

**RESOLUTION 2016-24**

**A RESOLUTION OF THE CITY OF MADEIRA BEACH, FLORIDA AMENDING THE CITY OF MADEIRA BEACH FEES AND COLLECTION PROCEDURE MANUAL TO REFLECT THE FEE REVISIONS TO ARTICLE I. (CITY CLERK), ARTICLE II (COMMUNITY SERVICES), AND ARTICLE V. (PARKS & RECREATION).**

**WHEREAS**, the Madeira Beach Fees and Collection Schedule is periodically reviewed by staff to determine if any revisions are deemed necessary; and

**WHEREAS**, the City Clerk, the Planning/Zoning Director, the Building Official, and the Events & Recreation Director deemed it necessary to revise certain fees that were currently adopted; and

**WHEREAS**, the Board of Commissioners did agenda and discuss at a public hearing the proposed amendment to the Fees and Collection Procedure Manual; and

**WHEREAS**, at the conclusion of City Staff presentation and a public hearing concerning the amendment, the Commission did find that the adjustment to the aforementioned fees would benefit the City by helping staff be more efficient and effective;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF MADEIRA BEACH, FLORIDA:**

SECTION 1. That the City of Madeira Beach Board of Commissioners amends the City of Madeira Beach Fees and Collection Procedure Manual, Article I (City Clerk) to incorporate fees relating to extensive record requests requiring use of information technology.

SECTION 2. That the City of Madeira Beach Board of Commissioners amends the Fees and Collection Procedure Manual, Article II (Community Services) to increase certain fees relating to Special Magistrate Hearings, Platting, and Vacations.

SECTION 3. That the City of Madeira Beach Board of Commissioners amends the Fees and Collection Procedure Manual, Article II (Community Services) to increase and simplify the Building Permit Fee Schedule.

SECTION 4. That the City of Madeira Beach Board of Commissioners amends the Fees and Collection Procedure Manual, Article V (Parks & Recreation) to increase and simplify rental fees at City Hall and the Recreation Center.

SECTION 6. That Exhibit A of this resolution displays the amended "City of Madeira Beach Fees and Collection Procedure Manual".

SECTION 7. That a copy of this Resolution and the revisions to the Fees and Collection Procedure Manual will be provided to all the administrative employees of the City.

SECTION 8. That this Resolution shall take effect immediately upon its adoption.

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INTRODUCED AND ADOPTED BY THE CITY OF MADEIRA BEACH BOARD OF COMMISSIONERS THIS 12<sup>TH</sup>  
DAY OF JULY, 2016.



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TRAVIS PALLADENO, Mayor

ATTEST:



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AIMEE SERVEDIO, City Clerk

**CITY OF MADEIRA BEACH  
FEES AND COLLECTION PROCEDURE MANUAL**

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\*Cross references: any ordinance, resolution, or motion which establishes, sets, fixes any rates, charges, permit fees, or license saved from repeal, §1-11(6); any ordinance providing for local improvements therefore save from repeal, §1-11(12); taxation, Chapter 62.

*Note: Documents that require a \$0.20 and/or \$1.00 per page filing fee obligated by Resolution 2014-12 are indicated by †.*

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**ARTICLE I. CITY CLERK’S OFFICE**

*(Res. 2016-24, 07/12/2016; Res. 2013-50, 10/08/2013; Res. 09.10, 09/21/2009; Res. 04.02, 01/27/2004)*

A. Research assistant, transcription and records custodial service. Recognizing that all public records and documents, subject under state law to inspection by members of the public, at reasonable times and under reasonable circumstances, should be produced and made available to the public promptly and without charge, when specifically identified by request. There is, except where services may be required by other public agencies, to be charged by all departments, hereby established for the following described services, the cost allowed per F.S. § 119.07.

(1) All transcriptions of tapes or other records not subject to duplication by photocopy and tape monitoring.

~~(2) Inordinate time (usually defined as more than two hours per week, per request) consumed in records research assistance and/or records custodial service necessary to insure the integrity of public records.~~

B. Extensive requests pursuant to F.S. §199.07(1)(d)

Florida Statutes, provides “if the nature or volume of public records requested to be inspected or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.”

For the purpose of this policy, “extensive clerical or supervisory assistance” is determined to be requests that require more than one-quarter hour (15 minutes) of an employee’s time to research, retrieve, redact confidential/exempt information, and copy. For public record requests requiring more than one-quarter hour (15 minutes), the requestor will be required to pay the hourly salary of the employee doing the research. This hourly fee will begin after the quarter-hour of clerical or supervisory assistance is completed. This fee will be calculated by multiplying the research time by the responding employee’s hourly wage and benefits.

Deposits are required for requests that are estimated to require more than one hour of a City employee’s time. A minimum deposit of \$25.00 will be required (deposit will be adjusted depending on the volume of records/research requested). The deposit will be applied to the final cost of the public records request.

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C. Publications. For each printed publication for which a fee or charge is not otherwise prescribed, the city manager is hereby authorized to establish a charge therefore sufficient to recover the cost to the city of compiling and printing each printed publication.

D. Records pursuant to F.S. §119.07(1)(a). Generally as of December 3, 1996:

- (1) One-sided copy, each page ..... \$0.15
- (2) Two-sided copy, each page..... \$0.20
- (3) Certified copy ..... \$1.00
- (4) Notary public (*pursuant to F.S. §117.05(2); each notary act not to exceed \$10.00*)..... \$5.00

***\*For all other requests, the fee prescribed for duplication of public records shall represent the actual cost of duplication.***

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**ARTICLE II. COMMUNITY SERVICES**

A. ~~‡~~Special Magistrate Hearings. Fees for Special Magistrate Hearings shall be as follows:

*(Res. 2016-24, 07/12/2016; Res. 07.14, 06/26/2007; Res. 05.20, 09/14/2005; res. 04.08, 06/22/2004, Ord. 936, §1, 02/20/2001; Ord. 953, §2, 11/13/2001; Code 1983, §19-502)*

- (1) Zoning variances for residential dwelling units (*per variance, up to three units*) .....\$350.00
- (2) Zoning variances for multifamily, tourist dwellings, or commercial (*per variance*) ..~~\$350.00~~ \$450.00
- (3) Special exception use.....~~\$300.00~~ \$350.00
- (4) Appeal of decision (*appeal is refundable if decision is overruled*) ..... \$500.00
- (5) After-the-fact variance.....\$500.00
- (6) Administrative Waiver .....\$500.00

*The inclusion of the administrative waiver fee is contingent on the approval of Ordinance 2016-06.*

B. ~~‡~~Platting. ~~\*Requires additional recording fees in addition to City established fees listed below:~~

*(Res. 2016-24, 07/12/2016; Res. 07.14, 06/26/2007; Res. 04.02, 01/27/2004)*

- (1) Review of construction drawings.....\$250.00
- (2) Replat\* .....~~\$250.00~~ \$300.00
- (3) Final\*.....~~\$250.00~~ \$300.00
- (4) Amendment to a plat\*.....~~\$250.00~~ \$300.00
- (5) Minor subdivision\* .....~~\$50.00~~ \$75.00
- (6) Lot line adjustments\* .....~~\$50.00~~ \$75.00
- (7) Unity of title .....*Recording fee* \$75.00
- (8) Rescission of unity of title\*.....~~\$200.00~~ \$225.00

C. ~~‡~~Vacation. ~~\*Requires additional fees including advertising cost, notification cost, and recording fee in addition to the City establish fees listed below:~~

*(Res. 07.14, 06/26/2007; Res. 04.02, 01/27/2004)*

- (1) Right-of-way\*.....~~\$300.00~~ \$1,000.00
- (2) Easement\* .....~~\$300.00~~ \$1,000.00

D. ~~‡~~Site Plan.

*(Res. 2016-24, 07/12/2016; Res. 07.14, 06/26/2007; Res. 04.02, 01/27/2004)*

- (1) Preliminary site plan .....\$100.00

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(2) Plan Consultation Fee (preliminary building plan review)..... \$100.00\*

\*Plus cost of staff attending

(3) Residential:

i. First submittal.....\$300.00

ii. Each additional submittal.....\$150.00

(4) Non-residential:

i. First submittal.....~~\$300.00~~ \$500.00

ii. Each additional submittal.....\$150.00

E. ‡Land development code amendment..... \$1,500.00

(Res. 2016-24, 07/12/2016)

F. ‡Rezoning..... \$1,000.00

(Res. 07.14, 06/26/2007)

G. ‡Planned Development Modifications.

(Res. 07.14, 06/26/2007)

(1) Minor modifications.....\$100.00

(2) Major modifications.....\$750.00

H. ‡Land Use Plan Amendment..... ~~\$1,000.00~~ \$1,500.00

(Res. 2016-24, 07/12/2016; Res. 07.14, 06/26/2007; Res. 04.02, 01/27/2004)

I. ‡Special Agreements.

(Res. 10.12, 07/20/2010; 07.14, 06/26/2007)

(1) For Board of Commissioner’s approval.....\$300.00

*\*Plus City Attorney’s legal and recording fees; i.e. encroachment(s); use of City parking area, etc.*

(2) For Administrative review and approval ..... *All legal and recording fees*

J. ‡Building Permit Fee Schedule. The following building permit fee schedule shall be used when issuing a permit for any type of construction including, but not limited to, the following: Commercial, Residential, Single Family or Multi-Family for Building, Mechanical, Plumbing, Gas, Fire Roofing, Swimming Pools, Aluminum Structures, Interior or Exterior remodeling, Accessory Structures, Additions, Fuel Tanks, Alarms, Sprinklers, Driveways, Signs, Docks, Seawalls, Walls and Fences, Sheds, Infrastructure or Excavation, or any other type of construction under the Florida Building Code.

(Res. 2016-24, 07/12/2016; Res. 2016-03, 02/09/2016)

(1) Permit Application Fee (NON-REFUNDABLE)..... \$50.00

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*The application fee shall be collected at the time of the submitted permit application. This shall be a non-refundable application fee in addition to any other applicable fees listed in Article II, Section I (Building Permit Fee Schedule).*

~~(2) Permit Application Fee (NON-REFUNDABLE): All fees shall be collected at the time of the submitted permit application. This would be a non-refundable application fee in addition to any other applicable fees listed in Article II, Section I.~~

~~i. Residential (less than \$1,000 valuation amount).....\$25.00~~

~~ii. Residential (greater than \$1,000 valuation amount).....\$50.00~~

~~iii. Residential/Commercial (less than \$1,500 valuation amount).....\$25.00~~

*Includes "maintenance" and/or "change-out" applications (i.e. hot water heater replacement, new door/window, etc.)*

~~iv. Commercial.....\$100.00~~

**Definitions of "residential" and "commercial" are based on the 2014 Florida Building Code:**

*"Residential building" shall mean any "one- and two-family dwelling" or portion thereof, including "townhouses", that is used, or designed or intended to be used for human habitation, for living, sleeping, cooking or eating purposes, or any combination thereof, and shall include accessory structures thereto.*

*"Commercial": for this code, all buildings that are not included in the definition of "residential buildings."*

(3) Valuation Fee: Two percent (2%) of Total Project Value (includes permits, inspections, plan review, other review-related fees).

(4) Florida Surcharge Fee: Three percent (3%) of the Building Permit fee as required by Florida Law

(5) ‡Miscellaneous Fees:

i. Certificate of completion/occupancy.....\$50.00

ii. Change of use or occupancy.....\$50.00

iii. Change of contractor (all trades) ..... ~~No fee~~ \$25.00

iv. Civil review related to building permit – FIRST REVIEW ONLY.....~~No fee~~

v. Civil review – each additional review.....\$100.00

~~vi. Demolition of structure.....\$50.00~~

vii. Demolition of structure:

a. Demolition base fee up to 5,000 sq.ft.....\$100.00

b. Over 5,000 sq.ft. ....\$250.00

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viii.	<u>Early release of power (before electrical final)</u> .....	\$50.00
ix.	Moving of structure .....	<del>\$50.00</del> <u>\$100.00</u>
x.	Permit extension ( <u>per extension</u> ) .....	<del>No fee</del> <u>\$50.00</u>
xi.	<u>Permit fee for applications performed by an outside entity:</u>	
	<u>a. The permit fee for an application when the Building Official has approved the request of the applicant to have an outside entity, contacted by the applicant, perform the required inspections shall be:</u>	
	1. <u>Fee per square foot of the proposed structure</u> .....	<u>\$1.00</u>
	2. <u>Minimum fee</u> .....	<u>\$55.00</u>
xii.	Plan revisions .....	\$100.00
xiii.	Red tags ( <u>per each tag</u> ) .....	<del>\$25.00</del> <u>\$50.00</u>
xiv.	Replacement of placard card ( <u>per placard card</u> ) .....	<del>No fee</del> <u>\$25.00</u>
xv.	<u>Special consultation with Building Official (as needed; by request)</u> .....	<u>\$100.00</u>
xvi.	Stop-work order ( <u>per order</u> ).....	<del>\$25.00</del> <u>\$50.00</u>
xvii.	Temporary power pole .....	<del>No fee</del> <u>\$50.00</u>
xviii.	Tent permit .....	\$25.00
xix.	Tree removal permit .....	\$50.00
xx.	<u>Well/Test boring application</u> .....	<u>\$100.00</u>
	<u>a. Each additional boring on same site</u> .....	<u>\$20.00</u>
(6)	<u>Verification Fee</u> .....	<u>\$20.00</u>

~~An administrative fee charged to any nonresident contractor or sub-contractor who does not have a permanent business located within the city and therefore not required to have a local business tax receipt from the city but desires to do work within the city. For the purpose of this section, the terms "contractor" or "subcontractor" shall be identified as those listed under the City Code, Chapter 62, subsection 62-60(37). This fee covers the costs associated with verifying that the contractor or subcontractor has met the minimum standards necessary to assure the public health, safety and welfare of our citizens and that the public interest of the city is protected. This verification includes but is not limited to state mandated licenses, competency, liability and worker's compensation insurance, and a local business tax receipt. Such verification shall be sufficient to allow the contractor or subcontractor to engage in work within the city until September 30 following the date of registration at which time the registration will expire. Contractors or subcontractors regulated by the state department of business and professional regulation, as noted in F.S. § 205.065, are required to register with the county construction licensing board and are therefore exempted from this fee.~~

(7) Refunds. NO refunds on permits unless such permit was issued in error on part of the City. There shall be no refund of fees if work commences or of the permit is 90 days or older.

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(8) Miscellaneous items. At the discretion of the Building Official all construction related activities that do not qualify under one of the trades (Building, Mechanical, Electrical, Plumbing, and others) may be classified as miscellaneous. A permit for such activity may or may not be required at the discretion of the Building Official. An appropriate related fee shall be set by the Building Official for such miscellaneous permit.

(9) Rental inspection fees.

- i. Initial application .....\$40.00
- ii. ~~Annual~~ Biennial license renewal..... \$15.00
- iii. Initial inspection (per unit) ..... \$50.00
- iv. ~~Annual~~ Biennial inspection (per unit).....\$70.00
- v. ~~Special consultation (as needed by request)~~.....\$100.00
- vi. Re-inspection fee (per inspection) .....\$100.00

*Re-inspection fee for every inspection after second if failure to correct violation(s) is due to owner/manager negligence.*

vii. Penalties: Ten percent (10%) penalty for failure to submit a timely renewal fee during first month of delinquency; an additional five percent (5%) penalty for each month of delinquency thereafter.

K. †FEMA Application Fees.

*(Res. 07.22, 10/23/2007; Res. 07.17, 08/28/2007; Res. 06.29, 11/28/2006; Res. 05.20, 09/14/2005; Res. 04.08, 06/22/2004)*

(1) Flood Mitigation Assistance Grant Application .....\$500.00

*\*NON-REFUNDABLE. The fee covers the preparation and submittal of application.*

(2) Severe Repetitive Loss Grant Application .....\$500.00

*\*NON-REFUNDABLE. The fee covers the preparation and submittal of application.*

(3) Board of Commissioner Review of FMA Agreement .....\$1,000.00

*The BOC Review fee is an additional fee due prior to the approval of the Flood Mitigation Assistance Agreement and the Flood Mitigation Assistance Project Agreement. The fee is refundable if the agreements are not approved.*

L. †Solicitor’s Permit.

*(Res. 07.23, 12/11/2007)*

(1) Permit for any business with current Local Business Tax Receipt (BTR) ..... \$10.00

(2) Permit for any business without current BTR.....\$100.00

- i. For each additional person participating without a BTR..... \$20.00

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- M. †Alcoholic Beverage Permit Application.....\$300.00  
(Res. 2012-14, 09/05/2012)

*A deposit of \$300.00 shall be required with the submittal of an alcoholic beverage permit application.*

- N. †Dog Dining Request.....\$75.00

*A fee of \$75.00 shall be required for both the initial application and subsequent annual renewals requesting to allow dogs in specified outdoor area(s) of a food service establishment during operating hours. This fee shall offset the City’s cost to administer, review and inspect such request. This fee shall apply only to pet dogs, service animals are already permitted within business establishments by law.*

- O. †Zoning Verification Letter.....~~\$25.00~~ \$50.00  
(Res. 2016-24, 07/12/2016)

*Verification in writing (formal letter on City stationery) as to the property’s zoning. This includes a copy of the related district regulations. Such letters are often requested by realtors for property closings.*

- P. †FEMA Verification Letter.....~~\$25.00~~ \$50.00  
(Res. 2016-24, 07/12/2016)

*Verification of FEMA flood zone in writing (formal letter on City stationery).*

- Q. †Zoning/Land Development Regulation Interpretations – Base Fee.....\$75.00

*Interpretation of land development regulations such as number of legal units existing on a property, nonconforming provisions, subdivision regulations, and the like. Such request would include up to one hour of research and include the preparation of a written interpretation. Additional research time shall be charged at the employee’s hourly rate plus benefits on a time for time basis.*

- R. †FEMA/Floodplain Ordinance Interpretations – Base Fee.....\$75.00

*Interpretation of the City’s Floodplain Ordinance beyond the verification of the specific flood zone and the basic requirements related to that zone. Such request would include up to one hour of research and include the preparation of a written interpretation. Additional research time shall be charged at the employee’s hourly rate plus benefits on a time for time basis.*

- S. †Unaddressed Research Requests – Base Fee.....\$35.00

*Request for Community Development Department information and records relating but not limited to building permits, business tax records, alcoholic beverage approvals, Planning Commission records, Special Magistrate and Board of Adjustment records, Code Enforcement records, and any other records under the responsibility of the Community Development Department. Such request would cover up to one hour of research and/or data collection. Additional research/data collection time shall be charged at the employee’s hourly rate plus benefits on a time for time basis. Photocopy charges for such records are additional and are based on the City’s Fees and Collections Procedure Manual.*

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**ARTICLE III. FINANCE DEPARTMENT**

A. Credit card transaction convenience fee ..... \$3.00

B. Indebtedness search ..... \$50.00

C. Recording of documents:

(1) First page..... \$10.00

(2) Each additional page..... \$8.50

D. Parking permit. Parking permits may be purchased on a weekly or monthly basis, for up to 50% of the metered parking spaces in the following City parking lots at the fees listed below:

*(Res. 05.10, 03/22/2005; Code 1983, §19-153)*

129<sup>th</sup> Avenue West & Gulf Boulevard

134<sup>th</sup> Avenue West & Gulf Boulevard

130<sup>th</sup> Avenue West & Gulf Boulevard

135<sup>th</sup> Avenue West & Gulf Boulevard

131<sup>st</sup> Avenue West & Gulf Boulevard

136<sup>th</sup> Avenue West & Gulf Boulevard

132<sup>nd</sup> Avenue West & Gulf Boulevard

Johns Pass Park

133<sup>rd</sup> Avenue West & Gulf Boulevard

(1) Weekly ..... \$20.00

(2) Monthly..... \$60.00

E. Parking fines and penalties. Parking fines and penalties shall be as follows:

*(Res. 06.29, 11/28/2006; Res. 04.09, 08/10/2004; Code 1983, §5-19)*

(1) Overtime parking ..... \$25.00

(2) Double parking..... \$25.00

(3) Parking in a “NO PARKING” zone ..... \$25.00

(4) Other improper parking ..... \$25.00

(5) Delinquency fee (*after 15 days*)..... \$10.00

(6) Disabled parking permit..... *Sec. 66-52(c), Code of Ordinances*

F. Special event parking permit. Special event parking permits have been established for five specified events listed below with additional events authorized by the City Manager at the fees listed below:

*(Res. 2014-20, 05/13/2014)*

Johns Pass Seafood Festival

The Fourth of July

John LeVique Pirate Days

Labor Day

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Memorial Day *Additional event days as authorized by the  
City Manager*

- (1) Annual permit .....\$100.00
- (2) Daily permit..... \$25.00
- G. Returned/unfunded/worthless checks..... pursuant to F.S. §68.065(2)  
*(Res. 04.09, 08/10/2004; Res. 04.02, 01/27/2004)*

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**ARTICLE IV. FIRE DEPARTMENT**

A. Fire inspection for Local Business Tax Receipts.

- (1) Places of assembly (posted occupant load):
  - i. Up to 49 people..... \$50.00
  - ii. 50 – 149 people..... \$100.00
  - iii. 150 people or more..... \$150.00
- (2) Residential structures, hotel/motel, timeshare, rentals/resort rentals:
  - i. Up to 10 units..... \$100.00
  - ii. 11 – 20 units..... \$150.00
  - iii. 21 – 49 units..... \$200.00
  - iv. 50 or more units..... \$350.00
- (3) Automotive and/or marine service or storage facilities..... \$200.00
- (4) Automotive and/or marine fueling facilities..... \$200.00
- (5) Standalone single business:
  - i. Up to 2,499 sq.ft..... \$50.00
  - ii. 2,500 or more sq.ft..... \$100.00
- (6) Multiple commercial/businesses:
  - i. Unoccupied, per suite: ..... \$25.00
  - ii. Occupied, per suite..... \$50.00
- (7) Storage facilities
  - i. Up to 4,999 sq.ft..... \$100.00
  - ii. 5,000 or more sq.ft..... \$200.00
- (8) Subsequent fee for each return inspection for compliance ..... \$30.00
- (9) Commercial self-inspections, filing fee per address ..... \$20.00

B. Fire plan review and inspection.

- (1) Base fee for buildings up to and including 10,000 sq.ft. .... \$100.00
- (2) Base fee for buildings over 10,000 sq.ft. under roof ..... \$100.00
  - i. Each additional 1,000 sq.ft. .... \$2.00

C. CPR classes.

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- (1) Resident .....*No fee*
- (2) Non-resident ..... \$25.00

D. Fire engine rental for fire system testing and/or certification.

*(Res. 08.10, 09/23/2008)*

- (1) First 4 hours ..... \$1,000.00
- (2) Each additional hour ..... \$250.00

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**ARTICLE V. PARKS & RECREATIONS**

*(Res. 2016-03, 02/09/2016; Res. 2015-21, 08/11/2015; Res. 2015-09, 03/10/2015; Res. 2014-53, 12/10/2014; Res. 10.05, 03/23/2010; Res. 09.09, 09/21/2009; Res. 07.14, 06/26/2007; Res. 05.20, 09/14/2005; Res. 06.23, 09/13/2005; Code 1983 §19-508)*

A. ‡Recreation.

(1) Softball registration:

- i. Sponsor located within City limits (*per team*) .....\$350.00
- ii. Sponsor located outside City limits (*per team*) .....\$400.00

(2) Kickball registration (*per team*) .....\$250.00

(3) After-school program:

- i. Resident (*per week*).....\$40.00
- ii. Non-resident (*per week*).....\$55.00
- iii. City employee.....*No fee*

(4) Summer camp program:

i. Resident Rate by Session:

- a. Session 1 .....\$375.00
- b. Session 2 .....\$375.00
- c. Full summer session.....\$750.00
- d. Individual weekly rate.....\$120.00

ii. Non-resident Rates by Session:

- a. Session 1 .....\$500.00
- b. Session 2 .....\$500.00
- c. Full summer session.....\$1,000.00
- d. Individual weekly rate.....\$150.00

iii. Deposit to hold child's place .....\$25.00

*\*Deposits to hold child's place will be applied to current balance.*

iv. City employee.....*No fee*

(5) Sibling discounts

- i. Discount for Session 1 or Session 2 ..... - \$50.00

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ii. Discount for full summer session ..... - \$100.00

(6) Contracted recreation instructors. Contracted recreation instructors will agree to a 75% and 25% contract split with the City for their services.

B. ‡Recreation Center rentals.

(Res. 2016-24, 07/12/2016; Res. 2015-21, 08/11/2-15; Res. 2014-53, 12/20/2014)

(1) Monday – Thursday Rental Period

Rental hours must include set-up and breakdown for all vendors and guests. Rental includes use of contracted space, set-up/breakdown of tables and chairs, banquet kitchen (if applicable), and cleaning fee. The 7% sales tax is included in hourly rates. Deposits are refunded within thirty (30) days of an event.

i. Recreation Center Rooms:

- a. Full Recreation Center (all rooms).....\$300.00/hour
- b. Boca Ciega View Hall.....\$100.00/hour
- c. Ocean Walk Room.....\$50.00/hour
- d. Starboard Room.....\$50.00/hour
- e. Outside Deck.....\$10.00/hour

ii. City Hall Rooms:

- a. City Centre Room.....\$200.00/hour
- b. Commission Chambers\* .....\$200.00/hour

\*ONLY as a backup for outside reservations negatively impacted by weather\*

iii. Resident Discount on hourly rates ..... 20% discount

(2) Friday – Sunday Rental Period

Rental hours must include set-up and breakdown for all vendors and guests. Rental includes use of contracted space, set-up/breakdown of tables and chairs, banquet kitchen (if applicable), and cleaning fee. The 7% sales tax is included in hourly rates. Deposits are refunded within thirty (30) days of an event.

i. Recreation Center Rooms:

- a. Full Recreation Center (all rooms).....\$350.00/hour
- b. Boca Ciega View Hall.....\$150.00/hour
- c. Ocean Walk Room.....\$75.00/hour
- d. Starboard Room.....\$75.00/hour

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- e. Outside Deck.....\$125.00/hour
- ii. City Hall Rooms:
  - a. City Centre Room.....\$250.00/hour
  - b. Commission Chambers\* .....\$250.00/hour  
*\*ONLY as a backup for outside reservations negatively impacted by weather\**
- iii. Resident Discount on hourly rates ..... 20% discount
- (3) Refundable Deposits
  - i. Refundable damage deposit per Recreation Center Room .....\$200.00
  - ii. Refundable damage deposit per City Hall Room .....\$400.00
- (4) Event Insurance.....\$150.00  
*Event insurance is required for events serving alcoholic beverages.*
- (5) Set-Up and Cleaning Fees (per room)
  - i. Less than 50 attendants .....\$100.00
  - ii. 50+ attendants .....\$200.00
- ~~(6) Monday – Thursday rental periods.\*~~
  - i. ~~Refundable damage deposit .....\$200.00~~
  - ii. ~~Food & beverage insurance fee .....\$150.00~~
  - iii. ~~Set-up and cleaning fees:~~
    - a. ~~Under 50 attendants.....\$100.00~~
    - b. ~~50 and over .....\$200.00~~
  - iv. ~~Resident hourly rates:~~
    - a. ~~Boca View Hall .....\$90.00~~
    - b. ~~Ocean Walk Room.....\$35.00~~
    - c. ~~Starboard Room.....\$35.00~~
    - d. ~~Outside Deck.....\$100.00~~
    - e. ~~City Centre Room.....\$135.00~~
  - v. ~~Non-resident hourly rates:~~
    - a. ~~Boca Vie Hall .....\$110.00~~
    - b. ~~Ocean Walk Room.....\$45.00~~

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c. Starboard Room .....	\$45.00
d. Outside Deck .....	\$125.00
e. City Centre Room .....	\$165.00

*\*Rental hours must include set up and breakdown for all vendors and guests. Includes use of contracted space, banquet kitchen, set up/breakdown of tables and chair. Events after 8:00 p.m. will be charges on additional staffing fee of \$25.00 an hour. 7% sale tax not included on hourly rates.*

**(7) Friday – Sunday rental periods.**

i. Refundable damage deposit .....	\$400.00
ii. Food & beverage insurance fee .....	\$150.00
iii. Set-up and cleaning fees:	
a. Under 50 attendants .....	\$100.00
b. 50 and over .....	\$200.00

**iv. Resident hourly rates:**

a. Boca View Hall .....	\$100.00
b. Ocean Walk Room .....	\$45.00
c. Starboard Room .....	\$45.00
d. Outside Deck .....	\$120.00
e. City Centre Room .....	\$150.00

**v. Non-resident hourly rates**

a. Boca View Hall .....	\$120.00
b. Ocean Walk Room .....	\$55.00
c. Starboard Room .....	\$55.00
d. Outside Deck .....	\$145.00
e. City Centre Room .....	\$180.00

**vi. Recreation Center Extended Events (4 or more hours in length):**

a. Four (4) hours	
1. Resident .....	\$1,000.00
2. Non-resident .....	\$1,200.00
b. Six (6) hours	
1. Resident .....	\$1,500.00

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2.	Non resident .....	\$1,800.00
c. Eight (8) hours		
1.	Resident.....	\$2,000.00
2.	Non resident .....	\$2,400.00
vii. <del>City Centre Room Extended Events (4 Or more hours in length):</del>		
a. <del>Four (4) hours:</del>		
1.	Resident.....	\$700.00
2.	Non resident .....	\$900.00
b. <del>Six (6) hours:</del>		
1.	Resident.....	\$900.00
2.	Non resident .....	\$1,100.00
c. <del>Eight (8) hours:</del>		
1.	Resident.....	\$1,100.00
2.	Non resident .....	\$1,400.00

~~\*Rental Hours must include set-up and breakdown for all vendors and guests. Includes use of full recreation facility, banquet kitchen, set-up/breakdown, and cleaning fee. Events after 10:00 p.m. will be charged an additional staffing fee of \$25.00 an hour. 7% sales tax not included.~~

~~**\*20% Discounted rate on Sundays.**~~

C. Park pavilion rentals.

(Res. 2016-24, 07/12/2016; Res. 2015-09, 03/10/2015)

(1) Archibald Park:

i.	Pavilion rental for four (4) hours <u>(each additional hour is \$25.00/hour):</u>	
a.	Resident: .....	\$50.00
b.	Non-resident: .....	\$100.00
ii. Sand volleyball court rental for four (4) hours:		
a.	Resident: .....	\$50.00
b.	Non-resident: .....	\$100.00
iii. Metered parking ( <i>per hour</i> ):.....		
		\$2.00

(2) John's Pass Park:

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- i. Pavilion rental for four (4) hours (each additional hour is \$25.00/hour):
  - a. Resident ..... \$50.00
  - b. Non-resident ..... \$100.00
- ii. Sand volleyball rental for four (4) hours:
  - a. Resident ..... \$50.00
  - b. Non-resident ..... \$100.00
- iii. Metered parking (*per hour*)..... \$2.00

**D. Athletic field rentals.**

(Res. 2016-24, 07/12/2016; Res. 2014-53, 12/10/2014)

**(1) Hourly resident rates by facility (7% sales tax NOT included)**

- i. Softball field..... \$20.00
- ii. Soccer field ..... \$20.00
- ~~iii. Festival field..... \$30.00~~
- iv. Basketball court..... \$3.00
- v. Tennis court..... \$3.00
- vi. Field preparation and lining (softball) ..... \$40.00
- vii. Field preparation and lining (football/soccer) ..... \$20.00
- viii. Attendant fee (per staff member)..... \$20.00
- ix. Rental cleaning fee ..... \$20.00
- x. Light fee ..... \$10.00

**(2) Hourly non-resident rates by facility (7% sales tax NOT included)**

- i. Softball field..... \$25.00
- ii. Soccer field ..... \$25.00
- ~~iii. Festival field..... \$35.00~~
- iv. Basketball court..... \$4.00
- v. Tennis court..... \$4.00
- vi. Field preparation and lining (softball) ..... \$45.00
- vii. Field preparation and lining (football/soccer) ..... \$25.00
- viii. Attendant fee (per staff member)..... \$25.00

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- ix. Rental cleaning fee ..... \$25.00
- x. Light fee ..... \$15.00

(3) Multi-tournament discounts. Tournaments receive resident pricing rates. Tournaments booked within one year receive multi-tournament discounts.

- i. Two (2) to four (4) tournaments/year..... 10% discount
- ii. Five (5) to eight (8) tournaments/year..... 15% discount
- iii. Nine (9) and more tournaments/year..... 20% discount

E. †Special events.

- (1) Event application fee ..... \$100.00

*A fee of \$100.00 payable to the City as reasonable cost for processing, evaluating and issuing the permit is required. The ~~Board of Commissioners~~ City Manager may waive the application fee upon demonstration on non-profit status.*

- (2) Small wedding permit fee ..... \$50.00\*

*A gathering of less than 50 persons with minimal décor as determined by staff. Additional fees may apply.*

- (3) Wedding permit application fee ..... \$100.00\*

*\*A gathering of more than 50 persons with standard décor as determined by staff. Additional fees may apply.*

(4) Deposit. Deposits shall be determined upon the estimated number of attendants at the time of application:

- i. Less than 50 attendants ..... \$50.00
- ii. 75 – 200 attendants (*per day*) ..... \$250.00
- iii. 201 – 500 attendants (*per day*) ..... \$275.00
- iv. 501 – 1,000 attendants (*per day*) ..... \$350.00
- v. 1,001 – 5,000 attendants (*per day*) ..... \$500.00
- vi. 5,001 and more (*per day*) ..... \$1,000.00

*A refundable deposit shall be payable to the City in advance of the event for damage to public property or City services incurred in direct association with the event and not identified in the original special event application approval. The ~~Board of Commissioners~~ City Manager may waive the deposit upon consideration of the special event application and demonstration of non-profit status. The City reserves the sole right to determine which portion, if any, of the deposit shall be returned to the applicant within 30 days after the event.*

(5) Fees:

- i. Facility rental per event (*includes use of stage and event field*) ..... \$3,000.00

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- ii. Facility fee (*added to the price of every ticket either paid or comp*).....\$1.50
- iii. City event fees:
  - a. Trash can fee (*per trash can*) .....\$5.00
  - b. Dumpster fee with single pick-up .....\$500.00
  - c. Other fees including but not limited to additional City personnel staff, such as EMT support through Madeira Beach Fire Department, etc.
- iv. Mandatory Non-City Fees. The required used of Pinellas County Sheriff’s Deputies will be negotiated directly with the Pinellas County Sheriff’s Office. It is the **sole responsibility of the applicant** to secure the appropriate number of deputies as required by the Sheriff’s Department.
- v. Other Non-City Fees. Other fees included but not limited to Madeira Beach City Centre and field clean-up, additional civilian security, and vehicle parking professionals shall be the **sole responsibility of the applicant**.

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**ARTICLE VI. PUBLIC WORKS**

A. Trash, recycling, and garbage.

(1) Removal service fees.

All residents, occupants, or owners of premises in the city shall be required to have accumulations of garbage, trash, garden trash, recyclable items, and noncombustible refuse removed and disposed of by the sanitation division of the city Public Works Department. For the purpose of this section a unit shall be defined as a living unit for human habitation containing kitchen facilities. Rooms in hotels, motels, motor lodges, or other transient living accommodations not having kitchen facilities shall be charged on the basis of one unit for each four rooms, or portion thereof (i.e., a facility having three rooms will be charged for one unit; a facility having five rooms will be charged for two units). The charges for garbage, recycling, and trash removal services shall be as follows:

- i. Single-family dwelling (*per month*) .....\$21.83
- ii. Multiple-family dwelling (*per month/per unit*):
  - a. Multiple-family dwelling using cans .....\$21.83
  - b. All others.....\$10.91
- iii. Condominiums (*per month/per unit, in addition to bulk container*).....\$2.50
- iv. Commercial. All offices and business establishments required to have a local business tax receipt are hereby classified commercial. A commercial rate for the collection of garbage and trash is hereby established to be in accordance with the following for non-compacting containers:
  - a. Service twice per week, per month:
    - 1. One cubic yard.....\$90.00
    - 2. Two cubic yards.....\$140.00
    - 3. Three cubic yards .....\$190.00
  - b. Each additional service per week, per month:
    - 1. One cubic yard.....\$45.00
    - 2. Two cubic yards.....\$70.00
    - 3. Three cubic yards .....\$95.00
- v. Bulk item removal. Any item identified in section 54-33 regarding the removal of other waste and noncombustible refuse will be collected by the city, for a minimum disposal fee of \$10.00 plus \$5.00 for each item picked up.
  - a. Service twice per week, per month:

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- 1. Two cans.....\$25.00
- 2. Three cans .....\$37.00
- 3. Four cans .....\$50.00
- b. Each additional service per week, per month:
  - 1. Two cans.....\$12.50
  - 2. Three cans .....\$18.50
  - 3. Four cans .....\$25.00
- c. Sunday collections are double the additional service rate.
- d. Charges for use of more than four cans will consist of multiples of the two, three or four can rates. Ultimate charges to the customer or property owner shall be based on the frequency of collection and the amount of garbage and trash generated as set forth above for each establishment. Accounts classified as multifamily dwelling, or hotel, motel or motor lodge may elect to be charged for garbage and trash removal services in conformity with the commercial rates defined in this section but in no case shall less than one can per unit be elected. It is the burden of the property owner to notify the city of such election. Those establishments electing the commercial or bulk rate shall have the option of changing the type of service by giving 30 days' notice. Requests for changes in service shall be in writing and addressed to the city. The city reserves the right to determine the number of cans, the number and size of containers and/or frequency of disposal, with applicable charges, during any period of the year, for commercial containers.

vi. **Reserved.**

- vii. Extra service fees. Business establishments and other establishments requiring the pickup and disposal of garbage and/or trash of an average amount greater than 80 gallons per week of garbage and one cubic yard per week of trash, must make arrangements with the city and pay proportionately greater fees required for the greater services estimated and furnished, in the same ratio and proportion.
- viii. Bulk waste. Noncombustible refuse in excess of normal weekly limits, by either residential or commercial establishments shall be picked up at the rate of \$15.00 per hour per collection day, based on elapsed time of collection, plus allowances for disposal run and dump charges. Such charges shall also be made to homes having more than normal trash collections.

(2) Recycling service fees.

- i. Condominium properties shall be billed based on direct costs incurred by the City to provide recycling service through its contractual service provider.

(3) Billing.

It is the property owner's responsibility to pay charges against the property. It shall be at the discretion of the city to determine the appropriate billing party. Upon request, the city will

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attempt to bill tenants, but only if the owner signs a statement acknowledging his responsibility for the charges generated, along with the information necessary so that they may be contacted at the point wherever a delinquency occurs. The city reserves the right to bill the property owner, if it so chooses, regardless of circumstances surrounding the account.

(4) Commercial – Minimum charge (base) for unoccupied (dormant) businesses.

*(Res. 07.14, 06/26/2007)*

If there is a commercial property with no current occupant, upon written notification by the property owner, the property will be charged a minimum fee, based on the twice per week collection service rate for two cans (the least expensive bulk rate). Upon leasing the property, the normal charges will apply as per this schedule. No Madeira Beach local business tax receipt for the tenant or property owner will be granted until the account is made current by the property owner. It is the responsibility of the property owner to notify the city, in writing, anytime a vacancy occurs, if they hope to receive the adjustment downward to the minimum charge. No retroactive adjustments will be made. The minimum charge will begin once the city has been notified and proof is provided that the property has no occupant.

(5) Owner's liability.

If the premises are sold, any remaining claims by the city for garbage and trash services not settled at time of transfer of ownership of the property shall become the responsibility of the new owner. This applies equally to the sale or foreclosure of any property, and represents charges for service presently or previously provided. On all premises, the owner of such premises shall be liable for all garbage and trash service charges against the property irrespective of whether such premises is occupied by owner, tenant, or vacant. The occupation of fully constructed premises shall be irrelevant to the liability of the owner and/or occupant for the charges as provided for in this section. The schedule of charges shall be imposed on all fully constructed premises, whether occupied or not, and regardless of volume of garbage or trash generated. Liability for payment shall begin on the date of ownership of property.

(6) Payment, penalties, delinquency constitutes lien against property.

*(Code 1983, §19-511)*

All garbage and trash fees are due and payable upon receipt. Bills not paid within 30 days of the billing date will be considered delinquent, and shall constitute grounds for filing a lien against the property with the clerk of the circuit court. Bills that arrive after the 30-day deadline will be assessed penalty interest on the next bill. It is the owner's responsibility to see that the payment arrives within the 30-day billing period. Bills not paid within 30 days shall have penalty interest added at the rate of 1½ percent per month beyond the delinquency date (30 days).

B. Stormwater utility management.

(1) Created.

A stormwater management utility fee, also referred to in this section as "fee" was created and imposed on all developed property within the city for services and facilities provided by the

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stormwater management program. For the purposes of imposing the fee, all developed property within the city shall be classified into the following three classes:

- i. Residential property
- ii. Non-residential property
- iii. Mixed use property

The Public Works/Marina Director will, from time to time, prepare a list of property within the City and assign a classification of residential or nonresidential property.

(2) Schedule of rates.

*(Res. 05.20, 09/14/2005)*

- i. The EDU rate shall be \$10.00 per month for each EDU.
- ii. The stormwater management utility fee shall be calculated for each developed property as follows:
  - a. The fee for property consisting solely of dwelling units is the rate of one EDU multiplied by the number of dwelling units existing on the property. That is:

$$\text{Fee} = (\text{EDU rate}) \times (\text{Number of dwelling units})$$

- b. The fee of a property with no dwelling units is the rate of one EDU multiplied by the numerical factor. The numerical factor is obtained by dividing the total impervious area in square feet of the nonresidential property by 1,249 square feet. The resulting calculation is:

$$\text{Fee} = (\text{EDU rate}) \times (\text{Impervious area expressed in square feet}) / 1,249 \text{ square feet, but not less than the rate for one EDU}$$

*\*Fractional remainders*

- c. The fee for mixed use property (dwelling units and commercial) is the rate of one EDU multiplied by the number of dwelling units existing on the property. The total on-site impervious is then compared to the impervious area allocated to dwelling units by multiplying the number of dwelling units X 1,249 square feet per dwelling unit and subtracting the resulting square footage of impervious area from the total impervious area. If the remaining impervious area is zero or negative, the fee is the EDU rate multiplied by the number of dwelling units.

If the remaining impervious area is greater than zero, then the additional fee for the remaining impervious area is calculated under subsection (2)(b) of this section.

- iii. The minimum fee for developed property, whether residential or nonresidential, within the city is equal to the rate of one EDU subject to reduction as set forth in subsection (4) of this section.

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- iv. On-site stormwater quality management facilities reduction shall be allowed and calculated as follows:
  - a. In order to encourage the improvement of the quality of stormwater runoff, a reduction in the stormwater management utility fee is authorized for those developed properties which are addressed by a stormwater management facility designed and constructed for the purpose of stormwater pollution reduction.
  - b. A reduction in fee is allowed for a particular developed property only if the stormwater runoff from the property is treated by a stormwater management facility that has been designed, constructed and is maintained properly for the purpose of stormwater pollution reduction and adheres to the drainage requirements of the ten-year frequency, 60-minute storm event. If it is determined by the Director of Community Services that the stormwater management facility has not been, nor is currently being, properly maintained as designed, the Director of Community Services may disallow the on-site stormwater management facility credit.
  - c. Specific stormwater treatment facilities that qualify for this reduction include, but are not limited to, retention or filtration ponds; front, rear and side lot swales; mechanical treatment or separation facilities; or extensive improvement in the amount of pervious surfaces by the use of turf-block for parking areas, driveways, patios and sidewalks.
  - d. For applicable properties, the fee shall be reduced by 25 percent. The reduced fee will, therefore, be calculated as the fee determined in this subsection multiplied by the factor of 0.75 (Fee X 0.75).

(3) Billing, collecting, delinquency, and penalty.

- i. Bills for stormwater service shall be rendered bimonthly by the county water system as agent for the city. The fixed monthly charge shall be payable in advance.
- ii. If any bill shall not be paid within seven days after the date it has been declared delinquent, water service to the premises shall be disconnected until such delinquent account is paid in full, including all applicable disconnection and reconnection charges.
- iii. Statements for the stormwater management utility fee shall be payable at the same time and in the same manner and subject to the same penalties as they are otherwise set forth for other utility fees administered by the city. The property owner or fee payer will be notified of any delinquency in the payment of the stormwater management utility fee in the same manner that delinquent water, garbage and sewer bills are notified and the failure to pay such fee as is otherwise provided in the statement rendered to the payer shall subject the property to the discontinuance of water, garbage and sewer services and shall subject the fee payer to all other penalties and charges provided relative to the discontinuance of such utility services.
- iv. The administrative appeal and hearing procedure applicable to the discontinuance of utility services shall be applicable to the discontinuance of such services for the nonpayment of the stormwater management utility fee.

(4) Adjustments of fees.

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*(Code 1983, §19-512)*

- i. Any owner, tenant or occupant who has paid the rendered fee and who believes that the fee is in error may, subject to the limitations set forth in this division, submit an adjustment request to the Public Works/Marina Director.
  - a. Adjustment requests shall be made in writing and shall set forth in detail the grounds upon which the belief is based.
  - b. The Public Works/Marina Director shall review the adjustment request within 90 days of the submittal of the request and shall respond in writing to the requesting fee payer, either denying or granting the request with the reason therefore stated in such response.
  - c. The rate adjustment, if granted, will apply retroactively to the date at which the erroneous information was applied to the fee payer's fee, but will not exceed one year prior to the adjustment request.
  - d. Upon denial of the adjustment request, the owner, tenant or occupant making the original adjustment request may, within 30 days of the receipt of denial, petition for a review of the adjustment request by the board of adjustment. The board of adjustment shall review the adjustment request in accordance with the provisions set forth in the City Code, Chapter 2, as well as the documented evidence provided in the original adjustment request and supplemental evidence requested by the Director of Community Services or provided by the fee payer prior to the decision made by the Director of Community Services. Within 60 days of the petition the board of adjustment shall in writing, either grant or deny the petition. If the petition is granted, the Public Works/Marina Director will apply the adjustment to the fee for the requesting customer for the retroactive period identified by the board of adjustment.
- ii. The Public Works/Marina Director, upon discovering an error or oversight in the calculation of the fee, may initiate an adjustment request. The request must be made in writing documenting the reasons for the adjustment. In the event that the adjustment would require the increase in fee for a fee payer, the Public Works/Marina Director must provide the adjustment request to the affected fee payer 30 days prior to adjusting the fee and offer the fee payer an opportunity within the stated 30 days to provide reasons why the adjustment should not be made. An increase or decrease in fee shall not be retroactively effective more than one year from the date of adjustment.

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**ARTICLE VII. MADEIRA BEACH MUNICIPAL MARINA**

A. Vessel inspection.

*(Code 1983, Chapter 19, Article VII)*

Live-aboard vessels desiring to stay beyond ten days will be required to obtain a no-fee annual permit and pay a vessel inspection fee of \$25.00.

B. †Madeira Beach Municipal Marina Fees.

*(Res. 2016-03, 02/09/2016)*

Fees for the Madeira Beach Municipal Marina shall be as follows (each of the fees are subject to all applicable sales taxes):

- i. Transient wet slip ..... \$1.40/foot/day
- ii. Small boat transient wet slip ..... \$0.93/foot/day
- iii. Transient dry storage .....\$14.02/day
  - On holidays and/or weekends* .....\$18.69/day
- iv. Monthly transient dry storage .....\$140.19/month
- v. Monthly boat lift rental .....\$14.05/foot
- vi. Monthly wet slip for non-live aboard.....\$8.41/foot
- vii. Monthly wet slip for commercial non-live aboard.....\$10.28/foot
- viii. Monthly wet slip for live aboard .....\$\$14.02/foot
- ix. Monthly dry storage of recreational vehicles and motor homes\* ..... \$87.62
  - \*Limited to Madeira Beach residents only*
- x. Monthly dry storage for non-motorized boats\* .....\$23.36
  - \*I.e. kayaks, canoes, and small boats that can be carried by one person*
- xi. Boat ramp fee:
  - a. Launch..... \$1.87
  - b. Launch and park..... \$9.35
- xii. Late fee ..... \$30.00