

**CITY OF BURLEY
ADMINISTRATIVE COMMITTEE MEETING
October 12, 2023
12:00 pm
CITY COUNCIL CONFERENCE ROOM
1401 Overland Ave.
Burley, Idaho 83319**

Attendance

Mark Mitton
Brent Carver
Bryan Reiter
Janet Hansen
Casey Andersen
John Craner
John Craner
Steve Ormond
Gary Pawson
Melissa Lee

MINUTES

1. Joint Animal Control Update and Discussion of Code Enforcement

A drawing was displayed of the new building that would be used for the Joint Animal Control. It was discussed that a Joint Power Agreement would need to be written for all the cities and the counties to participate with the animal control shelter. It was mentioned that you can't transfer property to a non-profit entity, but you can lease it. All the cities are on board to help out with a new joint animal control facility.

It was stated that a 100-year lease Joint Power Agreement would need to be set up. One of the cities will have to be responsible for it. It was stated that you can't transfer the property to a non-profit entity. Cassia needs to be on board for the new facility.

There is a need for another Full-time position within animal control/code enforcement. There are a lot of calls coming from the county to pick up dogs and the current employee is having a hard time getting any time off and he can't accumulate much in comp time but is working a lot of overtime. The county will need to be billed for animals that are picked up in the county.

The new position could help with code enforcement, most importantly getting the vehicles off the streets in the winter for snow removal. The new position could make it easier for the current employee to get much-needed time off.

2. Fee Increases

A copy of the fees were emailed out and it was explained that this would be put before the city council for approval before being sent out to the public.

There were a few questions and clarifications of some of the fees.

PROPOSED FEE INCREASES FOR THE 2023-2024 FISCAL YEAR

	Current Fee	Proposed Fee	% Change	
Sanitation				
Per Yard charge for 30 yard Containers	\$16.00	\$19.00	18.75%	Change
Damage Can Fee- 96 Gallon	\$0.00	\$50.00	new fee	
Damage Can Fee- 300 Gallon	\$0.00	\$300.00	new fee	
Pool				
Infant/Parent	\$15.00	\$20.00	33.33%	
Swim Lesson 1&2	\$20.00	\$25.00	25.00%	
Swim Lesson 3&6	\$25.00	\$30.00	20.00%	
Swim Team	\$30.00	\$40.00	33.33%	
Private Lessons	\$50.00	\$65.00	30.00%	
Semi-Private Swim Lessons	\$40.00	\$50.00	25.00%	
Open Swim	\$3.00	\$3.50	16.67%	
CEMETERY				
Adult Opening/Closing	\$550.00	\$625.00	13.64%	

Baby Opening/Closing	\$220.00	\$260.00	18.18%
Cremaains Op/Cl	\$220.00	\$260.00	18.18%
Saturday Fee	\$260.00	\$300.00	15.38%
Marker Setting Fee	\$30.00	\$40.00	33.33%
2nd Rite of Interment			
If space was purchased PRIOR to March 2014	25% of flat space		
If space was purchased AFTER March 2014	50% of flat space		

UTILITY BILLING

Late Fee	\$2.50	\$3.50	40.00%
1st Notice of Shutoff	\$10.00	\$13.00	30.00%

Fire Department Review and Inspection Fees

Structure Size	Residential Rate	
Up to 1,500 sq. ft.	(Single Family Dwelling, Duplexes, Townhomes, and Outbuildings)	Proposed Fee
1,501 to 3,000 sq. ft	\$75.00	Proposed Fee
3,001 to 4,500 sq. ft	\$150.00	Proposed Fee
4,501 to 5,500 sq. ft	\$225.00	Proposed Fee
5,501 sq. ft and up	\$300.00	Proposed Fee
	\$300.00 plus \$50.00 for each additional 1,000 sq. ft (max. of 500.00)	Proposed Fee

Any structure that is over 56,000 cubic feet that requires a monitored alarm system or sprinkler system, shall be at the listed rate plus a \$200 review

and inspection fee. Alarm and sprinkler system plans shall be submitted to the Fire District for review.

COMMERCIAL

Commercial fees shall be based on the projected project value and will include all commercial projects.

Does Not Require Fire Sprinkler or Fire Alarm System:

A \$150.00 fee will be assessed on all projects. In addition to the \$150.00 fee, a factor of .0003 will be multiplied by the Project Value to determine the total fee amount. Maximum fee = \$525.00

Requires Fire Sprinkler or Fire Alarm System:

A \$250.00 fee will be assessed on all projects. In addition to the \$250.00 fee, a factor of .0005 will be multiplied by the Project Value to determine the total fee amount. Maximum fee = \$1,500.00

A building with a fire sprinkler system would also require a fire alarm system

Outbuildings (Sheds, Polebarns, Etc.)

A fee of \$75.00 will be assessed regardless of square footage. Residential Building fees shall apply if living quarters type upgrades to these types of structures are installed.

An additional fee of \$75.00 will be assessed to outbuildings requiring a monitored alarm system to cover alarm system plan review and on site inspections.

All fees to be paid prior to plan review approval letter being issued.

Old

Engines, Trucks and tools	1-man crew	2-man crew	3-man crew	4-man crew	5-man crew	6-man crew
Engine # 46, #33	N/A	\$125 hr.	\$177 hr.	\$215 hr.	\$253 hr.	N/A
Engine #1, North Cassia -1	N/A	\$125 hr.	\$177 hr.	\$215 hr.	N/A	N/A
Ladder #2, Truck #1	N/A	\$240 hr.	\$278 hr.	\$316 hr.	\$354 hr.	\$392 hr.
North Cassia #2 Water Tender	N/A	\$178 hr.	N/A	N/A	N/A	N/A
Boat #1	N/A	\$125 hr.	\$177 hr.	\$215 hr.	N/A	N/A
Command Vehicle	\$67 hr.	N/A	N/A	N/A	N/A	N/A

Proposed

Engines, Trucks and tools	1-man crew	2-man crew	3-man crew	4-man crew	5-man crew	6-man crew
Engine # 46, #33	N/A	\$225 hr.	\$275 hr.	\$300 hr.	\$325 hr.	N/A
Engine #1, North Cassia -1	N/A	\$225 hr.	\$275 hr.	\$300 hr.	N/A	N/A
Ladder #2, Truck #1	N/A	\$240 hr.	\$290 hr.	\$340 hr.	\$390 hr.	\$440 hr.
North Cassia #2 Water Tender	N/A	225 hr.	N/A	N/A	N/A	N/A
Boat #1	N/A	\$225 hr.	\$275 hr.	\$300 hr.	N/A	N/A
Command Vehicle	\$100 hr.	N/A	N/A	N/A	N/A	N/A

Engineering Department Review and Inspection Fees			
	Current Fee	Proposed Fee	% Change
Preliminary Plat Review Base Fee		\$500.00	New
Preliminary Plat Review per lot Fee		\$10.00	New
Final Plat Review Base Fee	\$300.00	\$500.00	67%
Final Plat Review per lot Fee		\$10.00	New
Subdivision Construction Drawings Review per lot Fee		\$100.00	New
Subdivision Inspection Fee Per Lot (Final Plat)		\$75.00	New
Commercial Construction Drawings Review per acre		\$50.00	New
Commercial Inspection Fee per acre		\$75.00	New

Lot Split	\$150.00	\$200.00	33%
Boundary Line Adjustment		\$200.00	New

Right of Way Permit Fees Commercial or Rental			
	Current Fee	Proposed Fee	% Change
Application Fee	\$100.00	\$100.00	0%
Inspection Fee	\$600.00	\$750.00	25%
Inspection Fee % > \$15000 in Construction	4%	5%	25%
Bond per Permit	\$20,000.00	\$20,000.00	0%
Insurance Coverage per permit	\$500,000.00	\$1,000,000.00	100%

Right of Way Permit Fees for Burley City Resident Residential Only			
	Current Fee	Proposed Fee	% Change
Application Fee	\$100.00	\$100.00	0%
Inspection Fee	\$600.00	\$0.00	-100%
Inspection Fee % > \$15000 in Construction	4%	0%	-100%
Bond per Permit	\$20,000.00	\$1,000.00	-95%
Insurance Coverage per permit	\$500,000.00	\$100,000.00	-80%

Copy fees			
	Current Fee	Proposed Fee	% Change
Copies on Large HP Copier (Black & White)	\$2.50	\$10.00	300%
Copies on Large HP Copier (Color)	\$6.00	\$15.00	150%
Copies on Kyocera (11x17 Black & White)		\$0.15	New
Copies on Kyocera (11x17 Color)		\$0.25	New
Copies on Kyocera (8.5x11 Black & White)	\$0.05	\$0.10	100%
Copies on Kyocera (8.5x11 Color)	\$0.05	\$0.15	200%

Planning & Zoning Review Fees			
	Current Fee	Proposed Fee	% Change
Advertisement for Zone Changes	\$225.00	\$250.00	11%
Review for Zone Changes		\$250.00	New
Review for Comprehensive Master Plan		\$1,250.00	New
Advertisement for Public Hearing		\$250.00	New

Water Department	Current Fee		Proposed Fee					
Rate Type								
Residential	\$25.88 for 1st 3,000 gallons then \$1.26/1,000 gallons		\$26.40 for 1st 3,000 gallons then \$1.29/1,000 gallons					
Commercial	\$25.88 for 1st 3,000 gallons then \$1.26/1,000 gallons		\$26.40 for 1st 3,000 gallons then \$1.29/1,000 gallons					
Low Pressure	\$0.01506 per square foot (annually)		\$0.01566 per square foot (annually)					
Industrial Park	\$0.97/1,000 gallons (No base fee)		\$1.01/1,000 gallons (No base fee)					
Re-Inspection fees								
Water	\$150.00	New						
Sewer	\$150.00	New						
Broadband	\$150.00	New						
Electrical	\$150.00	New						

3. Discussion of purchasing Broadband Improvements

ETS is starting to build the fiber network. It was stated that it would be good if we could add two things to the plan for the grant money. One is to pay ETS for the infrastructure that was put into the Lands End neighborhood and to pay for the infrastructure to put hard fiber to the Wastewater plant.

The city would pay for the infrastructure with the grant money and the internet service would still be provided by ETS to the homes in the neighborhood. This was a sort of test area to see how it would go with the rest of the infrastructure.