



*City of Bethlehem Memorandum*

**TO:** J. William Reynolds, City Council President  
**FROM:** Mark W. Sivak, Director of Budget & Finance *MWS*  
**DATE:** November 14, 2014  
**SUBJECT:** 2015 Proposed Budget – General Fund Fee Increases

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Attached are memos from various Departments on fee increases that are part of the 2015 Proposed Budget. The fee increases include tax certifications and moving permits as well as health, planning, inspection, police, and recreation fees. The fees can be further discussed at the Fourth Budget Hearing which is scheduled for December 8<sup>th</sup> which includes General Fund revenues.

If you have any questions or need additional information in the meantime please let me know.

cc: Members of Council  
Mayor Donchez  
D. Brong  
W. Leeson

**City of Bethlehem**  
**Bureau of Financial Services**  
Memorandum

Date: October 23, 2014

cc: Mark Sivak

To: David L Brong, Business Administrator

From: Linnea Lazarchak, Director of Financial Services

Subject: Proposed Increase in Tax Certification Fees

The City of Bethlehem provides property owners (or their designee such as a title search firm) tax certification services. A tax certification identifies all charges (taxes, utilities, miscellaneous outstanding liens) owed to the City of Bethlehem on a particular property, and is generally used by property owners or prospective property owners to negotiate a deed transfer. Currently, the charges for such a request are as follows:

Tax Certification, Water Final, & Misc Liens	\$20
Water Final	\$ 5

These fees were adopted by Council on October 19, 1993 (Resolution 11,948).

After evaluating the current fee structure and comparing the City's rates to other localities within our region, I'm proposing the following increases:

Tax Certification, Water Final, & Misc Liens	\$30
Water Final	\$15

The following cities/school districts/townships charge various fees for similar services:

City of Allentown (Taxes/Utilities)	\$25
City of Easton (Taxes/Utilities/Misc Liens)	\$25
City of Lancaster (Taxes/Trash/Water)	\$38
Reading Area Water Authority (Water/Sewer)	\$35
Bethlehem Area School District (Taxes)	\$20
Reading Area School District (Taxes)	\$35
Berks County (collects RE taxes for Reading)	\$40
Bethlehem Township (Taxes)	\$20
Hanover Township (Sewer/Waste)	\$30
Portnoff Law Associates (Del Taxes)	\$25

Since the City of Bethlehem is certifying real estate taxes, utilities, along with outstanding liens and miscellaneous receivables, the new rates would be more comparable with what other neighboring communities are charging.

The increase in fees would produce \$27,500 and \$2,500 of additional revenues for the General Fund and Water Fund, respectively.

If you have any questions, please feel free to contact me at extension 7046.

RESOLUTION NO. 11,948

BE IT RESOLVED by the Council of the City of Bethlehem that the fees for tax and water certifications are hereby set as follows:

Tax Certifications - \$20.00 per certification

Water Certifications - \$ 5.00 per certification

and;

BE IT FURTHER RESOLVED that the above rates are effective January 1, 1994.

Sponsored by /s/ Paul J. Calvo

/s/ Thomas E. Mohr

ADOPTED by Council this 19th day of October, 1993.

/s/ James A. Delgrosso  
President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf  
City Clerk

**City of Bethlehem**

<b>Current Fees</b>	<b>Certs Prepared In Year</b>	<b>Fee</b>	<b>Total Revenue Received</b>
Tax/Water Cert	2750	\$20.00	\$55,000.00
Water Cert	250	\$5.00	\$1,250.00
<b>New Fee (\$10 increase)</b>			
Tax/Water Cert	2750	\$30.00	\$82,500.00
Water Cert	250	\$15.00	\$3,750.00
<b>Additional Revenue</b>			
Tax/Water Cert			\$27,500.00
Water Cert			\$2,500.00
<b>New Fee (\$5 increase)</b>			
Tax/Water Cert	2750	\$25.00	\$68,750.00
Water Cert	250	\$10.00	\$2,500.00
<b>Additional Revenue</b>			
Tax/Water Cert			\$13,750.00
Water Cert			\$1,250.00

**Current Fee Structures**

<b>Hanover Township Current Fees</b>	<b>Northampton County</b>	<b>Lehigh County</b>
Waste Cert (prepared by Hanover)	\$15.00	\$15.00
Sewer Cert (prepared by Hanover)	\$15.00	\$15.00
Water(prepared by COB)	\$5.00	\$5.00
Tax Cert (prepared by Berkheimer)	\$20.00	\$20.00
Tax Cert (prepared by BASD)	\$20.00	\$20.00
Tax Cert (prepared by County)	\$10.00	\$20.00
Total amount for cert	\$85.00	\$95.00

<b>Bethlehem Resident</b>	<b>Northampton County</b>	<b>Lehigh County</b>
Water/Tax Cert (prepared by City)	\$20.00	\$20.00
Tax Cert (prepared by Portnoff)	\$25.00	\$25.00
Tax Cert (prepared by BASD)	\$20.00	\$20.00
Tax Cert (prepared by County)	\$10.00	\$20.00
Total amount for cert	\$75.00	\$85.00



City of Bethlehem Financial Services  
10 E. Church St.  
Bethlehem, Pa 18018  
610-997-7660  
[twismer@bethlehem-pa.gov](mailto:twismer@bethlehem-pa.gov)

## Tax Certification

The information provided below is base on The City of Bethlehem's records as of :

October 23, 2014

Property Address: 2843 LINDEN ST  
Parcel ID: N6 6 2A-22

### City Real Estate Tax

Property ID: 214-018371

2014 City Tax					
Base	Discount	Penalty	Paid	Balance	Paid on:
2108.6	-42.17	0.00	2,066.43	0.00	3/18/2014

2014 City Supplemental					
Base	Discount	Penalty	Paid	Balance	Paid on:
0	0	0.00	0.00	0.00	

### Delinquent tax that was not sent to Portnoff

Base	10% Penalty	Balance
0.00	0.00	0.00

**Total Amount Due: 0.00**

### Water, Sewer & Recycling

(All combined into one quaterly payment)

Account #: 036890-01

Read Date	Previous	Paid	Balance
9/5/2014	217.12	0.00	217.12

Billed Date  
9/12/2014

**Total Amount Due: 217.12**

# Tax Certification SOP

Locate the "Tax Cert Form" G:\Shared\City Wide\Certs\Tax Cert Form

## City Tax

Fill in all information on the Tax Cert Form based on the data in Community Plus.

- ✓ **Applications-Real Estate-Property Information**
- ✓ Enter Address, click **FIND**, this is the property information screen. The *Address* and *Property ID* can be found on this page.
- ✓ Click **OK** the *Parcel ID* can be found on this page. Click the "**legal**" tab to check for liens; if there is a lien contact the legal department and wait for them to produce a payoff sheet.
- ✓ Add the payoff sheet as an attachment before emailing the cert

*Current Year City Tax Figures* can be found on the Customer Service screen

- ✓ At the top of the screen click **Details-Customer Service**. The figures for the current tax year can be found on this page. At the bottom of the screen it breaks down, *base*, *penalty* and *total amount paid*. The *paid date* can be found on the same page. It is located on the current tax year line under date paid. If there is a current year supplemental tax; fill in the figures on the tax cert form according to the figures in the system.

*Delinquent tax that was not sent to Portnoff*

- ✓ At the top of the screen click **Details-History Detail**

- ✓ Click **Query Filter** and take the drop down for **Batch Number**, look for any batches labeled “LEGAL.” If there is a batch named “LEGAL” click back and locate it on the History Records to make sure it was paid. If it has not been paid fill in the amount due on the tax certification (*base*) along with a *10% Penalty*.

## Water & Sewer

Fill in all information based on the data in Community Plus.

- ✓ **Applications-Utility Billing-Customer-Customer Information**

Enter Service Address (Customer Information screen)

Locate *Account Number*

Highlight active account click **OK**

Click Balance Information Tab-find *previous/paid balances*

- ✓ Details-Account History

Highlight “**BILLED**” and click **OK**

Click the “**Readings**” tab for *Read Date*

Click the “**Billing Detail**” tab for *Billed Date*

After filling in all the necessary fields (highlighted above) on the tax certification form

- ✓ Go to File-Print
- ✓ Under the “Name” drop down click CUTEPDF Writer
- ✓ Create a folder with today’s date under G:\Shared\City Wide\Certs\YYYY  
Certs\MMMM\DDDD
- ✓ Save the cert as the parcel’s address

After all certs have been complete and saved

- ✓ Open Outlook
- ✓ Enter the recipient's name in the *TO:* field
- ✓ In the *SUBJECT* line write the address of the cert and if there is an order number or file number on the memo include it on this line as well (ie: Tax Cert-1111 City St-Order# 12345)
- ✓ Locate and *ATTACH* the following documents...
  - Tax Cert Attachment- G:\Shared\City Wide\Certs\Tax Cert Attachement
  - 2014 City Due Date- G:\Shared\City Wide\Certs\2014 CITY DUE DATES
  - Tax Certification that was saved with the address- G:\Shared\City Wide\Certs\YYYY Certs\MMMM\DDDD
- ✓ In the body of the email-copy and paste subject line

**City of Bethlehem**  
**Bureau of Financial Services**  
Memorandum

Date: October 23, 2014

cc: Mark Sivak

To: David L Brong, Business Administrator

From: Linnea Lazarchak, Director of Financial Services

Subject: Proposed Increase in Moving Permit Fees

Any resident moving in/out of the City, or from one City address to another, is required to obtain a Moving Permit. The current cost is \$5.00, and the permit can be secured from the City Treasurer (Ord.1271, Passed 12/15/53; Ord. 3388.Passed 12/18/90).

A completed application includes the following information:

- Name of applicant
- Applicant's Social Security #
- Place of Employment
- Current address
- Future address
- Names/Soc Sec #s/Places of employment of other occupants over 18 years of age who reside with the applicant

Obtaining a moving permit allows the City, School District, and Keystone to properly maintain its records. The taxpayers are able to obtain their EIT and per capita tax bills on time and at the proper address. As a result, they won't receive the tax bills if they are no longer a resident.

While securing the moving permit, the individual can make parking arrangements with the Police Department or the Parking Authority which provides secure parking for "Moving Day."

I am proposing to increase the fee from \$5 to \$20 to cover moving day expenses such as placing/removing the "No Parking" signs in front of the residence. The City of Easton currently charges \$25 for this permit.

The moving permit fee hasn't been increased since December 18, 1990.

On average, 275 moving permits are issued annually. An increase in fees would generate additional revenues of \$4,125.

If you have any questions, please feel free to contact me at extension 7046.

CITY OF BETHLEHEM  
TRANSFER OF RESIDENCE or TRANSFER OF OCCUPANCY

In accordance with the provisions in Ordinance No. 1271, City of Bethlehem, PA., adopted December 15, 1953.

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Place of  
(Head of Household) Employment: \_\_\_\_\_

From: \_\_\_\_\_  
No. Street City State Zip

To: \_\_\_\_\_  
No. Street City State Zip

**Names of Other Occupants Over 18 Years of Age Also Moving:**

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Place of  
Employment: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Place of  
Employment: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Place of  
Employment: \_\_\_\_\_

Date: \_\_\_\_\_ Issued by: \_\_\_\_\_

(NOT VALID UNLESS RECEIPTED)

ARTICLE 309

Moving of Household Goods

309.01 Permit Required.

309.02 Permit Application.

309.03 Permit Fee.

309.99 Penalty.

CROSS REFERENCES

Power to license - See 3rd Class §2601 (53 P.S. §37601)

City Treasurer - See ADM. Art. 109

Business licenses and permits generally - See BUS. REG. Art. 303

309.01 PERMIT REQUIRED.

No person shall move, or cause to be moved, from any place within the City to another place therein, or place beyond the limits thereof, or from a place outside the City to within the City any household goods in bulk, without first securing from the City Treasurer a permit for such moving or transportation. (Ord. 1271. Passed 12/15/53; Ord. 3388. Passed 12/18/90.)

309.02 PERMIT APPLICATION.

Any person desiring such a permit for the removal or transportation of household goods in the manner above described shall make application to the City Treasurer setting forth his name and address, the names of the owners or reputed owners of the property to be moved, the address and location from which the property is to be removed and the new address or location of the place to which the property is to be removed. (Ord. 1271 §2. Passed 12/15/53.)

309.03 PERMIT FEE.

The City Treasurer shall, upon application being made as provided for in Section 309.02, issue a permit for which a charge of five dollars (\$5.00) will be made, setting forth the name of the permittee as well as the names of the owners of the goods to be moved and the address from which the goods are to be moved and the address to which the goods are to be delivered. (Ord. 2294 §1. Passed 5/2/72; Ord. 3388. Passed 12/18/90.)

309.99 PENALTY.

Any person who violates any provision of this Article shall be subject to the following penalties:

(a) First violation - A fine of \$100.00, or thirty days imprisonment, or both;

(b) Second violation - A fine of \$300.00, or sixty days imprisonment, or both;

(c) Third and each subsequent violation - A fine of \$600.00, or ninety days imprisonment, or both;

(Ord. 1768. Passed 11/13/62; Ord. 3242. Passed 2/7/89.)

## 2015 Proposed Environmental Fee Increases

**Re-inspection Fee: \$100.00**

\*Food establishments will be charged a re-inspection fee for each re-inspection that is required to verify the facility is in compliance with the PA Food Code.

**Minor Plan Review: \$125.00** (increase from \$100.00)

- Change of owner ONLY, only cosmetic changes, no code related changes.

**Major Plan Review: \$250.00** ( increase from \$100.00)

- Applies to all new, existing or change of owner facilities for plan review services as a result of new construction, conversion, remodeling or alterations other than cosmetic changes.

### Temporary Events:

- **Year Long Vendor License: \$176.00** (increase from 101.00)
  - Allows for one license when operating in more than one event. Most people use for
    - Muskifest (\$51.00)
    - Celtic Fest (\$26.00)
    - Chriskindl Mart (\$51.00)
    - Plus various one day (\$11.00) events
  - Currently losing money because more individuals are getting the year long as a "bargain".
- **One Day Event: \$26.00** (increase from \$11.00) however represents ~45 minute of inspector time (inspection and license processing).
- **Two/ Three Day Event: \$41.00** (increase from \$26.00) represents initial inspection and potential re-inspection on 2<sup>nd</sup>/3<sup>rd</sup> Day if needed. Since not all events will require 2<sup>nd</sup>/3<sup>rd</sup> inspection, this rate will reflect slightly less than 1 hour inspector time.
- **Great Than Three Days: \$76.00** (increase from \$51.00) event spans more than 1 weekend, therefore will entail checks for gray water disposal, long-term storage of foods, garbage disposal. Also processing will include verifying Food Employee Certification.

# CITY OF BETHLEHEM

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## Department of Community and Economic Development

### Interoffice Memo

**TO:** Mark Sivak, Director of Budget & Finance

**FROM:** Darlene L. Heller, Director of Planning and Zoning

**RE:** Resolution to Increase Subdivision and Land Development Review Fees

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Attached is a resolution proposed to increase review fees for Subdivisions and Land Developments. The resolution was reviewed at the November 12 Planning Commission meeting. Two members voted to approve the fees as proposed in the draft resolution, 1 member voted no and 1 member abstained.

Please forward this memo to City Council for consideration along with other fee revisions for 2015.

Please let our office know if you need any additional information.

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**CC:** Mayor Donchez  
A. Karner  
D. Brong  
City Clerk

**DATE:** \_\_\_\_\_

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Darlene L. Heller, AICP  
Director of Planning and Zoning

RESOLUTION NO.

WHEREAS, the City of Bethlehem Planning Commission has recommended a certain fee structure for Subdivision and Land Development Review; and

WHEREAS, the Pennsylvania Municipal Planning Code allows for the adoption of reasonable review fees based upon a schedule established by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bethlehem that the following be adopted as the fee structure for fees related to Subdivision and Development Review before the City Planning Commission:

Subdivisions which create new streets, water mains, or sewer mains, and/or contain over one (1) acre	
Sketch Plan .....	\$300
Preliminary Plan .....	\$250 + \$30 per lot
Final Plan .....	\$750 + \$100 per lot
Re-review Fee .....	\$500
Minor Subdivisions .....	\$500 + \$100 per lot
Residential Land Development Plan	
Sketch Plan .....	\$300
Preliminary Plan .....	\$500 + \$50 per unit
Final Plan .....	\$500 + \$250 per lot
Re-review Fee .....	\$250
Non-Residential Land Development Plan	
Sketch Plan .....	\$300
Preliminary Plan .....	\$500 + \$100 per acre
Final Plan .....	\$1,500 + \$200 per lot
Re-review Fee .....	\$750
Zoning Ordinance (including map) .....	\$50
Subdivision and Land Development Ordinance .....	\$15
Zoning Map .....	\$5
Postage for Mailing.....	\$3
Waiver Requests.....	\$250

2.

Reso.

THEREFORE, BE IT FURTHER RESOLVED that this Resolution supercedes Resolution No. 14,755 adopted on December 20, 2005.

Sponsored by

ADOPTED by Council this \_\_\_th day of \_\_\_\_\_ 2014

President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf  
City Clerk

RESOLUTION NO. 14,755

WHEREAS, the City of Bethlehem Planning Commission has recommended a certain fee structure for Subdivision and Land Development Review; and

WHEREAS, the Pennsylvania Municipal Planning Code allows for the adoption of reasonable review fees based upon a schedule established by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Bethlehem that the following be adopted as the fee structure for fees related to Subdivision and Development Review before the City Planning Commission:

Subdivisions which create new streets, water mains, or sewer mains, and/or contain over one (1) acre

Sketch Plan .....	\$100
Preliminary Plan .....	\$220 + \$30 per lot
Final Plan .....	\$750 + \$100 per lot
Re-review Fee .....	\$500

Minor Subdivisions ..... \$300 + \$100 per lot

Residential Land Development Plan

Sketch Plan .....	\$100
Preliminary Plan .....	\$250 + \$10 per unit
Final Plan .....	\$250 + \$250 per lot
Re-review Fee .....	\$250

Non-Residential Land Development Plan

Sketch Plan .....	\$100
Preliminary Plan .....	\$250 + \$40 per acre
Final Plan .....	\$750 + \$100 per lot
Re-review Fee .....	\$750

Zoning Ordinance (including map) ..... \$25

Subdivision and Land Development Ordinance ..... \$15

Zoning Map ..... \$5

2.

Reso. 14,755

THEREFORE, BE IT FURTHER RESOLVED that this Resolution supercedes Resolution No. 11,052 adopted on May 23, 1989.

Sponsored by /s/ Ismael Arcelay

/s/ Magdalena F. Szabo

ADOPTED by Council this 20th day of December, 2005.

/s/ J. Michael Schweder  
President of Council

ATTEST:

/s/ Cynthia H. Biedenkopf  
City Clerk

**Sivak, Mark W**

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**From:** Hynes, Craig B  
**Sent:** Thursday, November 13, 2014 5:47 PM  
**To:** Sivak, Mark W  
**Cc:** ~~Kanner, Alicia~~  
**Subject:** Fee Changes

## CITY OF BETHLEHEM

Department of Community and Economic Development

Interoffice

### Memo

**To:** Mark Sivak  
**From:** Craig B. Hynes, Chief Code Official  
**Re:** Proposed changes to Ordinance No. 1731 – Fees and Penalties

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Section 1731.02 which reads as follows:

1731.02 FEES.

Fees for inspections shall be assessed against property owners and shall be determined as follows:

- (a) Inspections made pursuant to the requirements of Article 119 to be paid by the owner:

~~\$125.00~~ per dwelling unit  
~~\$175.00~~ per commercial unit

- (b) Inspections of rental properties under 1731.01(b) above:  
\$ ~~75.00~~ per dwelling unit

- (c) Reinspections to verify correction of violations, second or additional reinspections:

~~\$ 50.00~~ per second reinspection;  
~~\$ 75.00~~ per third reinspection;

~~\$100.00~~ additional reinspections.

- (d) For each commercial rental property containing 2,000 sq. ft. or less of floor area, the fee shall be ~~\$175.00~~. For commercial rental property containing more than 2,000 sq. ft. the fee shall be ~~\$175.00~~ plus ~~\$75.00~~ for every additional 2,000 sq. ft. The owner/operator of a commercial rental property must acquire a certificate of occupancy each time that rental property space is vacant.

Shall be amended to read as follows:

1731.02 FEES.

Fees for inspections shall be assessed against property owners and shall be determined as follows:

- (a) Inspections made pursuant to the requirements of Article 119 to be paid by the owner:

\$150.00 per dwelling unit  
\$200.00 per commercial unit

- (b) Inspections of rental properties under 1731.01(b) above:  
\$100.00 per dwelling unit

- (c) Reinspections to verify correction of violations, second or additional reinspections:  
\$ 75.00 per second reinspection;  
\$100.00 per third reinspection;  
\$125.00 additional reinspections.

- (e) For each commercial rental property containing 2,000 sq. ft. or less of floor area, the fee shall be \$200.00. For commercial rental property containing more than 2,000 sq. ft. the fee shall be \$200.00 plus \$100.00 for every additional 2,000 sq. ft. The owner/operator of a commercial rental property must acquire a certificate of occupancy each time that rental property space is vacant.

Section 1731.99 which reads as follows:

1731.99 PENALTY.

Any person, firm or corporation which violates the provisions of this Article shall be subject to the following penalties:



**CITY OF BETHLEHEM, PENNSYLVANIA  
DEPARTMENT OF POLICE**

	<b>INTER-DEPARTMENTAL MEMORANDUM</b>	
	<b>TO:</b>	<b>Mark Sivak, City Legal</b>
	<b>FROM:</b>	<b>Mark A. DiLuzio, Chief of Police</b>
	<b>DATE:</b>	<b>13 November 2013</b>
	<b>RE:</b>	<b>INCREASE IN RECORD ROOM FEES</b>

For the past 19 years, the City of Bethlehem Police Department Records Room has supplied / released copies of police reports and accident reports to insurance agencies, attorneys, citizens and other agencies for a fee of \$10.00 a copy. This current \$10.00 fee does not reflect the amount of time, work and operating costs performed in the preparation of these requests.

Currently, Bethlehem Police record requests fall into the four categories:

- |                                     |                      |
|-------------------------------------|----------------------|
| 1-Walk in Request                   | \$10.00 per report.  |
| 2-Fingerprint Request               | \$10.00 per request. |
| 3-Record Check Request              | \$10.00 per request. |
| 4-Letter or Email Insurance Request | \$10.00 per request. |

Upon review of our current record room statistics, each month the Bethlehem Police Department Records room processes approximately 120 requests. The Records room receives an average of (65) requests per month from walk-in requests, fingerprint requests, and record check requests. The Records room also receives an average of (55) requests per month from letters / email requests from Insurance companies. The total amount in fees obtained by the Records room per month for these requests is \$1200.00.

A survey of Law Enforcement Agencies in the Lehigh Valley area discovered that report request fees range from \$10.00 to \$22.00. Some agencies even charge by the page for certain reports; to wit: \$.25 a page for Right to Know requests/incident reports. The following is a listing of Lehigh Valley Law Enforcement Agencies surveyed:

- 1-Bethlehem - \$10.00/all reports.
- 2-Allentown - \$15.00/all reports.
- 3-Easton - \$15.00/accident reports, 0.25 cents/page/other.
- 4-State Police - \$22.00/accident reports, 0.25 cents/page/other.
- 5-Upper Saucon - \$10.00/accident reports, incidents reports free.
- 6-Lower Saucon - \$15.00/accident reports, 0.25 cents/page/other.
- 7-Bethlehem Township - \$10.00/all reports.
- 8-Palmer Township - \$15.00/ accident reports, 0.25 cents/page/other.
- 9-Forks Township - \$15.00/accident reports, \$10.00/other.
- 10-Whitehall Township - \$15.00/accident reports, \$15.00/other.
- 11-South Whitehall Township - \$10.00/other.

**CITY OF BETHLEHEM, PENNSYLVANIA  
DEPARTMENT OF POLICE**

- 12-Hellertown - \$15.00/all reports.
- 13-Moore Township - \$15.00/all reports.
- 14-Catasauqua - \$15.00/all reports.

Based upon the above fees by other agencies, I am requesting that we increase our current service fee up to the current average fee throughout the valley. The new fees would be:

1-Walk In reports, Fingerprint requests and Record Check requests would be \$15.00 each.

2-All accident report requests by Insurance Companies and citizens would be \$15.00 each.  
\*(NOTE – According to Pennsylvania Vehicle Code, Title 75, Chapter 37, Miscellaneous Provision, Section 3751 Reports by Police, subsection (b) “furnishing copies of report,” The proper fee for a vehicle accident report is \$15.00 as indicating in the following wording “Except as provided in paragraph (3), the cost of furnishing a copy of a report under this subsection shall not exceed \$15.”

3-All reports request by a legal service would be \$15.00.

4-All Right to Know (RTK) request by media or anyone else would be .25 cents per page/per request.

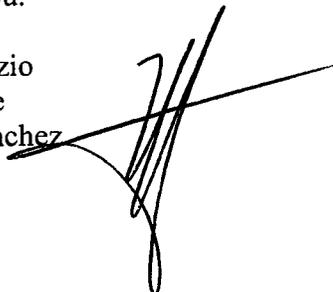
\*(NOTE- According to the Pennsylvania Office of Public Records, under “FEES,” it states “The fee for a standard 8 ½ X 11 black and white document is up to 25 cents per page.)

Utilizing the average number of 120 requests per month and using a breakdown of 60 requests from walk-in requests, fingerprint requests, and records checks, and another 60 written/email insurance requests, the new fees would increase the record rooms monthly intake by approximately 33%.

Presently our monthly fee intake is approximately \$1200.00 per month. There would be an increase of approximately \$600.00 per month, bringing out monthly fee intake to approximately \$1800.00 per month. This \$600.00 per month increase will be affected by the new rate for RTK requests. In the past we charged \$10.00 each, which was incorrect according to Open Records Law. This change may reduce this \$600.00 increase an unknown percent. Even with this issue, the \$5.00 increase in fees will still increase our fee revenue.

In 1981, the Records room charged \$5.00 for copies of reports. In 1995, the Records room increased that to \$10.00 for copies of reports. For the past 19 years, this \$10.00 fee has not been increased but operating costs have. This fee increase to \$15.00, in my opinion, is fair and is past due. Thank You.

Mark A. DiLuzio  
Chief of Police  
Cc/Mayor Donchez



# PROPOSED 2015 SWIMMING POOL FEES

SWIMMING POOL FEES:	1999	2002	2004	2006	2011	2015
	RATE	RATE	RATE	RATE	RATE	PROPOSED

## CLEARVIEW, STARK, SAUCON, WESTSIDE, YOSKO:

Daily Rate					1.00	1.00
-Child (2 and under)				2.50	3.00	4.00
-Youth (18 and under)	1.75	2.00	2.25	2.75	3.50	5.00
-Adult	2.00	2.25	2.50	2.50	3.00	4.00
-Senior Citizen (62 and over)	1.75	2.00	2.25			
-Saucon Weekend Rate (all ages)					6.00	8.00

## MEMORIAL POOL:

-Daily Rate					1.00	1.00
-Child (2 and under)				3.00	4.00	4.50
-Youth (18 and under)	2.00	2.50	2.75	3.50	4.50	5.50
-Adult	2.50	3.00	3.25	3.00	4.00	4.50
-Senior Citizen (62 and over)	2.00	2.50	2.75	3.00		

## SEASON PASS (for ALL pools)

<b>Resident:</b>						
Youth (18 and under)					45.00	50.00
Adult					55.00	60.00
Senior (62 and over)					45.00	50.00

## NonResident:

Youth (18 and over)					60.00	70.00
Adult					80.00	90.00
Senior (62 and over)					60.00	70.00

## SWIMMING LESSONS:

Youth - per 2 week session	30.00	35.00	40.00	45.00	55.00	60.00
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# PROPOSED 2015 SAND ISLAND TENNIS FEES

	2002	2006	2009	2011	2015
	RATE	RATE	RATE	RATE	PROPOSED
<b>SEASON PASSES</b>					
Senior Citizen (62 and over)					
Resident	70.00	75.00	85.00	85.00	100.00
Non-Resident	85.00	90.00	105.00	105.00	125.00
Individual					
Resident	85.00	90.00	100.00	100.00	125.00
Non-Resident	100.00	105.00	120.00	120.00	150.00
Student (21 and under)					
Resident	30.00	35.00	45.00	45.00	60.00
Non-Resident	40.00	45.00	60.00	60.00	75.00
Family					
Resident	160.00	170.00	180.00	180.00	Delete
Non-Resident	190.00	200.00	220.00	220.00	Delete
<b>HOURLY RATE</b>					
Per Person/Per Hour	4.50	5.00	6.00	6.00	8.00
Student	2.50	3.00	4.00	4.00	5.00
<b>LESSONS</b>					
2-week sessions	40.00	45.00	55.00	55.00	60.00

## PROPOSED 2015 LEAGUE/FIELD FEES

LEAGUE/FIELD FEES	1996 RATE	2002 RATE	2006 RATE	2011 RATE	2015 PROPOSED
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### LEAGUE ENTRY FEES

Softball	80.00	90.00	100.00	125.00	150.00
Basketball (winter)	80.00	90.00	100.00	125.00	150.00
Basketball (summer)	70.00	80.00	90.00	125.00	150.00
Volleyball (fall/spring)	70.00	80.00	90.00	100.00	Delete

### LIGHTS/FIELD RENTAL FEES

Softball/Soccer Fields (Youth Organizations)				30.00	Delete
Softball/Soccer Fields	15.00	20.00	20.00	50.00	75.00
Softball/Soccer Lights	50.00	60.00	60.00	90.00 (approved 2009)	125.00

### BASKETBALL COURT RENTAL FEE

Court				50.00	75.00
Lights				90.00	125.00

## PROPOSED 2015 FITNESS IN THE PARK FEES

LEAGUE/FIELD FEES	1996 RATE	2002 RATE	2006 RATE	2011 RATE	2015 PROPOSED
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Per Session (four 1 hr. classes)					25.00
Drop-in Daily Fee					10.00
Three Session Package					65.00

## PROPOSED 2015 PAVILION RENTAL FEES

PAVILION RENTAL FEE	2008 RATE	2011 RATE	2015 PROPOSED
Resident			
Weekday	25.00	65.00	75.00
Weekend	50.00	75.00	100.00
Non-Resident			
Weekday	25.00	90.00	100.00
Weekend	50.00	100.00	150.00

## PROPOSED 2011 SUMMER DAY CAMP FEES

SUMMER DAY CAMP FEES	1999 RATE	2002 RATE	2006 RATE	2011 RATE	2015 PROPOSED
SUMMER DAY CAMP (10 a.m. to 3 p.m.) 2 week sessions					
Ice Rink	75.00	100.00	125.00	150.00/per session	175.00/per session
Extended hours of supervision (8-10 am and 3-5pm)				50.00/per week	Delete

**PROPOSED 2015 FACILITY RENTAL FOR SPECIAL EVENTS**

	2011 RATE	2015 PROPOSED
Ice Rink	\$100/day for first 4 days \$25 each additional day	\$250/day for first 4 days \$100 each additional day
Pool Bldg.	\$50/day for first 4 days	\$100/day for first 4 days
Rose Garden Band Shell	\$10 each additional day	\$50 each additional day
Ice House	\$ 50/day	\$100/day
Non-Profit	\$250/day	\$300/day
Private Rental	Resident Non-Resident	\$350/day \$450/day
For-Profit	Resident	\$550/day
For-Profit	Non-Resident	\$650/day
Band Wagon		
In-Town	\$200	\$300
Out-of-Town (upon approval from Dept. Director)	\$400	\$500
Garbage Container (cardboard) -- Delivery/Disposal	\$10/each	Delete
Event Permit Fee		
Event Permit Fee	\$50	\$75
DAR Rental Fee	\$50	\$100

**PROJECTED REVENUE ON**  
**PROPOSED 2015 RECREATION INCREASES**

The following is a breakdown of the projected additional revenue based on increased fees:

	2013	2015	
	APPROXIMATE	ESTIMATED	
Swimming Pools	\$ 143,800	158,180	
Ice Rink:	\$ 218,700	240,570	15 skating season)
Pavilion Rentals	\$ 5,100	5,600	
Day Camp	\$ 9,500	10,450	
Sand Island Tennis	\$ 35,000	38,500	
League/Field Fees	\$ 14,000	15,400	
Facility Rentals	\$ 31,645	34,810	(Includes Ice House, Ice Rink, Pool Building, Band Shell, Band Wagon, DAR)
Event Fees	<u>\$ 5,600</u>	<u>6,160</u>	
<b>TOTAL REVENUE:</b>	<b>\$463,345</b>	<b>509,670</b>	<b>A \$46,325 potential increase over 2013</b>