

**July 1, 2019**

# Fee, Bond, and Insurance Schedule

**City of Battle Creek**

Revised June 18, 2019

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**ASSESSOR**  
**Business Unit 2270**

**The Assessing Department is required by State law to assess properties at 50% of their market value. The Assessor conducts physical inspections of residential properties, updates old records to calculate new assessed values, updates commercial and industrial appraisal records, and conducts a Personal Property Audit Program.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Copies	\$ 1.00 first page	101.02.2270.671.040	No charge for property owner
a. Deeds	\$ .50 each additional		
b. Affidavits	page		
c. Certificates			
d. Applications			
e. Building file records			
f. Tax bill copies			
g. Tax receipts			
h. Legal descriptions			
Faxes/Mail Requests	\$ 3.00 first two pages	101.02.2270.671.040	No charge for property owner
a. Additional pages	\$ 1.00 each		
Maps			
a. Custom Maps (do not currently exist)	\$ 50.00/hr	101.02.2270.671.040	Estimate provided, minimum 1 hr
b. Printed Maps (previously compiled)	\$ 15.00 each		
c. BC GIS Map	\$ 3.00 each		
All Property Record Cards	\$ 1.00	101.02.2270.671.040	No charge for property owner
a. Additional pages over 2	\$ .50		
b. Extra buildings	\$ .50		
c. Sketch	\$ .50		
d. Photo image	\$ .50		

**ASSESSOR**  
**Business Unit 2270 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Internet Users (Property Record Data)	Free		
Special Reports Including:	\$ .20 (printing) \$ Employee Wage + benefits	101.02.2270.671.040	Note: May be subject to FOIA. Lowest paid Clerical/Appraisal staff capable of fulfilling the request
a. Assessment rolls			
b. Sale books			Minimum charge ¼ hour of preparer
c. Property lists			
d. Value & tax lists			
Electronic Reports			
Electronic version of database, partial or complete	\$1,000.00	101.12.2270.671.040	
All Land Splits and/or Combinations:			
Application for land split, with all parcels fronting on a public road			
First two tax parcels	\$100.00		
Each additional tax parcel	\$ 25.00		
Application for land split, where one or more tax parcels would not front on a public road			
First two parcels	\$150.00		
Each additional tax parcel	\$ 50.00		
Application for combinations			
Combination of two tax parcels	\$ 100.00		
Each additional tax parcel	\$ 10.00		
No additional charge for combining tax parcels with no public road frontage			

Note: No charge to other government units for record requests less than \$25.00. Reserve the right to charge government units for requests of \$25.00 or more. No charge to government units for land division splits.

**BATTLE CREEK TRANSIT**  
**Business Unit 1588**

**The Transit System provides public transportation throughout the Battle Creek area. Regular route buses operate from 5:15 a.m. to 11:45 p.m., Monday through Friday, and 9:15 a.m. to 5:15 p.m., on Saturday. Tele-Transit service is available from 5:15 a.m. to 11:45 p.m., Monday through Friday, and 9:15 a.m. to 5:15 p.m., on Saturday.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Bus Fares		588.21.1588.622.010	
a. Adults and children taller than the fare box	\$ 1.25		
b. Seniors and handicapped	\$ .60		
c. Children shorter than the fare box	Free		
Passes		588.21.1588.622.030	
a. 12 Ride Punch	\$ 11.00		
	\$ 6.00 (seniors/disabled)		
b. 48 Ride Punch	\$ 40.00		
	\$ 24.00 (seniors/disabled)		
c. Student	\$ 32.00		
d. 10 Rides - Tele-transit	\$ 50.00		
	\$ 20.00 (seniors/disabled)		
e. 20 Rides - Tele-transit	\$100.00		
	\$ 40.00 (seniors/disabled)		
Tele-Transit		588.21.1588.622.010	
a. Senior and disabled	\$ 2.00		
b. General public	\$ 5.00		Weekdays after 6:45 P.M.
c. General public	\$ 7.00		Weekdays before 6:45 P.M.
Reduced Fare Program	\$ 2.00	588.21.1588.622.010	Identification card for seniors and disabled individuals
ITC Long Term Parking		597.21.2650.620.090	
a. First 15 minutes	\$ Free		
b. 16 minutes to 2 hours	\$ 2.00		
c. 121 minutes to 3 hours	\$ 4.00		
d. 181 minutes to 4 hours	\$ 6.00		
e. 241 minutes to full day	\$ 8.00		
f. Maximun (Weekly/ 7 days)	\$ 50.00		
g. Lost Ticket Fee/30 days	\$150.00		

**CITY CLERK**  
**Business Unit 2110**

**The City Clerk is responsible for providing specialized clerical and administrative services to the Mayor and the City Commission; provides for the issuance of licenses as outlined in City Ordinance; acts as the Freedom of Information coordinator; manages City cemeteries; maintains all public records of the City; provides the coordination, direction, and conduct of all the elections within the City; acts as ex-officio member of the Civil Service Commission; maintains firefighter personnel files, and conducts testing activities and preparation of Eligibility Lists for positions within the Fire Department as directed by the Civil Service Commission.**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
Ambulance	\$ 25.00	101.12.2110.451.060	
Amusement Device	\$ 25.00/device	101.12.2110.451.080	
Auctioneers		101.12.2110.451.030	License and Permit Bond - \$2,000
a. One day license	\$ 15.00		
b. One year license	\$ 50.00		
Bowling Alleys		101.12.2110.451.100	
a. Annual fee	\$ 25.00		
b. Per alley	\$ 15.00		
Burning Permits		101.12.2110.451.090	
a. Bonfire	\$ 25.00		
c. Residential	\$ 25.00		
Carnivals and Shows		101.12.2110.451.100	\$1,000,000 CSL Comprehensive General Liability
a. First day	\$ 50.00		
b. Each additional day	\$ 25.00		

**CITY CLERK**  
**Business Unit 2110 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Cemeteries			
a. Grave openings and closings		101.12.2110.451.110	
	April 1 – November 30	December 1 – March 31	
1. Adult	\$375.00	\$475.00	Additional \$75.00 for Saturday
2. Children's Burial Vault 70" or less	\$275.00	\$375.00	Additional \$75.00 for Saturday
3. Cremated remains and Infant Burials	\$150.00	\$250.00	Additional \$75.00 for Saturday
4. Overtime - Saturdays	\$100.00 additional	\$100.00 additional	
5. Overtime – Sundays	\$150.00 additional	\$150.00 additional	
6. Holidays	\$725. 00	\$925.00	
b. Burial Lots		101.12.2110.451.120	
1. Per section	\$500.00		
2. Transfer title of lot	\$ 25.00		
Circuses	\$150.00/day	101.12.2110.451.100	\$1,000,000 CSL Comprehensive General Liability
City Charter	\$ 15.00	101.12.2110.671.040	
Civil Service Entry Level Testing	\$ 20.00	101.12.2130.671.040	
Codified Ordinance Book	\$160.00	101.12.2110.671.040	
a. Replacement pages	\$ 30.00		
Commercial Redevelopment		101.12.2110.451.020	
a. Exemption certificate application	\$150.00		
b. Request for district	\$200.00		
Copying Charge	\$ .15/single page	101.12.2110.671.040	
Drop Boxes	\$ 60.00/box	101.12.2110.451.100 101.12.8020.451.160	\$35.00 to Planning

**CITY CLERK**  
**Business Unit 2110 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>	
Elections		101.12.2110.671.040		
a. Registration Lists	\$ 0.15/single page			
b. Turnout Reports	\$ 0.15/single page			
c. Voter Disk or CD	\$ 20.00			
d. Labels	\$ 0.21/label			
e. Labor	\$ FOIA rates		Lowest paid Clerical Staff capable of fulfilling the request.	
Facility Use	Monday – Friday 5:00 pm – 9:00 pm	Saturday – Sunday		
a. Administrative Fee	\$25.00	\$100.00		
b. Hourly Facility Use Fee:				
	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
	8:00 am – 5:00 pm	5:00 pm – 9:00 pm	8:00 am – 9:00 pm	12:00 pm – 6:00 pm
City Hall				
Room 112, Conference Room	No Fee	\$27.62/hour	\$27.62/hour	\$27.62/hour
Room 301, Commission Chambers	No Fee	\$27.62/hour	\$27.62/hour	\$27.62/hour
Room 302A, Conference Room	No Fee	\$27.62/hour	\$27.62/hour	\$27.62/hour
Room 302B, Conference Room	No Fee	\$27.62/hour	\$27.62/hour	\$27.62/hour
Police Department				
Room 109, Community Room	No Fee	\$56.27/hour	\$56.27/hour	\$56.27/hour
	8:00 am – 4:00 pm	4:00 pm – 9:00 pm	8:00 am – 9:00 pm	12:00 pm – 6:00 pm
Department of Public Works				
Room 204, Conference Room	Not Available	\$27.60/hour	\$27.60/hour	\$27.60/hour
Room 214, Multi-Purpose Room	Not Available	\$27.60/hour	\$27.60/hour	\$27.60/hour
W.K. Kellogg Airport				
Room 130, Conference Room	No Fee	\$49.32/hour	\$49.32/hour	\$49.32/hour
Multi-Purpose Room	No Fee	\$49.32/hour	\$49.32/hour	\$49.32/hour



**CITY CLERK**  
**Business Unit 2110 (continued)**

<b><u>Descriptions</u></b>	<b><u>Current Charges</u></b>	<b><u>Account Credited</u></b>	<b><u>Additional Requirements/Insurance</u></b>
Fee, Bond and Insurance Schedule		101.12.2110.451.140	
a. Full Booklet	\$ 20.00		Available on the City website
Freedom of Information		101.12.2110.451.140	
a. Clerk Labor	Employee Wage + benefits		Lowest paid Clerical Staff capable of fulfilling the request, hourly calculation based upon MI FOIA law
b. Copy rate	\$ 0 .10/page		Estimated paper costs as established by State
c. Postage	Actual Cost		
d. DVD/Disc	\$ 1.80 per disc		Redaction rate if required will be at the Police Lab Specialist labor rate
Going Out of Business	\$ 50.00/30 days	101.12.2110.451.100	
a. Extensions	\$ 50.00 each		Only two extensions allowed
Industrial Facilities		101.12.2110.451.020	
a. Exemption certificate application	\$150.00		Fees as established by State
b. Request for abatement district	\$200.00		Fees as established by State
Marriage License	\$ 25.00	101.00.1101.671.040	
Mechanical Amusement Rides	\$ 15.00/ride/day	101.12.2110.451.100	\$1,000,000 CSL Comprehensive General Liability
Medical Marihuana Facilities Permit		101.12.2110.451.015	Non-Refundable
a. Application Fee	\$5,000.00		Worker's Compensation Insurance – MI
b. Annual Renewal Fee	\$5,000.00		Statutory limits
			\$100,000.00 Employer's Liability Insurance for each accident for any employee
			Worker's Compensation Insurance MI
			Public Liability & Personal Injury Insurance with minimum limits of \$500,000.00 BI and PD liability insurance or both combined for each occurrence

**CITY CLERK**  
**Business Unit 2110 (continued)**

<b>Descriptions</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Neighborhood Enterprise Zone		101.12.2110.671.040	
a. Application	\$ 25.00		
b. Transfer	\$ 20.00		
Notary Services	\$ 5.00	101.12.2110.671.040	
Obsolete Property			
a. Exemption certificate application	\$150.00	101.12.2110.451.020	
b. Request for abatement district	\$200.00		
Open Meetings Act Annual Notice Request	\$ 1.00/meeting	101.12.2110.671.040	
Pawnbrokers		101.12.2110.451.100	
a. Annual fee	\$200.00		\$3,000 Bond with at least two sureties Mayor issues
b. Each Additional employee fee	\$ 10.00		
Pool and Billiard Halls		101.12.2110.451.100	
a. Annual fee	\$ 25.00		
b. Each table	\$ 15.00		
Precinct Inspector Compensation		101.12.2120.703.020	All Election Inspectors must attend 2 Year Certification Training
a. Precinct Chairperson	\$ 12.00/hour		
b. Electronic Poll Book Operator	\$ 11.00/hour		
c. Precinct Inspector	\$ 10.00/hour		
d. Election Training	\$ Minimum Wage		
Precinct Maps		101.12.2110.671.040	
a. Combined Wards	\$ 15.00		
b. Individual Ward	\$ 5.00		
Quadricycles			
a. Vehicle Permit	\$250.00	101.00.1101.671.040	Vehicle Inspection required, proof of bodily injury & property damage liability insurance with a minimum \$2,000,000 CSL Comprehensive
b. Driver Permit, including Background Check	\$ 25.00	101.12.2110.671.040	
c. Replacement Permit	\$ 10.00	101.12.2110.671.040	

**CITY CLERK**

**Business Unit 2110 (continued)**

<b>Descriptions</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Refuse Haulers		101.12.2110.451.100	
a. Annual fee	\$100.00		\$500,000 CSL Comprehensive
b. Inspection fee	\$ 20.00/vehicle		General Liability, \$500,000
c. Replacement tag	\$ 15.00/vehicle		Automobile Liability \$1,000.00 Bond
Secondhand Goods/Junk Dealers			
a. Annual Fee	\$200.00/year	101.12.2110.451.100	
b. Each Additional Employee	\$ 10.00		
Shooting Galleries	\$ 25.00/year	101.12.2110.451.100	\$1,000,000.00 CSL General Liability
Special Events			
a. Picnic tables	\$ 25.00 each	101.22.4560.671.040	Tables are only available for City sponsored or community events
b. Parking spaces	\$ 0.50/space/day		
c. Clean-up by City	\$ 50.00/hour	101.22.4560.671.040	
d. Pole Banners	\$ 40.00 each	248.60.1227.671.040	Banners supplied by applicant
e. Street Banners	\$100.00 each	248.60.1227.671.040	Banners supplied by applicant
f. Reviewing stand	\$100.00	101.22.4560.671.040	Includes Delivery
g. Risers	\$250.00	101.22.4560.671.040	Includes Set up
h. Barricades	n/c when Picked up and returned by applicant		
Delivered/picked up by DPW	\$100.00	202.22.1202.671.040	
i. Electricity Usage	\$ 25.00	101.22.4560.671.060	
i. Electricity Usage Downtown	\$ 25.00	101.22.4560.671.060	
Special Use Permit Petition	\$600.00	101.12.2110.451.130	
Tax Abatements		101.12.2110.451.020	To be filed with the State of Michigan
a. Tax Abatement Applications	\$150.00		
b. Establishment of Abatement District	\$200.00		

**CITY CLERK**  
**Business Unit 2110 (continued)**

<b><u>Descriptions</u></b>	<b><u>Current Charges</u></b>	<b><u>Account Credited</u></b>	<b><u>Additional Requirements/Insurance</u></b>
Theaters		101.12.2110.451.100	
a. Up to 500 seats	\$ 25.00/theater		
b. 501 - 1,000 seats	\$ 40.00/theater		
c. 1,001 and more seats	\$ 50.00/theater		
Tree Trimmers	\$ 25.00/year	101.12.2110.451.100	\$1,000,000 CSL Comprehensive General Liability \$500,000 Automobile Liability
Used Motor Vehicle Sales Lot			
a. New	\$170.00/year	101.12.2110.451.010	\$70 to Planning Review
b. Renewal (rec'd prior to 9/15)	\$ 85.00/year	101.12.8020.451.160	
Vendors		101.12.2110.451.070	
a. Application and 1 <sup>st</sup> Month Fee	\$ 50.00		\$1,000 License and Permit Bond
b. Each succeeding month	\$ 20.00/month		\$300,000 per accident – Bodily Injury
c. Each succeeding month with Downtown Designation	\$ 30.00/month		\$100,000 per accident – Property Damage OR \$300,000 – Bodily Injury & Property Damage (Combined Single Limit)
d. Each Additional Employee	\$ 10.00 per added employee		Minimum \$100,000 Combined General Liability
Zoning Reclassification Petition	\$600.00	101.12.8020.455.040	

**CODE COMPLIANCE**  
**Business Unit 8040**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Charges</b>
Administrative Search Warrant	\$250.00	101.12.8041.453.120	
Dangerous Building Appeal		249.12.3870.671.040	No fee for first appeal
a. First Appeal	No Fee		
b. Second Appeal	\$ 50.00		
Demolition		101.12.3880.635.020	
a. Administration fee	\$125.00		
b. Investigation fee	\$ 50.00		
Housing Board of Appeals		249.12.3870.671.040	No fee for first appeal
a. First Appeal	No Fee		
b. Second Appeal	\$ 40.00		
Inspection Lockout	\$ 40.00	217.12.6204.453.120	
Property cleanup		101.12.3880.671.110	
a. Administration fee	\$125.00		
b. Investigation fee	\$ 50.00		
Re-inspection	\$ 40.00	217.12.6204.453.120	
Rental Inspection / Unit	\$ 10.00	217.12.6204.453.120	No fee for first inspection
Rental Registration			
a. Voluntary	\$ 40.00	217.12.6204.453.120	
b. Solicited by City	\$500.00	217.12.6204.453.120	
Rental Registration Renewal		101.12.8041.453.120	
a. Voluntary	\$ 40.00		
b. Late	\$ 50.00		

**CODE COMPLIANCE  
Business Unit 8040**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Charges</u>
Securing building		101.12.3880.635.020	
a. Administration fee	\$125.00		
b. Investigation fee	\$ 45.00		
c. Cost to secure fee	\$ 30.00/opening minimum		
Vacant & Abandoned Structures**		101.12.8040.455.030	
a. Registration fee	\$ 25.00		
b. Monitoring fee	\$ 40.00/month		
c. Administrative Search Warrant	\$250.00		

\*\*Exemptions: To comply with the Vacant & Abandoned Structure Ordinance, non-profit agencies such as Neighborhoods, Inc., Habitat for Humanity and the Adventist Village and for all properties owned by governmental entities, such as Calhoun County, will be required to register their properties, but the registration and monitoring fees are waived by the City of Battle Creek.

Weed Control			
a. Mowing Fee	\$ 75.00 min/\$50.00 each add'l hr	101.12.5300.671.030	Includes 1st hour of mowing
b. Administration fee	\$ 50.00		
c. Investigation	\$ 25.00		

**COMMUNITY DEVELOPMENT  
Business Unit 6200**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Charges</u>
a. Custom Map Production, Analysis, Or GIS Services	\$ 50.00/hr	217.12.6209.671.040 CDBG19-PLAN	Production of deliverables that do not Currently exist. First print/PDF included Estimate provided, minimum one hour.
b. Printed Map	\$ 15.00/each	671.10.9170.612.505	Printing of previously compiled maps or media (letter, ledger, 36" or 42" available)

**FINANCE DEPARTMENT**  
**Business Unit 2290**

**The Finance Department coordinates the preparation of the Annual Budget and the Comprehensive Annual Financial Report; administers City bond issues; monitors cash balances and invests funds; assists with water, sewer, and garbage rate studies; and monitors the financial condition of all City funds. In addition, the Finance Department is responsible for maintaining the financial accounting system for all city departments; processes payroll and payables, and creates invoices.**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
Annual Financial Report			
a. Full booklet	\$ 34.00	101.06.2290.671.040	
b. Per page	\$ 0.10		
Attachment to City employee			
Wages - garnishment	\$ 6.00	101.06.2290.671.040	
Budget			
a. Pamphlet	\$ 0.20	101.06.2290.671.040	
b. Per page	\$ 0.10		
Capital Improvement Plan		101.06.2290.671.040	
a. Full booklet	\$ 25.00		
b. Per page	\$ 0.10		
Foreign Exchange Payment			
Charge for Invoice Payments in Currency Other than U.S. Dollars		101.06.2290.625.010	
a. Conversion Fee	\$ 6.00		
b. Flat Rate Charge	\$ 6.00		
c. International Wire	\$ 17.00		
Late Fees			
Charge for late payment on invoices	\$ 5.00 one time fee	Departments revenue in 671.170	
Finance charge for late payments on invoices	2.5% per year	101.06.2290.664.090	

**FIRE DEPARTMENT**  
**Business Unit 3380**

The Fire Department is responsible for rescue, primary medical response, hazardous material abatement, fire cause and safety inspections, and fire prevention programs throughout the community. Included in these duties are programs for industrial in-plant protection, liquor establishments, hospital, school and commercial property fire safety inspections. Other responsibilities include the issuance of burn and fireworks permits, inspection of fireworks, and the overseeing of underground tank removal and installation. Public service responses include vehicle lockouts, lift assists, and smoke detector installations.

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
Burning Permits		101.12.2110.451.090	
a. Bonfires	\$ 25.00		
c. Residential	\$ 25.00		
Fire Reports		101.13.3360.671.040	
a. Each page	\$ .10		
b. Clerical fee	\$ Employee wage & benefits		Lowest paid Clerical Staff capable of fulfilling the request.
c. Postage	Current Rate		
Audio Tapes	\$21.00	101.13.3360.671.040	
Hourly Rate			
a. Firefighter	\$ 38.04/hr.	101.13.3380.671.040	
Overtime	\$ 48.98/hr.	101.13.3380.671.040	
b. Fire Lieutenant	\$ 41.84/hr.	101.13.3360.671.040	
Overtime	\$ 55.56/hr.	101.13.3360.671.040	
c. Fire Captain	\$ 44.18/hr.	101.13.3360.671.040	
Overtime	\$ 59.06/hr.	101.13.3360.671.040	
d. Battalion Chief	\$ 56.61/hr.	101.13.3360.671.040	
Overtime	\$ 76.50/hr.	101.13.3360.671.040	
e. Chief	\$ 85.46/hr.	101.13.3360.671.040	
Services			
a. Fire Engine	\$ 85.00/hr.	101.13.3360.671.040	
b. Ladder Truck	\$125.00/hr.	101.13.3360.671.040	
c. Staff Car/Pick up	\$ 20.00/hr.	101.13.3360.671.040	
d. Hazardous Material Truck	\$ 85.00/hr.	101.13.3360.671.040	
e. Fire Apparatus Response	\$110.00	101.13.3360.671.040	



**GIS DEPARTMENT**  
**Business Unit 9170**

**The GIS Department provides mapping and analysis of spatial data in the Battle Creek Utility Service area. Normal operating hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Charges</b>
<b>Commissioned GIS Work:</b>			
a. Custom Map Production, Analysis, or GIS Services	\$ 50.00/hr	671.10.9170.612.050	Production of deliverables that do not currently exist. First print/PDF included. Estimate provided, Minimum One Hour
b. Printed Map	\$ 15.00/ea	671.10.9170.612.050	Printing of previously compiled maps or media. (letter, ledger, 36", or 42" available)
<b>GIS Digital Data Products <sup>1</sup>:</b>			
a. Maintained Data (Irregular Update Schedule)			
• Road Centerlines	\$ 500.00	671.10.9170.612.050	
• Zoning Boundaries	\$ 500.00	671.10.9170.612.050	
• NPC Boundaries	\$ 100.00	671.10.9170.612.050	
b. Maintained Data (Regular Update Schedule)			
• Parcel Boundaries			
○ (Geometry Only)	\$ 4,650.00 (\$0.20/ea)	101.02.2270.671.040	
• Parcel Boundaries			
○ (With Attributes)	\$ 5,400.00 (\$0.23/ea)	101.02.2270.671.040	
c. Production Data (Not updated, Final Form)			
• 2' Elevation Contours	\$ 5.00/tile	671.10.9170.612.050	Derived from LiDAR point clouds.
d. Aerial Imagery			
• 2015 Imagery	\$ 5.00/tile	590.24.6440.671.040	
• 2010 Imagery	\$ 5.00/tile	101.02.2270.671.040	Tile area equals 0.32 mi <sup>2</sup> . Call for imagery specifications.
• 2008/2001/1996 Imagery	\$ 5.00/tile	671.10.9170.612.050	
e. Oblique Imagery			
• 2010 Oblique Imagery	\$ 5.00/tile/direction	101.02.2270.671.040	N,S,E,W exposures, flown @ 45°
f. LiDAR Point Clouds			
• 2008 Tiles	\$ 5.00/tile	671.10.9170.612.050	Medium Point Density
• 2010 Tiles	\$ 5.00/tile	101.02.2270.671.040	High Point Density

**1. A signed data usage agreement is required for all GIS data purchases. Other GIS digital data not listed may be available. Contact GIS department for information.**

**GIS DEPARTMENT**  
**Business Unit 9170**

<b>Aerial Imagery</b>	<b>2008 Flight Initial Purchase</b>	<b>2010 USGS Sale Amount</b>
	\$250,000.00	\$22,000.00
Number of Tiles Acquired/Sold	2,420	2,420
Cost per Tile	\$103.31	\$ 9.09
BCGIS Sale Price per Tile	\$ 5.00	\$ 5.00
Subsidized Cost per Tile	\$ 98.31	\$ 4.09

**INSPECTION DIVISION**  
**Business Unit 3870**

The Inspection Division is responsible for enforcing the State of Michigan Building, Electrical, Mechanical and Plumbing Codes as well as the City of Battle Creek Sign and related Zoning Ordinances. This Division is involved in issuing permits, conducting plan reviews, inspecting all re-construction, new construction, demolition and maintaining permanent records of these activities.

**Note: Permit fees up to \$90 include one inspection; fees of \$90 to \$120 include two inspections; larger fees include additional inspections.**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirement/Insurance</u>
<b>RESIDENTIAL</b>			
<b>BUILDING PERMIT FEES</b>		249.12.3870.453.010	
<b>Section 1. Administrative Fee</b>			
a. Applies to all permits	\$ 50.00		
b. Re-inspection fee (see note above for applicability)	\$ 50.00		
c. Administrative Search Warrant	\$250.00		
d. Lock-out Fee – Inspections	\$ 50.00		
e. Work Without Permit Fee (All Trades)	\$150.00		
<b>Section 2. Plan Review - Residential</b>		249.12.3870.453.010	
a. New 1 and 2 Family Dwellings-Includes the first 1,000 sq. ft. of floor area (includes basements, garages, pole barns, decks and porches)	\$ 25.00		
b. Each add'l 500 sq. ft. or fraction thereof	\$ 15.00		
<b>Section 3. Dwellings/Additions/Alterations &amp; Pre-Manufactured Homes</b>		249.12.3870.453.010	
a. Zoning approval fee	\$ 20.00 minimum		
b. Inspection fee per 100 sq. ft.	\$ 15.00/50.00 minimum		
c. Pre-manufactured homes per 100 sq. ft.	\$ 8.00		

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirement/Insurance</b>
<b>Section 4. Pre-Manufactured/State approved Structures in Mobile Home Parks</b>		249.12.3870.453.010	
a. Site plan review	\$ 20.00		Compliance w/Mobile Home Commission Rules
b. Inspection fee	\$ 50.00		Existing foundation w/tie-down inspection
c. Inspection fee	\$100.00		New foundation w/tie-down inspection
<b>Section 5. Garages, Decks, Porches, Shed and Pole barns</b>		249.12.3870.453.010	
a. Zoning approval fee	\$ 20.00		
b. Inspection fee (0 to 600 sq. ft.)	\$100.00		
c. Inspection fee (per add'l 100 sq. ft.)	\$ 15.00		
<b>Section 6. Fencing for pools if separate from Section 9 and those over 6' high, re-roofing, re-siding and finishing of existing frame walls (for those governmental units who require permits)</b>		249.12.3870.453.010	
a. Inspection fee	\$ 50.00		
<b>Section 7. Razing/Demolition or Removal of a Building</b>			
a. Inspection fee without basement	\$ 50.00	249.12.3870.453.050	
b. Inspection fee with basement	\$100.00	249.12.3870.453.050	
c. Sewer capping fee	\$ 15.00	590.24.1590.615.100	
d. Water service capping fee	\$ 15.00	590.24.1590.615.100	
<b>Section 8. Relocation of Structures</b>			
a. Zoning approval fee	\$ 20.00	249.12.3870.453.010	
b. Inspection fee for dwellings and accessory buildings over 200 sq. ft.	\$ 50.00	249.12.3870.453.010	

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>Section 9. Swimming Pools, Spas &amp; Hot Tubs (over 24 inches in depth) includes fence (if part of same application for pool)</b>		249.12.3870.453.010	
a. Zoning approval fee	\$ 20.00/hr./\$10.00 minimum		
b. Inspection fee-above ground pool	\$ 50.00		
c. Inspection fee-in ground pool	\$100.00		
<b>Section 10. Safety, Pre-sale &amp; Additional Inspections</b>		249.12.3870.453.010	Pre-sale inspection only applicable if approved by the City Commission
a. Inspection fee Zoning approval fee	\$ 50.00/hr/\$50.00 minimum		
<b>Section 11. Masonry Chimney/Fireplace</b>		249.12.3870.453.010	
a. Inspection fee	\$100.00		
<b>Section 12. Construction/Alteration started prior to Application For Permit (Applies to residential &amp; commercial projects)</b>			
a. Investigation Fee	\$150.00		This charge is in addition to all other fees associated with obtaining a permit.

**Note: Applies to residential and commercial permits**

**ANY PERMIT ISSUED SHALL BECOME INVALID IF THE WORK IS NOT BEGUN WITHIN SIX (6) MONTHS AFTER ISSUANCE OF THE PERMIT OR IF THE WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS AFTER TIME OF COMMENCING WORK.**

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>COMMERCIAL AND INDUSTRIAL FEES</b>		249.12.3870.453.010	
<b>Section 13. Plan Review - New Construction</b>			
a. First 500 square feet	\$100.00		
b. Each add'l 500 square feet	\$ 10.00		
<b>Section 14. Inspection Fee - Commercial &amp; Industrial</b>		249.12.3870.453.010	
a. Administrative fee	\$ 50.00 minimum		Or 20% of the total of plan review and inspection fee, maximum \$600.
b. Zoning approval fee	\$ 20.00		A site plan review fee may be required in lieu of zoning fee.
c. Investigation fee	See Section 12		

**COMMERCIAL/INDUSTRIAL INSPECTION FEE BASED ON USE GROUP PER SQUARE FOOT OF FLOOR AREA**

A-1 .....	\$ .62
A-2, A-3 & A-4 .....	\$ .44
A-5 .....	\$ .39
B .....	\$ .40
E .....	\$ .43
F-1, F-2 & H .....	\$ .23
I-1 .....	\$ .39
I-2 & I-4 .....	\$ .61
I-3 .....	\$ .55
M .....	\$ .33
R-1 .....	\$ .41
R-2 .....	\$ .35
S-1, S-2, & U or unfinished/unoccupied space .....	\$ .21
Unfinished basement .....	\$ .08

Build out of existing space will be calculated at use group fee listed above less .19 per square foot. Minimum fee assessed is \$70.

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
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<b>Section 15. Minor Alterations not requiring architectural or engineered plans.</b>	249.12.3870.453.010		
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- |                       |                 |  |                                      |
|-----------------------|-----------------|--|--------------------------------------|
| a. Administrative fee | \$80.00         |  |                                      |
| b. Inspection fee     | \$80.00 minimum |  | One half of fee listed in Section 14 |

<b>Section 16. Commercial/Industrial Demolition</b>	249.12.3870.453.050		
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- |                       |                                |  |  |
|-----------------------|--------------------------------|--|--|
| a. Administrative fee | \$60.00                        |  |  |
| b. Inspection Fee     | \$ .01/sq. ft. minimum \$50.00 |  |  |

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**Use Group Definitions: Reference State of Michigan Building Code:**

Assembly = A-1, A-2, A-3, A-4 & A-5	Business = B	Educational = E
Factory/Industrial = F-1 & F-2	High Hazard = H-1, H-2, H-3, H=4 & H-5	Mercantile = M
Residential = R-1 & R-2	Storage = S-1 & S-2	Utility and Miscellaneous = U

ANY PERMIT ISSUED SHALL BECOME INVALID IF THE WORK IS NOT BEGUN WITHIN SIX (6) MONTHS AFTER ISSUANCE OF THE PERMIT OR IF THE WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX (6) MONTHS AFTER TIME OF COMMENCING THE WORK.

<b>ELECTRICAL PERMIT</b>	249.12.3870.453.030		
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- |  |  |  |  |
|--|--|--|--|
| a. Application fee                                       | \$50.00  |  |  |
| b. Special/safety/pre-sale inspection and investigations | \$50.00  |  |  |
| c. Additional/pre inspection                             | \$50.00  |  |  |
| d. Reinspection/Underground                              | \$50.00  |  |  |
| e. Final inspection                                      | \$50.00  |  |  |
| f. Certificate fee                                       | \$11.00  |  |  |
| g. Plan review (when required)                           | 25% of calculated Building Plan Review Fee, required were service exceeds 400 amps or building Area exceeds 3,500 sq. ft. Min. \$50.00 |  |  |

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>SERVICES</b>		249.12.3870.453.030	
a. Temporary service	\$ 21.00		
b. 0-800 AMP	\$ 21.00		
c. 801-1200 AMP	\$ 21.00		
d. Over 1200 AMP	\$ 53.00		
e. Transfer switch	\$ 53.00		
f. Sub or accessory panels	\$ 21.00		
g. Primary service	\$ 84.00		Includes initial transformer
<b>TRANSFORMERS AND MOTORS</b>		249.12.3870.453.030	
a. Up to 50 KVA or H.P.	\$ 11.00		
b. Over 50 KVA or H.P.	\$ 21.00		
<b>CIRCUITS</b>		<b>249.12.3870.453.30</b>	
a. Circuits or alteration to an existing circuit	\$ 5.00		
b. Dishwasher	\$ 5.00		
c. Furnace - Unit heater	\$ 5.00		
d. Radiant heat or baseboard	\$ 11.00/circuit		
e. Ranges	\$ 11.00		
f. Clothes dryers	\$ 11.00		
g. Water heaters	\$ 11.00		
h. Air conditioners/HVAC equipment	\$ 11.00		
i. Swimming pools, fountains, hot tubs	\$ 32.00		
j. Signs and neon	\$ 26.00/unit		
k. Fire alarms/nurse call system	\$ 53.00 (up to and including 10 devices)		
l. Fire alarms/signal(additional devices)	\$ 5.00		
m. Feeders/buss duct-per 50 ft.	\$ 11.00		



**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>MISCELLANEOUS</b>		249.12.3870.453.030	
a. Retro fit lighting fixtures (per 25)	\$ 26.00		
b. Conduit or grounding only	\$ 42.00		
c. Underground inspection	\$ 50.00		
d. Work before Application	\$150.00		
e. Temperature Control – energy retrofit	\$ 47.00		
f. Data/Telecom	\$ 5.00		
g. Water/Well circuit	\$ 10.00		
h. Alternative Energy	\$ 50.00 (up to 10 KVA)		
Each add'l KVA	\$ 5.00		
 Moving/Wrecking	 \$ 50.00/year		 \$1,000,000 CSL
*A license may be issued excluding blasting.			Comprehensive General Liability.
In this case, blasting may be excluded from XCU insurance			Must state XCU coverage is included/ not excluded

**INSPECTION DIVISION**  
**Business Unit 3870 (Continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>MECHANICAL PERMITS</b>		249.12.3870.453.020	
a. Administration fee	\$ 50.00		
b. Residential heating system (Includes duct & pipe)	\$ 50.00		
c. Gas/Oil Burning Equipment - New and/or conversion units	\$ 32.00		
d. Residential Boiler	\$ 32.00		
e. Water heater	\$ 5.00		
f. Combination HVAC unit	\$ 50.00		
g. Flue/Vent Damper	\$ 5.00		
h. Solid Fuel Equip.-includes chimney & Gas burning fireplace	\$ 32.00		
i. Chimney, factory built - installed separately	\$ 26.00		
j. Solar - set of 3 panels (includes piping)	\$ 21.00		
k. Gas piping-each opening New installation	\$ 5.00/\$15.00 minimum		
l. Air conditioning (includes split systems)	\$ 32.00		
m. Heat pumps-complete residential	\$ 32.00		
n. Bath/kitchen/laundry exhaust	\$ 5.00/\$15.00 minimum		
o. Tanks - 14 aboveground	\$ 21.00		
p. Tanks - 15 underground	\$ 26.00		
q. Humidifiers	\$ 11.00		
r. Process Piping	\$ 00.05/ft./\$30.00 minimum		
s. Piping-radiant in floor	\$ 00.02/ft./\$30.00 minimum		

**INSPECTION DIVISION**  
**Business Unit 3870 (Continued)**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
<b>MECHANICAL PERMITS - Continued:</b>		249.12.3870.453.020	
t. Duct	\$ 0.11/ft./\$11.00minimum		
u. Heat pumps - Commercial	\$ 20.00		
Roof top heating & cooling units	\$ 11.00		Pipe not included
v. Air Handlers/Heat Wheels			
1. Under 10,000 CFM	\$ 21.00		
2. Over 10,000 CFM	\$ 63.00		
w. Commercial Hoods	\$ 60.00		Duct not included
x. Heat Recovery Units	\$ 11.00		
y. V.A.V. Boxes	\$ 11.00		
z. Unit Ventilators	\$ 11.00		
aa. Unit Heaters - Terminal Units	\$ 16.00		
bb. Fire Suppression/Protection	\$ 00.75/head / \$20.00 minimum		
cc. Evaporator Coils	\$ 32.00		
dd. Refrigeration (Split System)	\$ 32.00		
ee. Chiller	\$ 32.00		
ff. Cooling Towers	\$ 32.00		
gg. Compressor	\$ 32.00		
hh. Special/safety/pre-sale inspection	\$ 50.00		
ii. Additional/underground Inspection	\$ 50.00		
jj. Final inspection	\$ 50.00		
kk. Certification fee	\$ 11.00		
ll. Plan review (when required)	25% of calculated Building Plan Review Fee, required for commercial projects with conditioned space and others with unusual designs.		
mm. Investigation	\$ 50.00		
nn. Work done before application	\$150.00		
oo. Geothermal loop	\$ 30.00		

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>PLUMBING PERMIT</b>		249.12.3870.453.040	
a. Application fee	\$ 50.00		
b. Safety Inspection	\$ 50.00		
c. Plan review (when required)	25% of calculated Building Plan Review Fee, required for commercial projects with plumbing systems and others with unusual designs.		
d. Underground Inspection	\$ 50.00		
e. Final Inspection	\$ 50.00		
f. Investigation Fee	\$ 150.00		
<b>Fixtures and Water Piping</b>			
a. Water conditioning equipment	\$ 5.00 each	k. Sump pumps and ejectors	\$ 5.00 each
b. Laundry tray	\$ 5.00 each	l. Sewer/private-per 100 ft.	\$ 11.00
c. Laundry hook-up	\$ 5.00 each	m. Sewer/municipal-per 100 ft.	\$ 11.00
d. Toilet	\$ 5.00 each	n. Storm sewer	\$ 11.00
e. Sink or lavatory	\$ 5.00 each	o. Drain/building-per 100 ft.	\$ 11.00
f. Shower or bathtubs	\$ 5.00 each	p. Drain/miscellaneous	\$ 5.00 each
g. Other miscellaneous fixtures, (See section VII on plumbing permit )	\$ 5.00 each	q. Stacks - all	\$ 11.00 each
h. Water Service-per 100 ft.	\$ 11.00 each	r. Air admittance valves	\$ 5.00 each
i. Water distribution-per 100 ft.	\$ 5.00 each	s. Catch basins-manholes - Downspouts & roof drains	\$ 10.00 each
j. Fire system water service-per 100 ft.	\$ 11.00 each	t. Underground inspections	\$ 50.00

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>Backflow Prevention Devices</b>		249.12.3870.453.040	
a. Irrigation systems/Lawn sprinklers	\$ 16.00 each		
b. Boiler connections/Miscellaneous	\$ 16.00 each		
<b>Other Miscellaneous</b>			
a. Medical Gas Piping	\$ 32.00/hr/\$40.00 minimum		
b. Certificate fee	\$ 11.00		
c. Work started before application	\$150.00		
<b>SIGN PERMITS</b>		249.12.3870.453.060	
<b>Portable/temporary</b>			
Administration Fee	\$ 25.00		
Zoning Approval	\$ 15.00		
Inspection Fee	\$ 25.00		
<b>Permanent Signs</b>			
Administration Fee	\$ 50.00		
Zoning Approval	\$ 25.00		
Inspection Fee - First \$1000 of cost	\$ 50.00		
Inspection Fee - each add'l \$1000 of cost	\$ 20.00		
<b>ZONING PERMITS</b>		249.12.3870.453.070	For fences less than 6' high, residential accessory structures less than 200 sq. ft. in area, and commercial accessory structures less than 120 sq. ft. in area.
a. Administration fee	\$ 30.00		
b. Zoning Approval	\$ 10.00		
c. Inspection Fee	\$ 40.00		
d. Motor Home Parking permit	\$ 40.00		

**INSPECTION DIVISION**  
**Business Unit 3870 (continued)**

<b><u>Description</u></b>	<b><u>Current Charges</u></b>	<b><u>Account Credited</u></b>	<b><u>Additional Requirements/Insurance</u></b>
<b>LICENSE REGISTRATION FEES</b>			
<b><u>Electrical</u></b>			
License Registration	\$ 15.00	249.12.3870.453.100	
<b><u>Plumbing</u></b>			
License Registration	\$ 15.00	249.12.3870.453.010	
<b><u>Mechanical</u></b>			
License Registration	\$ 15.00	249.12.3870.453.210	
<b><u>Building</u></b>			
License Registration	\$ 15.00	249.12.3870.453.090	
<b><u>Demolition</u></b>			
Demolition License	\$ 50.00	249.12.3870.453.090	
Demolition Bond	\$ 500.00	101.202.320	Required for demolition of houses and commercial buildings by persons without a Demolition License. Not required for residential accessory buildings without basements. Bond refundable after completion of demolition and inspection approval.

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 6970**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
<b><u>BINDER PARK GOLF COURSE</u></b>			
Green Fees			
a. Weekdays			
9 holes	\$ 13.50	584.16.6970.623.010	
18 holes	\$ 24.00	584.16.6970.623.020	
27 holes	\$ 35.00	584.16.6970.623.030	
9 hole (league)	\$ 13.50	584.16.6970.623.040	
b. Weekends			
9 holes	\$ 14.50	584.16.6970.623.010	
18 holes	\$ 26.00	584.16.6970.623.020	
27 holes	\$ 37.00	584.16.6970.623.030	
Green Fees – Jr./Sr.		584.16.6970.623.050	
a. 9 holes	\$ 8.50		Mon-Fri before 2pm, Sat/Sun after 4pm
b. 18 holes	\$ 14.00		
c. 27 holes	\$ 18.75		
Three Hole Course		584.16.6970.623.090	
a. 3 holes	\$ 3.50		
First Tee Program		584.16.6970.623.060	Requires First Tee membership card
a. 9 holes	\$ 2.75		
b. 18 holes	\$ 5.25		
c. 27 holes	\$ 10.50		
Memberships - Golf			
Single	\$580.00	584.16.6970.623.220	
Couples	\$810.00	584.16.6970.623.210	
Senior	\$475.00	584.16.6970.623.240	
Senior Couples	\$675.00	584.16.6970.623.250	
Family	\$930.00	584.16.6970.623.200	
Junior	\$230.00	584.16.6970.623.230	
School	\$325.00	584.16.6970.623.260	
Ltd. Single	\$360.00	584.16.6970.623.270	Mon-Fri before 2 p.m.; Sat/Sun after 4 p.m.
Ltd. Couple	\$555.00	584.16.6970.623.280	Mon-Fri before 2 p.m.; Sat/Sun after 4 p.m.

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 6970 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>Range and Practice Holes</b>			
Non-golf members		584.16.6970.623.090	
Single	\$275.00		
Couple	\$325.00		
Family	\$375.00		
Golf Members		584.16.6970.623.090	
Single	\$165.00		
Couple	\$225.00		
Family	\$275.00		
Range		584.16.6970.623.100	
Regular bucket	\$ 4.25		
Large bucket	\$ 7.25		
Jumbo bucket	\$ 11.00		
Carts		584.16.6970.623.300	Must have valid driver's license
3 holes	\$ 2.50		
9 holes	\$ 8.25		
18 holes	\$ 16.00		
27 holes	\$ 21.75		
9 holes Sr./Jr.	\$ 7.25		
18 holes Sr./Jr.	\$ 14.50		
27 holes Sr./Jr.	\$ 20.25		
Golf Equipment			
Pull carts	\$ 2.00	584.16.6970.623.310	
Clubs and accessories	n/a	584.16.6970.623.320	Contact Pro Shop for rates
Facility Rentals			
Picnic Shelter/Pavilion	n/a	584.16.6970.623.200	Contact Pro Shop for rates
Club House	n/a	584.16.6970.623.230	Contact Pro Shop for rates
First Tee Building	n/a	584.16.6970.623.260	Contact Pro Shop for rates



**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 7020**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Girls Fast Pitch	\$ 680.00	101.16.7020.6510.630.090	
Soccer Camp 3-5 yr old	\$ 40.00	101.16.7020.6511.630.090	
Soccer Camp 6-16 yr old	\$ 80.00	101.16.7020.6511.630.090	
Lifeguard Training	\$ 150.00	101.16.7020.6516.630.090	CPR/First Aid/Emergency Oxygen
Little Tyke T-Ball	\$ 40.00	101.16.7020.6523.630.090	
Adult Stan Musial Baseball	\$1,875.00	101.16.7020.6525.630.090	Insurance, Concussion Forms, Background Checks
Youth Flag Football	\$ 55.00	101.16.7020.6526.630.090	
Spring Soccer	\$ 45.00	101.16.7020.6560.630.090	
Claude Evans Basketball	\$ 80.00	101.16.7020.6580.630.090	
Tennis Instructions		101.16.7020.6600.630.090	
a.    Fall/Winter	\$ 40.00		
Youth Baseball		101.16.7020.6610.630.090	Insurance, Concussion Forms, Background Checks
a.    8u-14u	\$ 800.00		
b.    16-18u	\$ 700.00		
Adult Softball Fall		101.16.7020.6620.630.090	
a.    10 games	\$ 485.00		ASA Insurance
b.    20 games	\$ 815.00		ASA Insurance
Adult Softball Summer		101.16.7020.6630.630.090	
a.    10 games	\$ 485.00		ASA Insurance
b.    20 games	\$ 815.00		ASA Insurance
Fall Soccer	\$ 45.00	101.16.7020.6650.630.090	
Youth Individual Baseball	\$ 60.00	101.15.7020.6610.630.090	

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 7022**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Start Smart Tennis	\$ 30.00	101.16.7022.6210.630.090	
Kidventure Camp		101.16.7022.6223.630.090	State of MI Camp license, staff training
a. 10 weeks	\$1,250.00		
b. Weekly	\$ 150.00		
Baseball Training Camp	\$ 50.00	101.16.7022.6229.630.090	
Youth Indoor Flag Football	\$ 40.00	101.16.7022.6234.630.090	
Start Smart Golf	\$ 30.00	101.16.7022.6243.630.090	
Volleyball Camp	\$ 70.00	101.16.7022.6251.630.090	
Youth Indoor Soccer	\$ 40.00	101.16.7022.6257.630.090	
Start Smart Sports Development	\$ 30.00	101.16.7022.6260.630.090	
Start Smart Basketball	\$ 30.00	101.16.7022.6261.630.090	
Spring Break Camp	\$ 125.00	101.16.7022.6262.630.090	
Youth Basketball	\$ 100.00	101.16.7022.6264.630.090	Partnered with LYA
Youth Floor Hockey	\$ 40.00	101.16.7022.6268.630.090	
Tiny Tot Floor Hockey	\$ 30.00	101.16.7022.6269.630.090	
International Floor Hockey Tournament	\$ 125.00	101.16.7022.6270.630.090	
Start Smart Indoor Soccer	\$ 30.00	101.16.7022.6271.630.090	
Mini Spikers Volleyball	\$ 30.00	101.16.7022.6272.630.090	
Youth Volleyball League	\$ 60.00	101.16.7022.6273.630.090	

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 7023**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Youth Golf			
a. 3-4 years old	\$ 30.00	101.16.7023.6291.630.090	Must comply with The First Tee national ZONE requirements
b. 5-6 years old	\$ 30.00	101.16.7023.6291.630.090	
c. 7-17 years old	\$ 80.00	101.16.7023.6291.630.090	
Youth Golf with Membership			
Membership	\$ 80.00	101.16.7023.6291.630.090	
a. 7-17 years old w/ Mbrshp	\$ 50.00	101.16.7023.6291.630.090	
Golf Outing			
a. Individual	\$ 55.00	101.16.7023.6291.630.090	
b. Team	\$ 220.00	101.16.7023.6291.630.090	
Sponsorships			
a. Par	\$ 250.00	101.16.7023.6291.630.090	
b. Birdie	\$ 500.00	101.16.7023.6291.630.090	
c. Eagle	\$ 750.00	101.16.7023.6291.630.090	
d. Ace	\$1,000.00	101.16.7023.6291.630.090	

**Business Unit 7028**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Lifeguard Training	\$ 150.00	101.16.7020.6516.630.090	
Lifeguard Recertification	\$ 50.00	101.16.7020.6516.630.090	
CPR Training	\$ 55.00	101.16.7028.6707.630.090	
CPR Recertification	\$ 35.00	101.16.7028.6707.630.090	
First Aid Training	\$ 55.00	101.16.7028.6707.630.090	
First Aid Recertification	\$ 35.00	101.16.7028.6707.630.090	

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 7050**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Diamond Rental		101.16.7050.630.090	Includes all refits, supervision, and clean-up
a.    C.O. Brown Stadium	\$ 635.00		
b.    Nichols Field	\$ 535.00		
c.    Morrison Field	\$ 525.00		
d.    Diamond #9	\$ 300.00		
e.    Convis Field	\$ 265.00		
f.    Flannery Field	\$ 265.00		
Gate Fees		101.16.7050.630.090	Per team, per tournament
a.    C.O. Brown Stadium	\$ 80.00		
b.    Nichols Field	\$ 80.00		
c.    Morrison Field	\$ 80.00		
d.    Diamond #9	\$ 80.00		
e.    Convis Field	\$ 80.00		
f.    Flannery Field	\$ 80.00		
Scoreboards		101.16.7050.630.020	
a.    C. O. Brown Stadium	\$ 40.00		
b.    Nichols Field	\$ 35.00		
c.    Morrison Field	\$ 35.00		
d.    Convis Field	\$ 35.00		
e.    Flannery Field	\$ 35.00		
Lighting		101.16.7050.630.020	
a.    C. O. Brown Stadium	\$ 65.00		
b.    Nichols Field	\$ 50.00		
c.    Morrison Field	\$ 50.00		
d.    Convis Field	\$ 25.00		
e.    Flannery Field	\$ 25.00		
Temporary Fencing		101.16.7050.630.020	
a.    Convis Field	\$ 150.00		
b.    Flannery Field	\$ 150.00		

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 7100**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>WILLARD BEACH</b>			
Admission Fee	\$ 2.00/\$5.00	101.16.7100.631.040	Individual/Vehicle (3 or more)
Large Pavilion	\$ 50.00	101.16.7100.631.030	Per row
Pavilions 1, 2, 3 and Octogan	\$ 35.00	101.16.7100.631.030	Entire pavilion
Pavilion Large on Beach	\$ 75.00	101.16.7100.631.031	Entire Pavilion
Facilities/Restrooms	\$ 25.00	101.16.7100.631.030	September and October before winterization
<b>PARK FACILITIES</b>			
Facilities/Restrooms	\$ 25.00	n/a	Fully refundable deposit after key return
Picnic tables	\$ 25.00	101.16.7100.631.030	Per table, community events only

**Business Unit 7160**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>FULL BLAST</b>			
<b>Flash Flood</b>			
Admission Fees			
General Admission	\$ 12.00	101.16.7160.630.130	
Season Pass	\$ 75.00	101.16.7160.630.100	Single
Season Pass	\$ 260.00	101.16.7160.630.100	Family 4 Pack
Attractions			
Water Wars	\$ 1.00	101.16.7160.630.170	
Equipment Rental			
Lockers	\$ 5.00	101.16.7160.630.310	\$3.00 refundable deposit with return of key
Life Jackets	\$ 4.00	101.16.7160.630.130	\$3.00 refundable deposit w/return of jacket
Basketball	\$ 3.00	101.16.7160.630.130	\$2.00 refundable deposit w/return of ball
Double Tubes	\$ 5.00	101.16.7160.630.150	\$3.00 refundable deposit w/return of tubes

**PARKS AND RECREATION DEPARTMENT**  
**Business Unit 7160 and 7163**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
FULL BLAST (cont)			
Special Events/Summer Group Rentals			
Flash Flood Admission			
Participants (25-74)	\$ 8.50	101.16.7160.630.200	
Participants (75-124)	\$ 8.25	101.16.7160.630.200	
Participants (125-249)	\$ 8.00	101.16.7160.630.200	
Participants (250+)	\$ 7.75	101.16.7160.630.200	
Super Blast Admission			
Participants (25-74)	\$ 11.50	101.16.7160.630.200	
Participants (75-124)	\$ 11.25	101.16.7160.630.200	
Participants (125-249)	\$ 11.00	101.16.7160.630.200	
Participants (250+)	\$ 10.75	101.16.7160.630.200	
Indoor			
Participants (25-74)	\$ 6.50	101.16.7160.630.200	
Participants (75-124)	\$ 6.25	101.16.7160.630.200	
Participants (125-249)	\$ 6.00	101.16.7160.630.200	
Participants (250+)	\$ 5.75	101.16.7160.630.200	
Birthday Parties			
Indoor (labor day to memorial day)	\$25.00/hour	101.16.7163.630.280	
Outdoor (Memorial-Labor day)	\$ 17.00	101.16.7163.630.280	Per person, 12-person minimum
Lock-Ins			
Participants (50 person minimum)	\$ 45.00/\$60.00	101.16.7163.630.290	Depending on package selected
Company/Group Picnic			
Participants (100 person minimum)	\$ 16.00/\$22.00	101.16.7163.630.210	Depending on package selected
End of School Year			
Participants (25-74)	\$ 6.50/8.50/11.50	101.16.7163.630.200	
Participants (75-124)	\$ 6.25/8.25/11.25	101.16.7163.630.200	
Participants (125-249)	\$ 6.00/8.00/11.00	101.16.7163.630.200	
Participants (250+)	\$ 5.75/7.75/10.75	101.16.7163.630.200	
Supervisor Fee for events	\$ 18.00/hr.	101.16.7163.630.200	

# PARKS AND RECREATION DEPARTMENT

## Business Unit 7170

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
FULL BLAST			
Sports Forum			
Memberships			
Fitness membership City Employee	\$ 60.00	101.16.7175.630.380	
Fitness membership (1 month)	\$ 25.00	101.16.7175.630.360	
Fitness membership (12 months)	\$185.00	101.16.7175.630.360	
Second Individual	\$140.00	101.16.7175.630.360	
3+ people	\$ 95.00	101.16.7175.630.360	
Walk and play pass	\$ 20.00	101.16.7175.630.360	
Day pass	\$ 5.00	101.16.7175.630.120	
Facilities Rental, hourly			
Gym (1,2,3) Youth Group rentals	\$ 15.00	101.16.7170.630.320	
Gym (1,2,3) Adult & Corp.	\$ 35.00	101.16.7170.630.320	
Sports Court	\$ 15.00	101.16.7170.630.320	
Auditorium	\$ 50.00/\$150.00 hr.	101.16.7170.630.320	Depending on media use
Batting Cages	\$ 7.50/\$15.00 per hour	101.16.7170.630.320	Must wear helmets
Equipment Rental			
Tables	\$ 5.00 per unit	101.16.7170.630.320	Included in \$150.00 Auditorium rate
Chairs	\$ 0.50 per unit	101.16.7170.630.320	Included in \$150.00 Auditorium rate
Multi-media package	Inc.	101.16.7170.630.320	Included in \$150.00 Auditorium rate

**PLANNING DEPARTMENT**  
**Business Unit 8020**

**The Planning Department performs the following functions and responsibilities - overall administration of the Planning Department, staff control to the Planning Commission, Zoning Board of Appeals and the Historic District Commission; site plan review; zoning ordinance preparation, interpretation and enforcement; tax-reverted property sales; Census coordination and dissemination of data; and preparation of master plans for future growth and development.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Planned Unit Residential Development	\$600.00	101.12.8020.451.160	
Planning and Zoning Map	\$ 40.00	101.12.8020.671.040	Available on city's web site
Planning and Zoning Ordinance	\$ 40.00	101.12.8020.671.040	Available on city's web site
Plats		101.12.8020.455.020	
a. Filing Fee	\$250.00		
b. Per Lot	\$ 25.00		
Site Condo			
a. Filing Fee	\$250.00	101.12.8020.455.020	
b. Condo review fee-per site	\$ 20.00		
Special Use Permits	\$600.00	101.12.8020.455.040	
Telecommunications Towers			
a. Administrative Review/Collocation	\$ 75.00	101.12.8020.455.020	
Zoning Board of Appeals		101.12.8150.455.020	
a. Residential	\$100.00		
b. Commercial/Industrial	\$200.00		
Zoning Reclassifications	\$600.00	101.12.8020.455.040	
Street/Alley/ROW Vacations	\$300.00	101.12.8020.671.040	
Site Plan Review	\$150.00	101.12.8020.453.250	For properties under 5 acres
	\$250.00	101.12.8020.453.250	For properties over 5 acres
Administrative Search Warrants	\$250.00	101.12.8020.671.040	
House Trailers	\$ 15.00	101.12.8020.671.100	



**POLICE DEPARTMENT  
COMMUNITY SERVICE  
Business Unit 3110**

**The Community Services Division is responsible for the conduct of crime prevention, school safety and other community outreach programs. The Programs include: Neighborhood Watch, School Liaison Officers, and Adult School Crossing Guards.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b><u>PERSONNEL COSTS:</u></b>			
a. Police Officer	\$ 40.00	101.14.3250.703.030	Personnel costs are subject to adjustment in accordance with the prevailing labor agreement for the position. Hourly rates for additional positions which are involved in the emergency response, cost collection, or support services are to be determined by the Finance Department on the same basis as those listed and furnished to the City Clerk and Police Department for billing purposes.
Overtime	\$ 47.85		
b. Police Sergeant	\$ 53.68	101.14.3250.703.030	
Overtime	\$ 70.34		
c. Police Lt's	\$ 67.70	101.14.3250.703.030	
Overtime	\$ 91.68		
d. Police Detective	\$ 52.13	101.14.3707.703.030	
Overtime	\$ 74.90		
e. Forensic Tech	\$ 37.19	101.14.3060.703.030	
Overtime	\$ 44.41		
f. Forensic Specialist	\$ 53.00	101.14.3060.703.030	
Overtime	\$ 67.99		
g. Word Processor/Typist	\$ 26.64	101.14.3210.703.030	
Overtime	\$ 28.07		
h. Cadets	\$ 18.52	101.14.3110.703.030	
Overtime	\$ 33.69		

**POLICE DEPARTMENT  
COST RECOVERY FOR EMERGENCY RESPONSE  
Business Unit 3250**

The fees are designed to provide for the recovery of costs associated with emergency response personnel and equipment in instances where an emergency situation is caused by a person operating a motor vehicle under the influence of an intoxicating liquor or a controlled substance. The establishment of fees will allow a standard charge per hour for personnel and vehicles, involved in an emergency response.

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
<b><u>PERSONNEL COSTS:</u></b>			
a. Police Officer	\$ 40.00	101.14.3250.703.030	Personnel costs are subject to adjustment in accordance with the prevailing labor agreement for the position. Hourly rates for additional positions which are involved in
Overtime	\$ 47.85		
b. Police Sergeant	\$ 53.68	101.14.3250.703.030	
Overtime	\$ 70.34		
c. Police Lt's	\$ 67.70		the emergency response, cost collection, or support services are to be determined by the Finance Department on the same basis as those listed and furnished to the City Clerk and Police Department for billing purposes
Overtime	\$ 91.68		
d. Police Detective	\$ 52.13	101.14.3070.703.030	
Overtime	\$ 74.90		
e. Forensic Tech	\$ 37.19	101.14.3060.703.030	
Overtime	\$ 44.41		
f. Forensic Specialist	\$ 53.00	101.14.3060.703.030	
Overtime	\$ 67.99		
g. Word Processor/Typist	\$ 26.64	101.14.3210.703.030	
Overtime	\$ 28.07		
h. Cadets	\$ 18.52	101.14.3110.703.030	
Overtime	\$ 33.69		

**VEHICLE COSTS:**

a. Police vehicles	\$ 11.00/hr/vehicle	101.14.3250.394.060
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**POLICE DEPARTMENT**  
**COST RECOVERY FOR EMERGENCY RESPONSE**  
**Business Unit 3250 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Legal cost			As charged by the service provider and/or City personnel costs and related expenses.
Emergency medical services			As charged by service provider.
Collection costs			As charged by the service provider and/or City personnel costs and related expenses.
Travel Expenses			As charged by the service provider and/or City personnel costs and related expenses.
OUIL Cost Recovery Fee	\$153.00	101.14.3250.627.020	
Blood Test	\$ 77.00	101.14.3250.627.020	
OUIL Accident Scene Investigation	\$ 53.00	101.14.3250.627.020	
Warrant Cost Recovery	Current Wages & Vehicle Cost	101.14.3250.627.020	
False Alarms			2 Officer Response totaling 15 minutes to respond and clear the call
First Occurrence	\$ 15.00		
Second Occurrence	\$ 25.00		
Each Additional Occurrence in a calendar year	\$ 50.00		

**POLICE DEPARTMENT  
FIELD SERVICES  
Business Unit 3250(continued)**

**The Police Field Services Division is responsible for administering the Court-Ordered PBT Test and the Court-Ordered Breathalyzer Test.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>TESTS:</b>		101.14.3250.671.040	
a. Court-Ordered PBT Test	\$ 15.00		
b. Court-Ordered Breathalyzer Test	\$ 20.00		

**POLICE DEPARTMENT  
INVESTIGATIONS  
Business Unit 3070**

**The Investigation Division conducts the initial investigation of major crimes and follow-up investigation of all other serious crimes. In addition, this Division conducts drug investigations and operates a full-service crime laboratory.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Precious Metal and Gold Permits	\$ 50.00	101.14.3070.451.150	Must register with Leadsonline
Precious Metal and Gold Dealer Permit	\$ 20.00	101.14.3070.451.150	Must register with Leadsonline

**POLICE DEPARTMENT  
MANAGEMENT SERVICES  
Business Unit 3210**

**The Management Services Division has the primary task of providing records and clerical support for the Police Department. Division responsibilities include computer services, budget, building and grounds, records management and payroll.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Fingerprint processing	\$ 20.00+ State/Federal Mandated Fee	101.14.3210.452.020	
Accident reports	\$ 6.00	101.14.3210.452.040	
Criminal/Background checks	\$ 15.00	101.14.3210.452.030	
SOR – Sex Offender Registry	\$ 50.00	101.14.3070.452.080	
Police reports			
a. Clerical fee	Employee Wage + Benefits	101.14.3210.452.040	Lowest paid Clerical Staff capable of based fulfilling the request, hourly calculation upon MI FOIA law
b. Copy fee	\$ .10		
c. Postage	Current rate		
Gun Registration Copy	\$ 1.00	101.14.3210.452.010	
Fax	\$ 2.00	101.14.3210.671.040	
Notary fee	\$ 5.00	101.14.3210.452.040	
Photograph development		101.14.3060.671.040	
a. Disk/CD format	\$ 1.80		Specialized training and access to confidential information, subject to change based on market cost
b. Editing fee	\$ 3.50 per 5 minutes	101.14.3060.671.040	Specialized training and access to confidential information, subject to current wage and benefit costs

**PUBLIC WORKS DEPARTMENT  
PARKING DIVISION  
Business Unit 5430**

**The Parking Division is responsible for the operation and maintenance of the Downtown Parking System. The System includes 15 surface parking lots and two structured parking facilities. Parking revenue includes meter (hourly) and permit fees, leases and special event parking.**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>	
Parking Structures			All parking related revenues and expenses are administered by ABM Parking Services	
a. First hour	Free			
b. Each additional hour				
	2nd Hour 61-120	\$2.00		
	3rd Hour 121-180	\$4.00		
	4th Hour 181-240	\$5.00		
	5th Hour 241-300	\$6.00		
	6th Hour 301-360	\$7.00		
c. Maximum	\$8.00/day			
Monthly Permits	Up to \$100.00/vehicle			
Honor Boxes	\$0.25/hr			
Special Events	\$1.00 to \$10.00/vehicle			
<b>Violations</b>	<b>Original Fee</b>		<b>10-20 days</b>	<b>21+ days</b>
Overtime Parking (non-DPD)	\$ 5.00		\$10.00	\$15.00
Second ticket during same calendar day	\$10.00		\$15.00	\$20.00
Third and additional tickets during same calendar day	\$15.00		\$20.00	\$25.00
Night Parking	\$ 5.00		\$10.00	\$15.00
Second & subsequent tickets/month	\$10.00		\$15.00	\$20.00
Taking Two Spaces	\$ 5.00		\$10.00	\$15.00
Parking Against Traffic	\$ 5.00		\$10.00	\$15.00
Not Parallel to Curb	\$ 5.00		\$10.00	\$15.00
Blocking Crosswalk	\$ 5.00		\$10.00	\$15.00
Blocking Sidewalk	\$ 5.00		\$10.00	\$15.00

**PUBLIC WORKS DEPARTMENT  
PARKING DIVISION  
Business Unit 5430 (continued)**

<b>Violations (continued)</b>	<b>Original Fee</b>	<b>10-20 days</b>	<b>21+ days</b>
Blocking Drive or Alley	\$ 5.00	\$ 10.00	\$ 15.00
Restricted Parking	\$ 5.00	\$ 10.00	\$ 15.00
Double Parking	\$ 10.00	\$ 15.00	\$ 20.00
Obstructing Traffic	\$ 10.00	\$ 15.00	\$ 20.00
Bus Stop Zone	\$ 10.00	\$ 15.00	\$ 20.00
15 ft. of Fire Hydrant	\$ 10.00	\$ 15.00	\$ 20.00
Parking on Bridge	\$ 10.00	\$ 15.00	\$ 20.00
Parking in Fire Lane	\$ 10.00	\$ 15.00	\$ 20.00
Blocking Emergency Exits	\$ 10.00	\$ 15.00	\$ 20.00
Key in Vehicle Unattended	\$ 5.00	\$ 10.00	\$ 15.00
Miscellaneous Violations	\$ 5.00	\$ 10.00	\$ 15.00
Front Yard Parking	\$ 10.00	\$ 15.00	\$ 20.00
Second and subsequent tickets/bimonthly	\$ 25.00	\$ 30.00	\$ 50.00
Disabled Person Only	\$100.00	\$175.00	\$250.00
Commercial Vehicle/Truck Parking	\$ 20.00	\$ 25.00	\$ 30.00
Second ticket/month	\$ 40.00	\$ 50.00	\$ 60.00
Third and additional ticket/month	\$ 60.00	\$ 75.00	\$ 90.00
<b>Number of Tickets Within a Year</b>	<b>Fine Amount</b>	<b>Fine if Paid by Close of Next Business Day</b>	
First Ticket	Courtesy		
First Ticket	\$ 5.00	\$ 2.00	
Fourth and Fifth Tickets	\$ 10.00	\$ 5.00	
Sixth and Seventh Tickets	\$ 25.00	\$12.00	
Eighth and Ninth Tickets	\$ 50.00	\$25.00	
Tenth or More Tickets	\$100.00	\$50.00	

**PUBLIC WORKS DEPARTMENT  
RECORDS DIVISION  
Business Unit 4440 (now Organization Set – 591.23.4440)**

The Records Division is responsible for the record information and drawings for water mains, sanitary sewers, and street improvements, water/sewer connections, and construction within the public right-of-way. Connection fees are developed by the Water Division, managed by the Records Division, and submitted to the City Commission for approval.

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Charges</u>
<b>Right of Way Permits</b>		101.26.4450.632.020	
Residential/Commercial			
a. Curb cuts, driveways, etc.	\$ 65.00 each		
b. Lane/road closures, obstructions	\$ 105.00 each		
c. Street Cut Penalty	\$ 1,000.00 each	101.26.4450.632.020	
<b>DPW Document Copies</b>	\$ 15.00	591.23.4440.671.040	
(Maps 18" X 24" and larger)			
<b>DPW GIS Map Production</b>		591.23.4440.671.040	
Commissioned DPW GIS Work (Custom map production, analysis, DPW GIS Services)	\$ 50.00/hr		Production of deliverables that do not currently exist. First print/PDF included (Minimum of one hour, estimate provided.)
Printed Maps	\$15.00/each		Printing of previously compiled maps/media. (Letter, ledger, 36" or 42" print sizes available)

**PUBLIC WORKS DEPARTMENT  
SIGN & SIGNAL DIVISION  
Business Unit 5430**

Street Sign Resale	\$ 25.00
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**PUBLIC WORKS DEPARTMENT  
RECORDS DIVISION  
Business Unit 4440 (now Organization Set – 591.23.4440)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Charges</b>
<b>Water Service</b>			
Installation		591.23.1591.616.230	
a. Residential (¾" or smaller water meter)	<b>\$ 2,670.00</b>		Extenuating circumstances may require
b. Other	<b>Time and materials</b>		a T&M fee instead of a flat residential fee
<b>Service and Meter Size</b>	Construction Fee	Capacity Fee	Meter Setting Fee      Total      591.23.1591.616.230
a. Residential Water Service with a 5/8" Meter	\$2,670.00	\$436.37	\$60.00      \$3,166.37
b. Residential Water Service with a 3/4" Meter	\$2,670.00	\$654.56	\$60.00      \$3,384.56
c. Residential Water Service with a 1" Meter	\$2,670.00	\$1,090.93	\$60.00      \$3,820.93
d. Commercial Water Service with a 1 ½" Meter	Estimate Provided	\$2,181.85	\$60.00      TBD
e. Commercial Water Service 2" Meter	Estimate Provided	\$3,490.97	\$60.00      TBD
f. Commercial Water Service 3" Meter	Estimate Provided	\$6,545.56	\$60.00      TBD
g. Commercial Water Service 4" Meter	Estimate Provided	\$10,909.27	\$60.00      TBD
h. Commercial Water Service 6" Meter	Estimate Provided	\$21,818.54	\$60.00      TBD
i. Commercial Water Service with a 8" Meter	Estimate Provided	\$34,909.66	\$60.00      TBD
j. Commercial Water Service with a 10" Meter	Estimate Provided	\$50,182.64	\$60.00      TBD
<b>Sewer Services (Sanitary)</b>		591.23.1591.616.230	
Installation			
a. Residential (¾" or smaller water meter)	<b>\$2,670.00</b>		Extenuating circumstances may require
b. Other	<b>Time and materials</b>		a T&M fee instead of a flat residential fee
<b>Capacity</b>	Construction Fee	Capacity Fee	Total      590.24.1590.615.110
a. 1" Service with a 5/8" Meter	\$2,670.00	\$553.30	\$3,223.30
b. 1" Service with a 3/4" Meter	\$2,670.00	\$829.95	\$3,499.95
c. 1" Service with a 1" Meter	\$2,670.00	\$1,383.24	\$4,053.24
d. 2" Service with a 1 ½" Meter	Estimate Provided	\$2,766.49	TBD
e. 2" Service with a 2" Meter	Estimate Provided	\$4,426.38	TBD
f. 4" Service with a 3" Meter	Estimate Provided	\$8,299.46	TBD
g. 4" Service with a 4" Meter	Estimate Provided	\$13,832.43	TBD
h. 6" Service with a 6" Meter	Estimate Provided	\$27,664.87	TBD
i. 8" Service with a 8" Meter	Estimate Provided	\$44,263.79	TBD
j. 10" Service with a 8" Meter	Estimate Provided	\$63,629.20	TBD
<b>Sewer Services (Storm)</b>			
Installation			
a. All	<b>Time and materials</b>	202.22.1202.671.040	

**TREASURER**  
**Business Unit 2540**

The Treasurer's Office is responsible for the receipting of all funds due the City. The Treasurer also prepare and collects property tax bills, special assessment bills and collects utility bills, dog licenses, parking violations, delinquent personal property tax, City Income Tax and miscellaneous invoices.

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Charges</b>
Dog/Cat Licenses			
a. Non-neutered	\$ 20.00	101.14.3230.452.060	
b. Neutered – One Year License	\$ 5.00	101.14.3230.452.060	
c. Neutered – Three Year License	\$ 12.00	101.14.3230.452.060	
d. Service Animal	\$ Free		Signed Affidavit by Owner required
e. Replacement fee	\$ 5.00	101.14.3230.452.060	
Kennel Licenses			
a. Less than 11 dogs and/or cats	\$ 10.00	101.14.3230.452.060	
b. Eleven or more dogs and/or cats	\$ 25.00	101.14.3230.452.060	
c. Late charge	Double original fee	101.14.3230.452.060	
Kennel Inspection Fees			
a. 3-10 Dogs and/or Cats	\$ 40.00	101.14.3230.627.150	
b. 11-30 Dogs and/or Cats	\$ 65.00	101.14.3230.627.150	
c. 31+ Dogs and/or Cats	\$ 105.00	101.14.3230.627.150	
Bad Checks	\$ 35.00	101.03.2540.671.040	
Late fee on City miscellaneous invoices	1.50%/month/maximum	(Invoicing dept. #) 664.090	
Credit/Debit Card Enhanced Access Fee	Price Range	Enhanced Access Fee	No charge for Civil Fees
	\$0.00 to \$49.99	\$2.50 flat rate per order	
	\$50.00 to \$99.99	\$4.00 flat rate per order	
	\$100.00 to \$199.99	\$5.50 flat rate per order	
	\$200.00 to \$299.99	\$8.25 flat rate per order	
	\$300.00 to \$399.99	\$11.00 flat rate per order	
	\$400.00 to \$499.99	\$13.75 flat rate per order	
	\$500.00 to \$599.99	\$16.50 flat rate per order	
	\$600.00 to \$699.99	\$19.25 flat rate per order	
	\$700.00 to \$799.99	\$22.00 flat rate per order	
	\$800.00 to \$899.99	\$24.75 flat rate per order	
	\$900.00 to \$999.99	\$27.50 flat rate per order	
	\$1,000.00 and over	2.75 percent of order	
Pay Via Electronic Check		\$2.50 flat rate per order	

**UTILITY BILLING**  
**Business Unit 5570**

The Water Billing Division is responsible for mailing monthly invoices to users of the City's water, sewer and refuse services. In addition, the Division responds to customer needs in areas such as: turn-ons and turn-offs, high bill complaints and payment arrangements.

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
Water turn-on charge	<b>\$60.00</b>	591.23.1591.616.010	Fee charged for any water turn on (new account turn on does not apply)
Missed Appointment Fee	<b>\$30.00</b>	591.23.1591.616.010	
Metering Equipment Charges (591.23.1591.616.010)		Equipment Cost	Setting Fee
a. 5/8" Positive Displacement		\$69.23	\$60.00
b. 3/4" Positive Displacement		\$99.62	\$60.00
c. 1" Positive Displacement		\$131.76	\$60.00
d. 1 1/2" Positive Displacement		\$278.10	\$60.00
e. 2" Positive Displacement		\$408.13	\$60.00
f. 1 1/2" Turbine Class II		\$524.98	\$60.00
g. 2" Turbine Class II		\$544.79	\$60.00
h. 3" Turbine Class II		\$736.54	\$60.00
i. 4" Turbine Class II		\$1111.44	\$60.00
j. 6" Turbine Class II		\$2024.59	\$60.00
k. 8" Turbine Class II		\$2953.00	\$60.00
l. 10" Turbine Class II		\$4176.64	\$60.00
m. 2" Compound		\$1337.35	\$60.00
n. 3" Compound		\$1670.03	\$60.00
o. 4" Compound		\$2,321.38	\$60.00
p. 6" Compound		\$3073.84	\$60.00
q. 8" Compound		\$6263.00	\$60.00
r. R900 Radio transmitter		\$68.56	\$60.00
s. R900 Radio Transmitter pit unit		\$86.77	\$60.00
t. 5/8" Mach 10 Ultrasonic		\$140.00	\$60.00
u. 3/4" Mach 10 Ultrasonic		\$150.00	\$60.00
v. 1" Mach 10 Ultrasonic		\$190.00	\$60.00
w. 1 1/2" Mach 10 Ultrasonic		\$450.00	\$60.00
x. 2" Mach 10 Ultrasonic		\$550.00	\$60.00
Call in charge or guaranteed turn on same day (Regular Business hours 7:30 a.m. – 4:00 p.m.)	<b>\$ 215.00 per incident</b>	591.23.1591.616.010	
Monthly Water Commodity Charge - Rate per 100 cubic feet (748 gallons)		591.23.1591.616.010	
	<b>7/1/2019-6/30/2020</b>	<b>7/1/2020-6/30/2021</b>	
a. All metered water	\$1.27	\$1.31	

**UTILITY BILLING**  
**Business Unit 5570 (continued)**

<b>Description</b>		<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Monthly Water Readiness to Serve Charge			591.23.1591.616.010	
	Inside City	7/1/19–6/30/20	7/1/20–6/30/21	
a.	5/8" meter	\$13.15	\$13.47	
b.	3/4" meter	\$18.18	\$18.59	
c.	1" meter	\$28.23	\$28.82	
d.	1 ½ " meter	\$53.35	\$54.42	
e.	2" meter	\$83.50	\$85.13	
f.	3" meter	\$153.86	\$156.79	
g.	4" meter	\$254.36	\$259.16	
h.	6" meter	\$505.63	\$515.08	
i.	8" meter	\$807.14	\$822.20	
j.	10" meter	\$1,158.91	\$1,180.49	
k.	Over 10"	Calculated at the time of permit		
Monthly Fire Sprinkler Charge (based on proportional cost allocation)			591.23.1591.616.010	
	Inside City	7/1/19–6/30/20	7/1/20–6/30/21	
a.	2" Tap	\$8.80	\$9.24	
b.	3" Tap	\$16.47	\$17.29	
c.	4" Tap	\$27.49	\$28.87	
d.	6" Tap	\$54.93	\$57.68	
e.	8" Tap	\$87.93	\$92.33	
f.	10" Tap	\$126.40	\$132.72	
g.	12" Tap	\$182.02	\$191.12	

**UTILITY BILLING**  
**Business Unit 5570 (continued)**

**Hydrant meter fees:**

**591.23.1591.616.010**

<b>Permitted Hydrant Use</b>	<b>Security Deposit</b>	<b>Metering Equipment Setting Fee</b>	<b>Consumption @ 1.5 times Current City of BC rate</b>	<b>Ready to serve</b>
1" Metered Garden Hose	\$300.00	\$60.00	See rate schedule	Current 1" meter RTS
3" Metered Fire Hose	\$1,500.00	\$60.00	See rate schedule	Current 3" meter RTS
3" Daily Unmetered Hose (Cannot be used for continuous flow, City reserves the right to refuse this service)	\$300.00	\$60.00 Set up and hydrant Operation training	\$65.00 per additional day, not billed on consumption	Not Applicable
1" Daily Unmetered Hose (Cannot be used for continuous flow, City reserves the right to refuse this service)	\$150.00	\$60.00 Set up and hydrant Operation training	\$30.00 per additional day, not billed on consumption	Not Applicable

**UTILITY BILLING**  
**Business Unit 5570 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
<b>Sewer charge/100 cubic feet</b>			
	7/1/19–6/30/20	7/1/20–6/30/21	590.24.1590.615.010
	\$3.34	\$3.49	
<b>Monthly Sewer Readiness Charge – (prorated on bills)</b>	590.24.1590.615.010		
<b>(inside City and outside City customers billed by City)</b>	590.24.1590.615.010		
	7/1/19–6/30/20	7/1/20–6/30/21	
a. 5/8” meter	\$13.03	\$13.60	
b. 3/4” meter	\$18.47	\$19.29	
c. 1” meter	\$29.34	\$30.66	
d. 1 ½ “ meter	\$56.51	\$59.08	
e. 2” meter	\$89.12	\$93.19	
f. 3” meter	\$165.21	\$172.78	
g. 4” meter	\$273.91	\$286.48	
h. 6” meter	\$545.66	\$570.73	
i. 8” meter	\$871.76	\$911.83	
j. 10” meter	\$1,252.21	\$1,309.78	
<b>Monitoring Charge</b>	\$114.61/sample		

**UTILITY BILLING**  
**Business Unit 5570 (continued)**

<b>Description</b>	<b>Current Charges</b>	<b>Account Credited</b>	<b>Additional Requirements/Insurance</b>
Industrial Pretreatment Program (IPP)			
<b>BOD and Suspended Solids Charges</b>	<b>7/1/19–6/30/20</b>	<b>7/1/20–6/30/21</b>	
BOD (per pound over 300 mg/l)	\$0.2072	\$0.2149	
SS (per pound over 300 mg/l)	\$0.2513	\$0.2613	
Sampling (per sample)	\$202.27	\$211.02	
<b>Flat Rate Monthly Sewer Usage Charge</b>			
<b>Per Residential Equivalent Unit</b>			
<b>Inside City</b>	<b>7/1/19–6/30/20</b>	<b>7/1/20–6/30/21</b>	
Metered Sewer Usage	\$38.08	\$39.78	
Garbage Rates (based on 30 days)	<b>4/1/19 – 3/31/20</b>	<b>4/1/20 - 3/31/21</b>	596.31.5590.614.010
a. Curb	\$18.45	\$19.00	
b. Curb discount	\$11.74	\$12.09	Handicapped/senior citizen rate.
c. Backyard	\$28.63	\$29.49	
d. Backyard discount	\$18.19	\$18.74	Handicapped/senior citizen rate.
Tenant Deposits		591.241.001	Per Rules and Regulations, Article 11, General Regulations, Section 4
a. Water	<b>Three times Ready to Service Charge (per largest meter size presently installed)</b>		
b. Sewer	<b>Three times Ready to Service Charge (per largest meter size presently installed)</b>		
c. Garbage	<b>Three times 30-day rate currently in effect</b>		
Return Check or Bank Draft and Credit			
Card Chargeback/Return Fee	\$35.00	591.23.1591.671.050	
Opt-Out Exception Meter Reading Fee	\$60.00/quarter		Completion of Exception Request, appointment
(as defined in the Exception Request-Automated Meter Read Device “Opt-Out” Form)			Scheduled during the 3 <sup>rd</sup> month of every quarter of the year & provide access to water meter.

## W. K. KELLOGG REGIONAL AIRPORT

### Business Unit 1580

The WK Kellogg Airport serves greater Battle Creek and Southwest Michigan with a 10,003-foot primary runway, a 4,100 foot parallel runway, and a 4,835-foot crosswind runway. Duncan Aviation and Centennial Aircraft Services provide the public with Fixed Base Operator (FBO) services such as fuel, engine maintenance, avionics, etc. Duncan Aviation also provides complete aircraft remanufacturing services, while Waco Classic is an FAA certified aircraft manufacturer. Other major tenants include the Western Michigan University College of Aviation, the FAA Great Lakes Region Flight Inspection Field Office, the Michigan Air National Guard.

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Charges</u>
Gross aircraft landing weight fee		580.20.1580.625.010	
a. Less than 8,000 lbs.	Free		
b. 8,000 to 12,500 lbs.	\$ 46.00		
c. 12,501 to 24,999 lbs.	\$ 74.00		
d. 25,000 to 54,999 lbs.	\$126.00		
e. 55,000 to 89,999 lbs.	\$170.00		
f. 90,000 to 129,999 lbs	\$257.00		
g. 130,000+ lbs	2.31 per 1,000lbs		
Fuel flowage fee	\$ .13/gallon	580.20.1580.625.020	
T-hangar key fee	\$ 36.00	580.20.1580.671.040	Includes 2 keys, non-refundable
Additional T-hangar keys	\$ 15.50/each key	580.20.1580.671.040	Non-refundable
Airport Badge – New	\$ 40.00/badge	580.20.1580.625.080	Non-refundable
Airport Badge with Driving Privileges – New	\$ 70.00/badge	580.20.1580.625.080	Non-refundable
Airport Badge with Driving Privileges – Renewal	\$ 55.00/badge	580.20.1580.625.080	Non-refundable



**W. K. KELLOGG REGIONAL AIRPORT**  
**Business Unit 1580 (continued)**

<b><u>Description</u></b>	<b><u>Current Charges</u></b>	<b><u>Account Credited</u></b>	<b><u>Additional Requirements/Insurance</u></b>
Replace Lost/Stolen Badge – 1st occurrence	\$100.00/badge	580.20.1580.625.080	Non-refundable
Replace Lost/Stolen Badge – 2nd occurrence	\$150.00/badge	580.20.1580.625.080	Non-refundable
Replace Worn out/Damaged Badge	\$ 25.00/badge	580.20.1580.625.080	Non-refundable

Landing Fee Exemptions: The W. K. Kellogg Airport Management will waive landing fees for the following: based aircraft, military aircraft, and non-profit agencies. Any other requests to waive a landing fee will be determined by Airport Management.

**W. K. KELLOGG REGIONAL AIRPORT**  
**Business Unit 1580 (continued)**

<u>Description</u>	<u>Current Charges</u>	<u>Account Credited</u>	<u>Additional Requirements/Insurance</u>
<b>W.K. Kellogg Airport T-Hangar Rental Rates</b>			
A. Slide Door Width – 39’ 9” Depth – 31’ 4” Tail Width – 12’ 5” Hangar #3 & #8 offers extra storage space	<b>\$138.00/month</b>	580.20.1580.625.060	Insurance requirements set by City.
B. Electric Bi-Fold Door Width – 41’ 6” Depth – 32’ Tail Width – 20’ 6” Height Clearance – 11’ 11”	<b>\$173.00/month</b>	580.20.1580.625.060	Insurance requirements set by City.
C. End T-Hangars Dimensions – Same As Above Each Hangar offers extra storage space	<b>\$194.00/month</b>	580.20.1580.625.060	Insurance requirements set by City.
D. Electric Bi-Fold Door Width – 42’ Depth – 33’ Height Clearance – 12’	<b>\$221.00/month</b>	580.20.1580.625.060	Insurance requirements set by City.
E. Electric Bi-Fold Door Width – 43’ 6” Depth – 38’ Tail Width – 21’ 7” Height Clearance – 13’ 11” Hangar #46 offers extra storage space	<b>\$230.00/month</b>	580.20.1580.625.060	Insurance requirements set by City.

Note: 1) Lease agreement required.

2) Insurance requirements determined by the Risk Manager and all policies shall name Lessor as additional insured.

3) Lessee shall pay a late fee equal to 10% of the monthly rent payment each time the rent has not been paid within seven (7) calendar days after it was first due.