



Office of the City Manager
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Memo

To: Members of the Dublin City Council
From: Marsha I. Grigsby, City Manager *MIA*
Date: October 18, 2012

Initiated By: Angel L. Mumma, Deputy City Manager/Director of Finance
Bryan Thurman, Deputy Finance Director
Melody Kennedy, Financial Analyst

Re: Ordinance 65-12 – An Ordinance Amending Chapter 35 of the Codified Ordinances to Revise the Fee and Service Charge Revenue/Cost Comparison System and Establishing a Schedule of Fees and Service Charges for City of Dublin Services

Background

Attached is Ordinance 65-12, which revises the Schedule of Fees and Service Charges for the City of Dublin. This Ordinance, with its proposed fee schedule, is the annual update to Chapter 35 of the City's Codified Ordinances, which revises the current "City's Schedule of Fees and Service Charges for City of Dublin Services." Proposed changes for 2013 are highlighted in yellow in Appendix A. Each City Work Unit had the opportunity to review the proposed fee modifications in the Ordinance and provide their input.

At its October 8th meeting, the Finance Committee of City Council reviewed the fee changes proposed for each City Work Unit. No changes or modifications have been made to the Ordinance subsequent to that meeting.

Also discussed during the meeting of the Finance Committee was the possibility of preparing the Cost of Services Study on a biennial basis. This can be further evaluated during the 2013 Operating Budget discussions.

The goal of the annual review of service fees is to provide information regarding the actual cost to provide the City's services. With that information, City Council may choose to increase, reduce or modify the proposed fees in consideration of the established target cost recoveries.

If approved, these fees will become effective on January 1, 2013 except where otherwise noted in the Ordinance.

Although there are incremental changes in various fees throughout the Ordinance, the following sections provide additional information regarding the most notable charges in this year's review.

COMMUNITY DEVELOPMENT SERVICES

Land Use & Long Range Planning

Various increases are proposed in the fee schedule for Land Use & Long Range Planning services based on the cost of operations. Other modifications are based on changes made to the City's Code in the past year. Changes include:

- Corridor Development District Review (PL-07) is being removed from the fee schedule. It no longer exists in the City's Code.
- Special Permit Review (PL-29) has been modified to exclude model home reviews. These are now permitted through the Certificate of Zoning Plan Approval process (PL-17).
- BZA Appeal Processing (PL-36) has been modified to include non-conforming uses in accordance with the City's Code.
- Bridge Street District – ARB Review (PL-53) is modified to include a proposed fee established at \$1,000 for a Basic Plan Review.
- Bridge Street District – Open Space in Lieu of Determination (PL-55) is modified to include a proposed provision for projects with open space requirements less than 300 square feet that states those projects are not chargeable.

PUBLIC SAFETY SERVICES

Court Services

Adult Traffic Services (CT-15) was added to the fee schedule for 2013. For eligible participants, the program involves processing of non-accident minor misdemeanor traffic offenses. The charge is dismissed when a participant successfully completes the program, which includes paying all accrued court costs, providing proof of insurance and completing an online driving course. The fee includes payment of court costs and the charge for the online driving class sponsored by the National Safety Council (NSC).

Police Services

Fingerprinting Services (PO-17) has been removed from the fee schedule. The rationale for removing the service includes:

- It would have required the City to expend capital funds to replace the existing WebCheck machine to accommodate the new federal WebCheck system.
- The Attorney General expanded the availability of private WebCheck providers throughout the area, making it significantly easier for the customer to find a convenient time and location to obtain service.
- Dublin City School District purchased their own WebCheck system and no longer needed the City's services.

PUBLIC WORKS

Fleet

An increase to the Fueling Surcharge (PW-10) for gasoline, diesel and compressed natural gas (CNG) is proposed. The proposal includes a one cent increase to the gallon and/or gas gallon equivalent resulting in a fee of \$.09/gallon and \$.51/GGE respectively. This increase, if approved, will become effective on July 1, 2013. This will provide additional time for the School District and Township, who purchase gasoline and diesel from the City, to budget for the increase.

LEISURE AND CULTURAL SERVICES

Recreation Services – Senior Program

A fee increase in the resident fee for the Dublin Community Senior Citizens Membership (RC-16) is proposed. Membership privileges include participation in all general and special activities, priority for trip sign-ups, a monthly newsletter, a name badge and eligibility to serve on committees and programs. Anyone 55 years of age or older is eligible to join. Currently, the fee is \$12 for residents per year and \$20 for non-residents per year. The proposed increase sets the resident fee at \$15 per year. Although there have been incremental increases in the non-resident fee, the resident fee has not been increased for more than 15 years.

Outdoor Municipal Swimming Pools

A 10% early registration discount is proposed for residents purchasing season passes to the outdoor pools (RC-12). The early registration period is from April 1 through May 1. The discount is proposed in an effort to deter long waiting lines at the DCRC counter for outdoor pool passes on Memorial Day weekend. It also provides a financial incentive for residents to encourage them to register for season passes to the outdoor pool if they have not done so in the past.

Recommendation

Staff recommends approval of Ordinance No. 65-12 at the second reading/public hearing on November 5, 2012.

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Ordinance No. 65-12

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(7) The "full costs," in most instances, will be rounded to the nearest five or ten dollars, with the actual fee established by the ordinance establishing a schedule of fees and charges for City services.

Section 35.81 Findings and Intent

(a) It is the intent of the City Council to ascertain and recover the specified percentages of full costs from fees, charges, and regulatory license fees levied in providing the regulation, products, or services set forth in this Chapter.

(b) The fee and service charge revenue/cost comparison system set forth in this Chapter provides a mechanism for ensuring that fees adopted by the City for services rendered do not exceed the reasonable estimated cost for providing the services, unless otherwise noted.

(c) It is the intent of the City Council to achieve a more equitable and fair mix for financing services set forth in this Chapter in order to reduce or eliminate subsidizing these services with general tax revenue; thereby, allowing those general tax revenues to be used for general services, including infrastructure maintenance and replacement.

Section 35.82 Delegation of Authority and Direction to the City Manager

(a) The City Manager is hereby delegated the authority and directed to provide documents to the City Council to implement its policy to adjust fees and charges to recover the percentage of full costs as established in this Chapter.

(b) "Full costs" shall be as defined in Section 35.80. In adjusting fees and charges, the City Manager shall act in an administrative and ministerial capacity and shall consider only the standards and criteria established by this Chapter and the applicable State laws.

Section 35.83 Schedule of Fees and Service Charges

(a) The City Manager, Director of Finance, and each City department head, under the direction of the City Manager, shall review annually the fees and service charges listed in Appendix A- Schedule of Fees and Service Charges, and provide an adjusted fee or charge schedule to the City Council for its consideration so as to recover the listed percentage of full costs necessary to provide the listed regulation, product or service as modified by the notes following the list of services. These fees, unless otherwise specified, are for City of Dublin services and are in addition to any charges made by any other governmental agencies.

(b) The services as listed in this Section shall be as defined in the document entitled "Cost Study for the City of Dublin, Ohio" as produced by the City of Dublin.

(c) All fees and charges set pursuant to this Chapter and Section shall take effect as specified in this Ordinance.

(d) The City Manager may vary the review schedule listed in the Section if, in the judgment of the City Manager and a directly affected and requesting department head, a gross inequity would be perpetrated by not revising a fee or charge prior to the next rate review. Any such special rate review shall be reported to the City Council at its next succeeding meeting where the City Council may revise the fee or charge by Ordinance.

(e) If fees are not collected at the time that the service is provided, the City has the right to pursue collection of any of the fees listed in this Ordinance, including certification to the County Auditor, remittance to a collection service, or any other appropriate pursuit for payment. When additional fees need to be levied and collected for City-provided services in the amount of \$10 or less, or when a refund is due in the amount of \$10 or less, a refund or additional charge need not be made.

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(f) Should it become necessary to establish a new service fee or charge during the year, the City Manager may set the fee administratively. Any such fees set by the City Manager shall be reported to the City Council at its next succeeding meeting where the City Council may revise the fee or charge by Ordinance. The new service will then be included and analyzed in the next rate review.

Section 35.84 Fee Appeals and Waivers

Irrespective of the percentage of recovery and the "notes" in Section 35.83 - Appendix A, the City Council reserves the right to waive any fee in order to encourage development projects that enhance the City's tax base as outlined in the City's Economic Development Strategy. The City Manager may recommend further waivers or fee adjustments, based on hardship, to be accepted or rejected by City Council at its next regularly scheduled meeting.

Section 2. SEVERABILITY

If any portion of this Chapter is found to be unconstitutional or invalid the City Council hereby declares that it would have enacted the remainder of this Chapter regardless of the absence of any such invalid part.

Section 3. REPEALER

All Ordinances, the Codified Ordinances of Dublin, Resolutions, City Council Motions, and all actions of all City Boards and Commissions in conflict here within are hereby repealed. The fees and charges established by this Chapter shall supersede all previously established fees or charges for the same regulation, product or service, and all such previous fees and charges are hereby repealed on the effective date of the Order of the City Manager.

Section 4. EFFECTIVE DATE

This ordinance adopting the schedule of fees and service charges shall take effect on January 1, 2013 except where noted. Therefore, this ordinance shall be in effect on January 1, 2013.

Passed this _____ day of _____, 2012

Mayor - Presiding Officer

ATTEST:

Clerk of Council

Ordinance 65-12

APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES

		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
<u>Regulation, Product or Service</u>			
<u>Finance and Administrative Services</u>			
AD-01	Returned Check (NSF) Processing	100%	(Note 19) \$15
AD-02	Document Printing & Copying	(Note 4) 100%	\$.05/pg-single-sided black & white copy \$.10/pg double-sided black & white copy \$.10/pg single-sided color copy \$1.50 -City map/blue print \$20 - Code Books and Bid Documents (or at actual cost if higher) \$3-audio/video tape \$1-CD (plus the actual cost of postage, if mailed.)
AD-03	Special Telecommunications Right-of-Way Permit	100%	\$600
AD-04	General Telecommunications Right-of-Way Permit	100%	\$710
<u>Community Development Services</u>			
<u>Building Standards Services</u>			
BL-01	Building Permit Application – Residential Plan Review	100%	\$220 plus \$52 each 500 sq. ft. or fraction thereof over 1,000 sq. ft.
BL-02	Building Permit Application – Commercial Plan Review	100%	\$210 first 1,000 sq. ft. plus \$130 each additional 1,000 sq. ft. or fraction thereof (plus costs of outside plan review, if necessary, above cost of normal plan review service.)
BL-03	Minor Building Plan Revision – Commercial	100%	\$310
BL-04	Major Building Plan Revision – Commercial	100%	\$970 (plus cost of outside review when necessary.)
BL-05	Building Inspection – Residential	100%	See Appendix A-1.
BL-06	Building Inspection – Commercial	100%	See Appendix A-1.
BL-07	Plumbing Plan Review & Inspection	(Note 5)	Residential - \$60 application and first fixture, plus \$15 each additional fixture. Commercial - \$75 application and first fixture, plus \$20 each additional fixture.
BL-08	Electrical Plan Review	100%	\$130/hr (plus cost of outside review when necessary.)
BL-09	Electrical Inspection/Permit - Residential	100%	See Appendix A-1.
BL-10	Electrical Inspection/Permit - Commercial	100%	See Appendix A-1.
BL-11	HVAC Inspection/Permit - Residential	100%	See Appendix A-1.
BL-12	HVAC Inspection/Permit - Commercial	100%	See Appendix A-1.
BL-13	Fire Protection System Review	100%	(Note 14) \$165 Revisions to plan - \$50
BL-14	Building Plan Revision – Residential	100%	\$20 Administrative Fee plus fee based on levels of review: \$50-Bldg. Division; \$50-Planning Division; \$50-Engineering Division.
BL-15	Home Improvements	(Note 2)	0 – 1,000 sq. ft. = \$50 1,001 – 1,500 sq. ft. = \$100 1,501 sq. ft. and up = refer to standard residential review and inspection fees.
BL-16	Temporary Structure	100%	\$70
BL-17	Gas Line Permit	100%	\$95
BL-18	Building Preliminary Plan Review	0%	\$0
BL-19	Alternative Building Materials Review	50%	\$670

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		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
<u>Regulation, Product or Service</u>			
<u>Community Development Services (continued)</u>			
<u>Building Standards Services (continued)</u>			
BL-20	Building Demolition Plan Review & Inspection	100%	\$180
BL-21	Bldg Relocation Plan Review/Inspection – In City	(Note 23) 100%	\$610 plus costs.
BL-22	Bldg Relocation Plan Review/Inspection – Enter City	(Note 23) 100%	\$610 plus costs.
BL-23	Bldg Relocation Plan Review/Inspection – Leave City	(Note 23) 100%	\$500
BL-24	Change of Use Permit	100%	\$265
BL-25	Conditional Occupancy Inspection	100%	\$365 /six month period for residential or commercial premises.
BL-26	Building Permit Extension	100%	\$20
BL-27	Building Permit Reactivation	100%	50% of original permit fee (excluding water and sewer capacity charges.)
BL-28	Special Building Inspection	100%	(Note 14) \$130 minimum for 1 hr. inspection; plus \$90 if written report is requested.
BL-29	Building Re-inspection Service	100%	\$135
BL-30	Contractor Registration	100%	\$65/year
BL-31	Building Construction Appeal	(Note 2)	\$200 (non-refundable)
BL-32	Building Standards Appeal	(Note 21)	(Note 21) \$0
BL-33	Replacement Building Plans	100%	\$45 administrative fee, plus actual cost of reproducing plans.
BL-34	Replacement Building Cards	100%	\$45
<u>Leisure and Cultural Services</u>			
<u>Community Relations Services</u>			
CR-05	Special Events & Performance Coordination	(Note 9 & 13) 100%	(Note 13b and Appendix A-1 for Waivers) \$125 Application Fee for Community Events <u>Hourly Fee Per Employee:</u> Parks - \$100/hr Custodian Service – \$100/hr Bldg. Inspect. (Note 22) Police Service - \$140 /hr Cruiser Usage - \$8 /hr Streets & Utilities- \$100/hr (plus costs of signage) Recreation. (seasonal) - \$20/hr

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		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
Regulation, Product or Service			
Public Safety Services			
Court Services (continued)			
CT-01	Court Service	(Note 6)	\$20
CT-02	Fine Processing	100%	\$18
CT-02A	Computer Fund Fee	(Note 36)	\$3
CT-03	Records Sealing Service	(Note 3)	\$20 (plus State fee).
CT-04	Summons Issuance	100%	\$30
CT-05	Warrant Processing	100%	\$100
CT-06	PNC Monitoring	0%	\$0
CT-07	Presentence Investigation	0%	\$0
CT-08	Probation Monitoring	0%	\$0
CT-09	Continuance Processing	(Note 6) 100%	\$0-1 st continuance \$10 – additional continuance.
CT-10	Witness/Subpoena Processing	(Note 6 & 7) 100%	\$30
CT-11	Adult Diversion	(Note 2)	\$200
CT-12	License Forfeiture	100%	\$20 (plus BMV fee).
CT-13	Interstate Compact	100%	\$20
CT-14	Warrant Blocks	100%	\$20
CT-15	Adult Traffic Diversion	(Note 39) 100%	\$80 Court Cost plus fee for on-line driving course
Community Development Services			
Engineering Services			
EN-01	Right-of-Way Plan Review & Inspection	(Note 15) (Note 2) 100%	Residence - \$50 Other - \$390
EN-02	ROW Encroachment Plan Review & Inspection	100%	\$1,200
EN-03	Public Improvement Plan Review	100%	2% of estimated costs of improvements.
EN-04	Public Improvement Inspection	100%	7% of estimated costs of improvements.
EN-05	Easement Encroachment Review	50%	\$340 (includes recording fees)
EN-06	Review of Utility Company Easements on City Property	100%	\$575 (plus a sq. ft. fee based on the approved per acre fee for raw parkland if equipment or pad is above ground on City property or rights-of-way.)
EN-07	Private Street Dedication Review	100%	\$2,390 plus costs.
EN-08	Street Vacation Review	100%	\$1,425 plus costs.
EN-09	Street Re-Naming (non-staff initiated)	100%	\$660 (plus costs of signs and labor if necessary)
EN-10	Private Waste Disposal Review	100%	(Note 16) \$520 res (Note 16) \$910 non-res
EN-11	Sanitary Sewer Inspection	100%	\$140
EN-12	Flood Plain Inquiry Response: Written Request Others	(Note 1) 50% 0%	(Note 1) \$100 \$0
EN-13	Flood Plain Development Review	(Note 14) 100%	\$770 - other \$345 - residents
EN-14	Engineering Re-inspection Service	100%	\$100
EN-15	Damaged Light Pole Repair	100%	(Note 17) \$75/hr
EN-16	Street/Traffic Sign Service	(Note 13a) 100%	\$75/hr plus costs (Plus \$75/hr for installation if needed.)
EN-17	Well Drilling Permit	10%	\$325

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		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
<u>Regulation, Product or Service</u>			
<u>Community Development Services</u>			
<u>Park Services</u>			
PK-01	Cemetery Maintenance	100%	\$660– resident \$1,850– non-res.
PK-02	Cemetery Lot Sale	100%	\$160
PK-03	Interment Service	100%	\$380 – weekday \$570 – after hrs and weekends
PK-04	Monument Foundation Service	100%	\$1.80 /per sq. inch.
PK-05	Veterans Marker Service	0%	\$0
PK-06	Business District Maintenance	0%	\$0
<u>Community Development Services</u>			
<u>Land Use & Long Range Planning Services</u>			
PL-01	PUD/Concept Plan Review	50%	\$2,130
PL-02	PUD/Preliminary Plan Review	50%	(per application) Minor - \$2,005 Major – \$4,180
PL-03	PUD/Final Development Plan Review	50%	\$2,895 for 20 acres or less, plus \$68 for each additional 5 acres or portion thereof over 20 acres.
PL-04	Amended Final Development Plan (previously PUD/Minor Revision): Recognized Dublin HOA’s Others	(Note 34) 0% 50%	\$0 (per application) Minor - \$1,080 Major - \$1,820 Signage - \$745
PL-05	Pre-application Site Plan Review: Residential Commercial (including COIC/EAZ/West Innovation District)	0% 0%	\$0 \$0
PL-06	Rezoning Application Review	100%	\$2,165 SFD on 5 acres or less. \$4,330 other rezoning.
PL-08	Conditional Use Application Review	(Note 25) 50%	(per application) Minor - \$1,020 Major - \$1,815
PL-09	Parking Lot Alteration/Expansion	100%	\$920 /lot or facility.
PL-10	Informal Plan Review	(Note 2)	\$500
PL-11	Preliminary Plat Review	100%	\$665 for first two lots, plus \$45 /lot over two lots up to 100 lots. (No increase over 100 lots.) \$3,455 commercial/Industrial/other.
PL-12	Final Plat Review	100%	\$705 for first two lots, plus \$68 /lot over two lots up to 100 lots. (No increase over 100 lots.) \$1,830 for first two RDUs plus \$68 /unit over two RDUs up to 50 RDUs (No increase over 50 RDU’s). \$3,200 commercial/industrial/other.

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		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
Regulation, Product or Service			
Community Development Services (continued)			
Land Use & Long Range Planning (continued)			
PL-13	Lot Split/Minor Subdivision Review	100%	\$490 – residential. \$660 - commercial./industrial/other.
PL-14	Lot Line Adjustment Review	100%	\$490 – residential. \$660 – commercial/industrial/other.
PL-15	Variance Application Review: Properties Located in Architectural Review District Existing Single Family Development (SFD) Others	(Note 25) 0% (Note 2) 100%	\$0 \$100 \$1,995
PL-16	Time Extension Review	100%	\$1,240
PL-17	Certificate of Zoning Compliance Review: Residence Commercial & Other	50% 100%	\$60 \$135
PL-18	Certificate of Appropriateness	0%	\$0
PL-19	Sign Plan Review & Inspection – Permanent: Recognized Dublin HOA’s Others	(Note 34) 0% 100%	\$0 \$380
PL-20	Sign Plan Review & Inspection - Temporary	100%	\$80
PL-21	Sign Plan Review & Inspection - R-O-W	0%	\$0
PL-22	Annual Permanent Sign Inspection	0%	\$0
PL-23	Temporary Use Review	100%	\$75
PL-24	Seasonal Business Review	100%	\$140-initial appl. \$90-renewal fee. (Plus \$500 refundable bond)
PL-24A	Outdoor Seasonal Plant Display/Sales	100%	\$90
PL-25	Amusement Device Operation Review	(Note 2)	\$1,000/yr.-Facility license, plus \$80 initial filing fee.
PL-26	Sexually Oriented Business License	100%	\$330
PL-27	R-O-W Solicitation Permit	0%	\$0
PL-28	Peddlers/Solicitation Permit	100%	\$90/license
PL-29	Special Permit Review: For uses permitted in residential zones Others	25% 100%	\$400 \$1,600
PL-30	Home Occupation Permit	100%	\$90-initial two years \$40-each two years after
PL-31	Wireless Facility Administration Review	(Note 35) 100%	New Tower - \$2,115 Alternative Structure - \$2,115 Co-location - \$1,835 Temporary Facility - \$870

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		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
Regulation, Product or Service			
Community Development Services (continued)			
Land Use & Long Range Planning (continued)			
PL-32	Tree Removal Permit	(Note 31) 0%	\$0
PL-33	Block Party Permit	(Note 6)	\$0-standard permit with use of barricades; \$0-first use of block party package to recognized Dublin Civic Associations each calendar year and \$50 each use thereafter.
PL-34	Garage Sale Permit	(Note 2)	\$5/permit plus \$1/sign to a max of 3 signs per address.
	Neighborhood Garage Sale Permit (minimum of 10 participating addresses or more)	(Note 2)	\$3/permit plus \$1/sign to a max of 3 signs per address.
PL-35	Zoning Inquiry Response: Written Request	(Note 1) 100%	\$180
	Others		\$0
PL-36	BZA Appeal Processing/Non-Conforming Use Determination: SFD and Historical Dublin Area	(Note 2)	\$100
	Others	(Note 2)	\$1,370
PL-38	City Council Appeal Processing: SFD	(Note 2)	\$100
	Others	(Note 2)	\$500
PL-39	Planning Pre-Submittal Meeting	0%	\$0
PL-40	Planning Re-inspection Fee	100%	\$100
PL-41	Code Enforcement Inspection	0%	\$0
PL-43	Weed Abatement Service	(Note 6)	\$350 plus contracted cost of mowing for first mowing of the season.
			\$235 plus contracted cost of mowing for each subsequent mow of the season after the first.
PL-45	Annexation Petition Processing	100%	\$3,700
PL-46	EAZ/West Innovation District Development Plan Application Fee	50%	\$2,440
PL-47	EAZ/West Innovation District Administrative Departure Fee	0%	\$0
PL-48	EAZ/West Innovation District Site Plan Approval Fee	100%	\$2,675
PL-49	Bridge Street District – Basic Plan Review	25%	\$1,000
PL-50	Bridge Street District – Development Plan Review	50%	\$2,440
PL-51	Bridge Street District – Site Plan Review	50%	\$2,440
PL-52	Bridge Street District – Minor Project Review	50%	\$0- Historic District \$100- Residential accessory uses/structures \$1,025- Small \$1,730- Large
PL-53	Bridge Street District – Architectural Review Board (ARB) Review	50%	\$1,000 - Basic Plan \$2,440 - Development Plan \$2,440 - Site Plan
PL-54	Bridge Street District – Waiver Review	50%	\$1,880
PL-55	Bridge Street District – Open Space Fee in Lieu of Determination	(Note 2)	\$0- If included in Basic Plan Review \$0- If open space requirement is less than 300 sq. ft. \$500- Others
PL-56	Bridge Street District – Master Sign Plan Review	25%	\$705
PL-57	Bridge Street District – Parking Plan Review	25%	\$705

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<u>Regulation, Product or Service</u>			
<u>Public Safety Services</u>			
<u>Police Services</u>			
PO-01	Police False Alarm Response	100%	\$0-1 st 2 in 6 mos. \$70 -third alarm \$70 -fourth alarm \$80-fifth alarm \$100-6 or more in 6 months.
PO-02	Impounded/Abandoned Vehicle Release: Crime Victim Others	0% 100%	Crime Victim - \$0 Others - \$115
PO-03	Records Check/Clearance Letter	100%	(Note 18) \$20
PO-04	Firearm Permit	100%	\$100
PO-05	Vacation House Watch	0%	\$0
PO-06	Non-Emergency Lock-Out Assistance	0%	\$0
PO-08	Police Report Reproduction	(Note 4)	\$.05 single-sided black & white \$.10 double-sided black & white \$.10 single-sided color copy
PO-09	Police Photo Reproduction	(Note 4)	\$1/print or CD plus postage.
PO-10	Video/Audio Tape Reproduction	(Note 4)	\$3 (tapes supplied).
PO-11	Other Agency Dispatch Service	(Note 5)	(Note 5)
<u>Public Works Services</u>			
<u>Utility and Enterprise Services</u>			
PW-01	Water Service	100%	(Note 29)
PW-02	Sanitary Sewer Service	100%	(Note 30)
PW-03	Storm Sewer Services	0%	(Note 11) \$0
PW-04	Refuse Collection Service – Residential	0%	\$0
PW-05	Recycling Collection Service	0%	(Note 33) \$0
PW-06	Street Sweeping	0%	\$0
PW-07	Spilled Load Clean-up	(Note 13a) 100%	\$110/hr plus costs
PW-08	Damaged Property Repair	(Note 13a) 100%	\$110 /hr plus costs
PW-09	Fire Hydrant Permit (public or private)	100%	\$105 (fee to be doubled if City required to pump the hydrant) plus, \$350 refundable deposit for hydrant backflow prevention device and hydrant wrench.
PW-10	Fuel Surcharge (Administrative Fee)	100% (Note 38)	\$.09 per gallon - unleaded or diesel \$.51 per gasoline gallon equivalents (GGE) - compressed natural gas
PW-11	Salt Surcharge	100%	\$1.45/ton
<u>Leisure and Cultural Services</u>			
RC-01	Youth & Adult Sports Program	(Note 8)	(Note 8 & 26)
RC-02	Adult Recreation Classes	(Note 8)	(Note 8 & 26)
RC-03	Teen Recreation Classes / Camps	(Note 8)	(Note 8 & 26)
RC-04	Preschool & Youth Recreation Classes	(Note 8)	(Note 8 & 26)
RC-06	Preschool Camps & Youth Camps	(Note 8)	(Note 8)
RC-08	Special Needs Programs	(Note 8)	(Note 8)
RC-09	Fitness/Wellness Classes	(Note 8)	(Note 26)
RC-10	Theater Classes & Camps	(Note 8)	(Note 8)
RC-11	Pool Recreation Classes	(Note 8)	(Note 26)
RC-12	Recreational Swimming – Outdoor Pool	(Note 6)	See Appendix A-1

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		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
<u>Regulation, Product or Service</u>			
<u>Leisure and Cultural Services (continued)</u>			
RC-13	Swimming Lessons	(Note 8)	(Note 8 & 26)
RC-14	Swim Team	(Note 8)	(Note 8)
RC-15	Concession Services	(Note 27)	(Note 27)
RC-16	Senior Citizen Recreational Programs	(Note 8)	(Note 2 & Note 37)
RC-17	Park Reservation Service	(Note 2 & 28)	<p><u>Park Shelter & Scioto Amphitheater</u> \$5/hr – Resident \$12.50/hr – Non-Resident</p> <p><u>Coffman Park Amphitheater</u> \$10/hr – Resident \$20/hr – Non-Resident</p> <p><u>Coffman Park Pavilion & Amberleigh Park Pavilion</u> \$12.50/hr (\$100/day) – Resident \$25/hr (\$200/day) – Non-Resident (plus \$100 refundable deposit for all rentals.)</p>
RC-18	Athletic Field Usage/Rental (baseball, softball, and regulation soccer fields)	(Note 32) 100%	<p>Athletic Field Use Fees – Non-recreational (competitive) Youth Soccer - Non-Resident:</p> <p>For non-resident participant \$30 per Spring or Fall session or \$60 per year</p> <p>\$50/day per field for non-profit groups;</p> <p>\$100/day for-profit groups</p> <p><i>(un-groomed and unlit fields; subject to availability.)</i> Field use fees are waived for Dublin-based recreation sports league tournaments. Field use fees apply for all other sports tournaments.</p>
RC-19	DCRC – Passes	(Note 6)	See Appendix A-1.
RC-20	DCRC – Babysitting	(Note 8)	(Note 8)
RC-21	DCRC – Rental Rates	(Note 6 & 28)	See Appendix A-1.
RC-22	Community Hall Rental	(Note 6)	See Appendix A-1.
RC-23	Theater Rental	(Note 6)	See Appendix A-1.

Notes:

1. Fee not to apply to Dublin residents when request is for primary residential property.
2. A flat fee to be reviewed periodically by City Council.
3. The recovery is to be the maximum allowable under Ohio Law.
4. The recovery is to be the maximum allowable under the Public Records Act.
5. The percentage of recovery is dependent on the agreement negotiated between the parties.
6. Rather than a percentage of recovery, the City Council has specified a fee structure to be adopted.
7. There is to be no recovery of costs for Police Officers subpoenaed.

Ordinance 65-12

APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES Notes (continued)

8. In general, the recreation program will attempt to recover, on an aggregate basis, 50% of direct costs and building maintenance costs, while recognizing that some programs may be somewhat less than that for certain reasons and some more than that. This to be based on the nature of the program. This will ensure that individual fees are reviewed annually, and any set unusually high/low are flagged.
9. For City Services provided aside from the Division of Events Administration.
10. No change, at this time, to the existing rate structure.
11. At the February 8, 1999 meeting of the Committee of the Whole to discuss storm drainage utilities. The consensus was not to implement storm drainage fees.
12. Fee to be negotiated as part of franchise agreements.
13.
 - a. Fee will be based on fully burdened hourly rate plus any out-of-pocket costs and other direct costs.
 - b. For required City services, cost recovery of 50% of the fully burdened hourly rate of labor, plus full recovery of any out-of-pocket costs and other direct costs may be charged for recognized, tax exempt, Dublin non-profit events at the discretion of the Finance Committee.
14. Plus costs of any additional outside review services.
15. Plus a \$5,000 refundable bond to cover costs of repairs should they be necessary. Residents are not required to post bond when not cutting into the street pavement.
16. Plus any fees charged by the County or State.
17. Fully-burdened hourly rates of Traffic Technician(s) and any Streets & Utilities Staff used to repair light poles, plus actual cost of parts for repairs.
18. Not chargeable to any and all governments or government agencies; Dublin residents; Dublin businesses. For fingerprinting, the Dublin Police Department will be charged a fee for each web check submission for civilians being printed. The actual cost of the web check submission fee will be charged back to each civilian printed.
[Some individuals may need a State and National web search while others may need one or the other.]
19. Fee applies when check has been deposited twice, is still NSF, and the party must redeem the check in person for cash.
20. Per existing lease agreement.
21. The City does not have a certified Board of Building Appeals and therefore does not have the authority under the Ohio Revised Code to charge a fee.
22. A flat fee for a temporary structure permit.
23. Changes have not been made in the past to the fee or the percentage of recovery based upon the low volume of service delivery.
24. No change to current fee structure due to limited historical financial information. Fees will continue to be monitored and evaluated.
25. Fees to be waived for those properties located within the Architectural Review District in Old Dublin, and for churches and places of worship in residential districts, and for Alternative Energy Applications.
26. A ten percent (10%) discount to apply for Community Recreation Center (DCRC) members on programs held inside the DCRC facility (not to apply to camps & aerobics classes).
27. Concession items will be charged at fees that attempt to recover direct cost of operations.
28. Rental fees for the gymnasium, classrooms, and park shelters are waived for youth organizations and schools, both public and private, serving the Dublin Community.

Ordinance 65-12

APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES Notes (continued)

29. Fees as adopted in Ordinance 13-92 and 24-95 and as amended by Ordinance 07-05, and 94-07, and 64-09, 56-11, and 64-12.
30. Fees as adopted in Ordinance 14-92 and 25-95 and as amended by Ordinance 07-05, and 94-07, and 64-09, 56-11, and 64-12.
31. Tree Removal permit at no charge and tree replacement fee of \$100 per caliper inch.
32. Dublin Youth Athletics (DYA) and Dublin Soccer League (DSL) play on City of Dublin fields without charge as defined by the respective agreements. Fields will be scheduled for other user groups upon availability. Fields are scheduled to “rest” periodically which may affect availability. The need for infield maintenance during rental will be left to the discretion of City Management. Infield maintenance will be charged at the current special events fees for Ground & Maintenance workers, and must be performed by City workers with City equipment. Lights will be charged at a fee of \$6/hr. Lining of fields and goal rental are provided by DSL. DSL fees are above and beyond City rental fees.

Athletic Field Use Fees – Non-recreational (Competitive) Youth Soccer - Non-Resident

A field usage fee for all “non-Dublin community” youth soccer players participating in the various soccer club organizations that operate under the Dublin Soccer League field use “umbrella.” Non-Dublin Community includes all residents outside of the City of Dublin corporate limits and the Dublin School District. These include (but not limited to) Club Ohio Football, Ohio Premier Eagles and Dublin United Soccer Club.

33. First set of recycling bins provided to owners of new homes. Replacement bins will be provided to new residents when needed. This is to be an informal policy, implemented in an effort to improve customer service and facilitate the City’s recycling service.
34. For qualifying Homeowners Association projects located within the public realm of the subdivision.
35. Fees waived if wireless is located on a City facility and the space is leased from the City. Fees for outside review services plus the cost of the City’s Telecommunication Consultant and any Legal fees will be charged to the applicant.
36. Per Ordinance 41-93, Authorizing the Establishment of a Mayor’s Court Computer Fund as approved by the Auditor of State.
37. Dublin Community Senior Citizens membership is available for a fee of \$15 for residents and \$20 for non-residents 55 years or older and offers special privileges including eligibility to participate in all general and special senior activities, to serve on the advisory board and committees, and priority registration for certain programs.
38. Increase in fees to be effective on July 1, 2013 to provide adequate notice of change in fee to users.
Resolution 35-11 approved the administrative fee for Compressed Natural Gas (CNG) based on “gasoline gallon equivalents” (GGE). This is amended to consist of \$.09/GGE for accounting, billing, etc., plus \$.42/GGE for the cost of compressing the fuel and preventative maintenance of the system.
39. The online driving course is through the National Safety Council. The City receives \$25 remittance per course registrant.

The \$80 Court cost is subject to change with increases in State and/or local court costs.

APPENDIX A-1

BL-05 BUILDING INSPECTION - RESIDENTIAL

Building inspection/permit.- \$195 for the first 1,000 sq. ft. or fraction thereof, plus \$52 for each additional 500 sq. ft. or fraction thereof. (Note: After hours inspections are charged an additional \$120/hr with a three hour minimum.)

<u>Description of Service</u>	<u>Fee</u>
Prefabricated fireplace, wood or coal-burning stove.	\$ 40
Shoring permit.	\$ 65
Certificate of occupancy.	\$ 40

BL-06 BUILDING INSPECTION – COMMERCIAL

New building and additions thereto including garages and accessory buildings and all other buildings - \$220 for the first 1,000 sq. ft. plus \$120 per 1,000 sq. ft. of area or fraction thereof. (Note: After hours inspections are charged an additional \$120/hr with a three hour minimum.)

<u>Description of Service</u>	<u>Fee</u>	
Alterations permit fees, industrial units, prefabricated assemblies and relocated building permit fees (also includes “walk-through” for interior alterations). Rehabilitation permit fees:	\$120	for the first 1,000 sq. ft. or fraction thereof, plus \$40 for each additional 1,000 sq. ft..
Rehabilitation of condemned building.	\$105	Standard fee plus \$80 for the first 1,000 sq. ft. or fraction thereof, plus \$26 for each additional 1,000 sq. ft.
Existing buildings.	\$80	for the first 1,000 sq. ft. or fraction thereof, plus \$26 for each additional 1,000 sq. ft..
Certificate of occupancy.	\$155	

BL-11 HVAC INSPECTION/PERMIT-RESIDENTIAL

\$60 minimum fee for areas up to and including 1,000 sq. ft. plus \$30 for each 500 sq. ft. or fraction thereof in excess of 1,000 sq. ft.

BL-09 ELECTRICAL INSPECTION/PERMIT-RESIDENTIAL

<u>Description of Service</u>	<u>Fee</u>
Temporary service	\$50
New construction or alterations/additions	\$50
Low voltage electric (Fire alarms, security systems, coaxial cable, etc.)	\$50

minimum fee plus, \$20 each additional 500 sq. ft. or fraction thereof over 1,000 sq. ft.
minimum fee, plus \$10 each 500 sq. ft. or fraction thereof over 1,000 sq. ft.

BL-12 HVAC INSPECTION/PERMIT-COMMERCIAL

<u>Description of Service</u>	<u>Fee</u>
New or Additions	\$70
Alterations	\$70

minimum fee plus \$30 per 1,000 sq. ft. or portion thereof over 1,000 sq. ft.
minimum fee plus \$20 per 1,000 sq. ft. or portion thereof over 1,000 sq. ft.

BL-10 ELECTRICAL INSPECTION/PERMIT-COMMERCIAL

<u>Description of Service</u>	<u>Fee</u>
Temporary service	\$60
New construction or alterations/additions	\$60
Low voltage electric (Fire alarms, security systems, coaxial cable, etc.)	\$30

(plus 3% State surcharge.)
first 1,000 sq. ft. (minimum fee \$60) plus additional \$60 per 1,000 sq. ft. up to 50,000 sq. ft., plus \$40 per 1,000 sq. ft. from 50,001 sq. ft. to 100,000 sq. ft., plus \$30 per 1,000 sq. ft. over 100,001 sq. ft. (plus 3% State surcharge.)
minimum fee, plus \$20 each 1,000 sq. ft. or fraction thereof over 1,000 sq. ft. (plus 3% State surcharge.)

RC-12 RECREATIONAL SWIMMING-OUTDOOR POOL (Dublin Municipal Pool Passes)

Section 1. Season pass holder categories shall be designated as:
 •Residents of the City of Dublin (*residency pertains to where you live not where you work*).
 •Non-residents of the City of Dublin.

Section 2. Fees for the categories shall be as follows:

	<u>Resident</u>	<u>Resident Discount Rate for Early Registration **</u>	<u>Non-Resident</u>
Individual	\$ 70	\$ 63	\$160
Family of 2	\$120	\$108	\$240
Family of 3	\$170	\$153	\$340
Family of 4	\$200	\$180	\$400
Family of 5	\$235	\$212	\$470
Senior (age 60 and over)	\$ 40	\$ 32	\$ 70

** - A 10% resident discount will be given for early registration between April 1 and May 1.

Section 3. Daily passes for City of Dublin Residents and their guests (accompanied by a Dublin Resident) will be available for the following fees:

	<u>Resident</u>	<u>Non-Resident Guests</u>
Adult (18 years and older):	\$6.00	\$8.00
Senior (60 years and over):	\$5.00	\$7.00
Child (3 years to 17 years):	\$5.00	\$7.00
Child (2 years and under):	no charge	no charge
After 6 p.m. (3 yrs and older)	\$4.00	\$6.00

Note: The number of Non-Resident guests (accompanying each Dublin Resident) admitted to the facility will be limited in accordance with the municipal pool’s ratio policy.

Section 4. The number of Non-Resident season passes available for purchase will be limited to 500.

RC21 COMMUNITY RECREATION CENTER (DCRC) – RENTAL RATES

Section 1. That the following schedule of rental rate fees be established for exclusive use of the specified areas with the Community Recreation Center:

Lap Pool

- \$6.00 per hour per lane for Dublin resident recreational use. (Payment for daily admission fee or DCRC membership is required).
- \$6.00 per hour per lane for authorized Dublin City School district functions.
- \$20.00 per hour per lane for charitable organizations. (Includes admission fee for participants.)
- \$40.00 per hour per lane for non-resident recreational use. (Payment for daily admission fee or DCRC membership is required.)
- \$40.00 per hour per lane for organized team/instructional activities. (Includes admission fees for participants.)

Saturday After-Hours Pool Rentals

Pool amenities are available for rental after-hours on Saturday evening from 8:15 p.m. – 10:15 p.m. Rental fees for this time period (Resident / Non-Resident):

- \$250 / \$375 for rental of the leisure pool only.
- \$275 / \$415 for rental of the leisure pool and slide.
- \$250 / \$375 for rental of the lap pool only.
- \$375 / \$565 for rental of the lap pool and leisure pool only.
- \$400 / \$600 for rental of the lap pool and leisure pool with slide.
- \$275 / \$415 for rental of the leisure pool and diving boards only.
- \$325 / \$490 for rental of the leisure pool, slide and diving boards.

The use of Classroom C is included with any of the after-hours rentals listed above.

Maximum capacities of the facilities and the number of lifeguards and other supervisory staff are mandated by DCRC policy.

APPENDIX A-1 (continued)

RC-21 COMMUNITY RECREATION CENTER (DCRC) – RENTAL RATES (continued)

Gymnasium – Court A & Court B

- \$25.00 per court per hour for Dublin residents.
- \$45.00 per court per hour for non-residents.

Classroom A, B, and C

- \$15.00 per hour for Dublin residents.
- \$35.00 per hour for non-residents.

Section 2. That each area has designated hours of operation and an additional \$20 per hour will be charged for time rented after those established hours with the exception of the Leisure Pool.

Section 3. That in order to implement the rental fees established herein, the City Manager or designee shall have the authority to promulgate and amend written administrative rules, regulations, and procedures not inconsistent with sections 1, 2, and 3 within this service center (S-160), and related policies adopted by City Council.

RC-19 COMMUNITY RECREATION CENTER (DCRC) ANNUAL PASSES

The fees for annual pass holders to the Community Recreation Center (DCRC) shall be as follows:

	<u>Individual</u>	<u>Family of Two</u>	<u>Family of Three</u>	<u>Family of Four</u>	<u>Family of Five or Larger</u>
<u>Annual Pass:</u>					
Resident	\$200	\$345	\$455	\$520	\$555
School Dist. Resident	\$390	\$650	\$870	\$940	\$1,000
Non-Resident	\$580	\$1,020	\$1,355	\$1,530	\$1,655
Dublin Based Employees	\$240				
Senior:					
Resident	\$100				
SD Resident	\$150				
Non-Resident	\$195				
Note: For annual pass holders who wish to have a monthly automatic deduction from a savings or checking account, there is a \$1 per month service fee.					
<u>6 Month Pass:</u>					
Resident	\$120	\$210	\$275	\$310	\$335
<u>70 Visit Annual Pass for College Students:</u> - 25 years of age and under w/valid student identification, and proof of current Class enrollment or be a High School Student who has graduated in the current year, and is between High School graduation and College admission (w/valid identification):					
Resident	\$100				
SD Resident	\$200				
Non-Resident	\$295				
Daily Passes:					
Adults (ages 18 yrs & up)	\$8				
Child (ages 3-17 yrs)	\$4				
Infant (ages 2 & under)	no charge				
City of Dublin residents may receive a discounted daily pass with their City of Dublin I.D. card. These photo I.D. cards may be purchased at the DCRC for \$2/person/card. Proof of residency and age are required to purchase a resident card. Individuals under the age of 18 years must have a parent or guardian complete registration. Discounted daily pass rate for City of Dublin residents with a resident I.D. card is \$4/adult and \$3/child.					

RC-22 COMMUNITY HALL AND MEETING ROOM RENTAL RATES

Community Hall Rental Rates (per hour)

<u>Customer</u>	<u>Percentage of Cost Recovery</u>	<u>1/3 Hall</u>	<u>2/3 Hall</u>	<u>Hall</u>
Resident	70%	\$40	\$75	\$105
School District Resident	100%	\$60	\$105	\$150
Non-Resident	200%	\$120	\$210	\$300
Corporate Resident	100%	\$60	\$105	\$150
Non For Profit (Dublin) (A)	70%	\$40	\$75	\$105

(A)– As defined within current City policies.

Table and chair set-up is included in the rental fee. A warming kitchen is available. Podiums, a PA system, and other basic AV support are available upon request, and must be set up by Dublin employees. A dance floor and risers (platforms) are available to rental groups at an additional fee (\$75 and \$50, respectively) to cover costs of additional set-up and tear down time.

Meeting Room Rental Rates (per hour)

<u>Customer</u>	<u>Percentage of Cost Recovery</u>	<u>Meeting Room 1</u>	<u>Meeting Room 2</u>
Resident	70%	\$25	\$25
School District Resident	100%	\$35	\$35
Non-Resident	200%	\$70	\$70
Corporate Resident	100%	\$35	\$35
Non For Profit (Dublin) (A)	70%	\$25	\$25

(A)– As defined within current City policies.

Deposit:

There will be a \$200 deposit for renting any portion of the Community Hall. An additional damage deposit will be collected when the rental group is serving alcohol (see “Alcohol” below). Groups renting the facilities are financially liable for any damage to the facility or equipment caused by them during use. Payment of the deposit is due at time of reservation. The remaining balance (rental fees) is due at least 60 days prior to scheduled event. Deposits are non-refundable if the event is canceled.

Alcohol:

Rental groups are limited to serving beer and wine after 7:30 p.m. on Thursday, Friday, and Saturday nights only. All other circumstances will require a waiver from City Council at its next regularly scheduled meeting. Consumption is limited to the confines of the Community hall, and must comply with State of Ohio liquor laws. Additional proof of insurance may be required (see “Insurance Coverage” below). The City of Dublin is not liable for any injuries to guest or negligence where alcohol is involved. Special Duty Police Officer(s) must be contracted by the rental group and are required on the premises throughout the entire event when alcohol is being served. An additional \$100 refundable damage deposit will be collected for rental groups serving alcohol.

Catering:

Caterers will be asked to provide a current professional caterer’s license and proof of insurance, and will be asked to sign a letter of agreement.

Insurance Coverage:

Depending on the risk classification of the event, the rental group may be required to obtain appropriate insurance. If the City requires insurance for the event, the rental group will be asked to provide proof of liability insurance satisfying the City’s lease requirements.

Rental Hours:

Rental hours will follow the existing hours of operation of the Dublin Community Recreation Center (DCRC) for Monday through Thursday rentals. Rental hours may be extended to midnight (12:00 a.m.) on Friday, Saturday, and Sunday pending staff and facility availability.

RC-22 COMMUNITY HALL AND MEETING ROOM RENTAL RATES (continued)

Rental Contract and Policies:

Each rental group will be required to sign a detailed facility rental contract and agree to abide by all policies, procedures, rules and regulations governing the rental and operation of the facilities.

Refund Policies:

Community Hall – Upon cancellation of a reservation, the City will refund the rental fees collected, less the rental deposit.

Meeting Rooms, Classrooms, Pavilions and Shelter houses – Upon cancellation of a reservation at least two weeks before the scheduled event, the City will refund the rental fees collected, less a \$10 administrative fee. Refunds will not be issued for cancellations made within two weeks of the event.

RC-23 COMMUNITY THEATER RENTAL RATES

Customer	Percentage of Cost Recover	Half-Day Rate (up to 5 hours)	Fee Per Hour (2 hour minimum)	Rehearsal Fee Per Hour (2 hour minimum)
Standard Rate	100%	\$585	\$145	\$80
Corporate Resident	85%	\$500	\$125	\$65
Not For Profit (Dublin) (A)	80%	\$470	\$120	\$60
Non-Profit Performing Arts Groups (501c 3)	Flat fee determined periodically by City Council	\$300	\$70	\$50
Dublin Arts Council (DAC)	*	*	*	*

(A)– As defined within current City policies.

*- Fees will be waived for rental groups falling under the umbrella organization of the DAC. DAC will be charged a fully burdened hourly rate for the Theater Technician’s time upon request of that service. The Theater Technician will be charged at \$45 per hour.

City employees (or City-contracted professional service) are the only ones authorized to use/program the theater’s technical equipment, lighting, and any other theatrical appurtenances.

Rental Rates and Collection Fee:

In most cases, rental rates will be quoted to prospective rental groups in four-hour blocks. There may be certain times when a rental group will not need four hours for an event. In those situations, a per-hour rental rate will be optional, with a two-hour minimum. Should a rental group request the City of Dublin to facilitate ticket sales and collections for its performance(s), the City of Dublin will charge a 12% collection fee. This fee will be calculated based on total ticket sales, and the balance of ticket collections will be remitted to the rental group.

Rehearsal Rates:

Rehearsal rates will be available for those rental groups renting the theater facility for their performances. Rehearsal rates include “work lights” only. Rental groups desiring “technical” rehearsals must pay regular rental rates.

Deposit:

A \$200 deposit will be required from groups renting the theater. The deposit will assure the City that funds are available should the event go past its schedule rental time and additional rental fees are levied. Groups renting the facilities are financially liable for any damage to the facility or equipment caused by them during use. Payment in full of rental fees and rental deposit is due upon receipt of the rental contract. Deposits are non-refundable if the event is canceled.

Rental Hours:

Rental hours will follow the existing hours of operation of the Dublin Community Recreation Center (DCRC) for Monday through Thursday rentals. Rental hours may be extended to midnight (12:00 a.m.) on Friday, Saturday, and Sunday pending staff and facility availability.

RC-23 COMMUNITY THEATER RENTAL RATES (continued)

Insurance Coverage:

Rental groups will be required to obtain appropriate insurance. The rental group may be asked to provide proof of liability insurance that satisfies the City’s lease requirements.

Rental Contract and Policies:

Each rental group will be required to sign a detailed facility rental contract and agree to abide by all policies, procedures, rules and regulations governing the rental and operation of the facilities.

**Dublin Community Recreation Center (DCRC) Facility Waivers
(RC-21, RC-22, and RC-23)**

City Staff is hereby authorized to waive fees for various types of Facility uses at the Dublin Community Recreation Center based on the table following.

Type	Description/Examples	Waiver	
		Yes	No
After Prom	Dublin City Schools, private schools located in Dublin, Hilliard City Schools which Dublin residents attend <i>(Dublin City Schools have first scheduling priority)</i>	X	
Community service organization sponsored events/activities that provide broad benefit to the Dublin community	Glaucoma screenings; immunization clinics; blood drives; Leadership Dublin Community Service Day	X	
School programs, both public and private serving children and young adults with special needs in programs that benefit the Dublin community <i>[Participants are to be supervised and assisted by School Teachers and Staff, and use the facility as approved by the Director of Recreation. The City and School District will sign an agreement for services and provide City Council with notification of the agreement.]</i>	Participants of the Dublin School’s Power Plus Program (Postsecondary Options Work Employability Results)	X	
Fund raising	Swim for Diabetes; Cancer Society; Heart Association; Booster Clubs		X
International exchange sponsored by Dublin based not for profit organizations	Overnight exchange students; rotary program; Russian exchange program	X	
Schools, both public and private; and school related organizations	PTO’s; Young Professionals Academy; Special Needs In-Service for Parents; Wrestling Club award ceremony; theater boosters; Work Study Appreciation Breakfast		X
Other Dublin based not for profit and profit events/activities not previously addressed			X
Non-Dublin based not for profit and profit events/activities not previously addressed			X

City administrative staff is hereby authorized to implement administrative procedures as necessary to manage the fee waiver request process as outlined above. Fee waiver requests for the above-described purposes will not be forwarded to City Council; likewise, Council will refer to staff any fee waiver requests presented to Council that have not been first reviewed/addressed by staff.