



CITY of NOVI CITY COUNCIL

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**Agenda Item F
March 5, 2007**

SUBJECT: Approval of resolution to amend the Building Department fee schedule to require a flat fee for digital imaging, effective April 1, 2007.

SUBMITTING DEPARTMENT: Community Development Department

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	N/A
AMOUNT BUDGETED	N/A
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	N/A

BACKGROUND INFORMATION:

Building plans and documents, which are associated with projects that are ready for final approvals and close to obtaining a Certificate of Occupancy or a Temporary Certificate of Occupancy, must be sent to a company to have these items scanned to a CD. In the past, projects were scanned onto microfilm but with technological advances we have switched to CD's. With projects on CD's it makes it much easier to access the information versus pulling the documents from our storage facility, which can take a day or two. Pursuant with the recommendations from the Sikich report it is necessary to establish flat fees for digital imaging. A pre-determined flat fee will allow projects to be processed more quickly since the applicant will not have to wait for the fees to be calculated and will enable the Building Department to recover the costs associated with formatting the documents in this manner.

The Building Department has analyzed the best way to do this considering that Novi has quite a diverse mixture of projects under construction at any one time. They range from a small renovation of a commercial tenant space to construction of a new multi-story/multi-functional hospital. It was determined that there should be four levels of fees. The basis of these fees starts with what cost is charged to our department by the digital imaging company.

Currently we are not charging a flat fee. The only cost that the applicant is responsible for right now is \$0.20 per 8 1/2 x 11 sheet and \$1.00 per architectural sheet. With this fee schedule we are losing money on every project. For example, Rite Aid paid \$383.00 and we were charged \$501.00, resulting in a \$118.00 loss. Premier Medical paid \$657.00 and we were charged \$996.48, resulting in a \$339.48 loss.

As for specifics as to what we are being charged right now is as follows; \$60 for two CDs with twelve 24" x 36" pages or less scanned to each CD. There is an additional charge of \$1.50 per architectural sheet beyond the first twelve sheets. Also, eight 8 1/2 x 11 pages are equivalent to one 24" x 36" architectural sheet. Hence, every eight 8 1/2 x 11 pages are \$1.50 to scan. An additional \$13.50 is charged for a third CD for the Fire Department and a \$10 fuel and delivery charge is added. Therefore, a minimum of \$83.50 is charged to our department for every project sent to be copied to a disk. Administrative fees must be added to this.

The following fee schedule is being proposed:

- **Minor Tenant Alterations/Residential** with twelve 24" x 36" pages or less will be a flat fee of \$100.
- **Tenant Alterations** with 13 - 50 24" x 36" sheets and under 275 8½ x 11 pages will be a flat fee of \$260.00.
- **New Buildings** with 51-100 24" x 36" architectural sheets and under 475 8½ x 11 pages will be a flat fee of \$400.00
- **New Buildings that exceed** 100 architectural sheets and 475 specification pages will be counted by a City employee to calculate the fees to match what the Building Department is being charged for this service. 15% will be added to cover the administrative costs.

Please note – the first three categories have the administrative fee already built into the schedule.

RECOMMENDED ACTION: Approval of resolution to amend the Building Department fee schedule to require a flat fee for digital imaging, effective April 1, 2007.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				

From: Greulich, Tina
Sent: Thursday, March 01, 2007 10:03 AM
To: Marchioni, Sarah
Subject: RE: Information Requested

Rochester Hills and Sterling Heights do not charge contractors for digital imaging. Wixom, Southfield, Farmington, Farmington Hills, and Troy do not have prints scanned on to a disk or micro film. They send all plans to storage.

I talked with Larry from Amson Dembs and I sent him an email of our new fees. He said he will respond via email today. I left a message for Matt Sossin at Northern equities this morning and have not heard back from him.

From: Karen Johnson [mailto:johnsonk@rochesterhills.org]
Sent: Thursday, March 01, 2007 10:04 AM
To: Greulich, Tina
Subject: microfilm of commercial drawings

Once a project is closed out the drawings are sent to a microfilm company to be put on aperture cards. Aperture cards are a small card (7-1/2" x 3-1/4") of heavy stock paper with a microfilm style version of the drawing in it. We receive two sets of aperture cards; one for the office and a duplicate set is sent to off-site storage.

When copies of the drawings are requested through FOIA, they are sent to a printer for what is referred to as a 'blow back' of the drawings. Essentially, the printer takes the small version and makes it big again. The customer is charged for the print job.

We do not currently have costs built in to our permit/plan review costs to cover the cost of microfilming or storage of the duplicate cards. However, our fees are being updated soon and this may change.