




**Office of the City Manager**  
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# Memo

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**To:** Members of the Dublin City Council  
**From:** Dana L. McDaniel, City Manager   
**Date:** April 20, 2017  
**Initiated By:** Jeff Tyler, Director of Building Standards  
Angel L. Mumma, Director of Finance  
Matthew L. Stiffler, Financial Analyst  
**Re:** Ordinance 22-17 – Amending Ordinance 42-16 Appendix A to Allow for the Collection of Temporary Membrane Structure Fire Inspection Fees and Amend the Fees for Commercial Plumbing Inspections

## Summary

Attached is Ordinance 22-17, which proposes to amend Ordinance 42-16 (Schedule of Fees and Service Charges for the City of Dublin Services), Appendix A to incorporate the collection of a Temporary Membrane Structures Fire Inspection Fee on behalf of Washington Township and an increase to Commercial Plumbing Inspection Fees.

## BUILDING STANDARDS

### Temporary Membrane Structure Fire Inspection (BL-16A)

Upon review of the practices of both Washington Township and the City of Dublin with respect to reviewing and approving the installation of tents and temporary structures within the corporate limits, it became apparent that both jurisdictions were providing somewhat overlapping services that should be consolidated for the sake of the customer.

Washington Township passed a resolution on March 29, 2004 adopting the most current Fire Code based upon the International Fire Code/2000. That fire code gives the Washington Township Fire department the authority to review and approve Temporary Membrane Structures under the purview of said code. That same resolution adopted a fee schedule that also included fees for those same Temporary Membrane Structures.

The Ohio Building Code (OBC), most current version, Section 3103 "Temporary Structures" gives the City of Dublin through the Building Official the authority to approve temporary structures that include tents and membrane structures. Ordinance 42-16 Appendix A was approved by City Council on November 7, 2016 and also gives the City the authority to charge fees for Temporary Structures.

The past practice has been for our customers to obtain their "tent" permits from Washington Township without the City of Dublin charging a fee for the same tent installation. However, both jurisdictions would provide a service by conducting inspections upon the installation of said tent(s). The City of Dublin would charge the Temporary Structures fee for "all other temporary structures" and conduct the inspections accordingly. The other temporary structures would include, but not be limited to, grandstands, bleachers, platforms, tents greater than 750 square feet, etc.

Upon review of the past practice and upon the review of the authority vested in both the Fire Code and the OBC for our respective jurisdictions, it became apparent that the past practice had to change and that a new practice had to be instituted that would maintain the authority of both jurisdictions yet be "friendly" to our joint customers. The customer would also have to be charged the respective fees, from both jurisdictions, based upon the services being provided.

To that end, the proposed Ordinance is to charge our respective fees based upon our respective authorities and services being provided. However, the City of Dublin would collect all fees at one location and then distribute the necessary fees to Washington Township on an agreed upon prescribed basis. Both jurisdictions would provide their respective services, as in time past. However, the customer would only have to go to one location to apply for permits and obtain approvals.

### **Commercial Plumbing Inspections (BL-07)**

At the first of the year, Franklin County Public Health implemented a new fee schedule that increased their commercial fee to an Application Fee and first Fixture rate of \$200 with each additional fixture being charged at the rate of \$20 each. That was an increase over last year's rate of \$75 for the Application Fee and first Fixture. However, the additional fixture rate remained the same.

For some background, the City of Dublin maintains a contract with Franklin County Public Health to perform both plan review and inspection services within the corporate limits. According to our contract, the City retains 40% of the fee and forwards 60% to the Franklin County General Health District. Additionally, the contract specifies that the City will collect the fees for the County and that the fee charged shall be the most recent approved by the Franklin County General Health District.

The purpose of this Ordinance is to reflect the change instituted by Franklin County Public Health and comply with the language within the contract.

### **Recommendation**

Staff recommends approval of Ordinance 22-17 at the second reading/public hearing on May 8, 2017 in order to incorporate the proposed fee additions and amendments into the City's fees for services.

RECORD OF ORDINANCES

Ordinance No. 22-17 Passed \_\_\_\_\_, 20\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE 42-16, APPENDIX A, TO ALLOW FOR THE COLLECTION OF TEMPORARY MEMBRANE STRUCTURE FIRE INSPECTION FEES AND AMEND THE FEES FOR COMMERCIAL PLUMBING INSPECTIONS

WHEREAS, City Council adopted Ordinance 42-16 on November 7, 2016, which updated the schedule of fees and service charges for City services for 2017; and

WHEREAS, Ordinance 22-17 proposes to amend Ordinance 42-16 (Schedule of Fees and Service Charges for the City of Dublin Services), Appendix A to incorporate the collection of a Temporary Membrane Structures Fire Inspection Fee on behalf of Washington Township and an increase to Commercial Plumbing Inspection Fees.

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

Section 1. Appendix A of Ordinance 42-16 is hereby amended as follows:

Appendix A – Schedule of Fees and Service Charges

BL – 07	Plumbing Plan Review and Inspection	To be set Equal to the Franklin County rate	Currently: Residential \$60 app & 1 <sup>st</sup> fixture & \$15 ea. add Commercial \$200 app & 1 <sup>st</sup> fixture & \$20 ea. add
BL – 16A	Temporary membrane Structure, Tents and Canopies Fire Inspection	To be set by Wash. Twp.	Currently: 1 - 5 tents \$50 6-10 tents \$75 11-15 tents \$100 16-20 tents \$150 21 + tents \$200

Section 2. This ordinance shall take effect and be in force on the earliest date permitted by law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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

ATTEST:

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

Ordinance 22-17			
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	(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%	\$630
AD-04	General Telecommunications Right-of-Way Permit	100%	\$745
<u>Community Development Services</u>			
<u>Building Standards Services</u>			
BL-01	Building Permit Application – Residential Plan Review	100%	\$275 plus \$75 each 500 sq. ft. or fraction thereof over 1,000 sq. ft. (After hours reviews an additional \$120 per hour 3 hour minimum)
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.) After hours reviews an additional \$120 per hour 3 hour minimum
BL-03	Minor Building Plan Revision – Commercial	100%	\$310
BL-04	Major Building Plan Revision – Commercial	100%	\$1015 (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	(100%To be set equal to the Franklin County rate.)	Currently, —Residential - \$60 application and first fixture, plus \$15 each additional fixture. Commercial - <del>\$75</del> -\$200 application and first fixture, plus \$20 each additional fixture
BL-08	Electrical Plan Review	100%	\$145 /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) \$185 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.

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APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES			
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<b><u>Regulation, Product or Service</u></b>			
<b><u>Community Development Services (continued)</u></b>			
<b><u>Building Standards Services (continued)</u></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-16A	Temporary Membrane Structures, Tents and Canopies Fire Inspection	To be set by Washington Township	Currently: 1 to 5 Tents \$50 6 to 10 Tents \$75 11 to 15 Tents \$100 16 to 20 Tents \$150 20 or More Tents \$200
BL-17	Gas Line Permit	100%	\$100
BL-18	Building Preliminary Plan Review	0%	\$0
BL-19	Alternative Building Materials Review	50%	\$710
BL-20	Building Demolition Plan Review & Inspection	100%	\$185
BL-21	Bldg Relocation Plan Review/Inspection – In City	(Note 20) 100%	\$690 plus costs.
BL-22	Bldg Relocation Plan Review/Inspection – Enter City	(Note 20) 100%	\$690 plus costs.
BL-23	Bldg Relocation Plan Review/Inspection – Leave City	(Note 20) 100%	\$570 plus costs.
BL-24	Change of Use Permit	100%	\$295
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) \$145 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%	\$100
BL-36 (previously PL-19)	Sign Plan Review & Inspection – Permanent:  Recognized Dublin HOA's Others	(Note 30)  0% 100%	  \$0 \$420

Ordinance 22-17 APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES			
		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
<b>Public Safety Services</b>			
<b><u>Court Services</u></b>			
CT-01	Court Service	(Note 6)	\$20
CT-02	Fine Processing	100%	\$20
CT-02A	Computer Fund Fee	(Note 32)	\$8
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	(Notes 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><u>Regulation, Product or Service</u></b>			
<b><u>Leisure and Cultural Services</u></b>			
<b><u>Events Administration Services</u></b>	Right-of-Way Plan Review & Inspection	(Note 2) 100% (Note 13)	Residence - \$55 Other - \$420
EA-05	Special Events & Performance Coordination	50%  (Notes 9 & 11) 100%	<u>Event Permit Fees</u> Tier 1 = \$25 in 2017 \$50 in 2018 Tier 2 = \$165 in 2017 \$325 in 2018 Tier 3 = \$550 in 2017 \$1,100 in 2018 See Appendix A for discussion of tiers. <u>Hourly Fee Per Employee:</u> 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><u>Community Development Services</u></b>			
<b><u>Engineering Services</u></b>			
EN-01	Right-of-Way Plan Review & Inspection	(Note 2) 100% (Note 13)	Residence - \$55 Other - \$420
EN-02	ROW Encroachment Plan Review & Inspection	100%	\$1,270
EN-03	Public Improvement Plan Review	100%	2% of estimated costs of improvements.

Ordinance 22-17			
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		Percentage of Full Costs To be Recovered	Fee
<b><u>Regulation, Product or Service</u></b>			
<b><u>Community Development Services (continued)</u></b>			
<b><u>Engineering Services (continued)</u></b>			
EN-04	Public Improvement Inspection	100%	7% of estimated costs of improvements.
EN-05	Easement Encroachment Review	50%	\$350 (includes recording fees)
EN-06	Review of Utility Company Easements on City Property	100%	\$595 (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%	\$2,605 plus costs.
EN-08	Street Vacation Review	100%	\$1,570 plus costs.
EN-09	Street Re-Naming (non-staff initiated)	100%	\$720 plus costs.
EN-10	Private Waste Disposal Review	100%	(Note 14) \$565 res (Note 14) \$995 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 \$795 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%	\$335
<b><u>Community Development Services</u></b>			
<b><u>Parks</u></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

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<b>Community Development Services</b>			
<b>Planning</b>			
PL-01	PUD/Concept Plan Review	50%	\$2,340
PL-02	PUD/Preliminary Plan Review	50%	(per application) Minor - \$2,225 Major - \$4,665
PL-03	PUD/Final Development Plan Review	50%	\$3,210 for 20 acres or less, plus \$75 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
	Others	50%	(per application) Minor - \$1,200 Major - \$2,030 Signage - \$825
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%	\$2,390 SFD on 5 acres or less. \$4,770 other rezoning.
PL-08	Conditional Use Application Review	(Note 21) 50%	(per application) Minor - \$1,140 Major - \$2,030
PL-09	Parking Lot Alteration/Expansion	100%	\$1,020 /lot or facility
PL-10	Informal Plan Review	(Note 2)	\$570
PL-11	Preliminary Plat Review	100%	\$710 for first two lots, plus \$49/lot over two lots up to 100 lots. (No increase over 100 lots.)  \$3, 790 commercial/Industrial/other.
PL-12	Final Plat Review	100%	\$765 for first two lots, plus \$73/lot over two lots up to 100 lots. (No increase over 100 lots.)  \$1,990 for first two RDUs plus \$73/unit over two RDUs up to 50 RDUs (No increase over 50 RDU's).  \$3,530 commercial/industrial/other.
PL-13	Lot Split/Minor Subdivision Review	100%	\$540– residential. \$720 - com/ind/other.
PL-14	Lot Line Adjustment Review	100%	\$540– residential. \$720 - com/ind/other.
PL-15	Variance Application Review:	(Note 21)	
	Properties Located in Architectural Review District	(Note 2) 0%	\$0
	Existing Single Family Development (SFD) Others	100%	\$100 \$2,240

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<b><u>Regulation, Product or Service</u></b>			
<b><u>Community Development Services (continued)</u></b>			
<b><u>Planning (continued)</u></b>			
PL-16	Time Extension Review	100%	\$1,410
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%	\$150 -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 \$1,730
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 - \$2,300 Alt Structure - \$2,300 Co-location - \$2,000 Temp Facility - \$925
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	(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 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 \$1,540

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<b><u>Regulation, Product or Service</u></b>			
<b><u>Community Development Services (continued)</u></b>			
<b><u>Planning (continued)</u></b>			
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%	\$3,980
PL-46	EAZ/West Innovation District Development Plan Application Fee	50%	Minor - \$1,000 Major - \$2,670
PL-47	EAZ/West Innovation District Administrative Departure Fee	0%	\$0
PL-48	EAZ/West Innovation District Site Plan Approval Fee	100%	\$2,710
PL-49	Bridge Street District – Basic Plan Review	25%	\$1,190
PL-50	Bridge Street District – Development Plan Review	50%	\$2,840
PL-51	Bridge Street District – Site Plan Review	50%	\$3,010
PL-52	Bridge Street District – Minor Project Review	50%	\$0- Historic District \$100- Residential accessory uses/structures \$1,040 - Small \$1,730- Large \$100 – Signage Review
PL-53	Bridge Street District – Architectural Review Board (ARB) Review	50%	\$1,190 - Basic Plan \$3,030 - Development Plan \$3,090 - 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%	\$890
PL-57	Bridge Street District – Parking Plan Review	25%	\$800
<b><u>Regulation, Product or Service</u></b>			
<b><u>Public Safety Services</u></b>			
<b><u>Police Services</u></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%	\$105
PO-05	Vacation House Watch	0%	\$0
PO-06	Non-Emergency Lock-Out Assistance	0%	\$0

Ordinance 22-17			
APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES			
		<u>Percentage of Full Costs To be Recovered</u>	<u>Fee</u>
<b><u>Police Services (continued)</u></b>			
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)
<b><u>Public Works Services</u></b>			
<b><u>Utility and Enterprise Services</u></b>			
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%	\$140/hr plus costs
PW-08	Damaged Property Repair	(Note 11a) 100%	\$140/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%	\$0.10 per gallon - unleaded or diesel \$0.40 per gasoline gallon equivalents (GGE) - compressed natural gas.
PW-11	Salt Surcharge	100%	\$1.65 /ton
PW-12	Washington Township Fleet Maintenance	(Note 37)	Labor \$89 per hour Parts at cost plus 5% surcharge for admin. costs
<b><u>Leisure and Cultural Services (continued)</u></b>			
<b><u>Leisure and Cultural Services</u></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)

<b>Ordinance 22-17</b> <b>APPENDIX A – SCHEDULE OF FEES AND SERVICE CHARGES</b>			
		<b><u>Percentage of Full Costs To be Recovered</u></b>	<b><u>Fee</u></b>
<b><u>Regulation, Product or Service</u></b>			
<b><u>Leisure and Cultural Services (continued)</u></b>			
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) <b><u>Park Shelter &amp; Scioto Amphitheater</u></b> \$5 per hourr – Resident \$12.50 per hour – Non-Resident  <b><u>Coffman Park Amphitheater</u></b> \$10 per hourr – Resident \$20 per hourr – Non-Resident  <b><u>Coffman Park Pavilion &amp; Amberleigh Park Pavilion</u></b> \$12.50/hr (\$100/day) – Resident \$25/hr (\$200/day) – Non-Resident Resident (plus \$100 refundable deposit for all rentals.)  <b><u>Kaltenbach Park Shelter House</u></b> \$5 per hour – Resident \$12.50 per hour – Non-Resident <b><u>Kaltenbach Park Community Center</u></b> \$30 per hour – Resident \$70 per hour – Non-Resident (plus \$200 refundable deposit for all rentals.)	
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.

**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. No units of service to date.
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).

**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). Ord 49-15 set the fee for CNG at \$0.40 per GGE.
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.

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.)

<u>Description of Service</u>	<u>Fee</u>
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.)

<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).	\$150 for the first 1,000 sq. ft. or fraction thereof, plus \$50 for each additional 1,000 sq. ft.
<u>Rehabilitation permit fees:</u> 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**

<u>Description of Service</u>	<u>Fee</u>
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**

<u>Description of Service</u>	<u>Fee</u>
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

Description of Service	Fee
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.

EA-05 EXTERNAL EVENTS (Event Permit Fees)

Events staff will determine the external events appropriate tier after receiving the event application.

Tier	Definition	Sample Events
Tier 1	Any event that does not require City services or a meeting, permit needed to comply with City sign code or sound or parks ordinances	<ul style="list-style-type: none"><li>• Outdoor movie night</li><li>• Vintage bike night in Historic Dublin</li><li>• DAAL Paint Out</li></ul>
Tier 2	Any event that is either recurring or a new event that requires minimal City services or uses an existing route or event site plan	<ul style="list-style-type: none"><li>• Arthritis Foundation Car Show which has had no significant change is City services in many years</li><li>• New running race that uses an existing course or is not on City streets or with simple route changes</li></ul>
Tier 3	Any event that is new and requires City services including a road closure, new or altered race route or an event with an anticipated guest count of over 2,500	<ul style="list-style-type: none"><li>• Dublin Street Bazaar changing from current event to one where roads would be closed for a day-long event</li><li>• Any change in location for events that require road closures or has an impact on the surrounding area</li><li>• New race routes requiring road closures</li></ul>

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:

	Resident	Non-Resident
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:

	Resident	Non-Resident
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

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

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

Organization Type	Fee
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

\*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.

APPENDIX A (continued)  
SCHEDULE OF FEES AND SERVICE CHARGES

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>					
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				
Military/Veterans: (w/valid identification)					
Resident	\$180				
SD Resident	\$350				
Non-Resident	\$520				
Senior:					
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.					
6 Month Pass:					
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				
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.					

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)

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

(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)

Customer	Percentage of Cost Recovery	Meeting Room 1	Meeting Room 2
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

<u>Customer</u>	<u>Percentage of Cost Recover</u>	<u>Half-Day Rate (up to 5 hours)</u>	<u>Fee Per Hour (2 hour minimum)</u>	<u>Rehearsal Fee Per Hour (2 hour minimum)</u>
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 <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 [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.]	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.