



City of Bethlehem Memorandum

TO: J. William Reynolds, City Council President
FROM: Mark W. Sivak, Director of Budget & Finance *MWS*
DATE: October 20, 2017
SUBJECT: 2018 Proposed Budget – General Fund Fee Increases

Attached are memos from various Departments on fee increases that will be part of the 2018 Proposed Budget.

Below are what the proposed fee increases will generate in additional revenue to the City:

Public Works Permits – various	\$3,000 annual increase
Fire Inspection Fees – various	\$1,000 annual increase

If you have any questions or need additional information in the meantime please let me know.

cc: Members of Council
Mayor Donchez
D. Brong
M. Alkhal
W. Achey
C. Baer

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

TO: David Brong, Business Administrator
FROM: Michael Alkhal, P.E., Director of Public Works/City Engineer
RE: Department of Public Works Fees
DATE: October 2, 2017

The Department of Public Works last evaluated permit fees and made revisions back in 2014. At that time, we evaluated all permit fees with an emphasis on revising them upward to the extent feasible. The primary restraints used in establishing the new fees were;

1. Demonstrating city costs to be at or above the new established fees, and
2. Comparing fees to other jurisdictions to ensure fairness, as well as to not unreasonably deter improvements/development activities.

The revised fees (excluding tapping fees) in 2014 increased the revenue for permits by an estimated \$5,000. We have again reviewed our fee structure and propose revising several fees as shown on the attached spreadsheet. The estimated increase of revenue is \$3,000 annually, but there is potential for significantly more as activities pick-up (attached spreadsheet). In addition, we will be pursuing changes to our permit ordinances that would provide for a doubling of the permit fee in cases where work is begun before the permit is issued.

If you have any questions, please let me know.

MA/mob
Attachment

cc: Mayor Donchez
Law Bureau
M. Sivak ✓
M. Dorner
file

By: 
Title: Public Works Director/City Engineer

PUBLIC WORKS PERMIT FEES

ITEM	BETHLEHEM	ALLENTOWN	EASTON
UTILITY POLE/GUY WIRE	\$40.00	\$45.00	\$45.00
SANITARY CONNECTION	\$50.00	\$50.00	\$35.00
DRIVEWAY	\$50.00	\$55 (RESIDENTIAL) \$75 (COMMERCIAL)	\$70.00
TREE/PRUNING	\$25.00	\$10.00	\$10.00
DUMPSTERS	\$40.00	\$35/\$55 per mo.	\$40.00
SIGNS	\$40.00	\$35.00	\$75/\$100
BANNERS	\$40/\$100	\$40.00	\$15.00
ROW/ENCROACHMENT	\$25/\$100	\$40.00	\$70.00
CURB	\$50.00	\$50 0-45' \$60 46-120' \$75-OVER 120'	\$10 1ST 50' 0.20 ADD FT
SIDEWALK	\$50.00	\$50 0-225SF \$60 226-600SF \$75-OVER 600SF	\$100 UP TO 50' \$1.00 ADD FT
WARRANT OF SURVEY	\$100 UP TO 50' 0.60 ADD FT	\$105 UP TO 45' \$205 46'-120' 0.55 ADD FT	\$2/SF (\$18/SY)
EXCAVATION (OUTSIDE ROAD)	\$3/SF	\$50.00	CONCRETE \$7/SF (\$63/SY) BITUMINOUS \$5.50/SF (\$49.50/SY)
EXCAVATION (IN ROAD)	\$10/SF	\$45 PLUS *CONCRETE \$170/SY *BITUMINOUS \$145/SY	WITHIN 3 YEARS OF PAVE \$7/SF (\$63/SY)
DEGRADATION (CONCRETE)	>1 YR - \$60/SF 2 YR - \$50/SF 3 YR - \$35/SF 4 YR - \$20/SF 5 YR - \$10/SF	>1 YR - \$170/SY 2 YR - \$170/SY 3 YR - \$160/SY 4 YR - \$150/SY 5 YR - \$140/SY 5-10 YR - \$115/SY	WITHIN 3 YEARS OF PAVE \$5.50/SF (\$49.50/SY)
DEGRADATION (BITUMINOUS)	>1 YR - \$60/SF 2 YR - \$50/SF 3 YR - \$35/SF 4 YR - \$20/SF 5 YR - \$10/SF	>1 YR - \$145/SY 2 YR - \$130/SY 3 YR - \$120/SY 4 YR - \$115/SY 5 YR - \$105/SY 5-10 YR - \$90/SY	WITHIN 3 YEARS OF PAVE \$5.50/SF (\$49.50/SY)
STORM SEWER	\$50.00	\$55 (RESIDENTIAL) \$80 (COMMERCIAL)	\$35.00

* Allentown repairs excavations.

PUBLIC WORKS COST TO ISSUE PERMITS

ITEM	PERMITTING TIME (HR)	PERMITTING COST	INSPECTION TIME (HR)	INSPECTION COST	TOTAL COST	CURRENT FEE	PROPOSED FEE
UTILITY POLE/GUY WIRE	0.33	\$17.24	1.00	\$59.29	\$76.53	\$40.00	\$50.00
SANITARY CONNECTION	0.33	\$17.24	3.00	\$177.87	\$195.11	\$50.00	\$50/\$100
DRIVEWAY	0.50	\$26.13	1.50	\$88.94	\$115.06	\$50.00	\$50/\$100
TREE/PRUNING	0.33	\$17.24	1.50	\$88.94	\$106.18	\$25.00	N/C
DUMPSTER	0.50	\$26.13	1.00	\$59.29	\$85.42	\$40.00	\$50.00
SIGNS	0.50	\$26.13	1.00	\$59.29	\$85.42	\$40.00	\$50.00
BANNERS	0.33	\$17.24	1.50	\$220.11	\$237.35	\$40/\$100	N/C
ROW/ENCROACHMENT	0.50	\$26.13	0.50	\$29.65	\$55.77	\$25/\$100	N/C
CURB	0.33	\$17.24	2.00	\$118.58	\$135.82	\$50+	N/C
SIDEWALK	0.33	\$17.24	2.00	\$118.58	\$135.82	\$50+	N/C
WARRANT OF SURVEY	2.00	\$104.50	3.00	\$177.87	\$282.37	\$100+	N/C
EXCAVATION (OUTSIDE ROAD)	0.33	\$17.24	1.00	\$59.29	\$76.53	\$3/SF	N/C
EXCAVATION (IN ROAD)	0.33	\$17.24	1.00	\$59.29	\$76.53	\$10/SF	N/C
DEGRADATION	0.25	\$13.06	N/A	N/A	\$13.06	>1 YR - \$60/SF 2 YR - \$50/SF 3 YR - \$35/SF 4 YR - \$20/SF 5 YR - \$10/SF	N/C
STORM SEWER	0.33	\$17.24	3.00	\$177.87	\$195.11	\$50.00	\$50/\$100

9/29/17

Permitting Cost = \$34.15 + \$18.10 (fringe + overhead) = \$52.25/hr
 Inspection Cost = \$29.60 + \$15.69 (fringe + overhead) + \$14.00 (vehicle) = \$59.29/hr
 Forester Cost = \$36.88 + \$19.55 (fringe + overhead) + \$14.00 (vehicle) = \$70.43/hr
 Survey Cost = \$32.09 + \$17.01 + \$29.60 + \$15.69 + \$35.50 (vehicle & equipment) = \$129.89/hr
 Electrical Bureau with Bucket Truck Cost = 2 x (\$26.71 + \$14.16) + \$65.00 (bucket truck) = \$146.74/hr

BETHLEHEM PUBLIC WORKS PERMITS 9/27/16 - 9/27/17

ITEM	CURRENT FEE	UNITS PERMITTED	FEES COLLECTED	PROPOSED FEE	PROJECTED FEE COLLECTED	PROJECTED ADDITIONAL FEE COLLECTED	COB ORDINANCE
UTILITY POLE/GUY WIRE	\$40.00	24	\$960.00	\$50.00	\$1,200.00	\$240.00	907.01(a)
SANITARY CONNECTION (RESIDENTIAL)	\$50.00	29	\$1,450.00	\$50.00	\$870.00	\$580.00	921.04(a)
SANITARY CONNECTION (COMMERCIAL)				\$100.00	\$1,160.00		921.04(a)
DRIVEWAY (RESIDENTIAL)	\$50.00	28	\$1,400.00	\$50.00	\$840.00	\$560.00	909.06(a)
DRIVEWAY (COMMERCIAL)				\$100.00	\$1,120.00		909.06(a)
TREE/PRUNING	\$25	289	\$7,225.00	\$25.00	\$7,225.00	\$0.00	910.05(b)
DUMPSTER	\$40	140	\$5,600.00	\$50.00	\$7,000.00	\$1,400.00	721.08.D
SIGNS	\$40	12	\$480.00	\$50.00	\$600.00	\$120.00	721.08.E
BANNERS	\$40	0	\$0.00	\$40.00	\$0.00	\$0.00	721.08.F
	\$100	30	\$3,000.00	\$100	\$3,000.00	\$0.00	
ROW/ENCROACHMENT	\$25/\$100	173	\$8,205.00	\$25/\$100	\$8,205.00	\$0.00	721.08.B
CURB	\$50.00	310	\$15,500.00	\$50.00	\$15,500.00	\$0.00	909.06(b)
SIDEWALK							909.06(c)
WARRANT OF SURVEY	\$100 UP TO 50' 0.60 ADD FT	11	\$1,081.00	\$100 UP TO 50' 0.60 ADD FT	\$1,081.00	\$0.00	909.04
EXCAVATION (OUTSIDE ROAD)	\$3/SF	97	\$20,320.00	\$3/SF	\$20,320.00	\$0.00	903.05(b)
EXCAVATION (IN ROAD)	\$10/SF	260	\$103,520.00	\$10/SF	\$103,520.00	\$0.00	903.05(a)
DEGRADATION	>1 YR - \$60/SF 2 YR - \$50/SF 3 YR - \$35/SF 4 YR - \$20/SF 5 YR - \$10/SF	21	\$2,055.00	>1 YR - \$60/SF 2 YR - \$50/SF 3 YR - \$35/SF 4 YR - \$20/SF 5 YR - \$10/SF	\$2,055.00	\$0.00	903.05(a)
STORM SEWER CONNECTION (RESIDENTIAL)	\$50.00	6	\$300.00	\$50.00	\$180.00	\$120.00	925.28.C
STORM SEWER CONNECTION (COMMERCIAL)				\$100.00	\$240.00		925.28.C
TOTAL			\$171,096.00	\$174,116.00	\$3,020.00		

9/27/17

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council the recommended changes to the fee scale pursuant to City Ordinance 1501, Article 2011-211, Fire Safety and Code Enforcement Inspection Fees.
TO: City Council, all members, and Council Solicitor
FROM: Deputy Chief Craig Baer/Fire Marshal
DATE: 9/27/2017

On behalf of the Fire Administration, I request City Council's approval of the attached recommended changes to the fee scale pursuant to City Ordinance 1501, Article 2011-211, Fire Safety and Code Enforcement Inspection Fees.

These changes are being recommended to more fairly distribute the cost of Annual Fire Inspections. This will be done by charging the buildings/businesses an Inspection Fee that is directly related to the amount of time required to conduct the inspection.

The current single tiered commercial property fee scale will be divided into two categories, Assembly Occupancies, and Non-Assembly commercial occupancies. The Assembly Occupancy category will still be billed by occupancy load, and the dollar amount has not changed. The Non-assembly occupancy category will be billed by square footage calculation. The fee scale is entirely new. The new fee scale will keep the actual inspection cost very close to, if not the same as the previous fee scale with the exception of the largest buildings in the city.

Under the current fee scale there are businesses that are charged a higher fee that require a minimal amount of time to inspect. There are also large buildings that do not house a large number of people that are charged a small fee even though building size necessitates a long inspection time. The new fee scale will help alleviate this problem.

All other language and fees will remain unchanged.

By: Craig Baer, Deputy Fire Chief

Copies To: file

Attachment: proposed fee changes

Fees attached to article 1501

Resolution no. 2011-211 proposed changes

Fee Update for 2018

Assembly Occupancies

Under 100 persons	\$25.00
101-500	\$50.00
501+	\$100.00

Non-Assembly Commercial Occupancies

Will be billed by square footage of inspection area

Under 2500	\$25.00
2500-5000	\$35.00
5001-10000	\$55.00
10001-50000	\$75.00
50001-100000	\$100.00
100001-500000	\$150.00
500000+	\$250.00

BILL NO. 40 - 2011
ORDINANCE NO. 2011 - 41

AN ORDINANCE OF THE CITY OF BETHLEHEM,
COUNTIES OF LEHIGH AND NORTHAMPTON,
COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING
ARTICLE 1501 OF THE CODIFIED ORDINANCES OF
THE CITY OF BETHLEHEM ENTITLED
FIRE SAFETY AND CODE ENFORCEMENT INSPECTION FEES

THE COUNCIL OF THE CITY OF BETHLEHEM HEREBY ORDAINS AS FOLLOWS:

SECTION 1. That Article 1501 of the Codified Ordinances of the City of Bethlehem is hereby established to read as follows:

ARTICLE 1501
FIRE SAFETY AND CODE ENFORCEMENT INSPECTION FEES

1501.01 AUTHORITY.

The City of Bethlehem Fire Department, Bureau of Inspections is hereby charged with the enforcement of this article.

1501.02 PERMITS REQUIRED.

Permits required by the International Fire Code (current edition) shall be obtained from the Fire Code Official. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Fire Code Official.

A fee for each permit shall be paid in accordance with the fee schedule as is set forth from time to time by resolution of Council of the City of Bethlehem, Pennsylvania. Permit fees shall include one (1) inspection and one (1) re-inspection for the purpose of code violation clearance when the occupancy is unable to clear the violation at the time of the initial inspection. An additional inspection fee will be charged for all subsequent re-inspections in accordance with the fee schedule as is set forth from time to time by resolution of the Council of the City of Bethlehem, Pennsylvania.

1501.03 INSPECTION.

The Fire Code Official shall inspect or cause to be inspected all commercial structures and premises once a year for the purposes of ascertaining, and causing to be corrected, any conditions liable to cause fire, contribute to the spread of fire, interfere with firefighting operations, or endanger life or any violations of the provisions or intent of the International Fire Code (current edition) or any other ordinance affecting fire safety.

SECTION 2. That all Ordinances and parts of Ordinances inconsistent herewith be, and the same are hereby repealed.

Sponsored by /s/ David T. DiGiacinto

/s/ Gordon B. Mowrer

PASSED finally in Council on the 21st day of December, 2011.

RESOLUTION NO. 2011-211

BE IT RESOLVED by the Council of the City of Bethlehem that the following fees are hereby established:

Fire Department

Fee Schedule for Inspection of Commercial Structures and Premises
(based on occupancy load)

Under 100 persons	\$ 25.00
101 to 500 persons	\$ 50.00
501 persons and above	\$100.00

All fees include one (1) inspection and one (1) re-inspection. All Subsequent re-inspections shall be billed at the rate of \$75.00 per hour, one (1) hour minimum and billed in ¼ hour increments thereafter.

Sponsored by /s/ Jean Belinski

/s/ David T. DiGiacinto

ADOPTED by Council this 21st day of December, 2011.

/s/ Robert J. Donchez
President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf
City Clerk

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council the recommended changes to the fee scale pursuant to City Ordinance 1702, Fees for the Enforcement of the Pennsylvania Uniform Construction Code.
TO: City Council, all members, and Council Solicitor
FROM: Deputy Chief Craig Baer/Fire Marshal
DATE: 9/27/2017

On behalf of the Fire Administration, I request City Council's approval of the attached recommended changes to the fee scale pursuant to City Ordinance 1702, Fees for the Enforcement of the Pennsylvania Uniform Construction Code.

These changes were carefully considered and are recommended to closer align the fees the City of Bethlehem charges for these services when compared to other municipalities. Municipality size was not considered as important as the comparative level of service the City of Bethlehem Fire Inspection Bureau provides. Examples of these comparative fee schedules can be provided if requested.

Although the format of the fee schedule has changed from the previous version, very few fee changes were made. The format and some wording were changed to better align the fee schedule with the format of the International Fire Code.

A summary of the fee changes is listed below:

Wording was changed to make an unenforceable portion of the ordinance enforceable, creating a 75.00 fee for commercial change of occupant.

Stationary Tank Removal fees were increased 150.00 per tank below 2000 gallons and to 225.00 per tank above 2000 gallons. This was done because more stringent regulations require a much longer inspection time, most removals require a half day inspection of the operation.

Stationary Above Ground Tank install was changed to include a new 350.00 fee for tanks over 2000 gallons. This was done to align all tank sizes whether installing or removing.

Annual Mobile Vendor fee was set at 100.00, vendors were charged 50.00 for each event in the past even though they were conducting the same operation. Location of operation will still need to be reviewed for each event.

Cooking Vendor Permit was reduced to 15.00 from 50.00. A 35.00 inspection fee was added if the vendor requires an inspection for open flame cooking. Every vendor was charged 50.00 in the past whether an inspection was required or not.

The 15.00 Administrative Fee was changed to 15.00 per hour and includes a review fee.

Language was included to exempt LP and Propane where applicable under current Pennsylvania Law

Language was changed to remove Hood and Suppression Systems from the fee schedule as these are no longer enforced by the Fire Inspection Bureau.

Language was changed to ensure that all new construction permit fees will cover the operational permit fees that are required. This eliminates double billing issues.

Language was updated to align the penalty for fire code violations with the new Third Class City Code, which limits each violation to a maximum of \$1000.00 per occurrence, unless certain criteria are met to allow for a higher penalty.

By: Craig Baer, Deputy Fire Chief

Copies To: file, Business Administrator

Attachment: proposed fee changes

PROPOSED 2018 FEE CHANGES HIGHLIGHTED

ARTICLE 1702

Fees for the Enforcement of the
Pennsylvania Uniform Construction Code,
Act No. 45-1999

1702.01 Schedule of Fees.

CROSS REFERENCES

Registration, Sale and Transfer of Real Estate - See ADM. Art. 119

1702.01 SCHEDULE OF FEES.

(c) **Schedule of Fire Code Fees**

Operational Permits

All operational permits required in the 2009 International Fire Code will have a fee of \$50.00 with the exceptions listed below

Fire Department Operational Permit for existing commercial occupancies with a change of commercial occupant	\$75.00
Non-Medical Helicopter Landings within City	\$50.00
Helicopter Use (Construction, etc.)	\$150.00/hour
Annual mobile cooking vendor (truck/trailer) @	\$100.00
Cooking Vendor	\$25.00/hr Administrative/Review Fee
Open flame cooking inspection	\$25.00
Bonfires/Open Burning	\$50.00
Fire Works Display	\$50.00
Open flame Public Performance	\$50.00
Underground Tank Removal	\$150.00/Tank
Over 2000 gallons	\$225.00/Tank
Hazard Materials/Chemical Use	\$75.00/Material Type/Control Area
Flammable/Combustible Liquid Use/Storage	\$75.00
Compressed/ Liquid Gas Use/Storage	\$75.00/Tank

Construction Permits

All construction permits required in the 2009 International Fire Code will have a fee of \$50.00 with the exceptions listed below

Flammable/Combustible Above or Underground Tanks (includes operational permit)

Tanks above 2000	\$350.00/Tank
Tanks 501 to 2000	\$150.00/Tank
Tanks 500 gallons or less	\$100.00/Tank

Construction Permits and Fire Department Operational Permits for new, or existing commercial occupancies and commercial occupancies with a change of commercial occupant: Permit fees shall include one (1) inspection and one (1) re-inspection. All subsequent re-inspections shall be billed at the rate of \$75.00 per hour with one (1) minimum to be billed in ¼ hour increments thereafter.

*Permit fees are not inclusive of any required roster duty fees as deemed necessary by the Fire Marshal

*Permit fees are not inclusive of any state fees where applicable

*Fire Department Construction Permit fees will include/cover the operational permit fee for new occupancies.

Exemptions: Tanks exempted by Pennsylvania Propane and LP Gas Law

Fire Code violations

Penalties: Penalties shall be imposed to the maximum extent possible under Third Class city Code specifically section 4131.1

Current Document

ARTICLE 1702

Fees for the Enforcement of the Pennsylvania Uniform Construction Code, Act No. 45-1999

1702.01 Schedule of Fees.

CROSS REFERENCES

Registration, Sale and Transfer of Real Estate - See ADM. Art. 119

(c) Schedule of Fire Code Fees

15	Flammable/Combustible Above or Underground Tanks (New)	
	Tanks above 500 gallons	\$150.00/Tank plus state fee
	Tanks below 500 gallons	\$100.00/Tank plus state fee
16	Flammable/Combustible Tank (Alterations)	\$100.00/Tank plus state fee
17	Underground Tank Removal	\$150.00/Tank plus state fee
18	Bonfires/Open Burning*	\$50.00 plus state fee
19	Fire Works Display**	\$50.00 plus state fee
20	Open flame Public Performance	\$50.00 plus state fee
24	Hazard Materials/Chemical Use	\$75.00/Material Type/Control Area plus state fee
25	Flammable/Combustible Liquid Use/Storage	\$75.00 plus state fee
26	Compressed/ Liquid Gas Use/Storage Tank	\$75.00/Tank plus state fee
27	Flammable/ Combination Above Ground Tank	\$75.00/Tank plus state fee
28	Flammable/ Combination Above Ground Alterations	\$75.00/Tank plus state fee
29	Stationary Per Tank Removal Above 2000 Gallons	\$100.00/Tank plus state fee
	Stationary Per Tank Removal 2000 Gallons and Below	\$75.00/Tank plus state fee
32	Non-Medical Helicopter Landings within City	\$50.00 plus state fee
33	Helicopter Use (Construction, etc.)	\$150.00/hour plus state fee
34	Hood Suppression Systems	1% of construction cost plus state fee
34	Tents 400 square feet or larger	\$50.00 plus state fee
35	Fire Department Operational Permit for existing commercial occupancies with a change of commercial occupant	\$75.00
36	Fire Department Administrative Fee	\$25.00

Construction Permits and Fire Department Operational Permits for existing commercial occupancies for a change of commercial occupant: Permit fees shall include one (1) inspection and one (1) reinspection. All subsequent reinspections shall be billed at the rate of \$75.00 per hour with one (1) minimum to be billed in ¼ hour increments thereafter.

Fire Systems Construction permit fees shall cover Fire Department Operational Permit for new occupancies.

* Cost is not inclusive of One Firefighter

** Cost is not inclusive of Two Firefighters and One Fire Officer