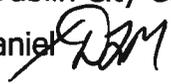




To: Members of Dublin City Council

From: Dana L. McDaniel 

Date: July 10, 2015

Initiated by: Megan D. O'Callaghan, Director of Public Service  
Shawn S. Smith, Deputy Director of Finance

Re: **Ordinance No. 49-15- Amending Chapter 35 of the Codified Ordinances to Revise the 2015 Fees and Service Charges for the City of Dublin and Declaring an Emergency.**

## Summary

Attached is Ordinance 49-15, which revises a single item within the 2015 Schedule of Fees and Service Charges for the City of Dublin. Section 35.83 (d) of the Codified Ordinance of Dublin states, "The City Manager may vary the review schedule listed in the Section if... 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..."

A review of the current Compressed Natural Gas (CNG) Fuel Surcharge was initiated due to the construction of an additional CNG fueling station in the Central Ohio area. Utilizing the most recent data sets will ensure that the City is not over/under collecting as local demand shifts within the region. Additionally, a timely accounting of our associated costs will lend itself to competitive market offering at the local Dublin Station as supply contracts are being negotiated. This proposed Ordinance will adjust the current CNG Fuel Surcharge from \$.52 per gasoline gallon equivalent (GGE) to \$.40 per GGE. The major factor contributing to a decrease in the CNG fee was a decrease in staff time allocated to the CNG program. If approved, the single fee revision will take effect with the July billing cycle.

## Recommendation

Staff recommends Council dispense with public hearing and approve Ordinance 49-15 by emergency at the July 13, 2015 meeting as the fee adjustment is necessary for the economic welfare of the City.

# RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 49-15

Passed \_\_\_\_\_, 20\_\_\_\_

## **AN ORDINANCE AMENDING CHAPTER 35 OF THE CODIFIED ORDINANCES TO REVISE THE SCHEDULE OF FEES AND SERVICE CHARGES FOR CITY OF DUBLIN SERVICES, AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Dublin, Ohio has conducted an analysis of its services associated with the Dublin Compressed Natural Gas (CNG) Fueling Station, the full costs of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for the services; and

**WHEREAS**, based on this, cost analysis worksheets have been prepared; and

**WHEREAS**, the specific fees to be charged for City-provided CNG services must be adopted by the City Council.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Dublin, State of Ohio, \_\_\_\_\_ of the elected members concurring:

**Section 1.** Chapter 35 of the Codified Ordinance of Dublin, Ohio is hereby amended to read as follows:

### **Chapter 35 FEE AND SERVICE CHARGE REVENUE/COST COMPARISON SYSTEM AND FEES**

#### **Section 35.80 "Full Costs" Defined**

For the purpose of this subchapter, the following definition shall apply unless the context clearly indicates or requires a different meaning. "Full Costs" includes the following elements:

- (1) All applicable direct costs including, but not limited to salaries, wages, overtime, employee fringe benefits, services and supplies, maintenance and operating expenses, contracted services, special supplies, and any other direct expense incurred.
- (2) All applicable indirect costs including, but not restricted to, building maintenance and operations, equipment maintenance and operations, communications expenses, computer costs, printing and reproduction, vehicle expenses, insurance, debt service, and like expenses when distributed on an accounted and documented rational pro-ration system.
- (3) Fixed asset recovery expenses, consisting of depreciation of fixed assets, divided by the approximate life expectancy of the fixed asset.
- (4) General overhead, expressed as a percentage, distributing and charging the expenses of the City Council, including the Clerk of Council, Department of Law, City Manager, Accounting and Auditing, Taxation, Procurement, Information Technology, Economic Development, Human Resources and City promotional programs, and all other staff and support service provided to the entire City organization. Overhead shall be prorated between tax-financed services and fee-financed services on the basis of said percentage so that each tax-financed service and fee-financed service shall proportionately defray such overhead costs.
- (5) Departmental overhead, expressed as a percentage, distributing and charging the cost of each department head and his or her supporting expenses as identified in subsections 1, 2, 3, and 6 of this Section.
- (6) Debt service costs, including the payment of interest, and trustee fees and administrative expenses of all applicable bond, certificate, or securities issues or loans of whatever nature or kind.

# RECORD OF ORDINANCES

49-15

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Ordinance No. \_\_\_\_\_

Passed \_\_\_\_\_, 20\_\_\_\_

(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.

(f) Should it become necessary to establish a new service fee or charge during the year,

# RECORD OF ORDINANCES

Ordinance No. 49-15

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Passed \_\_\_\_\_, 20\_\_\_\_

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 is declared to be an emergency necessary for the immediate preservation of the public peace, health, safety or welfare and for the further reason that the fee change, must be in effect with the July 2015 billing cycle. Therefore, this ordinance shall be in effect immediately upon passage.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor - Presiding Officer

ATTEST:

\_\_\_\_\_  
Clerk of Council

City of Denver  
 CNG Cost Update-Recap  
 Public Service  
 Streets & Utilities  
 Fleet

(SUGGESTED)  
PROPOSED

SERVICE	Service Number	2010 Approved Fee	2011 Approved Fee	2012 Approved Fee	2013 Approved Fee	2014 Approved Fee	2015 Approved Fee	FEE (effective 7-13-2015)
Fuel Surcharge	PW-10	\$ .08 per gallon gasoline.	no change.	\$ .09 per gallon diesel or unleaded \$ .50 per GGE compressed natural gas (see note C).	\$ .09 per gallon diesel or unleaded \$ .51 per GGE compressed natural gas (see note C).	no change.	\$ .10 per gallon diesel or unleaded \$ .52 per GGE compressed natural gas.	\$ .10 per gallon diesel or unleaded \$ .40 per GGE compressed natural gas (see note A).

**NOTES:**

A- Fee to be effective July 13, 2015 to assist in competitive offerings.

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Regulation, Product or Service</b>			
<b>Finance and Administrative Services</b>			
AD-01	Returned Check (NSF) Processing	(Note 17) 100%	\$20
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%	\$625
AD-04	General Telecommunications Right-of-Way Permit	100%	\$735
<b>Community Development Services</b>			
<b>Building Standards Services</b>			
BL-01	Building Permit Application – Residential Plan Review	100%	\$275 plus \$75 each 500 sq. ft. or fraction thereof over 1,000 sq. ft.
BL-02	Building Permit Application – Commercial Plan Review	100%	\$260 first 1,000 sq. ft. plus \$175 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%	\$995 (plus cost of outside review when necessary.)
BL-05	Building Inspection – Residential	100%	See Appendix A.
BL-06	Building Inspection – Commercial	100%	See Appendix A.
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%	\$140/hr (Note 12)
BL-09	Electrical Inspection/Permit - Residential	100%	See Appendix A.
BL-10	Electrical Inspection/Permit - Commercial	100%	See Appendix A.
BL-11	HVAC Inspection/Permit - Residential	100%	See Appendix A.
BL-12	HVAC Inspection/Permit - Commercial	100%	See Appendix A.
BL-13	Fire Protection System Review	100%	(Note 12) \$180 Revisions to plan - \$55
BL-14	Building Plan Revision – Residential	100%	\$20 Administrative Fee plus fee based on levels of review: \$50-Building. Division; \$50-Planning Division; \$50-Engineering Division.

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Regulation, Product or Service</b>			
<b>Community Development Services (continued)</b>			
<b>Building Standards Services (continued)</b>			
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%	\$100
BL-18	Building Preliminary Plan Review	0%	\$0
BL-19	Alternative Building Materials Review	50%	\$695
BL-20	Building Demolition Plan Review & Inspection	100%	\$180
BL-21	Bldg Relocation Plan Review/Inspection – In City	(Note 20) 100%	\$675 plus costs.
BL-22	Bldg Relocation Plan Review/Inspection – Enter City	(Note 20) 100%	\$675 plus costs.
BL-23	Bldg Relocation Plan Review/Inspection – Leave City	(Note 20) 100%	\$555 plus costs.
BL-24	Change of Use Permit	100%	\$290
BL-25	Conditional Occupancy Inspection	100%	\$450 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 12) \$140 minimum for 1 hr. inspection; plus \$100 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 18)	(Note 18) \$0
BL-33	Replacement Building Plans	100%	\$45 administrative fee, plus actual cost of reproducing plans.
BL-34	Replacement Building Cards	100%	\$45
BL-35	Range Hood Permit	100%	\$95
BL-36 (previously PL-19)	Sign Plan Review & Inspection – Permanent: Recognized Dublin HOA's Others	(Note 30)  0% 100%	  \$0 \$415

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Regulation, Product or Service</b>			
<b>Leisure and Cultural Services</b>			
<b>Community Relations Services</b>			
CR-05	Special Events & Performance Coordination	(Note 9 & 11) 100%	(Note 11b and Appendix A for Waivers) \$125 Application Fee for Community Events  <b>Hourly Fee Per Employee:</b> Parks - \$100/hr Custodian Service - \$100/hr Bldg. Inspect. (Note 19) Police Service \$140 Cruiser Usage - \$15/hr (engine running) Streets & Utilities- \$100/hr (plus costs of signage) Recreation (seasonal) - \$20/hr
<b>Public Safety Services</b>			
<b>Court Services</b>			
CT-01	Court Service	(Note 6)	\$20
CT-02	Fine Processing	100%	\$19
CT-02A	Computer Fund Fee	(Note 32)	\$5
CT-03	Records Sealing Service	(Note 3)	\$20 (plus State fee).
CT-04	Summons Issuance	100%	\$35
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 <sup>st</sup> 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 35) 100%	\$80 Court Cost plus fee for on-line driving course
<b>Community Development Services</b>			
<b>Engineering Services</b>			
EN-01	Right-of-Way Plan Review & Inspection	(Note 2) 100% (Note 13)	Residence - \$55 Other - \$415
EN-02	ROW Encroachment Plan Review & Inspection	100%	\$1,255
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.

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Regulation, Product or Service</b>			
<b>Community Development Services (continued)</b>			
<b>Engineering Services (continued)</b>			
EN-05	Easement Encroachment Review	50%	\$350 (includes recording fees)
EN-06	Review of Utility Company Easements on City Property	100%	\$580 (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%	\$2,575 plus costs.
EN-08	Street Vacation Review	100%	\$1,555 plus costs.
EN-09	Street Re-Naming (non-staff initiated)	100%	\$705 plus costs.
EN-10	Private Waste Disposal Review	100%	(Note 14) \$555 res (Note 14) \$ 970 non-res
EN-11	Sanitary Sewer Inspection	100%	\$150
EN-12	Flood Plain Inquiry Response: Written Request Others	(Note 1) 50% 0%	(Note 1) \$115 \$0
EN-13	Flood Plain Development Review	(Note 12) 100%	\$355- residents \$780- other
EN-14	Engineering Re-inspection Service	100%	\$100
EN-15	Damaged Light Pole Repair	100%	(Note 15) \$85 /hr
EN-16	Street/Traffic Sign Service	(Note 11a) 100%	\$85 /hr plus costs
EN-17	Well Drilling Permit	100%	\$330
<b>Community Development Services</b>			
<b>Park Services</b>			
PK-01	Cemetery Maintenance	100%	\$700- resident \$1,960- non-res.
PK-02	Cemetery Lot Sale	100%	\$160
PK-02A	Columbarium Niche	(Note 36) 100%	\$1,700 – resident \$2,400 –non-resident (see Note 36)
PK-03	Interment Service	100%	\$400 – weekday \$595 – after hrs and weekends
PK-03A	Inurnment Service	100%	\$105 – weekdays \$155- after hrs and weekends
PK-04	Monument Foundation Service	100%	\$1.80 /per sq. inch
PK-04A	Niche Engraving	100%	\$150/each occurrence
PK-05	Veterans Marker Service	0%	\$0
PK-06	Business District Maintenance	0%	\$0

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Community Development Services</b>			
<b>Land Use &amp; Long Range Planning Services</b>			
PL-01	PUD/Concept Plan Review	50%	\$2,315
PL-02	PUD/Preliminary Plan Review	50%	(per application) Minor - \$2,200 Major – \$4,610
PL-03	PUD/Final Development Plan Review	50%	\$3,170 for 20 acres or less, plus \$74 for each additional 5 acres or portion thereof over 20 acres.
PL-04	Amended Final Development Plan (previously PUD/Minor Revision):	(Note 30)	
	Recognized Dublin HOA's	0%	\$0 (per application)
	Others	50%	Minor - \$1,185 Major - \$2,005 Signage - \$815
PL-05	Pre-application Site Plan Review:		
	Residential	0%	\$0
	Commercial (including COIC/EAZ/West Innovation District)	0%	\$0
PL-06	Rezoning Application Review	100%	\$2,360 SFD on 5 acres or less. \$4,715 other rezoning.
PL-08	Conditional Use Application Review	(Note 21) 50%	(per application) Minor - \$1,125 Major - \$2,005
PL-09	Parking Lot Alteration/Expansion	100%	\$1,010 /lot or facility
PL-10	Informal Plan Review	(Note 2)	\$570
PL-11	Preliminary Plat Review	100%	\$700 for first two lots, plus \$48 /lot over two lots up to 100 lots. (No increase over 100 lots.)  \$3,745 commercial/Industrial/other.
PL-12	Final Plat Review	100%	\$755 for first two lots, plus \$72 /lot over two lots up to 100 lots. (No increase over 100 lots.)  \$1,965 for first two RDUs plus \$72 /unit over two RDUs up to 50 RDUs (No increase over 50 RDU's).  \$3,490 commercial/industrial/other.

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
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<b>Regulation, Product or Service</b>			
<b>Community Development Services (continued)</b>			
<b>Land Use &amp; Long Range Planning (continued)</b>			
PL-13	Lot Split/Minor Subdivision Review	100%	\$530 – residential.  \$715 - commercial/industrial/other.
PL-14	Lot Line Adjustment Review	100%	\$530 – residential.  \$715 – commercial/industrial/other.
PL-15	Variance Application Review: Properties Located in Architectural Review District  Existing Single Family Development (SFD) Others	(Note 21) (Note 2) 0%  100%	\$0  \$100 \$2,210
PL-16	Time Extension Review	100%	\$1,390
PL-17	Certificate of Zoning Compliance Review: Residence Commercial & Other	50% 100%	\$70 \$145
PL-18	Certificate of Appropriateness	0%	\$0
PL-20	Sign Plan Review & Inspection - Temporary	100%	\$90
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%	\$80
PL-24	Seasonal Business Review	100%	\$145-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 \$85 initial filing fee.
PL-26	Sexually Oriented Business License	100%	\$340
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%	\$425 \$1,710
PL-30	Home Occupation Permit	100%	\$90-initial two years \$40-each two years after
PL-31	Wireless Facility Administration Review	(Note 31) 100%	New Tower - \$2,275 Alternative Structure - \$ 2,275 Co-location - \$1,975 Temporary Facility - \$915
<b>Ordinance 49-15</b>			
<b>APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES</b>			
		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Regulation, Product or Service</b>			
<b>Community Development Services (continued)</b>			
<b>Land Use &amp; Long Range Planning (continued)</b>			
PL-32	Tree Removal Permit	(Note 27) 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 Neighborhood Garage Sale Permit (minimum of 10 participating addresses or more)	(Note 2) (Note 2)	\$5/permit plus \$1/sign to a max of 3 signs per address. \$3/permit plus \$1/sign to a max of 3 signs per address.
PL-35	Zoning Inquiry Response: Written Request Others	(Note 1) 100%	\$185 \$0
PL-36	BZA Appeal Processing/Non-Conforming Use Determination: SFD and Historical Dublin Area Others	(Note 2) (Note 2)	\$100 \$1,520
PL-38	City Council Appeal Processing: SFD Others	(Note 2) (Note 2)	\$100 \$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%	\$3,935
PL-46	EAZ/West Innovation District Development Plan Application Fee	50%	Minor - \$985 Major - \$2,640
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%	\$1,175
PL-50	Bridge Street District – Development Plan Review	50%	\$2,805
PL-51	Bridge Street District – Site Plan Review	50%	\$2,975
PL-52	Bridge Street District – Minor Project Review	50%	\$0- Historic District \$100- Residential accessory uses/structures \$1,025- Small \$1,730- Large \$100 – Signage Review
PL-53	Bridge Street District – Architectural Review Board (ARB) Review	50%	\$1,175 - Basic Plan \$2,995 - Development Plan \$3,050 - 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%	\$875
PL-57	Bridge Street District – Parking Plan Review	25%	\$795

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

		<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Regulation, Product or Service</b>			
<b>Public Safety Services</b>			
<b>Police Services</b>			
PO-01	Police False Alarm Response	100%	\$0-1 <sup>st</sup> 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 - \$120
PO-03	Records Check/Clearance Letter	(Note 16) 100%	\$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)
PO-12	Facility Rental – Firing Range (open only to other Law Enforcement Agencies)	(Note 2)	\$50 plus staff time for Range Officer(s)

**Public Works Services**

**Utility and Enterprise Services**

PW-01	Water Service	100%	(Note 25)
PW-02	Sanitary Sewer Service	100%	(Note 26)
PW-03	Storm Sewer Services	0%	(Note 10) \$0
PW-04	Refuse Collection Service – Residential	0%	\$0
PW-05	Recycling Collection Service	0%	(Note 29) \$0
PW-06	Street Sweeping	0%	\$0
PW-07	Spilled Load Clean-up	(Note 11a) 100%	\$130/hr plus costs
PW-08	Damaged Property Repair	(Note 11a) 100%	\$130/hr plus costs
PW-09	Fire Hydrant Permit (public or private)	100%	\$115 (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)	(Note 34) 100%	\$.10 per gallon - unleaded or diesel \$.52 \$.40 per gasoline gallon equivalents (GGE) - compressed natural gas.
PW-11	Salt Surcharge	100%	\$1.55/ton
PW-12	Washington Township Fleet Maintenance	(Note 37)	Labor \$85 per hour Parts at cost plus 5% surcharge for admin. costs

**Ordinance 49-15**

**APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES**

<b>Regulation, Product or Service</b>	<b>Percentage of Full Costs To be Recovered</b>	<b>Fee</b>
<b>Leisure and Cultural Services (continued)</b>		

<b>Leisure and Cultural Services</b>			
RC-01	Youth & Adult Sports Program	(Note 8)	(Note 8 & 22)
RC-02	Adult Recreation Classes	(Note 8)	(Note 8 & 22)
RC-03	Teen Recreation Classes / Camps	(Note 8)	(Note 8 & 22)
RC-04	Preschool & Youth Recreation Classes	(Note 8)	(Note 8 & 22)
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 22)
RC-10	Theater Classes & Camps	(Note 8)	(Note 8)
RC-11	Pool Recreation Classes	(Note 8)	(Note 22)
RC-12	Recreational Swimming – Outdoor Pool	(Note 6)	See Appendix A.
RC-13	Swimming Lessons	(Note 8)	(Note 8 & 22)
RC-14	Swim Team	(Note 8)	(Note 8)
RC-15	Concession Services	(Note 23)	(Note 23)
RC-16	Senior Citizen Recreational Programs	(Note 8)	(Note 2 & Note 33)
RC-17	Park Reservation Service	(Note 2 & 8)	<p><b>Park Shelter &amp; Scioto Amphitheater</b>            \$5/hr – Resident            \$12.50/hr – Non-Resident</p> <p><b>Coffman Park Amphitheater</b>            \$10/hr – Resident            \$20/hr – Non-Resident</p> <p><b>Coffman Park Pavilion &amp; Amberleigh Park Pavilion</b>            \$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 soccer fields)	(Note 28) 100%	See Appendix A.
RC-19	DCRC – Passes	(Note 6)	See Appendix A.
RC-20	DCRC – Babysitting	(Note 8)	(Note 8)
RC-21	DCRC – Rental Rates	(Note 6 & 24)	See Appendix A.
RC-22	Indoor Reservation Service (Previously Community Hall Rental)	(Note 6)	See Appendix A.
RC-23	Theater Rental	(Note 6)	See Appendix A.

## Ordinance 49-15

### APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES

#### 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.
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. 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.
11.
  - 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.
12. Plus costs of any additional outside review services.
13. 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.
14. Plus any fees charged by the County or State.
15. 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.
16. Not chargeable to any and all governments or government agencies; Dublin residents; Dublin businesses.
17. Fee applies when check has been deposited twice, is still NSF, and the party must redeem the check in person for cash.
18. 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.
19. A flat fee for a temporary structure permit.
20. Changes have not been made in the past to the fee or the percentage of recovery based upon the low volume of service delivery.
21. 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.
22. 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).

**Ordinance 49-15**

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

23. Concession items will be charged at fees that attempt to recover direct cost of operations.
24. Rental fees for the gymnasium, classrooms, and park shelters are waived for youth organizations and schools, both public and private, serving the Dublin Community.
25. 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.
26. 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, and 95-13.
27. Tree Removal permit at no charge and tree replacement fee of \$100 per caliper inch.
28. The policy changes regarding athletic field usage were addressed in an October 31, 2014 memo titled "Updated Baseball and Softball Field Use Policy," by Matt Earman, Director of Recreation Services. The fee changes specified in that memo are discussed later in this appendix.
29. 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.
30. For qualifying Homeowners Association projects located within the public realm of the subdivision.
31. 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.
32. Per Ordinance 41-93, which authorizes the Establishment of a Mayor's Court Computer Fund as approved by the Auditor of State.
33. 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. Fees for senior citizens membership will be waived for those participants age 90 years and over.
34. Resolution 35-11 approved the administrative fee for Compressed Natural Gas (CNG) based on "gasoline gallon equivalents" (GGE). This is amended effective July 1, 2013 to consist of \$.09/GGE for accounting, billing, etc., plus \$.51 with the July 2015 billing cycle to consist of \$.40/GGE for the cost of compressing the fuel and preventative maintenance of administration of the system.
35. 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.
36. Up to two (2) cremains per niche, and the fee includes perpetual care.
37. Resolution 03-13 approved setting the labor rate for services provided to Washington Township at the fully burdened hourly rate. At the time, this was set at \$81.00 per hour. The Resolution also allowed the City to charge Washington Township the cost of parts plus a 5% surcharge to cover the in house NAPA store.

**Ordinance 49-15**

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**BL-05 BUILDING INSPECTION - RESIDENTIAL**

Building inspection/permit - \$245 for the first 1,000 sq. ft. or fraction thereof, plus \$65 for each additional 500 sq. ft. or fraction thereof. (Note: After hours inspections are charged an additional \$120/hr with a three hour minimum.)

<b><u>Description of Service</u></b>	<b><u>Fee</u></b>
Prefabricated fireplace, wood or coal-burning stove.	\$50
Shoring permit.	\$80
Certificate of occupancy.	\$50

**BL-06 BUILDING INSPECTION – COMMERCIAL**

New building and additions thereto including garages and accessory buildings and all other buildings - \$275 for the first 1,000 sq. ft. plus \$150 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.)

<b><u>Description of Service</u></b>	<b><u>Fee</u></b>
Alterations permit fees, industrial units, prefabricated assemblies and relocated building permit fees (also includes "walk-through" for interior alterations).	\$150 for the first 1,000 sq. ft. or fraction thereof, plus \$50 for each additional 1,000 sq. ft.
Rehabilitation permit fees: Rehabilitation of condemned building.	\$130 Standard fee plus \$100 for the first 1,000 sq. ft. or fraction thereof, plus \$32 for each additional 1,000 sq. ft.
Existing buildings.	\$100 for the first 1,000 sq. ft. or fraction thereof, plus \$32 for each additional 1,000 sq. ft.
Certificate of occupancy.	\$190

**BL-09 ELECTRICAL INSPECTION/PERMIT-RESIDENTIAL**

<b><u>Description of Service</u></b>	<b><u>Fee</u></b>
Temporary service	\$60
New construction or alterations/additions	\$60 minimum fee plus, \$25 each additional 500 sq. ft. or fraction thereof over 1,000 sq. ft.
Low voltage electric (Fire alarms, security systems, coaxial cable, etc.)	\$60 minimum fee, plus \$12 each 500 sq. ft. or fraction thereof over 1,000 sq. ft.

**BL-10 ELECTRICAL INSPECTION/PERMIT-COMMERCIAL**

<b><u>Description of Service</u></b>	<b><u>Fee</u></b>
Temporary service	\$70 (plus 3% State surcharge.)
New construction or alterations/additions	\$65 first 1,000 sq. ft. (minimum fee \$65) plus additional \$80 per 1,000 sq. ft. up to 50,000 sq. ft., plus \$55 per 1,000 sq. ft. from 50,001 sq. ft. to 100,000 sq. ft., plus \$50 per 1,000 sq. ft. over 100,001 sq. ft. (plus 3% State surcharge.)
Low voltage electric (Fire alarms, security systems, coaxial cable, etc.)	\$35 minimum fee, plus \$30 each 1,000 sq. ft. or fraction thereof over 1,000 sq. ft. (plus 3% State surcharge.)

**BL-11 HVAC INSPECTION/PERMIT-RESIDENTIAL**

\$75 minimum fee for areas up to and including 1,000 sq. ft. plus \$35 for each 500 sq. ft. or fraction thereof in excess of 1,000 sq. ft.

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**BL-12 HVAC INSPECTION/PERMIT-COMMERCIAL**

<u>Description of Service</u>	<u>Fee</u>
New or Additions	\$70 minimum fee plus \$30 per 1,000 sq. ft. or portion thereof over 1,000 sq. ft.
Alterations	\$70 minimum fee plus \$20 per 1,000 sq. ft. or portion thereof over 1,000 sq. ft.

**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>Non-Resident</u>
Individual	\$75	\$175
Family of 2	\$130	\$255
Family of 3	\$180	\$355
Family of 4	\$210	\$415
Family of 5	\$240	\$485
Senior (age 60 and over)	\$50	\$85

\*\* - 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</u>
Adult (18 years and older):	\$7.00	\$9.00
Senior (60 years and over):	\$6.00	\$8.00
Child (3 years to 17 years):	\$6.00	\$8.00
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.

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**RC-18 ATHLETIC FIELD USAGE/RENTAL**

**\*NEW\* Baseball/Softball Field Allocation and Fee Schedule for All League Play**

The field allocation and fees schedule for all baseball/softball fields shall be as follows:

League Play is limited to general team practices and team games during the Spring/Summer seasons. Fall season begins the third Monday in August, and ends the last Sunday in September. Spring/summer season begins the first Saturday in April, and ends the last Sunday in July. League play does not include practices or games outside of the Fall or Spring/Summer seasons, nor other activities such as camps, clinics, tournaments, tryouts and other organized activities.

	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5
	City of Dublin Programs	General Recreation	**Middle-Tier	***Select/Elite	Other
Organization Provider		*Dublin Youth Athletics Only	Dublin-Based Organizations	Dublin-Based Organizations	No Restrictions
Residency Requirement (Dublin/DSD)		Minimum 90% Residents	Minimum 90% Residents	Minimum 50% for U9 - U12 No Restrictions for U13 and Up	No Restrictions
Resident Fee Per Player/Season		Waived	\$10 (2016)	\$10 (2016)	\$100
Non-Resident Fee Per Player/Season		\$100 Phased Over 3-Year Period (2016 - \$50; 2017 - \$75; 2018 - \$100)			\$100
Games Played on Dublin Fields		All League Games	Up to 60%	Up to 60%	TBD
League Games Travel Restrictions		Dublin Corporate Limits (Some Exceptions Apply)	Limited to Central Ohio	No Restrictions	No Restrictions
Exclusionary Tryouts		Not Permitted	Not Permitted	No Restrictions	No Restrictions
Age Restrictions		Pre-K – 12 <sup>th</sup> grade	U8 - Up	U8 - Up	No Restrictions
Team Coaching Restrictions		Volunteers Only	Volunteers Only	No Restrictions	No Restrictions

\* The City recognizes Dublin Youth Athletics as the only organization eligible to provide general recreation league play on City fields. Dublin Youth Athletics will be responsible to provide sponsorship and representation to other leagues, field scheduling, field lining and bases for other eligible organizations as necessary. Such services will be performed for a pre-set fee established by DYA. Fees for services, or changes to fees for service, must be provided to the organizations at least one year in advance.

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**\*NEW\* City of Dublin Baseball/Softball Field Allocation and Fee Schedule for Organized Activities Not Associated With Dublin-Based Permitted Leagues or Tournaments**

<u>Organization Type</u>	<u>Fee</u>
Dublin Youth Athletics	Fee Waived
Dublin Residents (General Use*):	\$25 per field/two-hours OR \$50 per field/day
Dublin-Based, Non-Profit Organizations** and Independent Teams***	\$50 per field/two-hours OR \$100 per field/day
Non-Dublin, Non-Profit Organizations and Teams:	\$75 per field/two-hours OR \$150 per field/day
For-Profit Organizations:	\$100 per field/two-hours OR \$200 per field/day
Field Lighting (Fee waived for Dublin Youth Athletics)	\$25 per field/hour

- Priority 1: City of Dublin Recreation Programs and Special Events
- Priority 2: Dublin Youth Athletics
- Priority 3: All Other Organized Activities

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\*General uses include resident and/or business non-instructional activities such as birthday parties, family outings, business outings and other such uses that are informal in nature. Fees only apply to reserved field use. Fees are waived for all other general field use by Dublin residents and are accommodated on a first-come, first-served basis.

\*\* Non-profit teams and organizations must submit documentation of their tax-exempt status with the Internal Revenue Service (i.e., IRS determination letter). Organizations must demonstrate compliance with tax return filing requirements by submitting the most recent federal tax filing submitted to the Internal Revenue Service (Form 990).

\*\*\*Dublin-based independent teams include teams that consist of a head coach that is a Dublin resident and maintain a minimum of 75% Dublin resident players. Rosters of teams must be submitted with each permit application including the names and primary addresses of the head coach and players.

**Ordinance 49-15**

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**\*NEW\* Baseball and Softball Proposed Field Use Fees and Implementation Schedule**

**League Play Field Use Fees**

	Current	2015	2016	2017	2018
DYA Resident - General Recreation League	Fee Waived	Fee Waived	Fee Waived	Fee Waived	Fee Waived
Residents - Middle Tier/Select Leagues (DYA and Other)	Fee Waived	Fee Waived	\$10/Player/Season	\$10/Player/Season	\$10/Player/Season
All Non-Resident Participants	Fee Waived	Fee Waived	\$50/Player/Season	\$75/Player/Season	\$100/Player/Season

**Tournament and Non-League Field Use Rental Fees**

	Current	2015	2016
Dublin Youth Athletics	Fee Waived	Fee Waived	Fee Waived
Dublin-Based, Non-Profit Organizations	\$50/Field/Day	\$50/Field/Day	\$100/Field/Day
Non Dublin-Based, Non-Profit Organizations	\$50/Field/Day	\$50/Field/Day	\$150/Field/Day
For-Profit Organizations	\$100/Field/Day	\$100/Field/Day	\$200/Field/Day
Field Lighting	\$6/Field/Hour	\$25/Field/Hour	\$25/Field/Hour

**Non-League and Non-Tournament Field Use Rental Fees**

	Current	2015
Dublin Youth Athletics	Fee Waived	Fee Waived
Dublin Residents - General Use	\$50/Day/Field	\$25/2Hours/Field OR \$50/Day/Field
Dublin-Based, Non-Profit Orgs/Other Teams	\$50/Day/Field	\$50/2Hours/Field OR \$100/Day/Field
Non-Dublin, Non-Profit Orgs/Other Teams	\$50/Day/Field	\$75/2Hours/Field OR \$150/Day/Field
For-Profit Organizations/Teams	\$100/Day/Field	\$100/2Hours/Field OR \$200/Day/Field
Field Lighting	\$6/Hour	\$25/Hour

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**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 more</u>
<b>Annual Pass:</b>					
<b>Resident</b>	\$200	\$345	\$455	\$520	\$555
<b>School Dist. Resident</b>	\$390	\$650	\$870	\$940	\$1,000
<b>Non-Resident</b>	\$580	\$1,020	\$1,355	\$1,530	\$1,655
<b>Dublin Based Employees</b>					
	\$240				
<b>Military/Veterans:</b> (w/valid identification)					
Resident	\$180				
SD Resident	\$350				
Non-Resident	\$520				
<b>Senior:</b>					
Resident	\$100				
SD Resident	\$150				
Non-Resident	\$195				
<b>Note:</b> 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.					
<b>6 Month Pass:</b>					
Resident	\$120	\$210	\$275	\$310	\$335
<b>70 Visit Annual Pass for College Students:</b> - 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				
<b>Daily Passes:</b>					
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.					

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**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.

**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-22 COMMUNITY HALL AND MEETING ROOM RENTAL RATES**

**Community Hall Rental Rates (per hour)**

<b><u>Customer</u></b>	<b><u>Percentage of Cost Recovery</u></b>	<b><u>1/3 Hall</u></b>	<b><u>2/3 Hall</u></b>	<b><u>Hall</u></b>
Resident	70%	<b>\$45</b>	<b>\$80</b>	<b>\$110</b>
School District Resident	100%	<b>\$65</b>	<b>\$110</b>	<b>\$155</b>
Non-Resident	200%	<b>\$125</b>	<b>\$215</b>	<b>\$305</b>
Corporate Resident	100%	<b>\$65</b>	<b>\$110</b>	<b>\$155</b>
Non For Profit (Dublin) (A)	70%	<b>\$45</b>	<b>\$80</b>	<b>\$110</b>

(A)– As defined within current City policies.

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**RC-22 COMMUNITY HALL AND MEETING ROOM RENTAL RATES (continued)**  
**Community Hall Rental Rates (per hour) (continued)**

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 and may be subject to an additional fee (\$75 and \$50, respectively) to cover costs of additional set-up and tear down time.

**Meeting Room Rental Rates (per hour)**

<b><u>Customer</u></b>	<b><u>Percentage of Cost Recovery</u></b>	<b><u>Meeting Room 1</u></b>	<b><u>Meeting Room 2</u></b>
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.

**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.

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**RC-23 COMMUNITY THEATER RENTAL RATES**

<b>Customer</b>	<b>Percentage of Cost Recover</b>	<b>Half-Day Rate (up to 5 hours)</b>	<b>Fee Per Hour (2 hour minimum)</b>	<b>Rehearsal Fee Per Hour (2 hour minimum)</b>
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)	(B)	*	*	*

(A) - As defined within current City policies.

(B) - 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.

**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.

**APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES**

**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 <b><i>(Dublin City Schools have first scheduling priority)</i></b>	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 <b>[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.]</b>	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.