

City of Battle Creek

January 1, 2026

Fee, Bond & Insurance Schedule

Revised: January 1, 2026

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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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Copies	\$ 1.00 first page	101.257.0000.681040.	No charge for property owner: .50 each additional page
a. Deeds	\$.50 each additional page		\$ 0.50 each additional page
b. Affidavits	\$ 1.00 first page		\$ 0.50 each additional page
c. Certificates	\$ 1.00 first page		\$ 0.50 each additional page
d. Applications	\$ 1.00 first page		\$ 0.50 each additional page
e. Building file records	\$ 1.00 first page		\$ 0.50 each additional page
f. Tax bill copies	\$ 1.00 first page		\$ 0.50 each additional page
g. Tax receipts	\$ 1.00 first page		\$ 0.50 each additional page
h. Legal Descriptions	\$ 1.00 first page		\$ 0.50 each additional page
Faxes/Mail Requests	\$ 3.00 first two pages	101.257.0000.681040.	No charge for property owner
a. Additional pages	\$ 1.00		
All Property Record Cards	\$ 1.00	101.257.0000.681040.	No charge for property owner
a. Additional pages over 1	\$ 0.50		
b. Extra buildings	\$ 0.50		
c. Sketch	\$ 0.50		
d. Photo image	\$ 0.50		
Internet Users	\$ Free		(Property Record Data)

ASSESSOR
Business Unit 2270 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Special Reports	\$ 0.20 (printing)	101.257.0000.681040.	
Including:			
a. Assessment Rolls	\$ Employee Wage + benefits		
b. Sale Books			
c. Property Lists			
d. Value & tax lists			
Electronic Reports			
Electronic version of database, partial or complete	\$ 1,000.00	101.257.0000.681040.	
All Land Splits and/or Combinations:			
Application for land split, with all parcels fronting on a public road		101.257.0000.681040.	
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		101.257.0000.681040.	
First two tax parcels	\$ 150.00		
Each additional tax parcel	\$ 50.00		
Application for combinations		101.257.0000.681040.	
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 6:45 p.m., Monday through Friday, and 9:15 a.m. to 5:00 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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Bus Fares		588.596.0000.618010	Transfers are free
a. Adults and children taller than the fare box	\$ 1.75		
b. Seniors and handicapped	\$ 0.85		
c. Children shorter than the fare box	Free		
Passes		588.596.0000.618030	
a. 12 Ride Punch	\$ 15.00		
(Seniors/Disabled)	\$ 8.00		
b. 48 Ride Punch	\$ 56.00		
(Seniors/Disabled)	\$ 34.00		
c. Student	\$ 45.00		
d. 10 Rides - Tele-transit	\$ 50.00		
(Seniors/Disabled)	\$ 30.00		
e. 20 Rides - Tele-transit	\$ 100.00		
(Seniors/Disabled)	\$ 60.00		
Tele-Transit		588.596.0000.618010	
a. Senior and disabled	\$ 3.00		
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	588.596.0000.618010	Identification card for seniors and disabled individuals

**BATTLE CREEK TRANSIT
Business Unit 1588 (cont.)**

BCGo is a State funded countywide mobility pilot. All BCGo expenses are currently funded through the Michigan Department of Transportation.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
BCGo Fares		588.596.6323.618010	Weekdays 6:00am – 9:00pm
a. <6 miles	\$ 3.00		
b. 6-10 miles	\$ 5.00		
c. 11-15 miles	\$ 7.00		
d. 16-20 miles	\$ 10.00		
e. >20 miles	\$ 15.00		
f. Additional passenger(s)	\$ 3.00		
ITC Long Term Parking		597.596.2650.620090.	
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. Maximum (Weekly/7 days)	\$ 50.00		
g. Lost Ticket fee/30 days	\$ 150.00		

**CITY ATTORNEY'S OFFICE
Business Unit**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Freedom of Information		101.266.0000.646010.	
a. Attorney Labor	Employee Wage + benefits		Lowest paid Attorney Staff capable of fulfilling the request, hourly
b. Copy Rate	\$0.10/page		
c. Mailing	Actual Costs		
d. Digital Media	\$ 3.00/thumb drive, minimum		Cost is dependent on size of media

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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Ambulance	\$ 25.00	101.215.0000.478040.	
Amusement Device	\$ 25.00/device	101.215.0000.478060.	
Auctioneers		101.215.0000.478030.	License and Permit Bond - \$2,000
a. One Day License	\$ 15.00		
b. One Year License	\$ 50.00		
Bowling Alleys		101.215.0000.478080.	
a. Annual Fee	\$ 25.00		
b. Per Alley	\$ 15.00		
Burning Permits		101.215.0000.478070.	
a. Bonfire	\$ 25.00		
Carnivals & Shows		101.215.0000.478080.	\$1,000,000 CSL Comprehensive General Liability
a. First Day	\$ 50.00		
b. Each Additional Day	\$ 25.00		
Circuses	\$ 150.00/day	101.215.0000.478080.	\$1,000,000 CSL Comprehensive General Liability
City Charter	\$ 15.00	101.215.0000.681040.	Available on City Website
Codified Ordinance Book	\$ 160.00	101.215.0000.681040.	Available on City Website
a. Replacement Pages	\$ 30.00		
Commercial Redevelopment		101.215.0000.478020.	
a. Exemption Certificate application	\$ 150.00		
b. Request for District	\$ 200.00		
Copying Charges	\$ 0.15/single page	101.215.0000.681040.	

CITY CLERK

Business Unit 2110 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Cemeteries		101.215.0000.478090.	
Grave Opening & Closing Rates		May 2nd – October 31st	November 1st – May 1st
Full Burial - Adult (61" - 96" vault)		\$650.00	\$900.00
Oversize Burial (oversize vault)		\$750.00	\$1,000.00
Full Burial - Child		\$450.00	\$700.00
Infant Burial - Stillborn (up to 36" vault)		\$300.00	\$550.00
Cremated remains		\$250.00	\$500.00
Saturdays or Sundays		\$300.00 additional	\$300.00 additional
Late/Short Notice Fee (less than 36 hours prior to funeral start time)		\$500.00 additional	\$500.00 additional
Holidays		\$400.00 additional	\$400.00 additional
Dis-interments (all vault sizes)		\$750.00	\$1,000.00
Dis-interments (cremation)		\$325.00	\$575.00
Overtime Rate		\$350.00	\$350.00

No service may be scheduled to start offsite after 2PM, or arrive at the cemetery after 3PM: In the event that the procession arrives after 3PM, overtime charge will apply. Holidays: New Year's Day, MLK Jr. Day, President's Day, Good Friday*, Easter*, Mother's Day, Memorial Day*, Father's Day, Juneteenth, July 4th**, Labor Day*, Veteran's Day, Thanksgiving Day and day after, Christmas Eve, Christmas Day, New Year's Eve.

*Includes the entire weekend: **If July 4th occurs on a Tuesday, July 3rd is included: If July 4th occurs on a Thursday, July 5th is included.

Burial Lots		101.17.2110.451.120	
Per Section #	\$ 500.00		
Transfer of title	\$ 25.00		
Foundations	\$ 0.45/sq. inch		To include a 3" border
			Installed twice per season: Spring (prior to Memorial Day) or Fall (prior to November 30 th)
Drop Box Permits	\$60.00/box	101.215.0000.478080.	Clerk
		101.701.0000.491020.	Planning
Elections		101.215.0000.681040.	
a. Registration lists	\$ 0.15/single page		
b. Turnout reports	\$ 0.15/single page		
c. Voter Disc or CD	\$ 20.00		
d. Labels	\$ 0.21/label		
e. Labor	FOIA rates		Lowest paid Staff capable of fulfilling request
Fee, Bond and Insurance Schedule		101.215.0000.681040.	
Full Booklet	\$ 20.00		Available on City Website

CITY CLERK

Business Unit 2110 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance	
Facility Use Fees		101.215.0000.478040.		
Administrative Fee	\$ 25.00	Monday – Friday: 5:00 pm – 9:00 pm		
	\$ 100.00	Saturday or Sunday		
		Monday – Friday	Saturday	Sunday
Hourly Facility Use Fee	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 301, Commission Chambers	No Fee	\$29.57/hour	\$29.57/hour	\$29.57/hour
Room 302A, Conference Room	No Fee	\$29.57/hour	\$29.57/hour	\$29.57/hour
Room 302B, Conference Room	No Fee	\$29.57/hour	\$29.57/hour	\$29.57/hour
Police Department				
Room 109, Community Room	No Fee	\$58.35/hour	\$58.35/hour	\$58.35/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	\$55.23/hour	\$55.23/hour	\$55.23/hour
Room 214 Multi-Purpose Room	Not Available	\$55.23/hour	\$55.23/hour	\$55.23/hour
Battle Creek Executive Airport at Kellogg Field				
Room 130, Conference Room	No Fee	\$55.42/hour	\$55.42/hour	\$55.42/hour
Multi-Purpose Room	No Fee	\$55.42/hour	\$55.42/hour	\$55.42/hour
Going out of Business permit	\$ 50.00/30 days	101.215.0000.478080.	Only two extensions allowed	
Extension of permit	\$ 50.00 each			
Industrial Facilities		101.215.0000.478040.		
a. Exemption certificate application	\$ 150.00		Fees established by State	
b. Request for abatement district	\$ 200.00		Fees established by State	
Marriage/Wedding Officiating	\$ 25.00	101.000.0000.681040.		
Mechanical Amusement Rides	\$ 15.00/ride/day	101.215.0000.478080.	\$1,000,000 CSL Comprehensive General Liability	
Neighborhood Enterprise Zone		101.215.0000.681040.		
a. Application	\$ 20.00			
b. Transfer	\$ 20.00			
Notary Services	\$ 5.00	101.215.0000.681040.		

CITY CLERK
Business Unit 2110 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Obsolete Property		101.215.0000.478020.	
a. Exemption certificate application	\$ 150.00		
b. Request for abatement district	\$ 200.00		
Open Meetings Act Annual Notice Request	\$ 1.00/meeting		
Pawnbrokers		101.215.0000.478040.	
a. Annual fee	\$ 200.00		Registration with Leads Online: Must Attend 2-Year Certification Training; \$3,000 Bond with at least two sureties
b. Each Additional employee fee	\$ 10.00		
Pool and Billiard Halls		101.215.0000.478015.	
a. Annual fee	\$ 25.00		
b. Each table	\$ 15.00		
Precinct Inspector Compensation		101.262.0000.703020.	
a. Precinct Chairperson	\$ 16.00/hour		
b. Electronic Poll Book Operator	\$ 15.00/hour		
c. Precinct Inspector	\$ 14.00/hour		
d. Receiving Board	\$ 15.00/hour		
e. Election Training	Minimum Wage		
Precinct Maps		101.215.0000.681040.	
a. Combined Wards	\$ 15.00		
b. Individual Ward	\$ 5.00		
Quadricycles			
a. Vehicle Permit	\$ 250.00	101.000.0000.681040	Vehicle Inspection required, proof of Bodily Injury and Property Damage Liability insurance with a minimum \$2,000,000 CLS Comprehensive coverage
b. Driver Permit, including background check	\$ 25.00	101.215.0000.681040	
c. Replacement Permit	\$ 10.00	101.215.0000.681040.	

CITY CLERK
Business Unit 2110 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Refuse Haulers		101.215.0000.478080.	
<i>a. Annual Fee</i>	\$ 100.00		<i>\$500,000 CSL Comprehensive General Liability, \$500,000 Automobile Liability, \$1,000 Bond</i>
<i>b. Inspection fee</i>	\$ 20.00/vehicle		
<i>c. Replacement tag</i>	\$ 15.00/vehicle		
Electric Scooter/Skateboard			<i>Vehicle Inspection Required:</i>
<i>Business License - Initial (2 year)</i>	\$1,000.00	101.215.0000.478080.	<i>Commercial General Liability insurance coverage with a limit of \$1,000,000 each occurrence and \$2,000,000 aggregate: Automobile insurance \$1,000,000 each occurrence/aggregate: Umbrella or Liability coverage of \$5,000,000 each occurrence/aggregate Licensee employs persons within the City, Workers' Compensation coverage of no less than statutory requirement</i>
<i>Compliance Fee (Year 2)</i>	\$ 250.00	101.215.0000.478080.	
<i>Renewal Fee - Every 2 Years</i>	\$ 500.00	101.215.0000.478080.	
Secondhand Goods/Junk Dealers		101.215.0000.478080.	<i>Registration with LeadsOnline per year paid for BCPD</i>
<i>Annual Fee</i>	\$ 200.00/year		
<i>Each Additional Employee</i>	\$ 10.00		
Shooting Galleries	\$ 25.00/year	101.215.0000.478080.	<i>\$1,000,000.00 CSL General Liability</i>
Special Events			
<i>a. Parking Spaces</i>	\$ 0.50/space/day		
<i>b. Clean-up by City</i>	\$ 50.00/hr.	101.446.4560.681040.	
<i>c. Pole Banners</i>	\$ 40.00 each	101.446.7190.681040.	
<i>d. Barricades - all delivered and picked up by DPW</i>	N/C		
<i>e. Electricity Usage - Parks</i>	\$ 25.00	101.446.4560.681040.	
<i>f. Electricity Usage Downtown</i>	\$ 25.00	101.446.7190.681040.	
Tax Abatements		101.215.0000.478020.	
<i>a. Tax Abatement Application</i>	\$ 150.00		
<i>b. Establishment of an Abatement District</i>	\$ 200.00		

CITY CLERK
Business Unit 2110 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Theaters		101.215.0000.478080.	
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		
Forestry Contractors -Tree Trimmers	\$ 25.00/year	101.215.0000.478080.	\$1,000,000 CSL Comprehensive General Liability: \$500,000 Automobile Liability
Used Motor Vehicle Sales Lot			
a. New	\$ 170.00/year	101.215.0000.478010. 101.701.0000.491020.	Clerk Planning
b. Renewal (rec'd prior to 9/15)	\$ 85.00/year	101.215.0000.478010.	Clerk
Vendors		101.215.0000.478050.	
a. License 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 w/ 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		
Food Trucks & Food Truck Vendors		101.215.0000.478050	\$1,000 License and Permit Bond
a. License fee: to include 1 st month	\$ 50.00/truck		General Liability: Minimum \$100,000 combined single limit (CSL) for bodily injury & Property Damage
b. Each succeeding month	\$ 20.00/month/truck		Public Auto Liability: Minimum \$100,000 for motor vehicle public liability & property damage
c. Each succeeding month w/ Downtown Designation	\$ 30.00/month/truck		Additional Insured: The City of Battle Creek must be listed as an "Additional Insured" on both policies

Food Trucks & Food Truck Vendors must provide evidence of compliance with all County Health Department and State requirements and payment of fees.

CODE COMPLIANCE
Business Unit 8040

Code Compliance is responsible for neighborhoods to ensure compliance with the city’s housing code. The primary concern is helping property owners bring their property into compliance with the City Housing Code. In order to do this, they address many issues, including inoperable vehicles, junk and trash in yards, exterior housing violations, and interior housing violations on rental property, and rental inspections.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Administrative Search Warrant	\$ 250.00	101.701.8040.490120.	
Dangerous Building Appeal	\$ 50.00 for 2 nd Appeal	249.371.0000.681040.	No fee for first appeal
Demolition		101.371.3880.635020.	
a. Administration fee	\$ 125.00		
b. Investigation fee	\$ 50.00		
Board of Appeal	\$ 40.00 for 2 nd Appeal	249.371.0000.681040.	No fee for first appeal
Inspection Lockout	\$ 40.00	217.703.6215.681040.	
Property cleanup		101.371.3880.681130	
a. Administration fee	\$ 125.00		
b. Investigation fee	\$ 50.00		
Re-inspection	\$ 40.00	217.703.6215.681040.	
Rental Inspection / Unit	\$ 10.00	217.703.6215.681040.	No fee for first inspection
Rental Registration		217.703.6215.681040.	
a. Voluntary	\$ 50.00		
b. Solicited by City	\$ 500.00		
Rental Registration Renewal		101.701.8040.490120.	
a. Voluntary	\$ 50.00		
b. Late	\$ 50.00		
Securing building		101.371.3880.635020.	
a. Administration fee	\$ 125.00		
b. Investigation fee	\$ 45.00		
c. Cost to secure fee	\$ 30.00/opening minimum		

**CODE COMPLIANCE
Business Unit 8040 (cont.)**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Vacant & Abandoned Structures**		101.701.8040.491030.	
a. Registration fee	\$ 25.00		
b. Monitoring fee	\$ 40.00/month		
c. Administrative Search Warrant	\$ 250.00	101.701.8040.490120.	
**Exemptions: to comply with the Vacant & Abandoned Structure Ordinance, non-profit agencies, such as Neighborhoods Inc., and 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		101.371.5300.681030.	Includes 1st hour of mowing
a. Mowing Fee	\$ 75.00 min/50.00 each add'l hr.		
b. Administration fee	\$ 50.00		
c. Investigation	\$ 25.00		
Hotel/Motel/Tourist Home			
Application	\$ 32.00	101.701.8040.491030.	
Initial Inspection	\$ 15.00/unit	101.701.8040.491030.	
Reinspection	\$ 15.00/unit	101.701.8040.491030.	
Permit Renewal Late Fee	\$ 150.00	101.701.8040.491030.	
Police Department Analysis	\$ 57.00	101.315.0000.703030.	
Fire Department Inspection	\$ 125.00	101.337.0000.681040.	
Inspections Division		249.371.0000.681040.	
Outdoor Pool Inspection	\$ 50.00		
Indoor Pool Inspection	\$ 100.00		
All Trades Inspection	\$ 400.00		

**ECONOMIC DEVELOPMENT (Small Business Development)
Business Unit 6000**

Economic Development is responsible for promoting the growth and development of small business in the community. Staffed by the city's Small Business Development Office, the economic development team contributes to a business ecosystem that supports and sustains business by providing access to capital, technical advice, regulatory guidance, recruitment and retention and other business supports designed to launch and grow local business.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Cargo Shops		244.728.6000.667020.	
Seasonal Rental Fee	\$ 1,200.00		Liability Insurance

**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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Annual Financial Report		101.191.0000.681040.	
a. Full booklet	\$ 35.00		
b. Per page	\$ 0.10		
Attachment to City employee		101.191.0000.681040.	
Wages - garnishment	\$ 6.00		
Budget		101.191.0000.681040.	
a. Pamphlet	\$ 0.20		
b. Per page	\$ 0.10		
Capital Improvement Plan		101.191.0000.681040.	
a. Full booklet	\$ 26.00		
b. Per page	\$ 0.10		
Foreign Exchange Payment			
Charge for Invoice Payments in Currency Other than U.S. Dollars		101.191.0000.681040.	
a. Conversion fee	\$ 10.00		
b. Flat rate charge	\$ 65.00		
International Wire	\$ 17.00		
Late Fees			
Charge for late payments on invoices	\$ 5.00 one-time fee	Departments carrying the receivables will show revenue in 681040.	
Finance charge for late payments on invoices	2.5 % (per year)	101.191.0000.681040.	

**FIRE DEPARTMENT
Business Unit 3380**

The Fire Department is responsible for fire response, 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, hospitals, schools and commercial property fire safety inspections. Other responsibilities include the inspection of firework sales, and the overseeing of underground tank removal and installation. Public services include vehicle lock outs, lift assists, and smoke detector installations.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Burning Permits		101.215.0000.478070.	
a. Bonfires	\$ 25.00		Issued by the City Clerk's office
Fire Reports		101.337.0000.681040.	
a. Each page	\$ 0.10		Estimated paper costs as established by State
b. Clerical fee	Employee Wage + benefits	101.337.0000.681040.	Lowest paid Clerical Staff capable of fulfilling the
c. Postage	Current Rate		request, hourly calculation per MI FOIA law
Audio Tapes	\$ 21.00/hour	101.337.0000.681040.	
Personnel Costs	Hourly Rate	Overtime Rate	101.339.0000.681040.
a. Fire Fighter	\$ 55.69	\$ 66.13	
b. Equipment Operator	\$ 68.17	\$ 82.18	
c. Fire Lieutenant	\$ 73.53	\$ 87.16	
d. Fire Captain	\$ 77.57	\$ 92.94	
e. Battalion Chief	\$ 84.18	\$ 103.50	
f. Fire Marshal	\$ 88.59	\$ 110.83	
g. Fire Inspector	\$ 83.40	\$ 104.58	
h. Chief	\$ 96.15		
Services		101.337.0000.681040.	
a. Fire Engine	\$ 85.00/hour		
b. Ladder Truck	\$ 125.00/hour		
c. Staff Car/Pick-up	\$ 20.00/hour		
d. Hazardous Materials	\$ 85.00/hour		
e. Fire Apparatus Response	\$ 110.00/hour		
Inspection Fees		101.337.0000.681040.	FLAT FEE PRICING
Fire alarm system	\$ 75.00		
Fire suppression/protection system	\$ 75.00		
Additional inspection	\$ 50.00		
False Alarms			
3rd occurrence/calendar year	\$ 50.00		
Each subsequent occurrence in a calendar year	\$ 50.00		

**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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Commissioned GIS Work:		670.228.9170.617050.	
a. Custom Map Production, Analysis, or GIS Services	\$ 50.00/hour		Production of deliverables that do not currently exist. First print/PDF included. One Hour minimum.
b. Printed Map	\$ 15.00/each		Printing of previously compiled maps or media (letter, ledger, 36", or 42" available)
GIS Digital Data Products*:		670.228.9170.617050.	
a. Maintained Data (Irregular Update Schedule)			Tile area equals 0.32mi ² . Call for imagery specifications.
Road Centerlines	\$ 500.00		
Zoning Boundaries	\$ 500.00		
NPC Boundaries	\$ 100.00		
b. Maintained Data (Regular Update Schedule)		101.257.0000.681040.	
Parcel Boundaries (Geometry Only)	\$ 4,650.00		(\$0.20/ea.)
Parcel Boundaries (With Attributes)	\$ 5,400.00		(\$0.23/ea.)
c. Production Data (Not updated, Final Form)			
2' Elevation Contours	\$ 5.00/tile	670.228.9170.617050.	Derived from LiDAR point clouds.
d. Aerial Imagery			
2020 Imagery	\$ 5.00/tile	590.24.6440.671.040	
2015 Imagery	\$ 5.00/tile	590.24.6440.671.040	
2010 Imagery	\$ 5.00/tile	101.257.0000.681040.	Tile area equals 0.32mi ² . Call for imagery specifications.
2008/2001/1996 Imagery	\$ 5.00/tile	670.228.9170.617050.	
e. Oblique Imagery			
2010 Oblique Imagery	\$5.00/tile/direction	101.257.0000.681040.	N, S, E, W exposures, flown @ 45°
f. LiDAR Point Clouds			
2008 Tiles	\$ 5.00/tile	670.228.9170.617050.	Medium Point Density
2010 Tiles	\$ 5.00/tile	101.257.0000.681040.	High Point Density

*** 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.**

Aerial Imagery	2008 Flight Initial Purchase	2010 USGS Sale Amount
	\$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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Service Fees			
		249.371.0000.490010.	
Additional fee for violation of re-inspections greater than 2	\$ 50.00		
Administrative Search Warrant	\$ 250.00		
Lock-out Fee - Inspections	\$ 50.00		
Work Without a Permit Fee (All Trades)	\$ 150.00	249.371.0000.490010.	
Plan Review Fees- Residential			
		249.371.0000.490010.	
Construction value of \$5,000.00 or less or demolition projects	\$ 0.00		
Construction valuations of greater than \$5,000.00	shall be 20% of the building permit fee		
Permits			
		249.371.0000.490010.	
Residential Re-Roof	\$ 100.00		
Residential Demo Without Basement	\$ 120.00		
Residential Demo With Basement	\$ 180.00		
Commercial Demo	\$ 75.00 Plus \$.02 (per Sq. Ft.) of Structure		
In ground Pool (Electrical Permit included)	\$ 180.00	249.371.0000.490010.	
Above Ground Pool (Electrical Permit included)	\$ 120.00	249.371.0000.490010.	

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

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Valuation		249.371.0000.490010.	
\$1.00 to \$4000.00	\$ 100.00	249.371.0000.490010.	
\$4001.00 to \$10,000.00	\$ 135.00	249.371.0000.490010.	
\$10,001.00 to \$15,000.00	\$ 170.00	249.371.0000.490010.	
\$15,001.00 to \$20,000.00	\$ 205.00	249.371.0000.490010.	
\$20,001.00 to \$50,000.00	\$ 205.00 for first \$20,000 plus \$6.00 for each additional \$1,000	249.371.0000.490010.	
\$50,001.00 to \$500,000.00	\$ 365.00 for first \$50,000 plus \$2.50 for each additional \$1,000	249.371.0000.490010.	
\$500,001.00 to \$1,000,000.00	\$ 3,200.00 for first \$500,000 plus \$5.75 for each additional \$1,000	249.371.0000.490010.	
\$1,000,001 to \$5,000,000	\$ 6,230.00 for first \$1,000,000 plus \$4.75 for each additional \$1,000	249.371.0000.490010.	
\$5,000,001 to \$10,000,000	\$ 25,550.00 for first \$5,000,000 plus \$2.35 for each additional \$1,000	249.371.0000.490010.	
\$10,000,001 and up	\$ 46,750.00 for first \$10,000,000 plus \$2.75 for each additional \$1,000	249.371.0000.490010.	

The fee shall be based upon the estimated valuation established by multiplying the square footage of the building by a square foot construction cost table or by another method established and approved by the Inspections Supervisor. The square foot construction cost table is available in the City of Battle Creek Inspections office. No permit shall be issued upon a lesser value then determined from this table or approved by the Inspections Supervisor.

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

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Inspection fee Zoning approval fee	\$ 50.00/hr./\$50.00 minimum	249.371.0000.490010.	
Fee to Re-establish Expired permit	\$ 75.00	249.371.0000.490010.	

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)**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Commercial Plan Review		49.371.0000.490010.	
Construction value of \$5,000.00 or less or demolition projects	30% of Building Permit Fee		
Additional review of revisions, addendums, architects' supplemental instructions, and change orders etc. (other than deferred submittals noted in the original plan review)	\$ 75.00 per hour ½ hour increments over one hour		
Zoning approval fee	\$ 20.00	49.371.0000.490010.	A site plan review fee may be required in lieu of zoning fee
Investigation fee	See Section 12		
Certificate of Occupancy	\$ 100.00		

Description	Current Charges	Account Credited	Additional Requirements/Insurance
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.			

Description	INSPECTION DIVISION		Additional Requirements/Insurance
	Current Charges	Account Credited	
ELECTRICAL PERMIT			
FLAT FEE PRICING		49.371.0000.490010.	
Service only up to 400 AMP	\$ 100.00		
Storable Pools less than 48 inches	\$ 50.00		
Standby Generators electric only	\$ 150.00		(Generator KW)
INSPECTION FEES		49.371.0000.490010.	
1 Application Fee Commercial	\$ 75.00		
1 Application fee Residential	\$ 50.00		
2 Additional inspection, Underground, Safety etc.	\$ 50.00		
SERVICES		49.371.0000.490010.	
4 Temporary Service	\$ 25.00		
5 0-400 AMP	\$ 20.00		
6 401-800 AMP	\$ 30.00		
7 801-1200 AMP	\$ 40.00		
8 OVER 1200 AMP	\$ 50.00		
9 Transformers & Motors. up to 15 KVA or H.P.	\$ 50.00		
10 Transformers & Motors. up to 15 to 50 KVA or H.P.	\$ 60.00		
11 Transformers & Motors. 50 KVA or H.P. & above	\$ 70.00		
12 Sub or Accessory Panels	\$ 20.00		
13 Transfer Switch / Generator	\$ 75.00		
CIRCUITS		49.371.0000.490010.	
14 Retro Fit Light Fixtures (per 25) Commercial Only	\$ 20.00		
15 Alt Energy up to 50 KW (solar, wind, PV, etc.)	\$ 50.00		
16 Ufer Ground	\$ 50.00		
17 Circuits (or alteration to existing circuit)	\$ 5.00		
18 220 Volt Circuits	\$ 10.00		
19 440 or Higher Volt Circuits	\$ 15.00		
20 Furnace or Unit Heater (per unit)	\$ 10.00		
21 Radiant or Baseboard Heat (per circuit)	\$ 10.00		
22 Dishwasher	\$ 10.00		
23 Water Well Circuit	\$ 10.00		
24 Air Conditioners or HVAC Equipment (up to 5 ton)	\$ 15.00		

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

Description	Current Charges	Account Credited	Additional Requirements/Insurance
CIRCUITS (cont.)		49.371.0000.490010.	
25 Air Conditioners (over 5 ton)	\$ 25.00		
26 Swimming Pool Bonding	\$ 35.00		
27 Signs and Neon (per unit)	\$ 25.00		
28 Data / Telecommunications (per device)	\$ 5.00		
29 Data / Telecommunications (per circuit)	\$ 5.00		
30 Feeders / Bus Duct (per 50 feet)	\$ 10.00		
31 Fire Alarm/ Nurse Call System (up to 10 devices)	\$ 55.00		
32 Fire Alarm/ Nurse Call (each additional device)	\$ 5.00		
33 Vehicle Charger (per unit)	\$ 10.00		
34 Solar Photovoltaic System where the total inverter generating capacity is less than 5,000KW (each panel)	\$ 2.00		
35 Solar Photovoltaic System where the total inverter generating capacity is no less than 5,000KW (each panel)	\$ 1.00		
Plan review Fee (when required) 25% of calculated Building Plan Review Fee			

INSPECTION DIVISION
Business Unit 3870 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
MECHANICAL PERMITS		249.371.0000.490020.	
FLAT FEE PRICING			
Furnace Replacement	\$ 100.00		
Water Heater Replacement	\$ 55.00		
AC Replacement	\$ 100.00		
Generator Gas only	\$ 55.00		
Furnace and AC Replacement	\$ 110.00		
INSPECTIONS FEES			
1 Administration fee Commercial	\$ 75.00		
1 Administration fee Residential	\$ 50.00		
2 Additional Inspection, Underground, Safety etc.	\$ 50.00		
ITEM FEES			
4 Gas/Oil Burning Equipment - (New or Replacement) Air Handler	\$ 35.00	16	Piping (per Ft) (minimum \$30) \$ 0.05
5 Residential Boiler	\$ 35.00	17	Gas Piping: New Installation (each opening) \$ 15.00
6 Chimney, factory built - Class A,B Chimney Liners etc.	\$ 30.00	18	V.A.V. Box \$ 15.00
7 Gas Burning Fireplace	\$ 35.00	19	Refrigeration (split system) \$ 35.00
8 Humidifiers	\$ 20.00	20	Rooftop or Ground Mount HVAC \$ 55.00
9 Water Heaters	\$ 5.00	21	Heat Recovery / ERV \$ 15.00
10 Solar; Hot Water set of 3 panels (includes piping)	\$ 25.00	22	Unit Heaters \$ 20.00
11 Bath/Kitchen/Laundry Exhaust (\$5 ea./ min. \$15)	\$ 5.00	23	Fire Suppression/ Protection (per head) (minimum \$25) \$ 0.75
12 Aboveground / Underground LP Tanks	\$ 256.00	24	Commercial Hood (incl. duct and make-up air unit) \$ 60.00
13 Air conditioning or Heat Pump Split System	\$ 35.00	25	Chiller/ Cooling Tower \$ 35.00
14 Multi Head AC or HP Additional Heads	\$ 15.00	26	Geothermal W Hydro Loop (Per Ft) (Min \$30) \$ 0.02
15 Duct System (per ft.) (Minimum \$30)	\$ 0.10		

Plan review Fee (when required) 25% of calculated Building Plan Review Fee

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

Description	Current Charges	Account Credited	Additional Requirements/Insurance
LICENSE REGISTRATION FEES			
Electrical			
License Registration	\$ 15.00	249.371.0000.490100.	
Plumbing			
License Registration	\$ 15.00	249.371.0000.490010.	
Mechanical			
License Registration	\$ 15.00	249.371.0000.490210.	
Building			
License Registration	\$ 15.00	249.371.0000.490090.	
Demolition			
Demolition License	\$ 50.00	249.371.0000.490090.	
Demolition Bond	\$ 500.00	101.000.0000.202320.	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.
Moving/Wrecking	\$ 50.00/year	\$5,000 Bond: \$1,000,000 CSL Comprehensive General Liability. Must state XCU coverage is included/not excluded.	
*A license may be issued excluding blasting, in this case, blasting may be excluded from XCU insurance			

**PARKS AND RECREATION DEPARTMENT
Business Unit 6970**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
BINDER PARK GOLF COURSE			
Green Fees			
a. Weekdays			
9 Holes	\$ 15.50	101.751.6970.619010.	
18 holes	\$ 27.50	101.751.6970.619020.	
27 holes	\$ 39.00	101.751.6970.619030.	
9 hole (league)	\$ 15.50	101.751.6970.619040.	
b. Weekends			
9 holes	\$ 17.50	101.751.6970.619010.	
18 holes	\$ 31.00	101.751.6970.619020.	
27 holes	\$ 42.00	101.751.6970.619030.	
Green Fees – Jr./Sr.		101.751.6970.619060.	Mon-Fri before 2pm, Sat/Sun after 4pm
a. 9 holes	\$ 10.00		
b. 18 holes	\$ 16.50		
c. 27 holes	\$ 21.50		
Three Hole Course			
3 holes	\$ 4.00	101.751.6970.619090.	
First Tee Program		101.751.6970.619090.	
a. 3 holes	\$ 3.00		
b. 9 holes	\$ 5.50		Requires First Tee membership card
c. 18 holes	\$ 11.00		
Memberships - Golf			
Single	\$ 650.00	101.751.6970.619220.	
Couples	\$ 900.00	101.751.6970.619210.	
Senior	\$ 530.00	101.751.6970.619240.	
Senior Couples	\$ 750.00	101.751.6970.619250.	
Family	\$ 1,010.00	101.751.6970.619200.	
Junior	\$ 265.00	101.751.6970.619230.	
School	\$ 350.00	101.751.6970.619230.	
Ltd. Single	\$ 400.00	101.751.6970.619270.	Mon-Fri before 2pm, Sat/Sun after 4pm
Ltd. Couple	\$ 600.00	101.751.6970.619270.	Mon-Fri before 2pm, Sat/Sun after 4pm
One Day Membership	\$ 300.00	101.751.6970.619270.	

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

Description	Current Charges	Account Credited	Additional Requirements/Insurance
BINDER PARK GOLF COURSE			
Range and Practice Holes			
Non-golf members			
		101.751.6970.619090.	
Single	\$ 355.00		
Couple	\$ 375.00		
Family	\$ 435.00		
Golf Members			
		101.751.6970.619090.	
Single	\$ 195.00		
Couple	\$ 260.00		
Family	\$ 320.00		
Range			
		101.751.6970.619100.	
Regular bucket	\$ 5.25		
Large bucket	\$ 9.00		
Jumbo bucket	\$ 13.00		
Carts			
		101.751.6970.619300.	Mon-Fri before 2pm, Sat/Sun after 4pm
3 holes	\$ 3.50		
9 holes	\$ 9.50		
18 holes	\$ 19.00		
27 holes	\$ 25.00		
9 holes Sr./Jr.	\$ 8.50		
18 holes Sr./Jr.	\$ 16.50		
27 holes Sr./Jr.	\$ 23.00		
Golf Equipment			
Pull carts	\$ 2.00	101.751.6970.619310.	
Clubs and accessories	n/a	101.751.6970.619320.	Rates: Contact Pro Shop
Facility Rentals			
Picnic Shelter/Pavilion	n/a	101.751.6970.619200.	Rates: Contact Pro Shop
Club House	n/a	101.751.6970.619230.	Rates: Contact Pro Shop
First Tee Building	n/a	101.751.6970.619230.	Rates: Contact Pro Shop

PARKS AND RECREATION DEPARTMENT
Business Unit 7020

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Late fee for program registration	\$7.00 - \$10.00	101.751.6981.630450	
Girls Fast Pitch	\$ 680.00	101.751.9891.630020.	Rental based instead of registration based
Soccer Camp 3-5 yr. Old	\$ 40.00		Currently do not offer, hope to bring back in 2026
Soccer Camp 6-16 yr. Old	\$ 80.00		Currently do not offer, hope to bring back in 2026
Lifeguard Training	\$ 200.00	101.751.6516.630090.	CPR/First Aid/ Emergency Oxygen
Little Tyke T-Ball	\$ 45.00	101.751.6523.630090.	
Adult Stan Musial Baseball- Rental based instead of registration based now	\$ 1,875.00	101.751.9891.630020.	Insurance, Concussion Forms, Background Checks
Youth Flag Football- No longer offer, due to schools offering this program	\$ 55.00	101.751.6526.630090.	
Spring Soccer	\$ 50.00	101.751.6570.630090.	
Claude Evans Basketball	\$ 80.00	101.751.6580.630090.	Ran by a different organization
Youth Baseball - Rental based instead of registration based now		101.751.6610.630090.	Insurance, Concussion Forms, Background Checks
8u-14u	\$ 800.00		
16-18u	\$ 700.00		
Adult Softball Fall - Partnership with City Ball LLC - Field Rental		101.751.6620.630090.	
10 games	\$ 485.00		ASA Insurance
20 games	\$ 815.00		ASA Insurance
Adult Softball Summer - Partnership with City Ball LLC - Field Rental		101.751.6630.630090.	
10 games	\$ 485.00		ASA Insurance
20 games	\$ 815.00		ASA Insurance
Fall Soccer	\$ 50.00	101.751.6650.630090.	
Youth Individual Baseball	\$ 60.00	101.751.6610.630090.	

PARKS AND RECREATION DEPARTMENT
Business Unit 7022

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Kidventure Camp		101.751.6223.630090.	Camp license, staff training
a. 10 weeks	\$ 1,700.00		
b. Weekly	\$ 200.00		
c. ½ Summer Option	\$ 900.00		
Baseball Training Camp	\$ 80.00	101.751.6229.630090.	
Youth Indoor Flag Football	\$ 45.00	101.751.6234.630090.	
Start Smart Golf	\$ 35.00	101.751.6291.630520.	
Volleyball Camp	\$ 75.00	101.751.6251.630090.	
Youth Indoor Soccer	\$ 45.00	101.751.6257.630090.	
Start Smart Sports Development	\$ 35.00	101.751.6258.630090.	
Start Smart Basketball	\$ 35.00	101.751.6266.630090.	
Spring Break Camp	\$ 200.00	101.751.6267.630090.	
Youth Floor Hockey	\$ 45.00	101.751.6268.630090.	
Tiny Tot Floor Hockey	\$ 35.00	101.751.6269.630090.	
International Floor Hockey Tournament	\$ 150.00	101.751.6270.630090.	
Start Smart Indoor Soccer	\$ 35.00	101.751.6271.630090.	
BC Kings Floor Hockey Tournament	\$ 150.00	101.751.6251.630090.	
Winter Break Camp	\$ 40.00 per day	101.751.6238.630090.	
Learn to Skate	\$ 65.00	101.751.6720.630090.	
Youth Ice Hockey Development	\$ 65.00	101.751.6601.630090.	

**PARKS AND RECREATION DEPARTMENT
Business Unit 7023**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Instruction			
PGA Jr League	\$ 165.00	101.751.6291.630520.	
Jr Golf Camps	\$ 45.00	101.751.6291.630520.	
Instruction			

**PARKS AND RECREATION DEPARTMENT
Business Unit 7028**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Lifeguard Training	\$ 200.00	101.751.6516.630090.	Training class for Lifeguards for waterpark
Lifeguard Recertification	\$ 100.00	101.751.6516.630090.	
CPR Training	\$ 65.00	101.751.7028.630090.	
CPR Recertification	\$ 65.00	101.751.7028.630090.	
First Aid Training	\$ 65.00	101.751.7028.630090.	
First Aid Recertification	\$ 65.00	101.751.7028.630090.	
CPR/First Aid/BBP	\$ 100.00	101.751.7028.630090.	

**PARKS AND RECREATION DEPARTMENT
Business Unit 7050**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Field refits	\$ 50.00 - \$100.00	101.751.9889.630020.	Fee dependent up field being used
Diamond Rental - Tournaments		101.751.9889.630020.	
a C.O. Brown Stadium	\$ 650.00		Includes all refits, supervision, and clean-up
b Nichols Field	\$ 550.00		Includes all refits, supervision, and clean-up
c Morrison Field	\$ 540.00		Includes all refits, supervision, and clean-up
d Terry Newton Field	\$ 200.00		Includes all refits, supervision, and clean-up
e Convis Field	\$ 300.00		Includes all refits, supervision, and clean-up
f Flannery Field	\$ 300.00		Includes all refits, supervision, and clean-up
Diamond Rental- Practices/Games		101.751.9891.630020	
C.O. Brown Stadium- Youth	\$ 50.00/\$ 100.00		Practice Costs/Game Costs
C.O. Brown Stadium- Adult	\$ 100.00/\$ 125.00		Practice Costs/Game Costs
Nichols Field- Youth	\$ 50.00/\$ 75.00		Practice Costs/Game Costs
Nichols Field- Adult	\$ 75.00/\$ 100.00		Practice Costs/Game Costs
Morrison Field- Youth	\$ 50.00/\$ 75.00		Practice Costs/Game Costs
Morrison Field- adult	\$ 75.00/\$ 100.00		Practice Costs/Game Costs
Convis Field- Youth	\$ 35.00/\$ 65.00		Practice Costs/Game Costs
Convis Field- Adult	\$ 45.00/\$ 75.00		Practice Costs/Game Costs
Terry Newton Field	\$ 25.00		Practice Costs/Game Costs
Team Fees (2+ day tournaments)		101.751.9889.630020.	
a C.O. Brown Stadium	\$ 75.00		per team, per tournament
b Nichols Field	\$ 75.00		per team, per tournament
c Morrison Field	\$ 75.00		per team, per tournament
d Terry Newton	\$ 75.00		per team, per tournament
e Convis Field	\$ 75.00		per team, per tournament
f Flannery Field	\$ 75.00		per team, per tournament
Scoreboards		101.751.9889.630020.	
a C. O. Brown Stadium	\$ 50.00		per game
b Nichols Field	\$ 40.00		per game
c Morrison Field	\$ 40.00		per game
d Convis Field	\$ 40.00		per game: no scoreboards currently work
e Flannery Field-	\$ 40.00		per game: only Flannery 3

**PARKS AND RECREATION DEPARTMENT
Business Unit 7050**

Description	Description	Description	Description
Lighting		101.751.9889.630020.	
a C. O. Brown Stadium	\$ 85.00		per hour
b Nichols Field	\$ 65.00		per hour
c Morrison Field	\$ 65.00		per hour
d Convis Field	\$ 50.00		per hour
e Flannery Field	\$ 50.00		per hour
Temporary Fencing		101.751.9889.630020.	
a Convis Field	\$ 200.00		
b Flannery Field	\$ 200.00		

**PARKS AND RECREATION DEPARTMENT
Business Unit 7100**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
WILLARD BEACH			
Admission Fee	\$ 3.00/ \$ 7.00	101.751.7100.631020.	Individual/Vehicle
Large Pavilion	\$ 35.00	101.751.7100.631010.	Per row, per use
Pavilions 1, 2, 3 and Octagon	\$ 35.00	101.751.7100.631010.	
Large Pavilion on Beach	\$ 75.00	101.751.7100.631010.	
Facilities/Restrooms	\$ 25.00	101.751.7100.631010.	September and October before winterization
PARK FACILITIES	Contact the Department of Public Works for Park Facility accessory items		
Fell Park Restrooms - DPW handles	\$ 25.00	n/a	Fully refundable deposit after key return
Picnic tables- DPW handles	\$ 25.00	101.751.7100.631010.	Per table, community events only

PARKS AND RECREATION DEPARTMENT
Business Unit 7160

Description	Current Charges	Account Credited	Additional Requirements/Insurance
FULL BLAST			
Flash Flood			
Admission Fees			
General Admission	\$ 15.00	101.751.7160.630130.	
Season pass	\$ 100.00	101.751.7160.630100.	
Season pass - Family of 4	\$ 360.00	101.751.7160.630100.	
Equipment Rental			
Lockers	\$ 5.00	101.751.7160.630310.	
Life Jackets	\$ 5.00	101.751.7160.630130.	
Double Tubes	\$ 5.00	101.751.7160.630150.	
Summer group rentals			
Participants (25-74)	\$ 14.50	101.751.7160.630200.	
Participants (75-124)	\$ 14.25	101.751.7160.630200.	
Participants (125-249)	\$ 14.00	101.751.7160.630200.	
Participants (250+)	\$ 13.75	101.751.7160.630200.	
Birthday Parties			
Indoor (Labor day to Memorial day)	\$ 25.00/hour		
Tables	\$ 5.00/table		
Chairs	\$ 0.50/chair		
Clean up fee	\$ 25.00		
Outdoor (Memorial-Labor day)	\$ 18.00/child		
	\$ 8.00/adult	101.751.7160.630280.	
Lock-Ins- No longer offer			
Participants (50 person minimum)	\$ 60.00	101.751.7160.630200.	

PARKS AND RECREATION DEPARTMENT
Business Unit 7170

Description	Current Charges	Account Credited	Additional Requirements/Insurance
FULL BLAST			
Sports Forum			
Memberships			
Fitness membership City Employee (12 months)	\$ 60.00	101.751.7175.630380.	Individuals/City employees
Fitness membership (1 month)	\$ 30.00	101.751.7175.630360.	Monthly
Fitness membership (12 months)	\$ 300.00	101.751.7175.630360.	Yearly membership
Second Individual- Remove Option	\$ 140.00	101.751.7175.630360.	Yearly membership
3+ people- Remove Option	\$ 95.00	101.751.7175.630360.	Yearly membership
Walk and play pass	\$ 25.00	101.751.7175.630360.	Monthly
Day pass	\$ 10.00	101.751.7175.630120.	Daily Rate
Facilities Rental			
Gymnasiums (1,2,3)	\$ 30.00	101.751.7170.630320.	Depending on user group
Sports Court	\$ 20.00	101.751.7170.630320.	
Batting Cages	\$ 20.00	101.751.7170.630320.	Hourly rates
Tournament Clean Up Fee	\$ 25.00 per court	101.751.7170.630320.	
After Business Hours Rental Rates	\$50.00/hour per court \$18.00/hour for Building Supervisor	101.751.7170.630320.	Additional Clean up fee Charged
Equipment Rental			
Tables	\$5.00 per unit	101.751.7170.630320.	
Chairs	\$0.50 per unit	101.751.7170.630320.	
Picnic Tables (Lunch Style Tables)	\$5.00 per unit	101.751.7170.630320.	
Scoreboards	\$5 per hour	101.751.7170.630320.	

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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Planned Unit Residential Development	\$750.00	101.701.0000.491020.	
Planning and Zoning Map	\$40.00	101.701.0000.681040.	Available on City's website at no charge
Planning and Zoning Ordinance	\$40.00	101.701.0000.681040.	Available on City's website at no charge
Plats		101.701.0000.491020.	
a Filing Fee	\$400.00		
b Per Lot Review Fee	\$40.00		
Site Condo			
a Filing Fee	\$400.00	101.701.0000.491020.	
b Condo review fee-per site	\$40.00		
Special Use Permits	\$750.00	101.701.0000.491040.	
Telecommunications Towers			
a Administrative Review/Collocation	\$250.00	101.701.0000.491020.	
Zoning Board of Appeals		101.701.0000.491020.	
a Residential	\$200.00		
b Commercial/Industrial	\$200.00		
Zoning Reclassifications	\$750.00	101.701.0000.491040.	
Street/Alley/ROW Vacations	\$300.00	101.701.0000.681040.	
Site Plan Review: Under 5 Acres	\$300.00	101.701.0000.490250.	For properties under 5 acres
Site Plan Review: Over 5 Acres	\$400.00	101.701.0000.490250.	For properties over 5 acres
Commercial Building Plan Review	\$40.00	101.701.0000.490250.	
Property Disposition			
a. Buildable lots in a residential zoning district	\$300.00	101.701.8040.491030	
b. Non-buildable lots in a residential zoning district	\$150.00	101.701.8040.491030	
c. Any Commercial Zoning District	\$480.00	101.701.8040.491030	
d. Any Industrial Zoning District	\$750.00	101.701.8040.491030	
e. Calhoun County Register of Deeds (Deed Recording)	**	101.701.8040.491030	**Fee established by Calhoun County

**PLANNING DEPARTMENT
Business Unit 8020 (cont.)**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
SIGN PERMITS (Permanent Signs)			
a. Administrative Fee	\$50.00	101.701.0000.490250.	
b. Zoning Approval	\$40.00	101.701.0000.490250.	
c. Inspection Fee - First \$1000 of cost	\$50.00	101.701.0000.490250.	
d. Inspection Fee -each add'l\$1000 of cost	\$20.00	101.701.0000.490250.	
ZONING PERMITS (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. Administrative Fee	\$30.00	101.701.0000.490250.	
b. Zoning Approval	\$30.00	101.701.0000.490250.	
c. Inspection Fee	\$40.00	101.701.0000.490250.	
d. Motor Home Parking Permit	\$40.00	101.701.0000.490250.	
Hen, Quail, and Duck Permits	\$25.00	101.701.0000.490250.	
Administrative Search Warrants	\$250.00	101.701.0000.681040.	
House Trailers	\$25.00	101.701.0000.490250	Maximum allowed - six weeks
Zoning Compliance Letter	\$100.00		
Work without a permit (fence and accessory dwellings)	\$150.00	101.701.0000.490250.	
Marihuana Business Permitting (New and Annual Renewal)		All Fees are Non-Refundable	
Medical Marihuana Facilities Permit	\$5,000.00	101.215.0000.478015.	Worker's Compensation Insurance – MI:
Annual Renewal	\$5,000.00		Statutory limits, Commercial General Liability &
Adult Use Marihuana Establishment	\$5,000.00	101.215.0000.478015.	Bodily
Annual Renewal	\$5,000.00		Injury Insurance, with minimum limits of
Late Fee (if renewal application submitted after November 1st each year)	\$250.00	101.215.0000.478015.	\$100,000

**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, Adult School Crossing Guards and Special Events/Block Parties.

Description	Regular	Overtime	Account Credited	Additional Requirements/Insurance
PERSONNEL COSTS:				
a Police Officer	\$ 52.76	\$ 66.76	101.315.0000.703030.	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.
b Police Sergeant	\$ 69.81	\$ 95.06	101.315.0000.703030.	
c Police Lt's	\$ 90.73	\$ 126.90	101.315.0000.703030.	
d Police Detective	\$ 64.28	\$ 98.41	101.310.3070.703030.	
e Police Officer -Crime Lab	\$ 59.07	\$ 77.25	101.310.3060.703030.	
f Forensic Specialist	\$ 56.63	\$ 73.61	101.310.3060.703030.	
g Word Processor/Typist	\$ 23.55	\$ 38.65	101.305.3210.703030.	
h Cadets	\$ 22.84	\$ 33.32	101.315.3110.703030.	

**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.

Description	Regular	Overtime	Account Credited	Additional Requirements/Insurance
PERSONNEL COSTS:				
a Police Officer	\$ 52.76	\$ 66.76	101.315.0000.703030.	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.
b Police Sergeant	\$ 69.81	\$ 95.06	101.315.0000.703030.	
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e Police Officer -Crime Lab	\$ 59.07	\$ 77.25	101.310.3060.703030.	
f Forensic Specialist	\$ 56.63	\$ 73.61	101.310.3060.703030.	
g Word Processor/Typist	\$ 23.55	\$ 38.65	101.305.3210.703030.	
h Cadets	\$ 22.84	\$ 33.32	101.315.3110.703030.	

**POLICE DEPARTMENT
COST RECOVERY FOR EMERGENCY RESPONSE
Business Unit 3250 (cont.)**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
VEHICLE COSTS:			
Police vehicles	\$13.35/hr.	101.315.0000.681040.	
Legal cost	As charged by the service provider and/or City personnel costs and related expenses		
Emergency medical services	As charged by the 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	101.315.0000.629020.	
Blood Test	\$ 77.00	101.315.0000.629020.	
OUIL Accident Scene Investigation	\$ 53.00	101.315.0000.629020.	
Warrant Cost Recovery	Current Wages & vehicle Cost		
FALSE ALARMS			
First Occurrence	\$ 0.00		2 Officer response totaling 15 minutes to
Second Occurrence	\$ 0.00		
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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
TESTS:			
		101.315.0000.681040.	
a Court-Ordered PBT Test	\$15.00		Specialized training by a Sgt.
b Court-Ordered Breathalyzer Test	\$20.00		Specialized training by a Sgt.

**POLICE DEPARTMENT
ANIMAL CONTROL SERVICES**

Description	Current Charges	Additional Requirements/Insurance
Animal Retrieval Fee: Intake	\$20.00	As charged by the service provider
Additional Day Housing	\$10.00	As charged by the service provider
Unaltered animal retrieval fee: 2 nd retrieval/calendar year	\$25.00	As charged by the service provider
Unaltered animal retrieval fee: 3 rd retrieval/calendar year	\$100.00	As charged by the service provider
Pet Microchipping	\$20.00	As charged by the service provider

**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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Precious Metal and Gold Permits	\$50.00	101.310.3070.681040.	Registration in the LeadsOnline software
Precious Metal and Gold Dealer Permit	\$20.00		Registration in the LeadsOnline software

**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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Burglar/Panic Alarm Annual Registration	\$25.00	101.305.3210.681040.	
Fingerprint processing	\$20.00 plus State/Federal Mandated fees	101.305.3210.479020.	Fingerprint Training, access to the system
Accident reports	\$10.00	101.305.3210.479040.	
Criminal/Background checks	\$15.00	101.305.3210.479030.	Notary, LEIN Certification
SOR – Sex Offender Registry	\$50.00	101.310.3070.479070.	Notary, LEIN Certification
Police reports			
a Clerical fee	Wage + benefits	101.305.3210.479040.	Lowest paid Staff able of fulfilling request
b Copy fee	\$0.10/page		
c Postage	Current rate		
Gun Registration Copy	\$1.00	101.305.3210.479010.	
Fax	\$2.00	101.305.3210.681040.	
Notary fee	\$5.00	101.305.3210.479040.	
Photograph development		101.310.3060.681040.	
a Disk/CD format	\$1.80		
b Flash Drive			
8 G	\$3.93		
16G	\$3.99		
32G	\$4.79		
c Editing fee	\$3.80/5 minutes	101.310.3060.681040.	

**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.

Description	Current Charges		
Parking Structures: West Michigan & Riverwalk Parking	All parking related revenues and expenses are administered by ABM Parking Services		
First hour	Free	Minutes	Fee
Each additional hour	2nd Hour	61-120	Free
	3rd Hour	121-180	\$ 4.00
	4th Hour	181-240	\$ 5.00
	5th Hour	241-300	\$ 6.00
	6th Hour	301-360	\$ 7.00
	Maximum		\$ 8.00/day
Parking Structure: Hamblin Avenue (698)	1 st Hour	11-60	\$ 2.00
	2nd Hour	61-120	\$ 3.00
	3rd Hour	121-180	\$ 4.00
	4th Hour	181-240	\$ 5.00
	5th Hour	241-300	\$ 6.00
	6th Hour	301-360	\$ 7.00
	7 th Hour	361-420	\$ 8.00
	8 th – 10 th Hour	421-600	\$ 8.00
	More than 11 hours	601+ minutes	\$14.00
	Daily Maximum (Overnight)		\$14.00
Monthly Permits	Up to \$100.00/vehicle		
Special Events	\$1.00 to \$10.00/vehicle		
Honor Boxes	\$0.25/hr.		
Lost Ticket Fee			
West Michigan Parking Structure	\$ 8.00		
Hamblin Avenue Parking Structure	\$14.00		
Violations	Original Fee	10-20 days	21+ days
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	\$15.00	\$20.00	\$25.00
Night Parking	\$5.00	\$10.00	\$15.00
Second & subsequent tickets/month(f)	\$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
Blocking Drive or Alley	\$5.00	\$10.00	\$15.00
Restricted Parking(d)	\$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	\$25.00	\$30.00	\$50.00
Disabled Person Only	\$100.00	\$175.00	\$250.00
Commercial Vehicle/Truck Parking (e)	\$20.00	\$25.00	\$30.00
Second ticket/month(f)	\$40.00	\$50.00	\$60.00
Third and additional ticket/month	\$60.00	\$75.00	\$90.00

Number of Tickets Within a Year

First Ticket
Second and Third Tickets
Fourth and Fifth Tickets
Sixth and Seventh Tickets
Eighth and Ninth Tickets
Tenth or More Tickets

Fine Amount

Courtesy
\$5.00
\$10.00
\$25.00
\$50.00
\$100.00

Fine if Paid by Close of Next Business Day

\$2.00
\$5.00
\$12.00
\$25.00
\$50.00

**PUBLIC WORKS DEPARTMENT
RECORDS DIVISION**

Business Unit 4450 (now Organization Set - 202.22.4792)

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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Right of Way Permits			
Residential/Commercial/Individual			
a Mailbox Installation	\$0.00	Request residents apply for permit and contact MISS-Digg before installing	
b Curb cuts, driveways, etc.	\$ 100.00 each	202.449.0000.681040.	
c Lane/road closures, obstructions	\$ 150.00 each	202.449.0000.681040.	
d Tree Removal (City Owned)	\$150.00 each	202.449.0000.681040.	\$400 deposit on all city owned trees removed. Deposit can be returned upon the Individual/Contractor planting no less than 2 trees within the City Right-of-Way in a space approved by the City. Trees planted must be at least 1.5" in diameter and be a tree from the City approved list. The Individual/Contractor has 365 days from the tree removal to plant trees or the deposit will be forfeited to the Environmental Department to plant trees.
e Overweight/Wide loads on Local Streets	\$200.00	202.449.0000.681040.	
f Street Cut Penalty	\$2,000.00 each	202.449.0000.632020.	
e Work Without a Permit Fee	\$ 500.00 each	202.449.0000.681040.	
f Annual Right of Way Permit Annual Permit fees waived for nonprofit organizations.	\$750.00	202.449.0000.681040.	Permits valid for Calendar Year January 1 – December 31.
DPW Document Copies (Maps 18" X 24" and larger)	\$ 15.00	591.536.0000.681040.	
DPW GIS Map Production Commissioned DPW GIS Work (Custom map production, analysis, DPW GIS Services)	\$50.00/hr.	591.536.0000.681040.	Production of Deliverables that do not currently exist. First print/PDF included (Minimum of one hour, estimate provided.)
Printed Maps	\$ 15.00 each	591.536.0000.681040.	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

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

Business Unit 4440 (now Organization Set - 591.23.4440)

Description	Current Charges			Account Credited
Water Service				
Installation				591.536.0000.616230.
a Residential (¾" or smaller water meter)	\$4,200.00 each	For existing tap and view or normal initial service line construction. Extenuating Circumstance may incur additional costs		
b Other	Time & Materials			
Service and Meter Size	Construction	Capacity Fee	Meter Setting Fee	Total
a Residential Water Service 5/8"	Estimate	\$610.00	\$60.00	TBD
b Residential Water Service 3/4"	Estimate	\$915.00	\$60.00	TBD
c Residential Water Service 1" Meter	Estimate	\$1,525.00	\$60.00	TBD
d Commercial Water Service 1 ½"	Estimate	\$3,050.00	\$60.00	TBD
e Commercial Water Service 2"	Estimate	\$4,880.00	\$60.00	TBD
f Commercial Water Service 3"	Estimate	\$9,150.00	\$60.00	TBD
g Commercial Water Service 4"	Estimate	\$15,250.00	\$60.00	TBD
h Commercial Water Service 6"	Estimate	\$30,500.00	\$60.00	TBD
i Commercial Water Service 8"	Estimate	\$48,800.00	\$60.00	TBD
j Commercial Water Service 10"	Estimate	\$70,150.00	\$60.00	TBD
Sewer Services (Sanitary)				591.536.0000.616230.
Installation				
a Residential (¾" or smaller water meter)	\$4,200.00	For existing tap and view or normal initial service line construction. Extenuating Circumstance may incur additional costs		
b Other	Time & Materials			
Capacity	Construction	Capacity Fee	Total	590.537.0000.615110.
a 1" Service with a 5/8" Meter	Estimate Provided	\$740.00	TBD	
b 1" Service with a 3/4" Meter	Estimate Provided	\$1,110.01	TBD	
c 1" Service with a 1" Meter	Estimate Provided	\$1,850.01	TBD	
d 2" Service with a 1 ½" Meter	Estimate Provided	\$3,700.00	TBD	
e 2" Service with a 2" Meter	Estimate Provided	\$5,920.00	TBD	
f 4" Service with a 3" Meter	Estimate Provided	\$11,100.00	TBD	
g 4" Service with a 4" Meter	Estimate Provided	\$18,500.00	TBD	
h 6" Service with a 6" Meter	Estimate Provided	\$37,000.00	TBD	
i 8" Service with a 8" Meter	Estimate Provided	\$59,200.00	TBD	
j 10" Service with a 8" Meter	Estimate Provided	\$85,100.00	TBD	
Sewer Services (Storm)				
Installation				
a All			Time and Materials	

**TREASURER
Business Unit 2540**

The Treasurer's Office is responsible for the receipting of all funds due the City. The Treasurer also prepares 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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Dog/Cat Licenses			
a Non-neutered	\$20.00	101.430.0000.479060.	
b Neutered - One year license	\$5.00	101.430.0000.479060.	
c Neutered - Three year license	\$12.00	101.430.0000.479060.	
Service animal	Free		Signed affidavit by owner
d Replacement fee	\$5.00	101.430.0000.479060.	
Kennel Licenses			
a Less than 11 dogs and/or cats	\$10.00	101.430.0000.479060.	
b Eleven or more dogs and/or cats	\$25.00	101.430.0000.479060.	
c Late charge	Double original fee	101.430.0000.479060.	
Kennel Inspection Fee			
a 3-10 Dogs and/or Cats	\$40.00	101.430.0000.629150.	
b 11-30 Dogs and/or Cats	\$65.00	101.430.0000.629150.	
c 31+ Dogs and/or Cats	\$105.00	101.430.0000.629150.	
Return Check or Bank Draft and Credit Card Chargeback/Return Fee	\$35.00	101.253.0000.681040.	
Late fee on City miscellaneous invoices	1.50%/month/ maximum	(Invoicing dept. #) 664.090	
Credit/Debit Card Service Fee			
Electronic Check Fee	3.95%	Minimum \$2.50	

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.

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Water turn-on charge	\$60.00	591.536.0000.616010.	Fee charged for water turn on (new account turn on does not apply)
Missed Appointment Fee	\$30.00	591.536.0000.616010.	
Metering Equipment Charges	Equipment Cost	Setting Fee	Total Charge
a 5/8" Positive Displacement	\$ 98.00	\$60.00	\$158.00
b 3/4" Positive Displacement	\$135.00	\$60.00	\$195.00
c 1" Positive Displacement	\$210.00	\$60.00	\$270.00
d 1 1/2" Positive Displacement	\$500.00	\$60.00	\$560.00
e 2" Positive Displacement	\$750.00	\$60.00	\$810.00
f 1 1/2" Turbine Class II	\$880.00	\$60.00	\$940.00
g 2" Turbine Class II	\$950.00	\$60.00	\$1,010.00
h 3" Turbine Class II	\$1,500.00	\$60.00	\$1,560.00
i 4" Turbine Class II	\$1,800.00	\$60.00	\$1,860.00
j 6" Turbine Class II	\$3,100	\$60.00	\$3,170.00
k 8" Turbine Class II	\$3,720.15	\$60.00	\$3,780.15
l 10" Turbine Class II	\$6,200.00	\$60.00	\$6,260
m 2" Compound	\$2,000.00	\$60.00	\$2,060.00
n 3" Compound	2,750.00	\$60.00	\$2,810.00
o 4" Compound	\$3,500.00	\$60.00	\$3,560.00
p 6" Compound	\$5,000.00	\$60.00	\$5,060.00
r R900 Radio transmitter	\$80.00	\$60.00	\$140.00
s R900 Radio transmitter pit unit	\$108.00	\$60.00	\$168.00
t 5/8" Mach 10 Ultrasonic	\$ 250.00	\$60.00	\$ 310.00
u 3/4" Mach 10 Ultrasonic	\$ 299.00	\$60.00	\$ 359.00
v 1" Mach 10 Ultrasonic	\$ 350.00	\$60.00	\$ 410.00
w 1 1/2" Mach 10 Ultrasonic	\$ 799.00	\$60.00	\$ 859.00
x 2" Mach 10 Ultrasonic	\$ 950.00	\$60.00	\$ 1,010.00
y 3" Mach 10 Ultrasonic	\$2038.50	\$60.00	2098.50
z 4" Mach 10 Ultrasonic	\$2950.50	\$60.00	\$3,010.50
aa 6" Mach 10 Ultrasonic	\$4446.50	\$60.00	4506.50
Ab 8" Mach 10 Ultrasonic	\$6851.50	\$60.00	\$6911.50
Call in charge, includes \$60 turn on fee	\$215.00 per incident	591.536.0000.616010.	Regular Business hours 7:30 a.m. – 4:00
Monthly Water Commodity Charge		591.536.0000.616010.	Rate per 100 cubic feet (748 Gallons)
All metered water	\$1.64	7/1/25-6/30/26	

UTILITY BILLING
Business Unit 5570 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Monthly Water Readiness to Serve Charge		591.536.0000616010	
Inside City	7/1/25-6/30/26		
a 5/8" meter	\$15.04		
b 3/4" meter	\$21.36		
c 1" meter	\$33.96		
d 1 ½ " meter	\$65.51		
e 2" meter	\$103.35		
f 3" meter	\$191.65		
g 4" meter	\$317.81		
h 6" meter	\$633.16		
i 8" meter	\$1,011.61		
j 10" meter	\$1,453.13		
k Over 10"	Calculated at the time of permit		
Monthly Fire Sprinkler Charge (based on proportional cost allocation)		591.536.0000.61601	
Inside City	7/1/25-6/30/26		
a 2" Tap	\$11.77		
b 3" Tap	\$22.08		
c 4" Tap	\$36.80		
d 6" Tap	\$73.61		
e 8" Tap	\$117.78		
f 10" Tap	\$169.29		
g 12" Tap	\$243.78		
Hydrant meter fees:		591.536.0000.61601	
Permitted Hydrant Use	Security Deposit	Fee: Metering Equipment Setting	Consumption @ 1.5 times Current City of BC rate
1" Metered Garden Hose	\$300.00	\$60.00	See rate schedule
3" Metered Fire Hose	\$1,500.00	\$60.00	See rate schedule
3" Daily Unmetered Hose	\$300.00	\$60.00 Set up and hydrant Operation training	\$65.00 per additional day, not billed on consumption
1" Daily Unmetered Hose	\$150.00	\$60.00 Set up and hydrant Operation training	\$30.00 per additional day, not billed on consumption
Loading Fee (1/2 Hr. wage)	1 day of 3" Ready to Serve		Consumption @ Current City of BC
Bulk Water @ DPW Building	\$11.14	\$5.27	See rate table

UTILITY BILLING
Business Unit 5570 (continued)

Description	Current Charges	Account Credited	Additional Requirements/Insurance
Sewer charge/100 cubic feet	\$4.17	591.536.0000.61601	
Monthly Sewer Readiness Charge – (prorated on bills) (inside City & outside City customers billed by City)	7/1/25-6/30/26	591.536.0000.61601	
a 5/8" meter	\$18.45		
b 3/4" meter	\$26.60		
c 1" meter	\$42.88		
d 1 ½" meter	\$83.60		
e 2" meter	\$132.44		
f 3" meter	\$246.42		
g 4" meter	\$409.22		
h 6" meter	\$816.29		
i 8" meter	\$1,304.75		
j 10" meter	\$1,874.63		
Industrial Pretreatment Program (IPP)			
BOD and Suspended Solids Charges	7/1/25-6/30/26		
BOD (per pound over 300 mg/l)	\$0.2600		
SS (per pound over 300 mg/l)	\$0.4400		
Sampling (per sample)	\$361.26		
Flat Rate Monthly Sewer Usage Charge			
Per Residential Equivalent Unit	7/1/25-6/30/26		
Inside City	\$49.73		
Solid Waste (Garbage) Collection Charges			
Garbage Rates (based on 30 days)	7/1/25-6/30/26		
a Curb	\$23.25		
b Curb discount	\$14.79		
c Backyard	\$36.09		
d Backyard discount	\$22.93		
Tenant Deposits		591.000.0000.25501	
a Water	Three times Ready to Service Charge (per largest meter size presently installed)		
b Sewer	Three times Ready to Service Charge (per largest meter size presently installed)		
c Garbage	Three times 30 day rate currently in effect		
Return Check or Bank Draft and Credit Card Chargeback/Return Fee	\$35.00	591.536.0000.681050.	
Opt-Out Exception Meter Reading Fee (as defined in the Exception Request - Automated Meter Read Device "Opt-Out" form)	\$60.00/quarter		Completion of Exception Request, appointment scheduled during the 3rd month of every quarter of the year & provide access to the water meter.

BATTLE CREEK EXECUTIVE AIRPORT AT KELLOGG FIELD
Business Unit 1580

The Battle Creek Executive Airport (BTL) at Kellogg Field's mission is to maintain and leverage safe, secure, and efficient infrastructure that 1) fosters an environment for diverse, high-quality aviation products, services, and facilities 2) sustains and enhances economic development and 3) connects the Battle Creek community to the national air transportation system and the world. BTL operates a 10,004-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 Aircraft Corp. 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, as well as the Michigan Air National Guard.

Description	Current Charges	Account Credited	Additional
Gross aircraft landing weight fee			
a Less than 8,000 lbs.	Free		
b 8,000 to 12,500 lbs.	\$58.00		
c 12,501 to 24,999 lbs.	\$91.00		
d 25,000 to 54,999 lbs.	\$153.00		
e 55,000 to 89,999 lbs.	\$206.00		
f 90,000 to 129,999 lbs.	\$309.00		
g 130,000+ lbs.	\$2.75per 1,000lbs		
Fuel flowage fee	\$0.15/gallon		
T-hangar key fee	\$38.00		Includes 2 keys, non-refundable
Additional T-hangar keys	\$16.50/each key		Non-refundable
Airport Badge - New	\$42.00/badge		Non-refundable
Airport Badge with Driving Privileges - New	\$74.00/badge		Non-refundable
Airport Badge with Driving Privileges - Renewal	\$58.00/badge		Non-refundable
Replace Lost/Stolen Badge/Unreturned - 1st occurrence	\$110.00/badge	581.595.0000.628080.	Non-refundable
Replace Lost/Stolen Badge/Unreturned - 2nd occurrence	\$165.00/badge	581.595.0000.628080.	Non-refundable
Replace Worn out/Damaged Badge	\$35.00/badge		Non-refundable

Landing Fee Exemptions: The Battle Creek Executive Airport 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.

**BATTLE CREEK EXECUTIVE AIRPORT AT KELLOGG FIELD
Business Unit 1580 (continued)**

Description	Current Charges	Account Credited	Additional Requirements/Insurance
T-Hangar Rental Rates			
A Slide Door Width – 39’ 9” Depth – 31’ 4” Tail Width – 12’ 5” Hangar #3 & #8 offers extra storage space	\$146.00/month		Insurance requirements set by City.
B Electric Bi-Fold Door Width – 41’ 6” Depth – 32’ Tail Width – 20’ 6” Height Clearance – 11’ 11”	\$182.00/month	581.595.0000.628060.	Insurance requirements set by City.
C End T-Hangars Dimensions – Same As Above Each Hangar offers extra storage space	\$203.00/month		Insurance requirements set by City.
D Electric Bi-Fold Door Width – 42’ Depth – 33’ Height Clearance – 12’	\$233.00/month		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	\$242.00/month		Insurance requirements set by City.
Airport owned/operated Open Tie-Down	\$45.00/month	581.595.0000.681040.	Insurance requirements set by City.

Note: 1) Lease agreement required.

2) Insurance requirements determined by the City's 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.