



## TOWN OF SNOWFLAKE COMPREHENSIVE FEE SCHEDULE

FEE	TYPE	CURRENT	PROPOSED
Admin-Business License	Temporary/Peddler	\$50	
Admin-Business License	Commercial/Retail	\$20	
Admin-Copies		\$0.45	
Admin-Rezone Request		\$450	
Admin-Variance Request		\$450	
Admin-Temporary Use Permit		\$150	
Admin-Special Use Permit		\$450	
Admin-Mining Special Use Permit		\$500	
Admin-Subdivision Review	Initial Review	No Charge	
Admin-Site Plan Review		\$100	
Admin-Land Split/Combine Review		\$50	
Admin-General Plan Amendment		\$500+\$5/acre	
<b>Admin-Subdivision Fees (Tentative)</b>	<b>1-30 lots</b>	<b>\$500+\$2 per lot</b>	<b>\$500+\$2 per lot - plus Engineering review cost</b>
<b>Admin-Subdivision Fees (Tentative)</b>	<b>31-60 lots</b>	<b>\$500+\$4 per lot</b>	<b>\$500+\$4 per lot - plus Engineering review cost</b>
<b>Admin-Subdivision Fees (Tentative)</b>	<b>61 plus lots</b>	<b>\$500+\$6 per lot</b>	<b>\$500+\$6 per lot - plus Engineering review cost</b>
<b>Admin-Subdivision Fees (Final)</b>	<b>1-30 lots</b>	<b>\$500+\$2 per lot</b>	<b>\$500+\$2 per lot - plus Engineering review cost</b>
<b>Admin-Subdivision Fees (Final)</b>	<b>31-60 lots</b>	<b>\$500+\$4 per lot</b>	<b>\$500+\$4 per lot - plus Engineering review cost</b>
<b>Admin-Subdivision Fees (Final)</b>	<b>61 plus lots</b>	<b>\$500+\$6 per lot</b>	<b>\$500+\$6 per lot - plus Engineering review cost</b>
Admin-Flood Plain Use Permit Review		\$100 + Cost Over \$1,000	
Admin-Zoning Clearance		\$200	
Admin-Privately Initiated Annexation		\$500	
Admin-Building Permit Plan Review		\$300	
<b>Admin-Commercial fire sprinkler system review</b>			<b>\$300</b>
Admin-Reinspection Fee		\$75	
Admin-Weekend/Holiday Inspection Fee		\$100	
Admin-Minimum Building Permit Fee		\$50	
Police-Reports		\$5 First 20 Pages	
<b>Police-Reports</b>		<b>\$0.25 each Addl.</b>	<b>\$10 for first 20 pages/.25 per additional pages</b>
<b>Police-Reports</b>	<b>Emailed</b>		<b>\$5</b>
<b>Police-Reports</b>	<b>Faxed</b>		<b>\$10</b>
<b>Photographs</b>			<b>\$10 plus cost of thumb drive</b>
<b>Recordings</b>	<b>Video</b>		<b>\$45 per video hour - 50% deposit to start</b>
<b>Recordings</b>	<b>Audio</b>		<b>\$20 per audio hour - 50% deposit to start</b>
<b>Police-Fingerprints</b>		<b>\$10</b>	<b>No longer offered</b>
<b>Police-Background Checks</b>	<b>Non-notarized</b>	<b>\$5</b>	<b>\$20</b>
<b>Police-Background Checks</b>	<b>Notarized</b>	<b>\$10</b>	<b>\$20</b>
<b>Police-Burn Permits</b>		<b>No Charge</b>	<b>Fire department Administered</b>
Police-Dog Tags	Spayed or Neutered	\$5	
Police-Dog Tags	Not Spayed or Neutered	\$7	
Police-Dog Tags	Duplicate	\$3	
Police-Impound Fee	1st Impound	\$35+\$5/day after 24 hrs	
Police-Impound Fee	2nd Impound	\$55+\$5/day after 24 hrs	
Police-Impound Fee	3rd Impound	\$95+\$5/day after 24 hrs	



## TOWN OF SNOWFLAKE COMPREHENSIVE FEE SCHEDULE

FEE	TYPE	CURRENT	PROPOSED
Police-Impound Fee	4th Impound	\$175+\$5/day after 24 hrs	
Police-Euthanasia		\$35	
Police-Surrender Fee		\$35	
Police-Adoption Fee		\$15	
Police-Adoption Neutering Fee	Refundable	\$35	
Police-Adoption Spayed Fee	Refundable	\$50	
Police-Quarantine Fee		\$50	
Library-Copies	Xerox one sided	0.20	
Library-Copies	Xerox double sided	0.30	
Library-Copies	Printer	0.20	
Library-Damage Fees	Processing Fee for Ruined Mat	\$6 / item	\$10/ item
Library-Collection Fees	Long Overdue Materials		\$12
Library-Damage Fees	Damaged and lost Materials	Replacement Value	
Library-Damage Fees	Lost library card	\$1	
Library-Damage Fees	Third+ replacement	\$1	
Cemetery-Single Grave		\$200	
Cemetery-Perpetual Care fee		\$400	
Cemetery-Opening and Closing	Weekdays	\$200	
Cemetery-Opening and Closing	Weekends/Holidays	\$300	
Cemetery-Cremations	New Grave Weekdays	\$50	
Cemetery-Cremations	New Grave Weekends/Holidays	\$75	
Cemetery-Cremations	Existing Grave Weekdays	\$75	
Cemetery-Cremations	Existing Grave Weekends/Holidays	\$100	
Cemetery-Disinterments		\$1,000	
Cemetery-Single Grave	<b>Non-Resident:</b>	\$2,500	
Cemetery-Opening and Closing	Weekdays	\$200	
Cemetery-Opening and Closing	Weekends/Holidays	\$300	
Cemetery-Cremations	Weekdays	\$50	
Cemetery-Cremations	Weekends/Holidays	\$75	
Admin-First violation	Non-motorized trail violations	\$200	
Admin-Second violation	Non-motorized trail violations	\$300	
Admin-Third violation	Non-motorized trail violations	\$400	
Admin-Subsequent violations	Non-motorized trail violations	\$600	
Water	Basic Service Residential	\$27.49/month/2,000 gals	\$28.32/month/2,000 gals
Water	Basic Service Commercial	\$28.32/month	\$29.49/month
Water	Basic Service Public	\$28.32/month	\$29.49/month
Water	Basic Service RV Park	\$28.32/month	\$29.49/month
Water	Basic Service Hotel	\$28.32/month	\$29.49/month
Water	Usage	\$1.91/1,000 gals	\$1.99/1,000 gals
Water	Construction Water	\$5.00/1,000 gals	
Water	Turn-On Fee	\$35	
Water	Re-connect Fee	\$45	
Water	Re-Read	\$10	
Water	Meter Testing	\$10	
Water	Broken Valve	\$120	
Water	Returned Check	\$20	
Water	Deposit	\$50	
Water	Capacity Fee	\$3,000	
Water	Connect Fee	Actual Cost	
Water	Capacity Fee Multi Unit 2+	50% of standard unit capacity charge per unit	



## TOWN OF SNOWFLAKE COMPREHENSIVE FEE SCHEDULE

FEE	TYPE	CURRENT	PROPOSED
Sewer	Basic Service Residential	\$41.36/month	\$43.07/month
Sewer	Basic Service Commercial	\$41.36/month	\$43.07/month
		Usage \$1.30/1,000	Usage \$1.35/1,000
Sewer	High Volume Commercial	gals/month	gals/month
Sewer	Basic Service Public	\$70.83/month	\$73.76/month
Sewer	Basic Service RV Park	\$13.07/unit/month	\$13.61/unit/month
Sewer	Basic Service Hotel	\$13.07/unit/month	\$13.61/unit/month
Sewer	Basic Service Golf Course	\$29.36/month	\$30.57/month
Sewer	Basic Service Res Low Flow	\$29.36/month	\$30.57/month
Sewer	Capacity Fee	\$4,000	
Sewer	Connect Fee	Actual Cost	
Sewer	Capacity Fee Multi Unit 2+	50% of standard unit capacity charge per unit	
Sewer	Deposit	\$65	
Per Bill	Late Fee	\$10	\$15
Paper Bill Fee	Requesting a paper bill	\$2	\$3

Golf Course                      All Golf Course fees are subject to change daily, seasonally and without notice.



## MEMORANDUM

**To: Brian Richards**

**From:** Chief Robert Martin

**Date:** 11/04/2024

**Subject:** Justification for Increased Costs for Public Records Requests

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### Overview:

I am writing to inform you of the necessity to increase fees associated with the release of public records maintained by the police department. This adjustment is essential to ensure the continued effectiveness of our record-keeping processes and to cover the rising costs associated with fulfilling these requests.

### Background:

As you are aware, the police department is committed to transparency and accountability in our operations. We routinely receive numerous requests for public records, including incident reports, arrest records, and other documents. While we have historically kept fees low to facilitate access, the financial demands on our department have increased significantly.

### Reasons for Cost Increase:

1. **Administrative Expenses:** The process of retrieving, reviewing, and redacting records including video and audio records requires considerable staff time. Increased workloads due to higher request volumes have necessitated additional resources.
2. **Compliance Requirements:** As laws and regulations surrounding public records evolve, our department must invest in training and compliance measures to ensure adherence to these standards.

3. **Sustainability of Services:** The proposed fee adjustment will help sustain the quality of service we provide while ensuring we can continue to meet the public's demand for information.

**Proposed Fee Structure:**

- Reports Printed (No charge to Victims) - \$10 for the first 20 pages, \$.25 per page after
- Reports Emailed - \$5 per report
- Reports Faxed - \$10 per report
- Photographs - \$10 plus the cost of a thumb drive based on size needed (we will not print or send digitally)
- Recordings (Video) - \$45 per video hour 50% deposit before a request is processed.
- Recordings (Audio) - \$20 per audio hour 50% deposit before a request is processed.
- Fingerprints – We no longer do them so it can be removed.
- Background Checks - \$20
- Burn Permits – These can be removed, they are done online by the fire department.

This increase will not only help offset our operational costs but also allow us to maintain a high standard of service in responding to public records requests.

**Next Steps:**

I recommend discussing this proposal at the upcoming town council meeting to ensure all stakeholders are informed and to gather feedback. It is vital to communicate the reasons behind this increase to the community to maintain trust and transparency.

Thank you for your understanding and support in this matter. I look forward to working together to ensure our department continues to serve the community effectively.

Best regards,

Robert Martin

Chief of Police

**ANALYSIS OF WATER AND SEWER RATE INCREASE - 4.13%**

Line Item #		PRIOR FY 23-24			Rate Increase
		Actual			
<b>Revenues</b>					
51-37-11	Metered Water Sales	\$	1,299,492		
51-37-12	Water Connections		120,210	Total Revenues	\$2,437,968
51-37-31	Sewer Service Charges		820,368	Additional	
51-37-32	Sewer Connections		139,125	Revenues needed	\$100,603
51-37-51	Other Fines and Fees		58,772		
51-36-83	Miscellaneous Revenue		991,990	One time revenues	4.13%
	<b>Total Revenues</b>		3,429,957		

**Water Expenses**

Total Water Expenses \$ 1,338,526

**Sewer Expenses**

Total Sewer Expenses \$ 829,697

**Other (Income) Expenses**

Total Other (Income) Expenses \$ 278,861

Total Expenses before Transfers \$ 2,447,085

Net Income (Loss) \$ 982,872  
(991,990) Adjust for one time revenues

Adjusted Net Income (Loss) \$ (9,117)

U.S. Bureau of Labor Statistics  
Consumer Price Index 2024:

Electricity 4.5%  
All Items Less Food and Energy 3.3%  
Salaries and Benefits per Town 5%

Expenses FY23-24		Additional Expenses FY25-26
Electricity	All Other	
\$278,905		\$12,551
	\$1,197,427	\$39,515
	\$970,753	\$48,538
		\$100,603