

**AGENDA  
CITY OF HARTFORD  
FINANCE & PERSONNEL COMMITTEE  
CITY HALL COUNCIL CHAMBERS  
TUESDAY, OCTOBER 13, 2020  
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of writing off uncollectible personal property taxes for the year 2019. (Executive Summary attached)
5. Discussion and consideration of amending Section 42.04 of the Municipal Code relating to fees. (Executive Summary attached)
6. Discussion and consideration of approving a contract with iWorQ for a Building Inspection Permitting Service contract at a price not to exceed \$13,250 for the first year and \$8,250 per year thereafter. (Executive Summary attached)
7. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

## EXECUTIVE SUMMARY

### TITLE

## WRITE-OFF OF DELINQUENT PERSONAL PROPERTY TAXES

### BACKGROUND

Each year, as part of the year-end process, any personal property taxes that remain unpaid are proposed to be written off. This action does not dismiss the unpaid tax, but recognizes the diminishing likelihood that the amount will be collected in full.

A taxation district (city, village or town) may charge back to other taxing agencies (including a school district) their proportionate share of those personal property taxes which remain unpaid providing the entity meets the following criteria:

- \* Taxes are owed by an entity that has ceased operations or
- \* Entity has filed a petition for bankruptcy or
- \* Taxes are due on personal property that has been removed from the next assessment roll

The city will continue its efforts to collect the delinquent personal property taxes before charging them back to a taxation jurisdiction. Failure to collect on any business still in operation where the the unpaid amount exceeds \$500 will be turned over to the City Attorney for processing.

The attached list includes uncollectible personal property taxes for the year 2019 in full. The names of the debtors are available upon request by contacting the Finance Department.

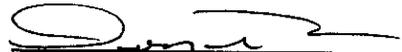
### FISCAL IMPACT

The total write-offs equal \$84.24 of which a portion will ultimately be the City's share of the loss. Losses in excess of budgeted amounts are covered by undesignated fund balance in the General Fund.

### RECOMMENDATION

Write-off of uncollectible personal property taxes for the year 2019, per the attached list.

Prepared By:

  
Dawn Timm, Finance Director/Treasurer

10/21/2020  
Date

Authorized By:

  
Steve Volkert, City Administrator

10-2-2020  
Date

Scheduled:

Finance and Personnel <sup>10-13</sup> ~~11-10-20~~  
Common Council ~~11-24-20~~  
10-13

CITY OF HARTFORD, WISCONSIN  
 GENERAL FUND  
 SCHEDULE OF DELINQUENT PERSONAL PROPERTY TAXES

TAXPAYER	AMOUNT	NOTES	Able to Chargeback To Taxing Jurisdictions?
PT 110	82.35	Closed - 4/2019	yes
230-9900-0020-000	1.89		no

---

**Total** **84.24**

<b>Total Amount to Write-Off</b>	<b>84.24</b>
<b>Total Amount To Chargeback</b>	<b>82.35</b>
<b>Total Unable To Chargeback</b>	<b>1.89</b>

Executive Summary

**Title:** 2021 Cemetery Interment and Lot Sale Fees

**Background:** The Cemetery interment and lot sale fees include several changes and increase for the 2021 budget. The majority of fees will remain the same as the 2020 budget. Attached is the entire fee schedule. The following are the proposed 2021 fee changes.

The interment fee for the adult weekday grave opening includes a cost increase by \$25 adjusting the current \$700 to \$725 for the weekday burial. This was done to correctly align that fee with other in-ground interment fees all which reflect a \$100 difference between the weekend verses weekday pricing.

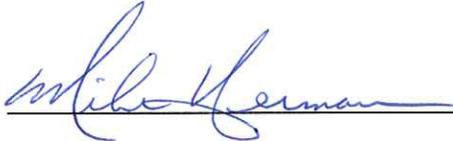
The proposed fee for the regular (4' x 10') full size lot includes a \$100 increase going from \$550 to \$650 for the city resident price. The non-resident lot fees are double those of resident fees therefore increasing that fee from \$1,100 to \$1,300. The cremation lot fee (3' x 5') for resident price remains the same as currently approved at \$450. The non-resident cremation lot fee however was incorrectly listed at \$800 and should be double therefore that fee is proposed to be approved at \$900 in the 2021 budget.

The fee adjustment for interment and lot sales are recommended in order to keep pace with operational cost increases. Additionally staff reviews the fees with other cemeteries to ensure we offer similar pricing.

**Fiscal Impact:** Staff adjusted and increased the overall cemetery budget revenue projections for the burial interment and lot sales using the proposed 2021 fee recommendation. The 2021 budget revenue projections also consider recent year averages for lot sales and burials. The proposed 2021 budget includes \$27,100 for lot sales and \$54,050 for burial interment fees.

**Staff Recommendation:** Staff recommends the 2021 City of Hartford Cemetery Fees as presented and per the attached fee schedule.

Prepared by:



Mike Hermann, Parks and Recreation Director

10/6/20

Date

Approved by:



Steve Volkert, City Administrator

10/6/20

Date

Routing: Finance and Personnel Committee 10/13/20  
City Council 10/13/20

**City of Hartford  
CEMETERY FEES  
2021**

**Interment Fees**

	<u>Adult</u>	<u>(Child Lots) Opening 3' to 6'</u>	<u>(Infant Lots) (less than 3') Less Than 3'</u>	<u>Cremation</u>	<u>Columbarium</u>
Weekday (7:00 AM - 2:00 PM)	\$ 725 ✓	\$ 550	\$ 450	\$ 450	\$ 150
Saturday/Sunday/Holiday/ and/or Weekday after 2:00	\$ 825	\$ 650	\$ 550	\$ 550	\$ 150
Inclement Weather	\$ 175 minimum additional charge				

**Lot Sale Fees**

	<u>City Resident</u>	<u>Non- Resident</u>
Regular ( 4' x 10')	\$ 650 ✓	\$ 1,300 ✓
Cremation / Baby (3' x 5')	\$ 450	\$ 900 ✓
Columbarium (Niche Space)	\$ 1,300	\$ 2,600
price includes engraved plate with name(s), years.		

**ADDITIONAL LOT SALE FEES**

The sale of lots outside the weekday business hours of Monday - Friday, 7:00 AM - 3:00 PM, will result in an additional processing charge of \$75.00 on the sale.

**Contact Information**

Brian Wirth                      262-670-3761

**Executive Summary**

ORDINANCE NO. \_\_\_\_\_

**Title:** Proposed Building Inspection and Planning Fee Changes

**Background:** The City has always strived to ensure that building inspection (user) fees cover the cost of building inspection services. The City's building inspection fee schedule was last changed in 2019. When reviewing fees, Staff compares our fees to other communities in Washington County.

Most of the fees are still comparable to the other communities, but there are a few fees where we are low. As a result, Staff proposes changes to bring the City's fees in line with the average fees of the other communities (*See Attached*).

In addition, Staff is exploring the purchase of a permitting and workflow software service that will increase department efficiency and increase citizen access to permitting data and reports. This investment is necessary to continue current service levels within the building inspection department and is consistent with General Budget Policy #5 of the Approved Budget Policies (*The City will place its highest priority upon increasing the efficiency and economy of service delivery*).

Consistent with Revenue Goal #5 of the approved Budget Policies (*Cost recovery fees and other non-property tax revenues, where appropriate, should be established to offset the cost of providing specific services*), Staff seeks to establish a new fee that would be created for the sole purpose of offsetting this software investment. After interviewing permitting software service providers for the past 3 months, Staff has found a solution that provides only what is needed (rather than a more global city-wide solution) at a cost that we believe is appropriate. The first year cost of this solution would be \$13,350, and annual costs thereafter would be \$8,350. Other communities in Wisconsin have been able to successfully leverage CARES funds to pay for the set up and first year of this type of solution as it allows the building inspection department to function more efficiently without the necessity of as much face-to-face interaction, and Staff intends to apply for CARES funding for the first year cost. In order to cover the ongoing cost, Staff recommends the creation of a \$5 per permit fee for all building inspection permits beginning in 2021.

Planning fees have not changed since 2013, and a recent comparison indicates that many of them should be adjusted (*See Attached*).

**Recommendation** Staff recommends that Building Inspection Fees and Planning fees be changed as of January 1, 2021 as outlined in the attached schedule.

**Prepared By:** Justin Drew 10-7-2020  
Justin Drew, Date  
City Planner

**Approved By:** Steve Volkert 10-7-2020  
Steve Volkert, Date  
City Administrator

ROUTING: FINANCE & PERSONNEL/COMMON COUNCIL 10/13/2020

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277

Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

<b>Building Permit Fees:</b>	
Minimum Fee, all permits	\$55.00
Residential, one- and two-family including additions and attached garages	.35/total sq. ft.
Residences, Apartments, Three Family and Over, Row Housing, Multiple Family Dwellings, Institutional	.35/total sq. ft.
Commercial, Manufacturing and Industrial (excluding office area)	<del>.15</del> .30/total sq. ft.
Commercial, Manufacturing and Industrial: Office Areas	.35/total sq. ft.
Agricultural buildings, detached garages, and accessory structures	<del>.15</del> .30/total sq. ft.
Footing and Foundation early start	
Residential one-and two-family	<del>\$100.00</del> 150.00
Commercial and Industrial	<del>\$150.00</del> 200.00
All other buildings, structures or alterations where square footage cannot be determined	<del>\$9.00</del> 12.00 per \$1,000 of value
Wrecking or razing	\$55.00 minimum plus .05 per square foot to a maximum
Moving a building over public ways	\$285.00
Reinspections	\$50.00
Plan Examination:	
Single Family, Duplex, Commercial, Manufacturing or Industrial	\$200.00
Alteration to one-and two-family residential, including accessory structures	\$200.00
Multi Family or Multi-tenanted Commercial, Manufacturing or Industrial	\$200.00 plus \$10.00 per unit
NOTE: HVAC submitted separately	additional \$50.00
Commercial or industrial alteration or addition, less than 50,000 cubic feet	\$200.00
Commercial or industrial alteration or addition, 50,000 cubic feet and above	State Fee Equivalent
Special inspections and reports	\$200.00/hour or fraction thereof, minimum 1 hour
Wisconsin Uniform Building Permit Seal	\$40.00
NOTE: Permits may be obtained individually or on one permit application in the categories of: construction, hvac, electric or plumbing.	
NOTE: An additional fee for plan review may be levied at the time of reapplication for the renewal of an expired permit	
Occupancy permit	
Single Family, Duplex, Multi-Family	\$60.00 per unit
Commercial, Manufacturing or Industrial	\$180.00 per unit
Erosion Control	
One- and two-family lots	\$175.00
Multi-family lots	\$175.00 plus \$100.00/acre or fraction thereof
Commercial lots	\$200.00 plus \$100.00/acre or fraction thereof
Industrial lots	\$200.00 plus \$100.00/acre or fraction thereof
Institutional lots	\$200.00 plus \$100.00/acre or fraction thereof
Residential subdivision or Condominium	\$25.00/acre or fraction thereof (\$250 Minimum, \$2,000

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277

Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

development	Maximum
Other	\$55.00
Satellite Dish	\$55.00
Zoning Permit Fee:	
New one-family residential	\$100.00
New two-family residential	\$100.00
Addition, alteration & new accessory building	\$35.00
NOTE: 3+ family, commercial, industrial and institutional zoning permit fee is included with the site plan review fee at no extra cost	
Work started prior to permit issuance	Triple Fee
Failure to call for an inspection	\$50.00
New Construction Processing Fee	\$25.00
Processing Fee	\$15.00
<b>Technology Fee, per permit</b>	<b>\$5.00</b>

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

HVAC Permit Fees:	
New Construction	.06/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Commercial and Industrial exhaust hoods and exhaust systems	\$55.00 per unit
Heating and Air Conditioning distribution systems	<b>\$1.00 1.50 per 100 square feet of conditioned area</b>
Air conditioning	\$55.00 per unit up to 3 tons or 36,000 BTU's plus \$10.00 every additional 12,000 BTU's or fraction thereof
Heating, Incinerator units, and woodburning appliances	\$55.00 per unit up to 150,000 BTU plus \$10.00 every additional 50,000 BTU or fraction thereof
Failure to call for an inspection	\$50.00
Reinspection	\$100.00
Work started prior to permit issuance	Triple Fee
A/C only Electric fee	<b>\$9.00 \$10.00</b>
<b>Technology Fee, per permit</b>	<b>\$5.00</b>

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

<b>Plumbing Permit Fees:</b>	
New Construction	.06/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Fixtures	<b>\$6.00 10.00 each</b>
Inside sewer/building grades	\$55.00
Water service	
Less than 2" size	\$55.00
2" or greater size	\$70.00
Sprinkler system	\$55.00 plus .50/head
Sewer ejector	\$55.00
Manhole, trench drain, or catch basin	\$55.00 each
Sanitary sewer or storm sewer connection (includes 100' of line)	\$55.00
Sanitary or storm sewer line over 100'	.20 per foot
Sewer tap	\$55.00
Sewer connection	\$55.00
Re-lay of sewer or water service	\$55.00
Water tap:	
3/4" and 1" service	\$175.00
Over 1" service	\$175.00 plus time and materials
Water service connection to private well	\$55.00
Repairs	\$55.00
Reinspection	\$50.00
Failure to call for inspection	\$50.00
Work started prior to permit issuance	Triple Fee
Water Piping	<b>\$16.00 each \$55.00</b>
<b>Technology Fee, per permit</b>	<b>\$5.00</b>

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277

Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Electric Permit Fees:	
New construction	.06/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum permit fee	\$55.00
Switches and outlets	.50 each
Incandescent fixtures	.50 each
Mercury, sodium, MI, vapor lighting	<del>\$6.00</del> 10.00 per fixture
Fluorescent lamp/tube ballast	.50 per tube
Dishwasher, disposal or sump pump	<del>\$6.00</del> 10.00 each
Residential whirlpool, bathtub, or jacuzzi	\$35.00
Range, oven, cooktop, clothesdryer	<del>\$6.00</del> 10.00 each
Water heater, furnace, boiler, etc.	<del>\$6.00</del> 10.00 each
Air conditioner sleeve	<del>\$6.00</del> 10.00
Central air, up to 3 ton	\$9.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Motors (per horsepower or fraction thereof)	1.00 per hp
Bath or kitchen fan, up to 1/2 horsepower	<del>\$6.00</del> 10.00
Low voltage system, doorbell, switching system	<del>\$6.00</del> 10.00 each
Refrigerator compressor, up to 3 ton	<del>\$6.00</del> 10.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Electric heat:	
per kilowatt	1.00 per kW
per thermostat	.50 each
Fuel pump, per product dispenser	<del>\$9.00</del> \$10.00
Wireway, bus bar, bus duct	.50 per foot
Generator, transformer, capacitor	<del>\$6.00</del> 10.00 per unit
Incandescent sign	\$30.00
Fluorescent sign	\$30.00
Neon sign and like	<del>\$6.00</del> 10.00 per letter plus \$6.00 per transformer
Meter service (including temporary services)	
0 – 400 amps	\$55.00
each additional 100 amps	\$55.00
#6 and larger feeders and subfeeders	<del>\$9.00</del> \$10.00
Power outlets above 120 volt/20 amp	<del>\$9.00</del> \$10.00
Swimming pool	\$55.00
Failure to call for inspection	\$50.00
Reinspection Fee	\$50.00
Rewiring or alterations	\$55.00 each
Work started prior to permit issuance	Triple Fee
Technology Fee, per permit	\$5.00

Fee Changes, Zoning			
Item	Code Reference	Current	Requested
Annexation	2.04 (1)(g)	\$ 500.00 +100.00 per acre; \$1,500.00 maximum	\$700.00 plus \$100/acre, \$1500.00 maximum
Concept Plan < 10 Acres	not listed	\$300	\$400
Concept Plan > 10 Acres	not listed	\$450	\$500
Preliminary Plat	12.1002	\$ 500.00 + 15.00/lot	\$600 plus \$20/lot
Preliminary Plat Re-app	12.1002	\$350.00	\$400
Final Plat	12.1005	\$ 500.00 + 12.00/lot	\$500 plus \$20/lot
Final Plat Re-app	12.1005	\$350	\$400
Rezone	13.1501 (a)	\$300	\$400
Site Plan, Minor	13.1501 (e)	\$250	\$300
Site Plan, Major	not listed	\$400 - \$800	\$500 - \$100
Variance	13.1501 (c)	\$300	\$400
<b>Extraterritorial:</b>			
CSM	Not Listed	\$150	\$200
<b>Other:</b>			
Consult Fee	12.1011	\$70/hour	\$100/hour
Zoning Verification Letter (new fee)	N/A (based on special assessment letter)		\$50
Technology Fee, Per Permit			\$5

ORDINANCE NO. 1425

AN ORDINANCE AMENDING SECTION 42.04 OF THE  
MUNICIPAL CODE RELATING TO FEES

The Common Council of the City of Hartford, Washington and Dodge Counties, Wisconsin do ordain as follows:

SECTION 1: That there is hereby amended Section 42.04 (Cemetery) of the Municipal Code as follows:

**CEMETERY**

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
<u>Lot Sale (4' x 10')</u>		
Resident	27.03 (1)	<del>\$550.00</del> <b>650.00</b>
Nonresident	27.03 (1)	<del>\$1100.00</del> <b>1300.00</b>
Cremation/Baby Section Lots (3' x 5')	27.03 (2)	\$450.00
Cremation/Baby Section Lots (Nonresident)		<del>\$800.00</del> <b>900.00</b>
Columbarium Niche (Resident)	N/A	\$1300.00
Columbarium Niche (Nonresident)		\$2600.00

The sale of lots outside the weekday business hours of Monday through Friday, 7:00 a.m. to 3:00 p.m., will result in an additional processing charge of \$75.00 on the sale.

Interment

Adults/Youth (6' & Over)	27.09 (2)(a)	<del>\$700.00</del> <b>725.00</b> - Weekdays 7:00 a.m. - 2:00 p.m. \$825.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.
Children (3' to 6')	27.09 (2)(b)	\$550.00 - Weekdays 7:00 a.m. - 2:00 p.m. \$650.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.
Infants (under 3')	27.09 (2)(c)	\$450.00 – Weekdays 7:00 a.m. - 2:00 p.m. \$550.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.
Cremated Remains (under 3')	27.09 (3)	\$450.00 – Weekdays 7:00 a.m. – 2:00 p.m. \$550.00 – Saturdays/ Sundays/Holidays and Weekdays after 2:00 p.m.

<u>LICENSE/PERMIT/SERVICE</u>	<u>CODE SECTION</u>	<u>FEE</u>
Columbarium	N/A	\$150.00
Other Burial Services	27.09 (4)	Actual Cost + 3% administration fee
Winter/Inclement Weather Conditions	N/A	\$175.00

SECTION 2: That there is hereby amended Section 42.04 (Building Inspection) of the Municipal Code as shown on the attached.

SECTION 3: That said amendments to Section 42.04 shall be effective January 1, 2021 after the passage and publication of this Ordinance as provided by law.

Signed

\_\_\_\_\_  
Timothy C Michalak, Mayor

Introduced: October 13, 2020

Adopted: October 13, 2020

Attest:

\_\_\_\_\_  
Lori Hetzel, City Clerk

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective January 1, 2021

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Building Permit Fees:	
Minimum Fee, all permits	\$55.00
Residential, one- and two-family including additions and attached garages	.18/total sq. ft.
Residences, Apartments, Three Family and Over, Row Housing, Multiple Family Dwellings, Institutional	.18/total sq. ft.
Commercial, Manufacturing and Industrial (excluding office area)	.45/.30/total sq. ft.
Commercial, Manufacturing and Industrial: Office Areas	.18/total sq. ft.
Agricultural buildings, detached garages, and accessory structures	.45/.30/total sq. ft.
Footing and Foundation early start Residential one-and two-family Commercial and Industrial	\$100.00 150.00 \$150.00 200.00
All other buildings, structures or alterations where square footage cannot be determined	\$9.00 12.00 per \$1,000 of value
Wrecking or razing	\$55.00 minimum plus .05 per square foot to a maximum
Moving a building over public ways	\$285.00
Reinspections	\$50.00
Plan Examination: Single Family, Duplex, Commercial, Manufacturing or Industrial Alteration to one-and two-family residential, including accessory structures Multi Family or Multi-tenanted Commercial, Manufacturing or Industrial NOTE: HVAC submitted separately Commercial alteration or addition Industrial alteration or addition	\$100.00 \$70.00 \$100.00 plus \$10.00 per unit additional \$50.00 \$100.00 \$100.00
Special inspections and reports	\$200.00/hour or fraction thereof, minimum 1 hour
Wisconsin Uniform Building Permit Seal NOTE: Permits may be obtained individually or on one permit application in the categories of: construction, hvac, electric or plumbing. NOTE: An additional fee for plan review may be levied at the time of reapplication for the renewal of an expired permit	\$38.00
Occupancy permit Single Family, Duplex, Multi-Family Commercial, Manufacturing or Industrial	\$50.00 per unit \$100.00 per unit
Erosion Control One- and two-family lots Multi-family lots Commercial lots Industrial lots Institutional lots Residential subdivision or Condominium development Other	\$100.00 \$100.00 plus \$75.00/acre or fraction thereof \$175.00 plus \$75.00/acre or fraction thereof \$175.00 plus \$75.00/acre or fraction thereof \$175.00 plus \$75.00/acre or fraction thereof \$25.00/acre or fraction thereof (\$250 Minimum, \$2,000 Maximum) \$55.00

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective January 1, 2021

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Satellite Dish	\$55.00
Zoning Permit Fee:	
New one-family residential	\$100.00
New two-family residential	\$100.00
Addition, alteration & new accessory building	\$35.00
NOTE: 3+ family, commercial, industrial and institutional zoning permit fee is included with the site plan review fee at no extra cost	
Work started prior to permit issuance	Triple Fee
Failure to call for an inspection	Δ → ∞ →
New Construction Processing Fee	\$25.00
Processing Fee	\$15.00
Technology Fee, per permit	\$5.00

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective January 1, 2021

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

HVAC Permit Fees:	
New Construction	.05 total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Commercial and Industrial exhaust hoods and exhaust systems	\$55.00 per unit
Heating and Air Conditioning distribution systems	<del>\$1.00</del> 1.50 per 100 square feet of conditioned area
Air conditioning	\$55.00 per unit up to 3 tons or 36,000 BTU's plus \$10.00 every additional 12,000 BTU's or fraction thereof
Heating, Incinerator units, and woodburning appliances	\$55.00 per unit up to 150,000 BTU plus \$10.00 every additional 50,000 BTU or fraction thereof
Failure to call for an inspection	\$50.00
Reinspection	\$100.00
Work started prior to permit issuance	Triple Fee
A/C only Electric fee	<del>\$9.00</del> \$10.00
Technology Fee, per permit	\$5.00

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective **January 1, 2021**

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Plumbing Permit Fees:	
New Construction	.05/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum Permit Fee	\$55.00
Fixtures	<del>\$6.00</del> 10.00 each
Inside sewer/building grades	\$55.00
Water service	
Less than 2" size	\$55.00
2" or greater size	\$70.00
Sprinkler system	\$55.00 plus .50/head
Sewer ejector	\$55.00
Manhole, trench drain, or catch basin	\$55.00 each
Sanitary sewer or storm sewer connection (includes 100' of line)	\$55.00
Sanitary or storm sewer line over 100'	.20 per foot
Sewer tap	\$55.00
Sewer connection	\$55.00
Re-lay of sewer or water service	\$55.00
Water tap:	
3/4" and 1" service	\$175.00
Over 1" service	\$175.00 plus time and materials
Water service connection to private well	\$55.00
Repairs	\$55.00
Reinspection	\$50.00
Failure to call for inspection	\$50.00
Work started prior to permit issuance	Triple Fee
Water Piping	<del>\$16.00 each</del> \$55.00
Technology Fee, per permit	\$5.00

City of Hartford Schedule of Permit Fees  
 Planning and Zoning Department, Building Inspection Division  
 109 N. Main Street, Hartford WI 53027 262-673-8277  
 Effective January 1, 2021

This fee schedule is for Building Inspection Fees only. Contact the Planning Department at 262-673-8272 to determine any other fees for your project.

Electric Permit Fees:	
New construction	.05/total sq. ft.; in addition, \$25.00 per unit for new construction over 2 units (multi-family, commercial, manufacturing or industrial)
Minimum permit fee	\$55.00
Switches and outlets	.50 each
Incandescent fixtures	.50 each
Mercury, sodium, MI, vapor lighting	<del>\$6.00</del> 10.00 per fixture
Fluorescent lamp/tube ballast	.50 per tube
Dishwasher, disposal or sump pump	<del>\$6.00</del> 10.00 each
Residential whirlpool, bathtub, or jacuzzi	\$35.00
Range, oven, cooktop, clothesdryer	<del>\$6.00</del> 10.00 each
Water heater, furnace, boiler, etc.	<del>\$6.00</del> 10.00 each
Air conditioner sleeve	<del>\$6.00</del> 10.00
Central air, up to 3 ton	\$9.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Motors (per horsepower or fraction thereof)	1.00 per hp
Bath or kitchen fan, up to 1/2 horsepower	<del>\$6.00</del> 10.00
Low voltage system, doorbell, switching system	<del>\$6.00</del> 10.00 each
Refrigerator compressor, up to 3 ton	<del>\$6.00</del> 10.00
Cost per ton after 3 ton (50 ton maximum)	.50 per ton
Electric heat:	
per kilowatt	1.00 per kW
per thermostat	.50 each
Fuel pump, per product dispenser	<del>\$9.00</del> \$10.00
Wireway, bus bar, bus duct	.50 per foot
Generator, transformer, capacitor	<del>\$6.00</del> 10.00 per unit
Incandescent sign	\$30.00
Fluorescent sign	\$30.00
Neon sign and like	<del>\$6.00</del> 10.00 per letter plus \$6.00 per transformer
Meter service (including temporary services)	
0 – 400 amps	\$55.00
each additional 100 amps	\$55.00
#6 and larger feeders and subfeeders	<del>\$9.00</del> \$10.00
Power outlets above 120 volt/20 amp	<del>\$9.00</del> \$10.00
Swimming pool	\$55.00
Failure to call for inspection	\$50.00
Reinspection Fee	\$50.00
Rewiring or alterations	\$55.00 each
Work started prior to permit issuance	Triple Fee
Technology Fee, per permit	\$5.00

Executive Summary

**Title:** Execution of an Agreement – Building Inspection Permitting Service Contract with iWorQ

**Background:** Staff has considered purchasing building inspection permitting software for some time in order to move much of the application process online, streamline workflows and data management, and improve applicants knowledge of their permit and inspection status. The need for this became more apparent during the pandemic, as we have had frequent requests from contractors and the public to give them the option to go through much of the process online rather than in person. However, the implementation cost was thought to be prohibitive.

The CARES Act creates a way for the City to adopt this important technology without incurring all of the implementation costs. The CARES Act can be used to help local government enhance services available to residents and businesses by facilitating online communications, service and information requests, documentation, and payments. Implementing this software solution would be a clear fit with these criteria, and has been approved for numerous other municipalities around Wisconsin.

In order to qualify for CARES Act funding, the expense needs to be incurred by November 6, 2020.

Staff interviewed four companies over the previous few months that offer this type of service. The other three all offered more global solutions for the City as a whole, with implementation and annual price tags to match. These options offered more than the Building Inspection and Planning Departments needed, and cost too much.

iWorQ offers a solution tailored to our building inspection and planning needs. It will allow the customers to input permit application information online, which will automatically be available to Staff, rather than having Staff input what the applicant filled out on a paper application. The software will also streamline inspection scheduling and notification of inspection results. In addition, it will allow applicants to pay permitting fees online.

iWorQ is used by a number of other Wisconsin municipalities, and reviews from them have been positive.

**Fiscal Impact:** The first year cost of \$13,250 will be paid for by CARES Act funds. The cost after that will be \$8,250 annually. In a separate agenda item, Staff recommended the creation of a \$5 per permit Inspection Technology fee that would be expected to pay this annual cost. The net annual cost to the City is expected to be \$0.

**Recommendation** Staff recommends approval of the contract with iWorQ for a Building Inspection Permitting Service Contract at a price not to exceed \$13,250 for the first year and \$8,250 per year thereafter.

**Prepared By:** Justin Drew 10/8/20  
Justin Drew, Date  
City Planner

**Reviewed By:** Dawn Timm 10/8/2020  
Dawn Timm, Date  
Finance Director

**Approved By:** Steve Volkert 10/8/2020  
Steve Volkert, Date  
City Administrator

ROUTING: FINANCE AND PERSONNEL 10/13/20  
COMMON COUNCIL 10/13/20

## **IWORQ SERVICE AGREEMENT**

### **For iWorQ applications and services**

Hartford here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

#### **1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:**

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

#### **2. CUSTOMER RESPONSIBILITY:**

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ cannot be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

#### **3. TRAINING AND IMPLEMENTATION:**

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

#### **4. CUSTOMER DATA:**

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

#### **5. CUSTOMER SUPPORT:**

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

#### **6. BILLING:**

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

#### **7. TERMINATION:**

Either party may terminate this agreement, after the initial 1-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.

Upon termination (6. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2,500; and all provisions of this Agreement will continue.

**8. ACCEPTABLE USE:**

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

**9. MICELLANEOUS PROVISIONS:**

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

**10. CUSTOMER IMPLEMENTATION INFORMATION:**

Primary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Secondary Implementation Contact \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**11. CUSTOMER BILLING INFORMATION:**

Billing Contact \_\_\_\_\_ Title \_\_\_\_\_

Billing Address: \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

PO# \_\_\_\_\_ (if required) Tax Exempt ID # \_\_\_\_\_



**12.ACCEPTANCE:**

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature \_\_\_\_\_

Effective Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Office Number \_\_\_\_\_

Cell Number \_\_\_\_\_



**iWorQ Service(s) Agreement**  
**APPENDIX A**

**iWorQ Price Proposal**

<b>Hartford</b>	<b>Population- 15445</b>
<b>109 N Main Street, Harford, WI 53027</b>	<b>Prepared by: Ty Pebley</b>

**Annual Subscription Fees**

<b>Application(s) and Service(s)</b>	<b>Package Price</b>	<b>Billing</b>
<p><b>Community Development (Enterprise Package)</b></p> <p>*Permit Management *Code Enforcement *Portal Home</p> <p>Quarterly upload of parcel information to iWorQ's GIS Map Track contractors, inspections, property information</p> <p>Track code violations, fees, and activities Unlimited reports and ad-hoc reporting Unlimited letters and documents configured through iWorQ's template library and 3 custom letters 3 custom forms for Portal Home Premium Data (25MB Uploads &amp; 100GB Storage) Online credit/debit card processing integrated with iWorQ. GIS REST Services - iWorQ will publish your agency's WMS layers in iWorQ Community Development applications. iWorQ will update property details weekly. Annual fees are \$500 per layer (currently includes 2 layers) Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges)</p>	<b>\$8,250</b>	Annual
<b>Subscription Fee Total (This amount will be invoiced each year)</b>	<b>\$8,250</b>	Annual



## One-Time Setup, GIS integration, and Data Conversion Fees

<b>Service(s)</b>	<b>Full Price Cost</b>	<b>Package Price</b>	<b>Billing</b>
Implementation and Setup cost year 1	\$5,000	\$5,000	Year One
Up to 5 hours of GIS integration and data conversion	<del>\$1,000</del>	Included	Year One
Data Conversion (see attached guidelines Appendix B)	<del>\$4,900</del>	Included	Year One
<b>One-Time Setup Total (This amount will be added year 1)</b>	<del>\$10,900</del>	\$5,000	Year One
<b>Grand Total Due Year 1</b>	<del>\$19,150</del>	\$13,250	

### NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days
- III. This cost proposal cannot be disclosed or used to compete with other companies.

