



# City Council Report

**Date:** May 4, 2020  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager  
**From:** Edward Quedens, Business Services Director  
Tim Meyer, Business License and Revenue Collections Administrator  
**Subject:** Fees and Charges – Elimination of \$2 Technology Fee (Citywide)

## Purpose and Recommendation

The purpose of this report is to recommend eliminating the \$2 Technology Improvement Fee charged on Specialty Licenses, Alarm Permits, and Fire Safety Operational Permits.

## Background and Discussion

This fee was created in FY2016/17 to help pay for the City's new licensing system and platform software called Open Counter. The City's intent was to create a question and answer based front-end to walk businesses and citizens through the licensing process. Use of the process never gained wide use, and the new version of the Open Counter product no longer feeds the data collected into the Accela licensing system. Therefore, the City will be discontinuing the use of Open Counter.

The Technology Improvement Fee currently applies to the following licenses:

Antique Dealer	Park and Swap
Auction House	Pawn Broker
Auctioneer	Police Department Alarms ( <i>on Police Department's Fee Schedule</i> )
Fire Safety Occupational Permit ( <i>on Fire &amp; Medical's Fee Schedule</i> )	Peddler
Fireworks	Scrap Metal
Fortune Teller	Secondhand Dealer
Liquor	Sexually Oriented Business
Liquor Special Event	Special Event
Livestock	Teen Dance Hall
Massage Establishment	Tent
Off-Track Betting	

Since the City's use of this software will be discontinued and other funding is available to support the Accela licensing software, the \$2 Technology Improvement Fee is recommended to be eliminated.

**Alternatives**

The Council could decide to keep the fee.

**Fiscal Impact**

Eliminating this fee will result in reduction of revenue of approximately \$53,200 (FY 2018/19). Discontinuing the use of the Open Counter will result in a reduction of expense of approximately \$55,500.

**Coordinated With**

The Business Services Department coordinated with Office of Management and Budget to amend the schedule of fees and charges.

## Fees & Charges Schedule - Key

### Heading Configuration

<b>Schedule of Fees &amp; Charges</b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

### Font Indications

Font	Font Indications
Regular Font	Existing fee or language
<del>Strikethrough</del>	Fee or language will be deleted from the Fee Schedule
<b>BOLD CAPS</b>	Language is being added to Fee Schedule
<b>Bold</b>	New or increased Fee Amount

**Fee Recommendation Schedule**  
**Exhibit A**  
**Department: Business Services**

Description of Service	Current Fee	Proposed Fee	Unit	Revenue Code	Total Fiscal Impact	Notes
LIQUOR LICENSE						
Application Fee (all series) +	\$100.00	\$100.00		1101-4103		Removing Technology Fee indicator
<i>Subsequent Years +</i>						Removing Technology Fee indicator
Series 1-4, 8, 11-13	\$500.00	\$500.00	One year			
Series 6-7, 9-10 and 14	\$550.00	\$550.00	One year			
Series 5	N/A	N/A				
<i>Late Fee</i>	20%	20%	Of renewal fee			
Special Event Liquor License						
Application Fee (all series) +	\$25.00	\$25.00		1101-4103		Removing Technology Fee indicator
FORTUNE TELLER						
License Fee +	\$300.00	\$300.00		1101-4104		Removing Technology Fee indicator
Annual Renewal Fee +	\$300.00	\$300.00	One year			Removing Technology Fee indicator

**Fee Recommendation Schedule**  
**Exhibit A**  
**Department: Business Services**

<b>AUTOMATED KIOSKS - ELECTRONIC DEVICES</b>						
Master Application Fee +	\$500.00	\$500.00	Per application	1101-4104		
License Issuance Fee	\$500.00	\$500.00	Per kiosk			
License Renewal Fee	\$500.00	\$500.00	Annually per license			
<b>MESSAGE ESTABLISHMENTS</b>						
Application Fee +	\$100.00	\$100.00		1101-4104		Removing Technology Fee indicator
License Fee	\$100.00	\$100.00				
Annual Renewal Fee +	\$100.00	\$100.00	One year			Removing Technology Fee indicator
<b>PARK AND SWAP</b>						
Application Fee +	\$100.00	\$100.00		1101-4104		Removing Technology Fee indicator
License	\$150.00	\$150.00				
Annual Renewal Fee +	\$150.00	\$150.00	One year			Removing Technology Fee indicator
<b>PAWNBROKERS/SECONDHAND DEALERS**</b>						
Application +	\$100.00	\$100.00		1101-4104		Removing Technology

**Fee Recommendation Schedule**  
**Exhibit A**  
**Department: Business Services**

						Fee indicator
License Fee	\$100.00	\$100.00				
Annual Renewal Fee +	\$100.00	\$100.00	One year			Removing Technology Fee indicator
Late Fee	20%	20%	Of renewal fee			
PEDDLER**				1101-4104		
Application Fee +	\$10.00	\$10.00				Removing Technology Fee indicator
Renewal Fee (quarterly or annual) +	\$30.00	\$30.00	Quarter			Removing Technology Fee indicator
	\$100.00	\$100.00	One year			
SPECIAL EVENT LICENSE				1101-4104		
Application Fee +	\$100.00	\$100.00	Day (max. \$300)			Removing Technology Fee indicator
TEENAGE DANCE HALL						
Application Fee +	\$100.00	\$100.00				Removing Technology Fee indicator
License Fee	\$300.00	\$300.00				
Annual Renewal Fee +	\$300.00	\$300.00	One year			Removing Technology Fee indicator

**Fee Recommendation Schedule**  
**Exhibit A**  
**Department: Business Services**

SEXUAL ORIENTED BUSINESS**						
Application Fee +	\$500.00	\$500.00		1101-4104		Removing Technology Fee indicator
License Fee	\$500.00	\$500.00				
Annual Renewal Fee +	\$500.00	\$500.00	One year			Removing Technology Fee indicator
SEXUAL ORIENTED BUSINESS-EMPLOYEE**				1101-4104		
Application/License Fee +	\$50.00	\$50.00				Removing Technology Fee indicator
Annual Renewal Fee +	\$50.00	\$50.00	One year			Removing Technology Fee indicator
**Also requires an Investigation Fee of \$25.00 per license.						
All Fees and Non-Refundable and are not prorated						
ESCORT SERVICE						
Application Fee +	\$100.00	\$100.00		1101-4104		Removing Technology Fee indicator
License Fee	\$100.00	\$100.00				

**Fee Recommendation Schedule**  
**Exhibit A**  
**Department: Business Services**

Annual Renewal +	\$100.00	\$100.00	One year			Removing Technology Fee indicator
ESCORT BUREAU						
Application Fee +	\$200.00	\$200.00		1101-4104		Removing Technology Fee indicator
License Fee	\$200.00	\$200.00				
Annual Renewal +	\$200.00	\$200.00	One year			Removing Technology Fee indicator
LIVESTOCK LICENSE						
Residents outside the Lehi sub-area can apply for a livestock license to allow up to the Lehi sub-area ratios of 4.0 animal points for the 1st acre. If property outside the Lehi sub-area is over 1 acre, 1.0 animal point would be allotted for every 5,445 sq ft (1/8 acre) thereafter. Both Lehi sub-area residents and those outside the Lehi sub-area would be able to increase the livestock ratio even higher through the use of a Special Use Permit (SUP).						
Application Fee +	\$50.00	\$50.00	Initial license	1101-4104		Removing Technology Fee indicator
Annual Renewal Fee +	\$50.00	\$50.00	Per year			Removing Technology Fee indicator
OFF-TRACK BETTING						
Application Fee +	\$500.00	\$500.00	Per window			
Issuance Fee	\$500.00	\$500.00				
Annual Fee +	\$500.00	\$500.00	One year			
Per Window Fee + 5 windows	\$0	\$0				



**Fee Recommendation Schedule**

**Exhibit A**

**Department: Business Services**

Late Renewal Fee	\$100.00	\$100.00				
<del>+ Technology Enhancement Fee</del>	<del>\$2.00</del>	<del>-</del>	<del>Each permit/License</del>	<del>-</del>	<del>\$(53,200)</del>	<del>-Removing technology fee</del>
<del>* Each and every Specialty Business License, Alarm Permit and Fire Safety Operation Permit shall be assessed an additional \$2.00 Technology Enhancement Fee.</del>						

**Total Annual Fiscal Impact: \$(53,200)**

**Fee Recommendation Schedule**  
**Exhibit B**  
**Department: Fire & Medical Department**

	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Unit</b>	<b>Revenue Code</b>	<b>Total Fiscal Impact</b>	<b>Notes</b>
Fire safety Operational Permit (FSOP) +	\$15.00	\$15.00		1101-4205	\$0.00	Removing Technology Fee indicator

Total Annual Fiscal Impact: \$0.00

**Fee Recommendation Schedule**

**Exhibit C**

**Department: Police Department Fee Schedule**

	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Unit</b>	<b>Revenue Code</b>	<b>Total Fiscal Impact</b>	<b>Notes</b>
<i>ALARM, FINES, FEES AND ASSESSMENTS</i>						
Alarm Permit:						
Burglary Function +	\$10.00	\$10.00			\$0.00	Removing Technology Fee indicator
Panic/Holdup Function +	\$10.00	\$10.00			\$0.00	Removing Technology Fee indicator
Burglary Function and Panic/Holdup Function +	\$20.00	\$20.00			\$0.00	Removing Technology Fee indicator
Revoked Permit Reinstatement Fee +	\$25.00	\$25.00			\$0.00	Removing Technology Fee indicator

**Total Annual Fiscal Impact: \$0.00**