks													
10	Plan Review-interior only & decks	flat fee	-	\$ 40	\$ 112	36%	\$ -	\$ -	\$ -	45%	\$ 50	\$ -	\$ -	\$ -
11	Plan Review (amendments) per page	per page	17	\$ 15	\$ 64	24%	\$ 1,081	\$ 255	\$ 826	31%	\$ 20	\$ 340	\$ 85	\$ 741
12	Plan Review for fire place, hot tub, spa on or in existing structures	no charge	-	\$ -	\$ 76	0%	\$ -	\$ -	\$ -	99%	\$ 75	\$ -	\$ -	\$ -
13	Plan Review for fire place, hot tub, spa on or in NEW structures	flat fee	201	\$ 40	\$ 76	53%	\$ 15,220	\$ 8,040	\$ 7,180	99%	\$ 75	\$ 15,075	\$ 7,035	\$ 145

City of Kentwood

Inspections

FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual		Per Unit		Annual				
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
14	Building Permit Fee total													
15	Review fee plus permit fee plus construction value fee base permit fee includes the first \$1,000 of the construction value	Base Fee for 1st \$1,000	1	\$ 40	\$ 48	83%	\$ 48	\$ 40	\$ 8	100%	\$ 50	\$ 50	\$ 10	\$ (2)
16	Construction Value between \$1,000 & \$199,999: sample project as \$150,000	\$6.00 per \$1,000	80	\$ 934.00	\$ 871	107%	\$ 69,678	\$ 74,720	\$ (5,042)		\$6.00 per \$1,000	\$ 74,720	\$ -	\$ (5,042)
17	Construction Value between \$200,000 & \$399,999: sample project as \$350,000	\$6.50 per \$1,000	58	\$ 2,300.00	\$ 2,179	106%	\$ 126,372	\$ 133,400	\$ (7,028)		\$6.50 per \$1,000	\$ 133,400	\$ -	\$ (7,028)
18	Construction Value between \$400,000 and over: sample project as \$800,000	\$7.00 per \$1,000	76	\$ 5,600.00	\$ 5,666	99%	\$ 430,648	\$ 425,600	\$ 5,048		\$7.00 per \$1,000	\$ 425,600	\$ -	\$ 5,048
19	Residential Construction Costs for Valuation computation													
20	First and Second Floor Square feet	Used to set valuation	-	\$ 110	\$ -	0%	\$ -	\$ -	\$ -		\$ 110	\$ -	\$ -	\$ -
21	Total Sq. FT. Plus finished basement	Used to set valuation	-	\$ 85	\$ -	0%	\$ -	\$ -	\$ -		\$ 85	\$ -	\$ -	\$ -
22	Basement Finish-Plus plan review fee	Fee	15	\$ 115	\$ 189	61%	\$ 2,834	\$ 1,725	\$ 1,109	106%	\$ 200	\$ 3,000	\$ 1,275	\$ (166)
23	Residential Re-roof-No plan review fee, includes 1 inspection	Fee	254	\$ 50	\$ 105	47%	\$ 26,745	\$ 12,700	\$ 14,045	95%	\$ 100	\$ 25,400	\$ 12,700	\$ 1,345
24	Demolition-No plan review fee	Fee	5	\$ 190	\$ 203	93%	\$ 1,017	\$ 950	\$ 67	98%	\$ 200	\$ 1,000	\$ 50	\$ 17
25	Swimming Pools:													
26	Above ground plus plan review fee	Fee	3	\$ 35	\$ 182	19%	\$ 547	\$ 105	\$ 442	55%	\$ 100	\$ 300	\$ 195	\$ 247
27	Permanent above ground-no plan review fee	Remove	-	\$ 75	\$ -	0%	\$ -	\$ -	\$ -		--staff recommends removing this fee--			
28	In ground plus plan review fee	Fee	1	\$ 375	\$ 400	94%	\$ 400	\$ 375	\$ 25	87%	\$ 350	\$ 350	\$ (25)	\$ 50
29	Swimming Pools or Hot Tub Bonds (refundable)	Refundable	-	\$ 200	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 200	\$ -	\$ -	\$ -
30	Mobile Homes-no plan review fee	Fee	15	\$ 150	\$ 165	91%	\$ 2,471	\$ 2,250	\$ 221	100%	\$ 165	\$ 2,471	\$ 221	\$ -
31	Basement Finish-plus plan review fee	Remove	-	\$ 115	\$ -	0%	\$ -	\$ -	\$ -		--staff recommends removing this fee--			
32	Temporary Certificate of Occupancy	Fee	-	\$ 350	\$ 369	95%	\$ -	\$ -	\$ -	95%	\$ 350	\$ -	\$ -	\$ -
33	Additional Inspections (Residential)	Fee	5	\$ 25	\$ 61	41%	\$ 303	\$ 125	\$ 178	83%	\$ 50	\$ 250	\$ 125	\$ 53
34	Additional Inspections (Commercial)	Fee	2	\$ 50	\$ 73	69%	\$ 145	\$ 100	\$ 45	138%	\$ 100	\$ 200	\$ 100	\$ (55)

City of Kentwood

Inspections

FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Per Unit		Annual		
										Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
35	Failure to show for an inspection appointment (all types): Residential/Commercial	Penalty: Change to \$50/\$100	27	\$ 50	\$ 50	100%	\$ 1,350	\$ 1,350	\$ -		\$50 Residential /\$100 Commercial	\$ 1,350	\$ -	\$ -
36	Admin fee if work is started prior to permit being issued (res)/(com)	\$200/\$400 Penalty: Change to \$350/\$600	13	\$ -	\$ 350	0%	\$ 4,550	\$ -	\$ 4,550		\$350 Residential /\$600 Commercial	\$ 4,550	\$ 4,550	\$ -
37	Construction Board of Appeals	Fee	-	\$ 300	\$ 300	100%	\$ -	\$ -	\$ -	100%	\$ 300	\$ -	\$ -	\$ -
38	Rental Inspections:													
39	Single Rental Unit	Per unit	-	\$ 50	\$ 80	62%	\$ -	\$ -	\$ -	100%	\$ 80	\$ -	\$ -	\$ -
40	Multiple rental Units	Per unit	-	\$ 25	\$ 40	62%	\$ -	\$ -	\$ -	125%	\$ 50	\$ -	\$ -	\$ -
41	Duplexes (non-owner occupied)	Per duplex	-	\$ 75	\$ 110	68%	\$ -	\$ -	\$ -	91%	\$ 100	\$ -	\$ -	\$ -
42	Reinspection Fee	Per unit	-	\$ 75	\$ 50	150%	\$ -	\$ -	\$ -	200%	\$ 100	\$ -	\$ -	\$ -
43	Compliance Certification – No fee prior to expiration	Penalty	-	\$ 100	\$ 100	100%	\$ -	\$ -	\$ -	100%	\$ 100	\$ -	\$ -	\$ -
44	Administrative Fee for Expired Certification or Occupied w/o Certification	Per unit	-	\$ 500	\$ 500	100%	\$ -	\$ -	\$ -	100%	\$ 500	\$ -	\$ -	\$ -
45	Appeal Fee – Refunded if appeal is won	Fee	-	\$ 1,000	\$ 1,000	100%	\$ -	\$ -	\$ -	100%	\$ 1,000	\$ -	\$ -	\$ -
46	ELECTRICAL PERMIT FEE SCHEDULE													
47	Electrical base fee (non refundable incl 1 inspection)	Base Fee	1,329	\$ 50	\$ 48	104%	\$ 63,811	\$ 66,450	\$ (2,639)	104%	\$ 50	\$ 66,450	\$ -	\$ (2,639)
48	Residential Remodel/Basement Finish	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -		--staff recommends removing this fee--			
49	Pool/Hot Tub Each includes 2 inspections	Fee	-	\$ 60	\$ 71	84%	\$ -	\$ -	\$ -	98%	\$ 70	\$ -	\$ -	\$ -
50	New Single family (MI Res Code, Incl 3 inspect)	Fee	143	\$ 200	\$ 204	98%	\$ 29,130	\$ 28,600	\$ 530	98%	\$ 200	\$ 28,600	\$ -	\$ 530
51	Special Inspection (per hr. for carnival, fair, event etc.)	per hr.	1	\$ 60	\$ 81	74%	\$ 81	\$ 60	\$ 21	86%	\$ 70	\$ 70	\$ 10	\$ 11
52	Conduit or Ground Only	Fee	73	\$ 45	\$ 41	110%	\$ 2,974	\$ 3,285	\$ (311)	110%	\$ 45	\$ 3,285	\$ -	\$ (311)
53	Written Report (per hour)	Per hr.	-	\$ 60	\$ 61	98%	\$ -	\$ -	\$ -	98%	\$ 60	\$ -	\$ -	\$ -
54	Certificates	Each	1	\$ 60	\$ 61	98%	\$ 61	\$ 60	\$ 1	98%	\$ 60	\$ 60	\$ -	\$ 1

City of Kentwood

Inspections

FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
55	HAZARDOUS LOCATIONS DBL PERMIT FEE	Double the permit fee	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
56	Meter Set or Mast Repair	Fee	15	\$ 10	\$ 10	98%	\$ 153	\$ 150	\$ 3	100%	\$ 10	\$ 153	\$ 3	\$ -
57	Temporary Service each	Fee	12	\$ 17	\$ 20	83%	\$ 244	\$ 204	\$ 40	100%	\$ 20	\$ 244	\$ 40	\$ -
58	Services up to 200 amp	Fee	128	\$ 17	\$ 20	83%	\$ 2,607	\$ 2,176	\$ 431	100%	\$ 20	\$ 2,607	\$ 431	\$ -
59	Services over 200 thru 600 amp	Fee	16	\$ 30	\$ 31	98%	\$ 489	\$ 480	\$ 9	98%	\$ 30	\$ 480	\$ -	\$ 9
60	Services over 600 thru 1000 amp	Fee	6	\$ 60	\$ 71	84%	\$ 428	\$ 360	\$ 68	98%	\$ 70	\$ 420	\$ 60	\$ 8
61	Over 1,000 amp & GFPE	Fee	4	\$ 100	\$ 102	98%	\$ 407	\$ 400	\$ 7	98%	\$ 100	\$ 400	\$ -	\$ 7
62	ALTERNATIVE POWER (Solar, Wind, Etc.)													
63	System and First 10KW	Fee	24	\$ 40	\$ 41	98%	\$ 978	\$ 960	\$ 18	98%	\$ 40	\$ 960	\$ -	\$ 18
64	Each Additional 1 KW	Fee	13	\$ 4	\$ 4	98%	\$ 53	\$ 52	\$ 1	123%	\$ 5	\$ 65	\$ 13	\$ (12)
65	FIRE ALARM													
66	System and up to 10 devices	Fee	62	\$ 60	\$ 61	98%	\$ 3,789	\$ 3,720	\$ 69	98%	\$ 60	\$ 3,720	\$ -	\$ 69
67	Each Additional device	Fee	21	\$ 6	\$ 6	98%	\$ 128	\$ 126	\$ 2	82%	\$ 5	\$ 105	\$ (21)	\$ 23
68	CIRCUIT OF WIRING													
69	General Branch Circuit	Fee	201	\$ 10	\$ 10	98%	\$ 2,047	\$ 2,010	\$ 37	100%	\$ 10	\$ 2,047	\$ 37	\$ -
70	Lighting Branch Circuit	Fee	87	\$ 10	\$ 10	98%	\$ 886	\$ 870	\$ 16	100%	\$ 10	\$ 886	\$ 16	\$ -
71	Add'n, alteration, repair existing, repl per 25 device	Fee	207	\$ 10	\$ 10	98%	\$ 2,108	\$ 2,070	\$ 38	100%	\$ 10	\$ 2,108	\$ 38	\$ -
72	Electric Range	Fee	7	\$ 10	\$ 10	98%	\$ 71	\$ 70	\$ 1	100%	\$ 10	\$ 71	\$ 1	\$ -
73	Electric Water Heater	Fee	20	\$ 10	\$ 10	98%	\$ 204	\$ 200	\$ 4	100%	\$ 10	\$ 204	\$ 4	\$ -
74	Furnace or A/C	Each	106	\$ 10	\$ 10	98%	\$ 1,080	\$ 1,060	\$ 20	100%	\$ 10	\$ 1,080	\$ 20	\$ -
75	Electric Dryer	Fee	6	\$ 10	\$ 10	98%	\$ 61	\$ 60	\$ 1	100%	\$ 10	\$ 61	\$ 1	\$ -
76	Microwave	Fee	19	\$ 10	\$ 10	98%	\$ 194	\$ 190	\$ 4	100%	\$ 10	\$ 194	\$ 4	\$ -

City of Kentwood

Inspections

FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
77	Electric Water Heater	Remove	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -		--staff recommends removing this fee--			
78	Vehicle Charging Station	Fee	10	\$ 20	\$ 20	98%	\$ 204	\$ 200	\$ 4	100%	\$ 20	\$ 204	\$ 4	\$ -
79	Heating Device (per 5,000 watts)	Fee	4	\$ 10	\$ 10	98%	\$ 41	\$ 40	\$ 1	100%	\$ 10	\$ 41	\$ 1	\$ -
80	Pool/Hot Tub (bonding, motor, light & incl 2 inspections)	Remove	4	\$ 60	\$ -	0%	\$ -	\$ 240	\$ (240)		--staff recommends removing this fee--			
81	Other Fixed Appliances	Fee	8	\$ 10	\$ 10	98%	\$ 81	\$ 80	\$ 1	100%	\$ 10	\$ 81	\$ 1	\$ -
82	SIGNS													
83	Illuminated Signs	Fee	60	\$ 20	\$ 20	98%	\$ 1,222	\$ 1,200	\$ 22	100%	\$ 20	\$ 1,222	\$ 22	\$ -
84	Neon Trans/ LED Pwr Supplies	Fee	53	\$ 20	\$ 20	98%	\$ 1,080	\$ 1,060	\$ 20	100%	\$ 20	\$ 1,080	\$ 20	\$ -
85	BUS DUCT & FEEDERS													
86	Feeders (per 50')	Fee	63	\$ 11	\$ 10	108%	\$ 642	\$ 693	\$ (51)	100%	\$ 10	\$ 642	\$ (51)	\$ -
87	Bus Duct (per 50')	Fee	2	\$ 11	\$ 10	108%	\$ 20	\$ 22	\$ (2)	100%	\$ 10	\$ 20	\$ (2)	\$ -
88	MOTORS, GENERATORS, TRANSFORMERS													
89	<i>(per HP or KVA)</i>													
90	up to 5 HP/KVA	Fee	34	\$ 10	\$ 10	98%	\$ 346	\$ 340	\$ 6	100%	\$ 10	\$ 346	\$ 6	\$ -
91	over 5 thru 75 HP/KVA	Fee	40	\$ 25	\$ 24	102%	\$ 978	\$ 1,000	\$ (22)	102%	\$ 25	\$ 1,000	\$ -	\$ (22)
92	over 75 HP	Fee	7	\$ 50	\$ 51	98%	\$ 356	\$ 350	\$ 6	98%	\$ 50	\$ 350	\$ -	\$ 6
93	Additional inspections	Fee	382	\$ 40	\$ 41	98%	\$ 15,563	\$ 15,280	\$ 283	123%	\$ 50	\$ 19,100	\$ 3,820	\$ (3,537)
94	Rough-in inspections	Fee	-	\$ 40	\$ 41	98%	\$ -	\$ -	\$ -	123%	\$ 50	\$ -	\$ -	\$ -
95	Final Inspections	Fee	-	\$ 40	\$ 41	98%	\$ -	\$ -	\$ -	123%	\$ 50	\$ -	\$ -	\$ -
96	Administrative fee if work is started prior to permit being issued	Penalty	9	\$ 80	\$ 80	100%	\$ 720	\$ 720	\$ -	100%	\$ 80	\$ 720	\$ -	\$ -

City of Kentwood
 Inspections
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Current Fee	Per Unit		Current Recovery %	Annual Cost	Annual		Per Unit		Annual Revenue	Increased Revenue	Recommended Subsidy
					Full Cost				Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level			
97	MECHANICAL PERMIT FEE SCHEDULE														
98	Mechanical base Fee (non-refundable & incl 1 insp)	Fee	2,128	\$ 50	\$ 53	95%	\$ 112,210	\$ 106,400	\$ 5,810	95%	\$ 50	\$ 106,400	\$ -	\$ 5,810	
99	RESIDENTIAL														
100	Final Inspection	Fee	122	\$ 40	\$ 38	106%	\$ 4,611	\$ 4,880	\$ (269)	132%	\$ 50	\$ 6,100	\$ 1,220	\$ (1,489)	
101	Additional Inspections	Fee	16	\$ 40	\$ 38	106%	\$ 605	\$ 640	\$ (35)	132%	\$ 50	\$ 800	\$ 160	\$ (195)	
102	Air conditioning (new construction)	Fee	91	\$ 30	\$ 30	99%	\$ 2,751	\$ 2,730	\$ 21	100%	\$ 30	\$ 2,751	\$ 21	\$ -	
103	Bath and kitchen exhaust	Fee	104	\$ 5	\$ 5	99%	\$ 524	\$ 520	\$ 4	100%	\$ 5	\$ 524	\$ 4	\$ -	
104	Chimneys: factory built Class C	Fee	2	\$ 10	\$ 13	79%	\$ 25	\$ 20	\$ 5	119%	\$ 15	\$ 30	\$ 10	\$ (5)	
105	Chimney liners	Fee	27	\$ 5	\$ 8	66%	\$ 204	\$ 135	\$ 69	132%	\$ 10	\$ 270	\$ 135	\$ (66)	
106	Heater (unit, space, gas logs, gas fireplace)	Fee	10	\$ 15	\$ 15	99%	\$ 151	\$ 150	\$ 1	100%	\$ 15	\$ 151	\$ 1	\$ -	
107	Heating System (furnaces add duct work)	Fee	80	\$ 50	\$ 50	99%	\$ 4,031	\$ 4,000	\$ 31	100%	\$ 50	\$ 4,031	\$ 31	\$ -	
108	Humidifier	Fee	119	\$ 5	\$ 8	66%	\$ 899	\$ 595	\$ 304	132%	\$ 10	\$ 1,190	\$ 595	\$ (291)	
109	Solid Fuel Equipment (wood or fireplace)	Fee	7	\$ 20	\$ 20	99%	\$ 141	\$ 140	\$ 1	100%	\$ 20	\$ 141	\$ 1	\$ -	
110	Water heater (new construction)	Fee	-	\$ 5	\$ 5	99%	\$ -	\$ -	\$ -	198%	\$ 10	\$ -	\$ -	\$ -	
111	RESIDENTIAL REPLACEMENT EQUIPMENT														
112	Air conditioning	Fee	464	\$ 20	\$ 20	99%	\$ 9,352	\$ 9,280	\$ 72	100%	\$ 20	\$ 9,352	\$ 72	\$ -	
113	Furnace	Fee	511	\$ 20	\$ 20	99%	\$ 10,299	\$ 10,220	\$ 79	100%	\$ 20	\$ 10,299	\$ 79	\$ -	
114	Water heater	Fee	317	\$ 5	\$ 5	99%	\$ 1,597	\$ 1,585	\$ 12	198%	\$ 10	\$ 3,170	\$ 1,585	\$ (1,573)	
115	COMMERCIAL														
116	Underground	Fee	4	\$ 40	\$ 40	99%	\$ 161	\$ 160	\$ 1	124%	\$ 50	\$ 200	\$ 40	\$ (39)	
117	Rough Inspection	Fee	53	\$ 40	\$ 40	99%	\$ 2,136	\$ 2,120	\$ 16	124%	\$ 50	\$ 2,650	\$ 530	\$ (514)	
118	Final Inspection	Fee	137	\$ 40	\$ 40	99%	\$ 5,523	\$ 5,480	\$ 43	124%	\$ 50	\$ 6,850	\$ 1,370	\$ (1,327)	
119	Additional Inspections	Fee	99	\$ 40	\$ 40	99%	\$ 3,991	\$ 3,960	\$ 31	124%	\$ 50	\$ 4,950	\$ 990	\$ (959)	
120	A/C Refrigeration Self-Contained	Fee	19	\$ 20	\$ 20	99%	\$ 383	\$ 380	\$ 3	248%	\$ 50	\$ 950	\$ 570	\$ (567)	
121	Air Conditioning, Refrigeration (incl split system)	Fee	57	\$ 30	\$ 33	92%	\$ 1,867	\$ 1,710	\$ 157	107%	\$ 35	\$ 1,995	\$ 285	\$ (128)	

City of Kentwood
 Inspections
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volum	Current						Recommendations				
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Per Unit		Annual		
										Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
97	MECHANICAL PERMIT FEE SCHEDULE													
122	Chiller	Fee	3	\$ 95	\$ 101	94%	\$ 302	\$ 285	\$ 17	99%	\$ 100	\$ 300	\$ 15	\$ 2
123	Chimney Factory Built / Chimney Liner	Fee	2	\$ 30	\$ 30	99%	\$ 60	\$ 60	\$ 0	100%	\$ 30	\$ 60	\$ 0	\$ -
124	Compressor	Fee	8	\$ 45	\$ 45	99%	\$ 363	\$ 360	\$ 3	100%	\$ 45	\$ 363	\$ 3	\$ -
125	Condensers	Fee	10	\$ 45	\$ 45	99%	\$ 453	\$ 450	\$ 3	100%	\$ 45	\$ 453	\$ 3	\$ -
126	Compressor	Remove	-	\$ 45	\$ -	0%	\$ -	\$ -	\$ -		--staff recommends removing this fee--			
127	Cooling Tower	Fee	-	\$ 45	\$ 45	99%	\$ -	\$ -	\$ -	100%	\$ 45	\$ -	\$ -	\$ -
128	Evaporator Coils	Fee	4	\$ 30	\$ 30	99%	\$ 121	\$ 120	\$ 1	100%	\$ 30	\$ 121	\$ 1	\$ -
129	Gas/Oil Burning Equip/ Roof Top Unit	Fee	92	\$ 35	\$ 38	93%	\$ 3,477	\$ 3,220	\$ 257	106%	\$ 40	\$ 3,680	\$ 460	\$ (203)
130	Heaters (unit, space, water, gas logs, gas fireplace)	Fee	35	\$ 15	\$ 15	99%	\$ 529	\$ 525	\$ 4	100%	\$ 15	\$ 529	\$ 4	\$ -
131	Kitchen Hoods (add duct work)	Fee	6	\$ 30	\$ 38	79%	\$ 227	\$ 180	\$ 47	106%	\$ 40	\$ 240	\$ 60	\$ (13)
132	Solar Equipment	Fee	-	\$ 25	\$ 25	99%	\$ -	\$ -	\$ -	100%	\$ 25	\$ -	\$ -	\$ -
133	Solid Fuel Equipment (wood or fireplace, stoves)	Fee	2	\$ 30	\$ 30	99%	\$ 60	\$ 60	\$ 0	100%	\$ 30	\$ 60	\$ 0	\$ -
134	Tanks	Fee	6	\$ 13	\$ 13	103%	\$ 76	\$ 78	\$ (2)	119%	\$ 15	\$ 90	\$ 12	\$ (14)
135	Testing	Fee	1	\$ 40	\$ 45	88%	\$ 45	\$ 40	\$ 5	100%	\$ 45	\$ 45	\$ 5	\$ -
136	VENTILATION UNITS & EXHAUST FANS													
137	1 TO 2,000 CFM	Fee	50	\$ 7	\$ 8	93%	\$ 378	\$ 350	\$ 28	132%	\$ 10	\$ 500	\$ 150	\$ (122)
138	2,001 CFM to 10,000 CFM	Fee	-	\$ 35	\$ 38	93%	\$ -	\$ -	\$ -	106%	\$ 40	\$ -	\$ -	\$ -
139	over 10,000 CFM	Fee	-	\$ 65	\$ 63	103%	\$ -	\$ -	\$ -	103%	\$ 65	\$ -	\$ -	\$ -
140	Air handlers & Ventilation Units													
141	1 to 2,000 CFM	Fee	9	\$ 20	\$ 20	99%	\$ 181	\$ 180	\$ 1	100%	\$ 20	\$ 181	\$ 1	\$ -
142	2,001 CFM to 10,000 CFM	Fee	17	\$ 40	\$ 38	106%	\$ 642	\$ 680	\$ (38)	106%	\$ 40	\$ 680	\$ -	\$ (38)
143	Over 10,000 CFM	Fee	5	\$ 65	\$ 63	103%	\$ 315	\$ 325	\$ (10)	103%	\$ 65	\$ 325	\$ -	\$ (10)

City of Kentwood
 Inspections
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Per Unit		Annual		
										Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
97	MECHANICAL PERMIT FEE SCHEDULE													
144	MISC COMMERCIAL													
145	Air Cleaners or Humidifiers	Fee	-	\$ 10	\$ 10	99%	\$ -	\$ -	\$ -	100%	\$ 10	\$ -	\$ -	\$ -
146	ERV or HRV	Fee	2	\$ 10	\$ 10	99%	\$ 20	\$ 20	\$ 0	100%	\$ 10	\$ 20	\$ 0	\$ -
147	Heat Pumps or VAV boxes	Fee	10	\$ 10	\$ 10	99%	\$ 101	\$ 100	\$ 1	100%	\$ 10	\$ 101	\$ 1	\$ -
148	PTACS	Fee	103	\$ 10	\$ 10	99%	\$ 1,038	\$ 1,030	\$ 8	100%	\$ 10	\$ 1,038	\$ 8	\$ -
149	COMMERCIAL & RESIDENTIAL													
150	Bid price under \$3,000	Fee	321	\$ 30	\$ 30	99%	\$ 9,705	\$ 9,630	\$ 75	100%	\$ 30	\$ 9,705	\$ 75	\$ -
151	\$3,000 to \$7,999	Fee	46	\$ 40	\$ 43	93%	\$ 1,970	\$ 1,840	\$ 130	105%	\$ 45	\$ 2,070	\$ 230	\$ (100)
152	\$8,000 to \$10,999	Fee	18	\$ 55	\$ 58	95%	\$ 1,043	\$ 990	\$ 53	104%	\$ 60	\$ 1,080	\$ 90	\$ (37)
153	\$11,000 to \$15,000	Fee	58	\$ 70	\$ 76	93%	\$ 4,384	\$ 4,060	\$ 324	99%	\$ 75	\$ 4,350	\$ 290	\$ 34
154	over \$15,000 (\$70.00 plus_ for each \$3,000 over \$15	Fee	13	\$ 11	\$ 13	87%	\$ 164	\$ 143	\$ 21	119%	\$ 15	\$ 195	\$ 52	\$ (31)
155	Administrative if work is started prior to permit	Fee	-	\$ 80	\$ 80	100%	\$ -	\$ -	\$ -	100%	\$ 80	\$ -	\$ -	\$ -
156	PLUMBING PERMIT FEE SCHEDULE													
157	Plumbing Base Fee (non-refundable)	Fee	1,233	\$ 50	\$ 51	99%	\$ 62,380	\$ 61,650	\$ 730	99%	\$ 50	\$ 61,650	\$ -	\$ 730
158	Each Additional Inspection	Fee	-	\$ 40	\$ 40	99%	\$ -	\$ -	\$ -	124%	\$ 50	\$ -	\$ -	\$ -
159	Final Inspection	Fee	-	\$ 40	\$ 40	99%	\$ -	\$ -	\$ -	124%	\$ 50	\$ -	\$ -	\$ -
160	SCHEDULE OF PLUMBING EQUIPMENT													
161	Backflow Preventer	Fee	45	\$ 5	\$ 7	70%	\$ 320	\$ 225	\$ 95	141%	\$ 10	\$ 450	\$ 225	\$ (130)
162	Backflow Valve	Fee	37	\$ 5	\$ 7	70%	\$ 263	\$ 185	\$ 78	141%	\$ 10	\$ 370	\$ 185	\$ (107)
163	Bathtub/Shower	Fee	136	\$ 5	\$ 7	70%	\$ 966	\$ 680	\$ 286	141%	\$ 10	\$ 1,360	\$ 680	\$ (394)
164	Catch basin, sump, roof drain	Fee	50	\$ 5	\$ 7	70%	\$ 355	\$ 250	\$ 105	141%	\$ 10	\$ 500	\$ 250	\$ (145)
165	Dishwashing Machine, Drinking Fountain	Fee	123	\$ 5	\$ 7	70%	\$ 873	\$ 615	\$ 258	141%	\$ 10	\$ 1,230	\$ 615	\$ (357)

City of Kentwood
 Inspections
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
156	PLUMBING PERMIT FEE SCHEDULE													
166	Floor Drain, Garbage Disposal	Fee	198	\$ 5	\$ 7	70%	\$ 1,406	\$ 990	\$ 416	141%	\$ 10	\$ 1,980	\$ 990	\$ (574)
167	Grease Trap, Oil Separator	Fee	15	\$ 5	\$ 7	70%	\$ 107	\$ 75	\$ 32	141%	\$ 10	\$ 150	\$ 75	\$ (43)
168	Laundry Tray, Stand Pipes,	Fee	91	\$ 5	\$ 7	70%	\$ 646	\$ 455	\$ 191	141%	\$ 10	\$ 910	\$ 455	\$ (264)
169	Lavatory	Fee	159	\$ 5	\$ 7	70%	\$ 1,129	\$ 795	\$ 334	141%	\$ 10	\$ 1,590	\$ 795	\$ (461)
170	Lawn Sprinkler	Fee	15	\$ 5	\$ 7	70%	\$ 107	\$ 75	\$ 32	141%	\$ 10	\$ 150	\$ 75	\$ (43)
171	Refrigerator, ice machine, water connected appl	Fee	-	\$ 5	\$ 7	70%	\$ -	\$ -	\$ -	141%	\$ 10	\$ -	\$ -	\$ -
172	Sink, 3 compartment pot & pan	Fee	19	\$ 5	\$ 7	70%	\$ 135	\$ 95	\$ 40	141%	\$ 10	\$ 190	\$ 95	\$ (55)
173	Sink, Kitchen/ Sink, Other than for family use	Fee	40	\$ 5	\$ 7	70%	\$ 284	\$ 200	\$ 84	141%	\$ 10	\$ 400	\$ 200	\$ (116)
174	Sink, Slop/Service	Fee	188	\$ 5	\$ 7	70%	\$ 1,335	\$ 940	\$ 395	141%	\$ 10	\$ 1,880	\$ 940	\$ (545)
175	Stacks: Soil, Waste, Vent, and Re-vent	Fee	169	\$ 5	\$ 7	70%	\$ 1,200	\$ 845	\$ 355	141%	\$ 10	\$ 1,690	\$ 845	\$ (490)
176	Urinal	Fee	21	\$ 5	\$ 7	70%	\$ 149	\$ 105	\$ 44	141%	\$ 10	\$ 210	\$ 105	\$ (61)
177	Water Heater (Residential)	Fee	262	\$ 5	\$ 7	70%	\$ 1,860	\$ 1,310	\$ 550	141%	\$ 10	\$ 2,620	\$ 1,310	\$ (760)
178	Water Heater (Commercial)	Fee	63	\$ 15	\$ 17	91%	\$ 1,044	\$ 945	\$ 99	121%	\$ 20	\$ 1,260	\$ 315	\$ (216)
179	Water Closet	Fee	146	\$ 5	\$ 7	70%	\$ 1,037	\$ 730	\$ 307	141%	\$ 10	\$ 1,460	\$ 730	\$ (423)
180	WATER DISTRIBUTION PIPE SYSTEM INTERIOR													
181	3/4" water Distribution (Interior)	Fee	139	\$ 6	\$ 7	85%	\$ 987	\$ 834	\$ 153	141%	\$ 10	\$ 1,390	\$ 556	\$ (403)
182	1" Water Distribution (Interior)	Fee	16	\$ 10	\$ 9	106%	\$ 151	\$ 160	\$ (9)	106%	\$ 10	\$ 160	\$ -	\$ (9)
183	1 1/4" Water Distribution (Interior)	Fee	2	\$ 20	\$ 19	106%	\$ 38	\$ 40	\$ (2)	106%	\$ 20	\$ 40	\$ -	\$ (2)
184	1 1/2" Water Distribution (Interior)	Fee	9	\$ 25	\$ 26	96%	\$ 234	\$ 225	\$ 9	96%	\$ 25	\$ 225	\$ -	\$ 9
185	2" and larger water Distribution (Interior)	Fee	13	\$ 30	\$ 31	98%	\$ 400	\$ 390	\$ 10	98%	\$ 30	\$ 390	\$ -	\$ 10
186	Over 2" water distribution	Fee	6	\$ 35	\$ 36	99%	\$ 213	\$ 210	\$ 3	99%	\$ 35	\$ 210	\$ -	\$ 3

City of Kentwood
 Inspections
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volum	Current						Recommendations					
				Per Unit			Annual			Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
187	EXTERIOR WORK ONLY														
188	Sanitary Sewer (New),(Replace), (Repair), (Capping), or (Septic) Circle One	Fee	88	\$ 25	\$ 26	96%	\$ 2,291	\$ 2,200	\$ 91	96%	\$ 25	\$ 2,200	\$ -	\$ 91	
189	Storm Sewer	Fee	69	\$ 40	\$ 40	99%	\$ 2,776	\$ 2,760	\$ 16	100%	\$ 40	\$ 2,776	\$ 16	\$ -	
190	Water Service (New), (Repair), (Replace), (Well), or (Capping) Circle One	Fee	134	\$ 25	\$ 26	96%	\$ 3,489	\$ 3,350	\$ 139	96%	\$ 25	\$ 3,350	\$ -	\$ 139	
191	Additional Inspections														
192	Rough Inspection (Residential)	Fee	368	\$ 40	\$ 40	99%	\$ 14,806	\$ 14,720	\$ 86	124%	\$ 50	\$ 18,400	\$ 3,680	\$ (3,594)	
193	Final Inspection (Residential)	Fee	-	\$ 40	\$ 40	99%	\$ -	\$ -	\$ -	124%	\$ 50	\$ -	\$ -	\$ -	
194	Rough Inspection (Commercial)	Fee	-	\$ 40	\$ 40	99%	\$ -	\$ -	\$ -	124%	\$ 50	\$ -	\$ -	\$ -	
195	Final Inspection (Commercial)	Fee	-	\$ 40	\$ 40	99%	\$ -	\$ -	\$ -	124%	\$ 50	\$ -	\$ -	\$ -	
196	Medical Gas-License Required														
197	Gas Piping (licensed required) per outlet	Fee	-	\$ 5	\$ 7	70%	\$ -	\$ -	\$ -	141%	\$ 10	\$ -	\$ -	\$ -	
198	Medical Gas Systems	Fee	-	\$ 50	\$ 52	96%	\$ -	\$ -	\$ -	96%	\$ 50	\$ -	\$ -	\$ -	
199	Administrative fee if work is started prior to permit	Fee	6	\$ 80	\$ 80	100%	\$ 480	\$ 480	\$ -	100%	\$ 80	\$ 480	\$ -	\$ -	
Total User Fees							\$1,216,712	\$1,143,203	\$73,509			\$1,209,562	\$66,599	\$7,151	
% of Full Cost								94%	6%			99%	6%	1%	

ORD# Footnotes

- 1 Contractor Registration - per licensed cycle is a state mandated fee that cannot be changed.
- 3.5 Commercial Construction Site Plan Review is a new fee category being proposed as a flat fee.
- 4 Commercial/Industrial Plan Review - Currently it is a flat fee. Staff are proposing to change this fee to 10% of the building permit with a minimum of \$400.
- 4.5 Commercial Deck Plan Review - This is currently being charged under the plan review fee of \$200. Staff are proposing to separate this fee out as a stand alone flat fee.
- 15 Review fee plus permit fee plus construction value fee base permit fee includes the first \$1,000 of the construction value: Staff recommended changing the range for this base fee from \$1,999 to \$1,000.
- Construction Value between \$1,000 & \$199,999: sample project as \$150,000: Staff recommended changing the initial threshold for this tier to \$1,000 instead of \$1,999. The fee currently shown represents an average project at \$150,000 valuation. Staff are recommending no change to the per \$1,000 incremental charges.
- 17 Construction Value between \$200,000 & \$399,999: sample project as \$350,000: The fee currently shown represents an average project at \$350,000 valuation. Staff are recommending no change to the per \$1,000 incremental charges.
- 18 Construction Value between \$400,000 & over: sample project as \$800,000: The fee currently shown represents an average project at \$800,000 valuation. Staff are recommending no change to the per \$1,000 incremental charges.
- 35 Failure to show for an inspection appointment (all types): Residential/Commercial - Recommend changing the penalty to \$50 / \$100.
- 36 Admin fee if work is started prior to permit being issued (res)/(com) - Recommend changing the penalty to \$350 / \$600.
- 37 Construction Board of Appeals - Recommend no change to this fee.
- 45 Appeal Fee - Refunded if appeal is won - Recommend no change to this fee

Planning

City of Kentwood, MI
 Dept 400 Planning
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit		Annual				Per Unit		Annual			
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
1 COMMUNITY DEVELOPMENT															
2	Public Nuisance Administrative Fee	Remove	-	\$ 120	\$ -	0%	\$ -	\$ -	\$ -	-	----- Dept recommends removing from fee schedule. -----				
3	Color Copies - 18"x18" Documents	Per page	-	\$ 18	\$ -	0%	\$ -	\$ -	\$ -	-	0%	\$ 20	\$ -	\$ -	\$ -
4	Color Copies - 24"x24" Documents	Per page	-	\$ 32	\$ -	0%	\$ -	\$ -	\$ -	-	0%	\$ 35	\$ -	\$ -	\$ -
5	B&W copies of Large Documents	Per document	-	\$ 20	\$ -	0%	\$ -	\$ -	\$ -	-	----- Copy fees not analyzed -----				
6	CD Copies of meeting recordings & large Document	Remove	-	\$ 8	\$ -	0%	\$ -	\$ -	\$ -	-	----- Dept does not provide CD copies. -----				
7	Escrow Fund for certain zoning appl & development	Deposit	-	\$ 1,500	\$ -	0%	\$ -	\$ -	\$ -	-	0%	\$ 1,500	\$ -	\$ -	\$ -
8	Confiscated signs	Remove	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -	-	----- Police fee. Should be removed from Planning schedule. -----				
9	Home Occupation (one time for authorization)	Flat fee	4	\$ 25	\$ 96	26%	\$ 386	\$ 100	\$ 286	52%	\$ 50	\$ 200	\$ 100	\$ 186	
10	Application Fee for Tax & Financial Incentive - Brownfield	New flat fee	-	\$ -	\$ 2,689	0%	\$ -	\$ -	\$ -	-	93%	\$ 2,500	\$ -	\$ -	\$ -
10.1	Administration of Tax & Financial Incentive - Brownfield (in agreements)	See footnote	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	0%	\$ -	\$ -	\$ -	\$ -
10.2	Review Fee for Tax & Financial Incentive Appl - Industrial Facilities Tax	See footnote	-	\$ -	\$ 1,486	0%	\$ -	\$ -	\$ -	-	0%	\$ -	\$ -	\$ -	\$ -
11	Admin charges for Housing Commission	Flat fee	-	\$ 75	\$ 241	31%	\$ -	\$ -	\$ -	-	41%	\$ 100	\$ -	\$ -	\$ -
12	Admin Fee for Fence permit	Remove	-	\$ 20	\$ -	0%	\$ -	\$ -	\$ -	-	----- Redundant. Admin time included in Fence permit fee. -----				
13	Return of Confiscated signs	Remove	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -	-	----- Police fee. Should be removed from Planning schedule. -----				
14	Fence Permit - no Engineering Review	Flat fee	-	\$ 20	\$ 38	53%	\$ -	\$ -	\$ -	-	132%	\$ 50	\$ -	\$ -	\$ -
14.1	Fence Permit - Engineering Review	New flat fee	-	\$ -	\$ 137	0%	\$ -	\$ -	\$ -	-	110%	\$ 150	\$ -	\$ -	\$ -
15 PLANNING COMMISSION															
16	Special Land Use/Site Plan Review	Flat fee	9	\$ 780	\$ 1,520	51%	\$ 13,680	\$ 7,020	\$ 6,660	99%	\$ 1,500	\$ 13,500	\$ 6,480	\$ 180	
17	Proposed text amendment	Flat fee	-	\$ 1,560	\$ 1,321	118%	\$ -	\$ -	\$ -	-	114%	\$ 1,500	\$ -	\$ -	\$ -
18	PUD Rezoning and Preliminary Site Plan Review Site Plan Review-PUD Phase Approvals, Major PUD Changes, and Specified	Flat fee	2	\$ 2,060	\$ 2,437	85%	\$ 4,874	\$ 4,120	\$ 754	103%	\$ 2,500	\$ 5,000	\$ 880	\$ (126)	
19	Permitted Use Reviews	Flat fee	8	\$ 530	\$ 1,523	35%	\$ 12,183	\$ 4,240	\$ 7,943	66%	\$ 1,000	\$ 8,000	\$ 3,760	\$ 4,183	
20	Major Changes to an Approved Site Plan	Flat fee	1	\$ 330	\$ 1,483	22%	\$ 1,483	\$ 330	\$ 1,153	67%	\$ 1,000	\$ 1,000	\$ 670	\$ 483	
21	Site Plan Appeal to Planning Commission	Flat fee	-	\$ 130	\$ 228	57%	\$ -	\$ -	\$ -	-	110%	\$ 250	\$ -	\$ -	\$ -
22	Site Plan Appeal to City Commission	Flat fee	-	\$ 180	\$ 510	35%	\$ -	\$ -	\$ -	-	49%	\$ 250	\$ -	\$ -	\$ -
23	Plats	Flat fee	2	\$ 1,060	\$ 2,211	48%	\$ 4,422	\$ 2,120	\$ 2,302	100%	\$ 2,200	\$ 4,400	\$ 2,280	\$ 22	
24	Site Condominiums	Flat fee	0	\$ 1,060	\$ 2,211	48%	\$ 442	\$ 212	\$ 230	100%	\$ 2,200	\$ 440	\$ 228	\$ 2	
25	Planning Commission Special Meeting (in addition to all other fees)	Flat fee	-	\$ 405	\$ -	0%	\$ -	\$ -	\$ -	-	0%	\$ 450	\$ -	\$ -	\$ -
26	Zoning Compliance Letter - Brief	Flat fee	1	\$ 15	\$ 57	26%	\$ 57	\$ 15	\$ 42	88%	\$ 50	\$ 50	\$ 35	\$ 7	
26.1	Zoning Compliance Letter - Detailed	New flat fee	4	\$ -	\$ 114	0%	\$ 455	\$ -	\$ 455	132%	\$ 150	\$ 600	\$ 600	\$ (145)	
27	Short Term Open Air Business	Flat fee	5	\$ 180	\$ 114	158%	\$ 569	\$ 900	\$ (331)	176%	\$ 200	\$ 1,000	\$ 100	\$ (431)	
28	Sign Permit	Flat fee	112	\$ 60	\$ 57	105%	\$ 6,371	\$ 6,720	\$ (349)	105%	\$ 60	\$ 6,720	\$ -	\$ (349)	
29	Master Plan fee	Flat fee	-	\$ 1,560	\$ 1,607	97%	\$ -	\$ -	\$ -	-	124%	\$ 2,000	\$ -	\$ -	\$ -
30	Master Plan expense in escrow	Deposit	-	\$ 1,500	\$ -	0%	\$ -	\$ -	\$ -	-	0%	\$ 1,500	\$ -	\$ -	\$ -

City of Kentwood, MI
 Dept 400 Planning
 FY23 Budget

Ord.	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Current Recovery	Annual		Per Unit		Annual			
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
31 ZONING BOARD OF APPEALS														
32	Use Variance - Residential	Remove	-	\$ 130	\$ -	0%	\$ -	\$ -	\$ -		----- Dept recommends removing -----			
33	Use Variance - Commercial/Industrial	Remove	-	\$ 330	\$ -	0%	\$ -	\$ -	\$ -		----- Dept recommends removing -----			
34	Nonuse Variance - Residential	Flat fee	5	\$ 130	\$ 810	16%	\$ 4,052	\$ 650	\$ 3,402	31%	\$ 250	\$ 1,250	\$ 600	\$ 2,802
35	Nonuse Variance - Commercial/Industrial	Flat fee	9	\$ 330	\$ 810	41%	\$ 7,294	\$ 2,970	\$ 4,324	99%	\$ 800	\$ 7,200	\$ 4,230	\$ 94
36	Appeal of Administrative Decision - Residential	Flat fee	0	\$ 130	\$ 810	16%	\$ 162	\$ 26	\$ 136	31%	\$ 250	\$ 50	\$ 24	\$ 112
37	Appeal of Administrative Decision - Commercial	Flat fee	0	\$ 330	\$ 810	41%	\$ 162	\$ 66	\$ 96	62%	\$ 500	\$ 100	\$ 34	\$ 62
38	Zoning Special Meeting Fee (in addition to appl fees)	Flat fee	-	\$ 280	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ 350	\$ -	\$ -	\$ -
39	Administrative Review	No charge	20	\$ -	\$ 28	0%	\$ 569	\$ -	\$ 569	0%	\$ -	\$ -	\$ -	\$ 569
40	Animal Keeping Permit	No charge	5	\$ -	\$ 96	0%	\$ 482	\$ -	\$ 482	0%	\$ -	\$ -	\$ -	\$ 482
41	Group Child Day Care Permit	No charge	10	\$ -	\$ 28	0%	\$ 284	\$ -	\$ 284	0%	\$ -	\$ -	\$ -	\$ 284
42	Pre-application meeting	No charge	5	\$ -	\$ 114	0%	\$ 569	\$ -	\$ 569	0%	\$ -	\$ -	\$ -	\$ 569
44	EDC Bonds	\$5,000 - \$10,000	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -		----- not analyzed. Dept recommends keeping as is. -----			
45	Street Tree Escrow	Deposit	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -		----- Deposit/Escrow. Not analyzed. -----			
46	Street Tree Escrow Processing Fee	No charge	-	\$ -	\$ 32	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -
47	Vehicle Dealer License Zoning Verification	No charge	5	\$ -	\$ 57	0%	\$ 284	\$ -	\$ 284	88%	\$ 50	\$ 250	\$ 250	\$ 34
48	Land Use and Zoning Subcommittee Review	No charge	4	\$ -	\$ 114	0%	\$ 455	\$ -	\$ 455	0%	\$ -	\$ -	\$ -	\$ 455
54	Restoration of Non-Conforming Building - Residential	Flat fee	-	\$ 130	\$ 810	16%	\$ -	\$ -	\$ -	31%	\$ 250	\$ -	\$ -	\$ -
55	Restoration of Non-Conforming Building - Commercial/Industrial	Flat fee	-	\$ 330	\$ 810	41%	\$ -	\$ -	\$ -	62%	\$ 500	\$ -	\$ -	\$ -
56	General Rezoning	Flat fee	3	\$ 1,560	\$ 1,393	112%	\$ 4,180	\$ 4,680	\$ (500)	144%	\$ 2,000	\$ 6,000	\$ 1,320	\$ (1,820)
57	Conditional Rezoning	Flat fee	1	\$ 1,560	\$ 1,962	80%	\$ 1,962	\$ 1,560	\$ 402	102%	\$ 2,000	\$ 2,000	\$ 440	\$ (38)
	Specified Commission Administrative Approvals, including Waiver of PUD Regulations, Regional Shopping Center size, dimensional, parking and sign requirements, and appeals of industrial façade determinations													
58		No charge	-	\$ -	\$ 228	0%	\$ -	\$ -	\$ -	110%	\$ 250	\$ -	\$ -	\$ -
	Total User Fees						\$65,378	\$35,729	\$29,649			\$57,760	\$22,031	\$7,618
	% of Full Cost							55%	45%			88%	62%	12%

Police

City of Kentwood, MI
 Dept - 101-301
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1	Accident/Incident Report	Per report	461	\$ 6	\$ 5	127%	\$ 2,176	\$ 2,766	\$ (590)	100%	\$ 5	\$ 2,176	\$ (590)	\$ -
2	Police Report	Per report	84	\$ 6	\$ 5	127%	\$ 396	\$ 504	\$ (108)	100%	\$ 5	\$ 396	\$ (108)	\$ -
3	Records Check	Flat Fee	60	\$ 6	\$ 5	127%	\$ 283	\$ 360	\$ (77)	100%	\$ 5	\$ 283	\$ (77)	\$ -
3.1	Document Certification Fee	Flat fee	5	\$ 1	\$ 5	22%	\$ 23	\$ 5	\$ 18	100%	\$ 5	\$ 23	\$ 18	\$ -
4	Applicant Fingerprinting	Flat Fee	1,295	\$ 15	\$ 7	212%	\$ 9,167	\$ 19,425	\$ (10,258)	212%	\$ 15	\$ 19,425	\$ -	\$ (10,258)
5	Video Tape Request	Remove	-	\$ 50	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
6	Impounded Vehicle	Flat Fee	-	\$ 50	\$ 88	57%	\$ -	\$ -	\$ -	114%	\$ 100	\$ -	\$ -	\$ -
7	Cost Recovery	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
8	Parking Violations	Fines	-	\$ 20	\$ -	0%	\$ -	\$ -	\$ -	----- Excluded from study. Not a user fee. -----				
9	False Alarm Response - 1st two in 12 month period	No charge	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
9.1	False Alarm Response - over 3 and less than 4 in 12 month period	Penalty	-	\$ 50	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 50	\$ -	\$ -	\$ -
9.2	False Alarm Response - over 4 in 12 month period	New penalty	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ 100	\$ -	\$ -	\$ -
14	Special Duty	Per hour	-	\$ -	\$ 132	0%	\$ -	\$ -	\$ -	95%	\$ 125	\$ -	\$ -	\$ -
15	Drug Test Kits	Remove	-	\$ 3	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
16	Alcohol Test Kits	Remove	-	\$ 2	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
17	Photos from Police	Remove	-	\$ 5	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
18	Photos from Police (special)	Remove	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
19	Public Nuisance Administrative Fee	Flat Fee plus cost	-	\$ 120	\$ 82	147%	\$ -	\$ -	\$ -	147%	\$ 120	\$ -	\$ -	\$ -
20	Return of Confiscated Signs	Flat Fee	4	\$ 10	\$ 5	212%	\$ 19	\$ 40	\$ (21)	212%	\$ 10	\$ 40	\$ -	\$ (21)
21	One-day Amplifier / Noise permit - Residential	No charge	50	\$ -	\$ 82	0%	\$ 4,094	\$ -	\$ 4,094	61%	\$ 50	\$ 2,500	\$ 2,500	\$ 1,594
21.1	One-day Amplifier / Noise permit - Commercial	No charge	-	\$ -	\$ 82	0%	\$ -	\$ -	\$ -	122%	\$ 100	\$ -	\$ -	\$ -
22	Gun permit	Notary fee only	75	\$ 5	\$ 11	48%	\$ 788	\$ 375	\$ 413	143%	\$ 15	\$ 1,125	\$ 750	\$ (337)
24	Notary fee	Flat fee	-	\$ 5	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ 15	\$ -	\$ -	\$ -
25	Bond Handling Fee	Flat Fee	94	\$ 10	\$ 14	72%	\$ 1,311	\$ 940	\$ 371	108%	\$ 15	\$ 1,410	\$ 470	\$ (99)
29	Sexual Offender Registration Fee	Pass through to State	115	\$ 50	\$ 14	0%	\$ 1,604	\$ -	\$ 1,604	0%	\$ 50	\$ -	\$ -	\$ 1,604
30	Precious Metal & Gem Dealer Registration	Remove	-	\$ 50	\$ -	0%	\$ -	\$ -	\$ -	----- Remove. Police does not provide this service -----				
31	Liquor License transfer	cross support	-	\$ 100	\$ -	0%	\$ -	\$ -	\$ -	-----cross-support to Clerk -----				
32	Traffic Hazard Escort	Flat fee	-	\$ 40	\$ 88	46%	\$ -	\$ -	\$ -	114%	\$ 100	\$ -	\$ -	\$ -
33	24 hour Liquor License fee	Flat fee	-	\$ 50	\$ 278	18257%	\$ -	\$ -	\$ -	90%	\$ 250	\$ -	\$ -	\$ -
Total User Fees							\$19,861	\$24,415	-\$4,554		\$27,378	\$2,963	-\$7,518	
% of Full Cost								123%	-23%		138%	12%	-38%	

Public Works (Cemetery)

City of Kentwood, MI
 Dept - 101-441 Public Works Cemetery
 FY23 Budget

Ord #	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
1	GRAVES														
2	All Graves	Purchase through Clerk	-	\$ 750	\$ -	0%	\$ -	\$ -	\$ -						
3	GRAVE OPENINGS														
4	Grave Opening - Weekdays	Flat Fee	25	\$ 600	\$ 994	60%	\$ 24,859	\$ 15,000	\$ 9,859	80%	\$ 800	\$ 20,000	\$ 5,000	\$ 4,859	
5	Grave Opening - Weekdays after 3:30pm	Flat Fee	5	\$ 675	\$ 1,492	45%	\$ 7,458	\$ 3,375	\$ 4,083	77%	\$ 1,150	\$ 5,750	\$ 2,375	\$ 1,708	
6	Grave Opening - Saturdays	Flat Fee	10	\$ 750	\$ 1,492	50%	\$ 14,916	\$ 7,500	\$ 7,416	77%	\$ 1,150	\$ 11,500	\$ 4,000	\$ 3,416	
7	Grave Opening - Sundays & Holidays	New Fee	1	\$ -	\$ 1,989	0%	\$ 1,989	\$ -	\$ 1,989	75%	\$ 1,500	\$ 1,500	\$ 1,500	\$ 489	
8	Grave Opening - Winter Service Charge (charged when snow or ice needs to be removed)	Flat Fee	20	\$ 100	\$ 331	30%	\$ 6,629	\$ 2,000	\$ 4,629	60%	\$ 200	\$ 4,000	\$ 2,000	\$ 2,629	
9	Cremations/Casket Burials of children under the age of 10 - Weekdays	Flat Fee	8	\$ 175	\$ 663	26%	\$ 5,303	\$ 1,400	\$ 3,903	60%	\$ 400	\$ 3,200	\$ 1,800	\$ 2,103	
10	Cremations/Casket Burials of children under the age of 10 - Weekdays after 3:30 pm	Flat Fee	2	\$ 225	\$ 994	23%	\$ 1,989	\$ 450	\$ 1,539	75%	\$ 750	\$ 1,500	\$ 1,050	\$ 489	
11	Cremations/Casket Burials of children under the age of 10 - Saturdays	Flat Fee	5	\$ 275	\$ 994	28%	\$ 4,972	\$ 1,375	\$ 3,597	75%	\$ 750	\$ 3,750	\$ 2,375	\$ 1,222	
12	MONUMENT FOUNDATIONS														
13	Monument Foundation - cost per square inch	per sq inch	932	\$ 0.35	\$ 1.15	30%	\$ 1,073	\$ 326	\$ 746	43%	\$ 0.50	\$ 466	\$ 140	\$ 607	
14	Monument Foundation - 12" x 18"	Flat Fee	12	\$ 75.60	\$ 249	30%	\$ 2,983	\$ 907	\$ 2,076	44%	\$ 110	\$ 1,320	\$ 413	\$ 1,663	
14.1	Monument Foundation - 12" x 24"	Flat Fee	-	\$ 100.28	\$ 290	35%	\$ -	\$ -	\$ -	50%	\$ 145	\$ -	\$ -	\$ -	
15	Monument Foundation - 14" x 26"	Flat Fee	13	\$ 127.40	\$ 331	38%	\$ 4,309	\$ 1,656	\$ 2,653	56%	\$ 185	\$ 2,405	\$ 749	\$ 1,904	
16	Monument Foundation - 14" x 38"	Flat Fee	4	\$ 186.20	\$ 414	45%	\$ 1,657	\$ 745	\$ 912	64%	\$ 265	\$ 1,060	\$ 315	\$ 597	
17	Monument Foundation - 14" x 50"	Flat Fee	2	\$ 245.00	\$ 497	49%	\$ 994	\$ 490	\$ 504	70%	\$ 350	\$ 700	\$ 210	\$ 294	
18	DISINTERMENTS														
19	Disinterments - Adults - Weekdays	Flat Fee	1	\$ 600	\$ 2,072	29%	\$ 2,072	\$ 600	\$ 1,472	39%	\$ 800	\$ 800	\$ 200	\$ 1,272	
20	Disinterments - Adults - Saturdays	Flat Fee	1	\$ 750	\$ 3,107	24%	\$ 3,107	\$ 750	\$ 2,357	37%	\$ 1,150	\$ 1,150	\$ 400	\$ 1,957	
21	OTHER FEES														
22	Grave Purchase Record Transfer	cross support	-	\$ 30	\$ 41	73%	\$ -	\$ -	\$ -						
23	Urn Vault sales	New Fee	15	\$ -	\$ -	0%	\$ -	\$ -	\$ -						
24	Grave Purchase Consultation	New Fee	26	\$ -	\$ 248	0%	\$ 6,447	\$ -	\$ 6,447	100%	\$ -	\$ -	\$ -	\$ 6,447	
	Total User Fees						\$87,774	\$35,667	\$52,107			\$57,781	\$22,114	\$29,993	
	% of Full Cost							41%	59%			66%	62%	34%	

Public Works (Water)

City of Kentwood, MI
 Dept - 101-441 Public Works Water
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current							Recommendations				
				Per Unit		Current Recovery %	Annual		Per Unit		Annual				
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
1	Turn on/Turn off	Flat Fee	43	\$ 50	\$ 214	23%	\$ 9,212	\$ 2,150	\$ 7,062	23%	\$ 50	\$ 2,150	\$ -	\$ 7,062	
1.1	Turn on/Turn off - after hours	New Fee	7	\$ -	\$ 298	0%	\$ 2,087	\$ -	\$ 2,087	100%	\$ 100	\$ 700	\$ 700	\$ 1,387	
2	Turn on/Turn off (delinquent)	Flat Fee	311	\$ 50	\$ 257	19%	\$ 79,912	\$ 15,550	\$ 64,362	49%	\$ 125	\$ 38,875	\$ 23,325	\$ 41,037	
2.1	Courtesy waive of shutoff fee	No charge	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	
3	Broken service	Flat Fee	32	\$ 25	\$ 271	9%	\$ 8,685	\$ 800	\$ 7,885	0%	\$ -	\$ -	\$ (800)	\$ 8,685	
4	Hydrant Permit	Per day	10	\$ 20	\$ 237	8%	\$ 2,371	\$ 200	\$ 2,171	8%	\$ 20	\$ 200	\$ -	\$ 2,171	
5	Hydrant Deposit	Deposit	-	\$ 75	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ 500	\$ -	\$ -	\$ -	
6	New Meter Installation - 3/4"	New Fee	254	\$ -	\$ 373	0%	\$ 94,742	\$ -	\$ 94,742	107%	\$ 400	\$ 101,600	\$ 101,600	\$ (6,858)	
7	New Meter Installation - 1"	New Fee	10	\$ -	\$ 507	0%	\$ 4,880	\$ -	\$ 4,880	99%	\$ 500	\$ 4,813	\$ 4,813	\$ 67	
8	New Meter Installation - 1.5"	New Fee	4	\$ -	\$ 1,202	0%	\$ 5,108	\$ -	\$ 5,108	100%	\$ 1,200	\$ 5,100	\$ 5,100	\$ 8	
9	New Meter Installation - 2"	New Fee	2	\$ -	\$ 1,452	0%	\$ 3,448	\$ -	\$ 3,448	103%	\$ 1,500	\$ 3,563	\$ 3,563	\$ (114)	
10	New Meter Installation - 3"	New Fee	-	\$ -	\$ 1,752	0%	\$ -	\$ -	\$ -	103%	\$ 1,800	\$ -	\$ -	\$ -	
11	New Meter Installation - 4"	New Fee	-	\$ -	\$ 3,187	0%	\$ -	\$ -	\$ -	100%	\$ 3,200	\$ -	\$ -	\$ -	
12	New Meter Installation - 6"	New Fee	-	\$ -	\$ 5,547	0%	\$ -	\$ -	\$ -	101%	\$ 5,600	\$ -	\$ -	\$ -	
13	Damaged Water Meter Replacement - 3/4"	New Fee	-	\$ -	\$ 373	0%	\$ -	\$ -	\$ -	100%	\$ 400	\$ -	\$ -	\$ -	
14	Damaged Water Meter Replacement - 1"	New Fee	-	\$ -	\$ 483	0%	\$ -	\$ -	\$ -	100%	\$ 500	\$ -	\$ -	\$ -	
15	Damaged Water Meter Replacement - 1.5"	New Fee	-	\$ -	\$ 1,178	0%	\$ -	\$ -	\$ -	100%	\$ 1,200	\$ -	\$ -	\$ -	
16	Damaged Water Meter Replacement - 2"	New Fee	-	\$ -	\$ 1,428	0%	\$ -	\$ -	\$ -	100%	\$ 1,500	\$ -	\$ -	\$ -	
17	Damaged Water Meter Replacement - 3"	New Fee	-	\$ -	\$ 1,728	0%	\$ -	\$ -	\$ -	100%	\$ 1,800	\$ -	\$ -	\$ -	
18	Damaged Water Meter Replacement - 4"	New Fee	-	\$ -	\$ 3,163	0%	\$ -	\$ -	\$ -	100%	\$ 3,200	\$ -	\$ -	\$ -	
19	Damaged Water Meter Replacement - 6"	New Fee	-	\$ -	\$ 5,523	0%	\$ -	\$ -	\$ -	100%	\$ 5,600	\$ -	\$ -	\$ -	
20	Water Appointment Cancellation without Notice	New Penalty	15	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ 75	\$ 1,125	\$ 1,125	\$ (1,125)	
Total User Fees							\$210,446	\$18,700	\$191,746		\$158,125	\$139,425	\$52,321		
% of Full Cost								9%	91%		75%	746%	25%		

Treasurer

City of Kentwood, MI
 Treasurer - 101-253
 FY23 Budget

Ord	Service Name	Fee Description	Annual Volum	Current					Recommendations						
				Per Unit		Annual			Per Unit		Annual				
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
1	Returned Checks	Fee	-	\$ 30	\$ -	0%	\$ -	\$ -	\$ -	-	100%	\$ 30	\$ -	\$ -	\$ -
2	Penalty 3%	3%	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	100%	\$ -	\$ -	\$ -	\$ -
3	Admin fee & penalties 1%	1%	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	100%	\$ -	\$ -	\$ -	\$ -
4	Tax Info Requests 6%	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	--staff recommends removing this fee--				
5	Closing Information 5%	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	--staff recommends removing this fee--				

ORD # Footnotes

- 1 Per resolution
- 2 Staff indicated that this fee is added to delinquent person property taxes.
- 3 Staff indicated that this is the admin fee in the ordinance that is added monthly as a delinquency fee.