

RESOLUTION NO. 3449-18

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR
ESTABLISHING THE AMOUNT OF USER FEES FOR MISCELLANEOUS
DISCRETIONARY SERVICES, AND REPEALING PREVIOUSLY ADOPTED
USER FEES FOR SUCH SERVICES**

WHEREAS, the Town of Windsor provides miscellaneous public services of a discretionary nature, as these services can be withheld from customers for non-payment, in addition to community-supported public services which are paid for by Town tax revenues for general social, safety or welfare reasons; and

WHEREAS, the Town of Windsor engaged NBS Local Government Solutions to conduct a cost of service study for its miscellaneous discretionary service in order to determine the estimated and reasonable costs borne by the Town to provide these services; and

WHEREAS, NBS Local Government Solutions prepared a report dated July 008, entitled “Cost of Service Study for Analyzing User Fees and Regulatory Fees” (“Report”), which provides a generally accepted cost of service analysis and a Master Fee Schedule that were approved by Town Council on August 20, 2008 by Resolution No. 2347-08; and

WHEREAS, the Town wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution; and

WHEREAS, in adopting the user fees for Town services as set forth in this Resolution, the Town Council of The Town of Windsor is exercising its powers under Article XI Section 7 of the California Constitution, Section 66000 *et seq.* of the California Government Code, and other applicable law; and

WHEREAS, the Town has general policy of recovering the full costs reasonably borne of providing miscellaneous discretionary services of a voluntary and limited nature, such that general tax revenues are not diverted from services of a broad nature and thereby utilized to subsidize such miscellaneous discretionary services; and

WHEREAS, the user fees set forth in the schedule of fees adopted by this Resolution are consistent with the requirements of Article XIII D of the California Constitution pursuant to *Apartment Association of Los Angeles County v. City of Los Angeles* (2001) 24 Cal. 4th 830, in that such fees are not applicable to incidents of property ownership, but rather actual use of Town services; and

WHEREAS, in accordance with Government Code Section 50076, user fees and regulatory fees that do not exceed the reasonable cost of providing the service or of performing the regulatory activity for which the fees are charged, as applicable, and which are not levied for general revenue purposes, are not special taxes as defined in Article 3.5 of Government Code; and

WHEREAS, a schedule of user fees and regulatory fees to be paid by those requesting such miscellaneous discretionary services was adopted so that the Town might carry into effect its policies; and

WHEREAS, it is the intention of the Town Council to update the master schedule of miscellaneous user fees and regulatory fees based on the Town's budgeted and projected costs of the services described in Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, the user fees for miscellaneous discretionary services, which are described in Exhibit A, are hereby determined to be reasonable in that the amount thereof does not exceed the estimated reasonable costs of providing the miscellaneous discretionary services for which each user fee is proposed to be rendered; and

WHEREAS, adoption of the user fees set forth in Exhibit A is intended to recover costs necessary to maintain such services within the Town within existing service areas and is not a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to 14 California Code of Regulations ("CEQA Guidelines") section 15378(b)(4) (the creation of government funding mechanisms or other government fiscal activities which do not involve any specific commitment to any specific project which may result in a potentially significant impact on the environment); and/or CEQA Guidelines section 15273 (statutory exemption for rates, tolls, fares and charges within an existing service area); and/or CEQA Guidelines section 15061 (b)(3) ("common sense" general exception where there is no possibility the activity in question may have a significant effect on the environment).

NOW, THEREFORE BE IT RESOLVED that the Town Council of the Town of Windsor hereby resolves as follows:

Section 1. Adoption of Amendment to Master Fee Schedule and Repeal of Prior Inconsistent Fees. The user fees set forth in Exhibit A are hereby established and directed to be imposed and to be collected by the Town Administrative Services Department for the herein listed miscellaneous discretionary services when provided by the Town or its designated contractors.

Section 2. Separate Fee for Each Service. Each fee set forth in this Resolution shall be separately imposed for each service described under Exhibit A to which the fee pertains; additional fees shall be required for each additional service that is requested or required. Where fees are indicated on a per unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

Section 3. Incorporation and Adoption of Findings and Service Cost Analysis. The recitals set forth above are true and correct and adopted as the findings of the Town Council and after consideration of the staff report, and any public comment and correspondence received, the Town Council hereby approves and adopts the miscellaneous discretionary user fees set forth in Exhibit A.

Section 4. Application. This Resolution may be applied by the several Town department directors in consultation with the Town Manager and, should there be a conflict between two fees which ostensibly cover the same service, then the lower in dollar amount of the two shall be applied.

Section 5. Review. It is the intention of the Town Council to review the user fees as determined and set out herein on a periodic basis as well as the Town's costs reasonably borne as established and, as and if warranted, to revise such fees based thereon.

Section 6. Annual Adjustment. The adopted fees for miscellaneous discretionary services set forth in Exhibit A shall be adjusted for inflation by the Town Manager on July 1 of every year by applying then current Consumer Price Index – All Urban Consumers for the San Francisco-Oakland-San Jose area, as calculated by the U.S. Department of Labor, for the month of April. The Town Manager may round the adjusted fee down to the nearest whole dollars.

Section 7. Repealer. The adopted user fees shall supersede the corresponding fees previously established and adopted by the Town Council. All previously adopted and conflicting user fees are hereby repealed.

Section 8. Use of Fee Revenue. The revenues raised by payment of the user fees established by this Resolution shall be used to fund the estimated reasonable cost of providing the miscellaneous discretionary services for which the fee is charged, and the revenues from such fees shall not be used for general revenue purposes.

Section 9. Severability. The fees set forth in Exhibit A to this Resolution and all portions of this Resolution are severable. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution.

The Town Council hereby declares that it would have passed this Resolution and the user fees set forth in Exhibit A to this Resolution, and each section, subsection, phrase or clause thereof irrespective of the fact that the fee or any one or more sections, subsections, phrases or clauses be declared unconstitutional on their face or as applied.

Section 10. Effective Date. This Resolution and the user fees adopted thereby shall become effective immediately upon adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 18th day of April 2018, by the following vote:

**AYES: COUNCILMEMBERS FUDGE, MILLAN, SALMON,
VICE MAYOR FOPPOLI AND MAYOR OKREPKE**
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE


BRUCE OKREPKE, MAYOR

ATTEST:


MARIA DE LA O, TOWN CLERK

Attachment:

- **Exhibit A - Master Fee Schedule FY2017-18**

**TOWN OF WINDSOR
Master Fee Schedule, 2017-18**

Updated: 4/18/2018

Contents

I. Administration

II. Police

III. Planning

IV. Engineering

V. Building

VI. Public Works

VII. Parks and Facilities

VIII. Recreation

IX. General

Service/Activity Category & Description	Fee
Downtown Signs	
Annual Sign Maintenance	No charge
Initial Set-Up	\$105.00 per business
Business License	
New License	\$67.00 per business
Renewal	\$22.00 per year, per business
Mandatory State CASp Fee (SB1186)	\$4.00 Additional fee per license (new and renewal)
Tobacco Retail License Service Fee	\$350.00
Media Duplication	
CD Duplication	\$62.00 per request
plus: Every Disc after First	\$6.00 per disc
VHS Tape Duplication	\$86.00 per request
plus: Each Tape	\$19.00 per tape
DVD Duplication	\$62.00 per request
plus: Every Two Hours of Content	\$6.00 per two-hour length of content
Photocopy	\$0.32 per page
Map Sales	\$12.00 per map
Returned Item Fee	
First Incident	\$25.00 per returned item
Subsequent Incidents	\$35.00 per returned item
Stop Payment Request	\$48.00 per request
Cost Recovery for Professional Consulting Services, Including Town Attorney Services	
For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.	

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Town Manager's Office and Administrative Services Department: \$80.00 per hour

Service/Activity Category & Description	Fee
False Alarm Response	
First four responses	No charge
Fifth and sixth responses	\$50.00 per response
Seventh and eighth responses	\$75.00 per response
Ninth or more responses	\$100.00 per response
Towed Vehicle Release (Impound)	\$200.00 per vehicle
Solicitor Permit	█ \$80.00 per application
Adult Oriented Business License (per Ordinance 3-21-300)	█ \$80.00 per application

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General Services
 For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Police Department:	█ \$166.00 per hour
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Fines and Penalties
 This Master Fee Schedule does not list fines, penalties, and other charges which are imposed by the Town for various code violations.

Service/Activity Category & Description	Fee
Annexation	\$1,979.00 per application
Development Agreement	\$4,888.00 per application
Environmental Review	
Categorical Exemptions	\$558.00 per application
Initial Study	\$1,677.00 per application
Environmental Impact Report	actual cost of consultant report, plus 12%
Lot Line Adjustment	
Standard	\$1,371.00 per application
Administrative	\$626.00 per application
Plan Amendment	
General Plan Amendment	\$4,718.00 per application
Specific Plan/Area Plan Amendment	\$4,718.00 per application
Plan/Ordinance Cost Recovery	
General Plan/Zoning Maintenance Fee	\$468.00 per acre
Shiloh Road Village Vision Plan Recovery Fee	\$1,669.00 per acre
Site Plan & Design Review	
Pre-application Review	\$308.00 per application
Administrative	\$1,378.00 per application
Commercial, Industrial Level 1	\$3,130.00 per application
Commercial, Industrial Level 2	\$4,545.00 per application
Commercial, Industrial Level 3	\$5,962.00 per application
Residential Projects Level 1	\$2,623.00 per application
Residential Projects Level 2	\$4,862.00 per application
Signs Only - Non-Commercial	\$23.00 per application
Signs Only - Commercial	\$372.00 per application
Workshops, Merit Presentations, and Pre-Application Review	\$1,206.00 per application
Subdivision	
Minor Subdivision/Reconfiguration	\$3,670.00 per application
Major Subdivision	
Fixed Fee	\$5,402.00 per application
plus: Variable Fee	\$23.00 per lot
Certificate of Modification	\$1,185.00 per certificate
Use Permits	
Minor Use Permit	\$1,378.00 per application
Use Permit	\$4,196.00 per application

Service/Activity Category & Description	Fee
Variance Permit	\$745.00 per application
Zone Change/Pre-Zoning	\$3,957.00 per application
Zoning Permits	
Zoning Permits that Require Posting	\$466.00 per application
Zoning Permits that Do Not Require Posting	\$186.00 per application
Other	
ABC Public Convenience/Necessity Letters	\$280.00 per letter
Addressing Amendment	\$94.00 per application
Appeals	\$376.00 per appeal
Extension of Time	\$1,024.00 per application
Mobile Home Rent Stabilization Administration Fee	\$24.00 per space per year
Revision to File	\$1,024.00 per application
Road Name Change	\$745.00 per application
Home Occupation Permit	\$186.00 per application
Massage Practitioner Permit	
New Permit	\$231.00 per practitioner
Annual Renewal - Subsequent Years	\$77.00

Cost Recovery for Professional Consulting Services, Including Town Attorney Services

For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.

Development Review Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Community Development Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	\$186.00 per hour
Engineering Staff:	\$127.00 per hour
Building Inspection Staff:	\$170.00 per hour

Service/Activity Category & Description	Fee
Improvement Plan Check and Inspection	
Plan Check and Inspection (up to 4 plan checks)	9.0% of engineer's estimate
Additional Plan Check (above 4 checks included in the original fee)	1.4% of engineer's estimate
Revision to Improvement Plan During Construction	\$254.00 per revision plus cost of consulting services
Additional Inspection Due to Improvement Plan Revision	\$127.00 per hour - time and materials
Special Projects and Inspections (cost recovery)	
Map Check	
Fixed Fee	\$3,984.00 per application
plus: Lot/Parcel Fee	\$138.00 per lot/parcel
Encroachment Permits	
Review, Major	\$247.00 per application
Review, Minor	\$61.00 per application
plus: Inspection	\$127.00 per hour
Inspection	
Town Inspector(s)	\$127.00 per hour
and/or: Consultant	actual consultant rate per hour
Transportation Permits	
Daily Transportation Permit	\$16.00 per application per day
Annual Transportation Permit	\$90.00 per application per year
Public Right of Way/Easement Abandonment	
Consultant Report	actual consultant rate per hour
plus: Administration	\$127.00 per hour
Reapportionment	
Consultant Report	actual consultant rate per hour
plus: Administration	\$380.00 per application
Traffic Impact Study	
Consultant Report:	
Level 1, Less than 50 peak hour trips/2 study intersection	\$7,026.00 per study
Level 2, 51-100 peak hour trips/4 study intersections	\$9,123.00 per study
Level 3, 101-250 peak hour trips/6 study intersections	\$11,095.00 per study
Special Study	actual consultant cost
Amendment to Study	\$1,849.00 per amendment
plus: Administration	\$254.00 per application
Deeds	
Consultant Report	\$616.00 per document
plus: Administration	\$190.00 per application

Service/Activity Category & Description	Fee
Lot Line Adjustment/Lot Merger Consultant Report plus: Administration	\$616.00 per document \$190.00 per application
Certificate of Correction Consultant Report plus: Administration	\$308.00 per document \$127.00 per application
Appraisal Services Consultant Services plus: Administration	actual consultant cost \$254.00 per request
Development Impact Fee Refund (Project Withdrawn) Residential Non-Residential	\$254.00 per request \$507.00 per request
Special Printing Base Maps Large Document Copy	\$19.00 per page \$12.00 per page
Special Studies Consultant Report Consultant Peer Review	\$254.00 per application plus cost of consulting services \$254.00 per application plus cost of consulting services

Town Attorney Cost Recovery

For any activity requiring review by the Town Attorney, the applicant shall reimburse the Town for actual costs incurred from the Town Attorney. The Director of the Public Works Department shall determine the appropriate deposit to be submitted by the applicant for recovery of Town Attorney costs.

Cost Recovery for Professional Consulting Services

For any activity requiring professional consulting services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Public Works Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting costs.

Development Review Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Public Works Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	\$186.00 per hour
Engineering Staff:	\$127.00 per hour
Building Inspection Staff:	\$170.00 per hour

Service/Activity Category & Description	Fee
Site Review	\$59.00 per application
Access	
Accessibility Plan Check-Residential	0.204 * Building Permit Table
Accessibility Plan Check-Non Resident.	0.153 * Building Permit Table
Building	
Building Permit (Building Permit Table):	
Base Rate:	
Job Value \$1-\$500	\$30.00
Job Value \$501-\$2,000	\$30.00 for the first \$500
Job Value \$2,001-\$25,000	\$87.00 for the first \$2,000
Job Value \$25,001-\$50,000	\$493.00 for the first \$25,000
Job Value \$50,001-\$100,000	\$809.00 for the first \$50,000
Job Value \$100,001-\$500,000	\$1,250.00 for the first \$100,000
Job Value \$500,001-\$1,000,000	\$4,066.00 for the first \$500,000
Job Value \$1,000,001 and up	\$7,053.00 for the first \$1,000,000
Plus: Variable Rate:	
Job Value \$1-\$500	\$0.00
Job Value \$501-\$2,000	\$4.00 for each add'l \$100 or fraction thereof
Job Value \$2,001-\$25,000	\$18.00 for each add'l \$1,000 or fraction thereof
Job Value \$25,001-\$50,000	\$13.00 for each add'l \$1,000 or fraction thereof
Job Value \$50,001-\$100,000	\$9.00 for each add'l \$1,000 or fraction thereof
Job Value \$100,001-\$500,000	\$7.00 for each add'l \$1,000 or fraction thereof
Job Value \$500,001-\$1,000,000	\$6.00 for each add'l \$1,000 or fraction thereof
Job Value \$1,000,001 and up	\$5.00 for each add'l \$1,000 or fraction thereof
Plus: Green Building Standards	
Job Value \$1 - \$100,000	\$4.00 New fractions will need to be determined
Miscellaneous Permit	\$75.00
Solar Permit (Business and Residential)	\$230.00 per installation
Demolition Permit	\$566.00
Reinspection Fee	\$170.00
Foundation Only	\$629.00
Inspection Outside Business Hours	\$255.00
Electrical	
Over 100	\$94.00
Over 600 Volts/Over 1K Amperes (Ea)	\$156.00
Service Panel <200 Amp	\$38.00
Single/2Family Residential Buildings	\$0.06
600Volts Or Less/Not Over 200 Amperes	\$38.00
Pole/Platform Mounted Fixtures	\$1.37
Electrical Single Family	
Fixed Fee	\$30.00

Service/Activity Category & Description	Fee
plus: Square Footage Fee	\$0.06
Electrical Multi Family/Commercial	
Fixed Fee	\$30.00
plus: Square Footage Fee	\$0.06
Outlets & Electrical Fixtures:	
Electrical Permit Issuance	\$30.00
Fixtures And Sockets:	
600Volts Or Less/200-1K Amperes (Ea.)	\$78.00
Electrical Service Upgrade	\$75.00
Motors Generators Hp<1	\$6.00
Nonresidential Appliances	\$6.00
Motors Generators Hp>100	\$94.00
Temp Power/Pedestal Pole	\$75.00
Motors Generators 10<Hp<50	\$31.00
Signs - Exits - Branch Circuit	\$31.00
Service Panel > 1000 Amp	\$156.00
Service Panel 200 To 1000 Amp	\$78.00
Residential Appliances	\$6.00
Motors Generators 50<Hp<100	\$62.00
Issuing Of Supplemental Permit (Orig. Ok)	\$9.00
Electric Vehicle Charging Station	\$75.00 per aggregated charging area
Energy	
Energy Plan Check/Inspect Non-Residential	0.102 * Building Permit Table
Energy Plan Check/Inspection-Residential	0.153 * Building Permit Table
Grading Fees	
Grading Plan Check Fee	0.663 * Grading Permit Table
Grading Permit (Grading Permit Table):	
Base Rate:	
1-50 cubic yards	\$30.00
51-100 cubic yards	\$47.00
101-1,000 cubic yards	\$47.00 for the first 100 cubic yards
1,001-10,000 cubic yards	\$245.00 for the first 1,000 cubic yards
10,001-100,000 cubic yards	\$409.00 for the first 10,000 cubic yards
100,001 cubic yards or more	\$1,156.00 for the first 100,000 cubic yards
Plus: Variable Rate:	
1-50 cubic yards	\$0.00
51-100 cubic yards	\$0.00
101-1,000 cubic yards	\$22.00 for each additional 100 cubic yards or fraction thereof
1,001-10,000 cubic yards	\$18.00 for each additional 1,000 cubic yards or fraction thereof
10,001-100,000 cubic yards	\$83.00 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$46.00 for each additional 10,000 cubic yards or fraction thereof

Service/Activity Category & Description	Fee
Mechanical	
Resident	\$13.00
Suspended/Recessed Wall/ Floor - Heater	\$19.00
Supplemental Mechanical Permit	\$9.00
Issuance Of Each Mechanical Permit:	
Fixed Fee	\$30.00
plus: Variable Fee, Residential	\$0.70 per square foot
plus: Variable Fee, Mixed Use/Commercial	\$0.62 per square foot
Mechanical Unit Over 10K Cfm	\$23.00
Mechanical Vents	\$9.00
Furnace Replacement	\$75.00
Forced-Air/Gravity Type Up to 100,000 Btu/H	\$19.00
Forced-Air/Gravity Type Over 100,000 Btu/H	\$23.00
Installation/Relocation Floor Furnace	\$19.00
Install or Relocate Comm/Industrial Type	\$18.00
Fan Connected To A Single Duct	\$9.00
Install Of Hood Served By Mech Exhaust	\$13.00
Install or Relocate Domestic Type Inc.	\$23.00
Air Conditioner Permit	\$75.00
Misc Fees	
NPDES Erosion Control Plan Review	0.204 * Building Permit Table
Additional Plan Review Required By Changes	
Fixed Fee	\$19.00
or: Unit Fee	\$38.00
(Mech) Additional Plan Review Required By Changes	
Fixed Fee	\$31.00
or: Unit Fee	\$62.00
Plumbing Fees	
2 > Inch Diameter Backflow	\$31.00
Sewer Laterals	\$31.00
2 < Inch Diameter Backflow	\$15.00
Issuance Of Each Plumbing Permit:	
Fixed Fee	\$30.00 per permit
plus: Variable Fee, Residential	\$0.70 per square foot
plus: Variable Fee, Mixed Use/Commercial	\$0.62 per square foot
Water Heater	\$15.00
Water Heater	\$75.00
Water Piping	\$6.00
Traps And Drains	\$12.00
Medical Gas Piping Sys Serving 1-5 In/Out	\$63.00
Lawn Sprinklers Systems	\$19.00

Service/Activity Category & Description	Fee
Supplemental Plumbing Permit	\$9.00
For Each Gray water System	\$50.00
Gas Outlets	\$8.00
Pools	
Pool	\$493.00
Pool Electrical System	
Fixed Fee	\$30.00
plus: Unit Fee	\$62.00
Pool Plumbing Gas Outlets:	
Public Spa	\$76.00
Private Spa	\$38.00
Other	
Expired Permit Renewal	80% of Building Permit Table
Temporary Certificate of Occupancy	\$254.00 per application
Point of Sale - Code Disclosure Inspection	\$254.00 per application
One Year Building Permit Extension	\$170.00 per application
SB 1473 California Building Standards Commission Fee	
\$1 - \$25,000 permit valuation	\$1.00 per application
\$25,001 - \$50,000 permit valuation	\$2.00 per application
\$50,001 - \$75,000 permit valuation	\$3.00 per application
\$75,001 - \$100,000 permit valuation	\$4.00 per application
Every \$25,000 or fraction thereof above \$100,000	\$1.00 per application

Cost Recovery for Professional Consulting Services, Including Town Attorney Services

For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.

Development Review Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Community Development Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	\$186.00 per hour
Engineering Staff:	\$127.00 per hour
Building Inspection Staff:	\$170.00 per hour

Service/Activity Category & Description	Fee
Leak Test	
First Call	\$0.00 per call
Subsequent Calls with No Leak Found	\$106.00 per hour
After Hours	\$318.00 per hour
Inaccessible Meter - Surface Obstruction	
First Occurrence	Notified in writing
Subsequent Attempt, Notified in Writing	\$43.00 per occurrence for removal
Inaccessible Meter - Meter Environmental Obstruction	
First Occurrence	Notified in writing
Second Occurrence	\$43.00 per occurrence
Subsequent Occurrences	\$43.00 per occurrence
Meter Service Size Change	\$133.00 per request plus permit fee plus cost of meter
Meter Test	
First Test per Year	\$0.00 per test
3/4" Meter, Subsequent Test, Within 2% Accuracy	cost of meter
>3/4" Meter, Subsequent Test, Within 2% Accuracy	cost of meter
Late Charge (30 Days Past Billing Date)	\$19.00 per occurrence
Same Day Water Utility Start Service	
Business Hours: M-Th, 7:00 am to 5:00 pm	\$43.00 per request
After Hours: Fridays, Closures, Holidays & Weekends	\$318.00 per request
Disconnect/Reconnect Water Service	
Business Hours, 7:00 AM - 5:00 PM (M-TH)	\$49.00 per occurrence plus full payment
Subsequent calls - same service location	\$49.00 per occurrence
After Hours, Fridays, Closures, Holidays & Weekends	\$318.00 per request
Meter Tamper Fee	
First Offense	\$60.00
Second Offense	\$91.00
Subsequent Offenses	\$91.00
Water Efficient Landscape Ordinance	
Hydrant Pressure Testing Fee	\$105.00 per hour
Landscape Inspection Fee	\$238.00 per inspection
Landscape Re-inspection Fee	\$80.00 per re-inspection
Unauthorized Use of Town Water	
First Occurrence	time and materials Plus citation
Subsequent Occurrences	time and materials Plus citation

Service/Activity Category & Description	Fee
Water Waste	
First Written Warning	\$0.00 per notice
Second Written Warning	\$0.00 per notice
Subsequent Warnings	\$123.00 per notice plus citation
Hydrant Meter Setting	\$106.00 per hour
Deposit	
Utility Account	\$200.00 per account
Construction Meter	\$200.00 per meter
Bridge Meter	\$600.00 per meter
Hydrant Meter	\$1,200.00 per meter
Failure to Return Meter	\$90.00 per meter plus payment in full and forfeiture of deposit
Domestic Water Meter Installation	
All Meters less than 2"	\$142.00 plus actual cost of meter
All Meters greater than 2" provided and installed per Town standards by customer or applicant	\$142.00 plus actual cost of meter
Recycled Water Meter Installation	\$142.00 plus actual cost of meter
Comprehensive Water Quality Test and Analysis	\$142.00 per test plus actual lab cost
Inspection of Backflow Prevention Device Installation	\$106.00 per inspection
Fire Flow Test	\$211.00 per test
Sewer Lateral Connection Inspection	\$106.00 per inspection
Unauthorized Disposal of Wastewater Special Cases	\$211.00 plus citation time and materials Plus citation
Unauthorized Disposal of Toxic Waste Special Cases	\$211.00 plus citation time and materials Plus citation
Installation and Testing of Recycled Water	\$106.00 per installation
Cross-Connection Testing (Recycled Water Account)	\$106.00 per hour time and materials
Monthly Backflow Prevention Device Service Charge	
Up to 1"	\$7.18 per month, charged on utility bill
1-1/2" and Larger	\$7.18 per month, charged on utility bill

Service/Activity Category & Description	Fee
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Public Works Department:	\$106.00 per hour
Administrative Services Department:	\$80.00 per hour
After Hours - Public Works Department	\$318.00 per hour

Service/Activity Category & Description	Fee
Town Green Use	
Application, Deposit, and Rental Fees:	
Application fee (non-refundable)	\$41.00 per application
Security / Damage Deposit (refundable)	\$1,500.00 per event
Town of Windsor Alcohol Permit	\$107.00 per event
Amplified Sound Permit	\$31.00 per event
Shade Tree Bosque Use	\$231.00 per event
Lawn Use	\$231.00 per event
Arbor and Pavilions Use	\$231.00 per event
Library Parking Lot Area Use	\$174.00 per event
Huerta Gym Parking Lot Area Use	\$174.00 per event
Road Closure with Parking Signs/Parking Lots:	
Non-Profit Resident	\$174.00 per event
Business / Private Resident	\$194.00 per event
Business / Private / Non-Profit Non-Resident	\$213.00 per event
Maintenance Fees:	
Event Duration:	
Up to 12 hours	\$229.00 per event
12-24 hours	\$420.00 per event
24-36 hours	\$611.00 per event
37 to 48 hours	\$803.00 per event
48 hours or more	\$994.00 per event
Facility Attendant Fee	\$33.00 per hour
Park Use	
Application Fee	\$46.00 per application
Special Use	
Alcohol Use Permit	\$120.00 per permit
Amplified Sound Permit	\$35.00 per permit
Temporary Amenity Permit	\$60.00 per permit
Concession/Vendor Permit	\$60.00 per permit
Cleaning/Damage/Security Deposit	\$100.00 per event
Field Lining	\$115.00 per field
Individual and Group Events:	
25-50:	
Non-Profit Resident Use Permit	\$109.00 per event
Business / Private Resident Use Permit	\$121.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$133.00 per event
Cleaning/Damage Security Deposit	\$100.00 per event

Service/Activity Category & Description	Fee
51-150:	
Non-Profit Resident Use Permit	\$161.00 per event
Business / Private Resident Use Permit	\$180.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$197.00 per event
Cleaning/Damage Security Deposit	\$100.00 per event
Individual and Group Events (continued):	
151-250:	
Non-Profit Resident Use Permit	\$359.00 per event
Business / Private Resident Use Permit	\$398.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$438.00 per event
Cleaning/Damage Security Deposit	\$200.00 per event
251-500:	
Non-Profit Resident Use Permit	\$494.00 per event
Business / Private Resident Use Permit	\$549.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$604.00 per event
Cleaning/Damage Security Deposit	\$200.00 per event
501-1,000:	
Non-Profit Resident Use Permit	\$706.00 per event
Business / Private Resident Use Permit	\$785.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$864.00 per event
Cleaning/Damage Security Deposit	Minimum \$500; determined on a case by case basis
1,001-3,000:	
Non-Profit Resident Use Permit	\$1,014.00 per event
Business / Private Resident Use Permit	\$1,130.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$1,243.00 per event
Cleaning/Damage Security Deposit	Minimum \$500; determined on a case by case basis
3,001 & Over:	
Non-Profit Resident Use Permit	\$1,552.00 per event
Business / Private Resident Use Permit	\$1,729.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	\$1,902.00 per event
Cleaning/Damage Security Deposit	Minimum \$500; determined on a case by case basis
Non-profit Youth Sports Organizations :	
Resident	\$12.00 per participant per sport season
Non-Resident	\$14.00 per participant per sport season
Adult Athletics	
Application Fee	\$46.00 per application
Resident	\$37.00 per hour per field
Non-Resident	\$41.00 per hour per field
Cleaning/Damage Security Deposit	determined on a case by case basis

Service/Activity Category & Description	Fee
Wilson Ranch Soccer Park Field Lights	
Non-Profit Organization:	
Resident	\$35.00 per event
Non-Resident	\$43.00 per event
Electricity Charges	\$27.00 per hour
Private:	
Resident	\$39.00 per event
Non-Resident	\$43.00 per event
Electricity Charges	\$27.00 per hour
Business:	
Resident	\$39.00 per event
Non-Resident	\$43.00 per event
Electricity Charges	\$27.00 per hour
Concession - Wilson Ranch Soccer Park	
Non-Profit Organization:	
Resident	\$10.00 per hour
Non-Resident	\$13.00 per hour
Private:	
Resident	\$12.00 per hour
Non-Resident	\$13.00 per hour
Business:	
Resident	\$12.00 per hour
Non-Resident	\$13.00 per hour
Facility Use	
Application Fee	\$46.00 per application
General Deposits:	
No Alcohol Served/Sold	\$300.00 per event
Alcohol Served/Sold	\$500.00 per event
Non-Profit Organizations:	
No Alcohol Served/Sold	\$100.00 per event
Alcohol Served/Sold	\$300.00 per event
Kitchen Only/Caterers:	
No Alcohol Served/Sold	\$100.00 per event
Alcohol Served/Sold	N/A

Service/Activity Category & Description	Fee
Facility Rental	
Keiser Community Park	
10x12 Storage Unit - For Local Non-profit Organizations	
Monthly Rental Rate	\$76.00 per month
Annual Rental Rate	\$702.00 per year
Windsor Community Center:	
Non-Profit Resident:	
Elsbree Hall	\$86.00 per hour
Renee Room	\$70.00 per hour
Els./Ren Rooms	\$94.00 per hour
Kitchen with Facility Rental	\$184.00 per event
Commercial Kitchen only	\$28.00 per hour
Non-Profit Non-Resident:	
Elsbree Hall	\$106.00 per hour
Renee Room	\$86.00 per hour
Els./Ren Rooms	\$115.00 per hour
Kitchen with Facility Rental	\$226.00 per event
Commercial Kitchen only	\$35.00 per hour
Windsor Community Center (continued):	
Private Resident:	
Elsbree Hall	\$96.00 per hour
Renee Room	\$79.00 per hour
Els./Ren Rooms	\$105.00 per hour
Kitchen with Facility Rental	\$205.00 per event
Commercial Kitchen only	\$32.00 per hour
Private Non-Resident:	
Elsbree Hall	\$106.00 per hour
Renee Room	\$86.00 per hour
Els./Ren Rooms	\$115.00 per hour
Kitchen with Facility Rental	\$226.00 per event
Commercial Kitchen only	\$35.00 per hour
Business Resident:	
Elsbree Hall	\$96.00 per hour
Renee Room	\$79.00 per hour
Els./Ren Rooms	\$105.00 per hour
Kitchen with Facility Rental	\$205.00 per event
Commercial Kitchen only	\$32.00 per hour
Business Non-Resident:	
Elsbree Hall	\$106.00 per hour
Renee Room	\$86.00 per hour
Els./Ren Rooms	\$115.00 per hour
Kitchen with Facility Rental	\$226.00 per event
Commercial Kitchen only	\$35.00 per hour

Service/Activity Category & Description	Fee
Huerta Gymnasium:	
Non-Profit Resident:	
Gymnasium	\$94.00 per hour
Kitchen with Facility Rental	\$192.00 per event
Non-Profit Non-Resident:	
Gymnasium	\$115.00 per hour
Kitchen with Facility Rental	\$234.00 per event
Private Resident:	
Gymnasium	\$105.00 per hour
Kitchen with Facility Rental	\$213.00 per event
Huerta Gymnasium (continued):	
Private Non-Resident:	
Gymnasium	\$115.00 per hour
Kitchen with Facility Rental	\$234.00 per event
Business Resident:	
Gymnasium	\$105.00 per hour
Kitchen with Facility Rental	\$213.00 per event
Business Non-Resident:	
Gymnasium	\$115.00 per hour
Kitchen with Facility Rental	\$234.00 per event
Windsor Senior Center:	
Non-Profit Resident:	
Large Room	\$63.00 per hour
Small Room	\$55.00 per hour
Kitchen with Facility	\$92.00 per event
Non-Profit Non-Resident:	
Large Room	\$76.00 per hour
Small Room	\$68.00 per hour
Kitchen with Facility	\$112.00 per event
Private Resident:	
Large Room	\$70.00 per hour
Small Room	\$62.00 per hour
Kitchen with Facility	\$102.00 per event
Private Non-Resident:	
Large Room	\$76.00 per hour
Small Room	\$68.00 per hour
Kitchen with Facility	\$112.00 per event
Business Resident:	
Large Room	\$70.00 per hour
Small Room	\$62.00 per hour
Kitchen with Facility	\$102.00 per event
Business Non-Resident:	
Large Room	\$76.00 per hour
Small Room	\$68.00 per hour
Kitchen with Facility	\$112.00 per event

Service/Activity Category & Description	Fee
Facility Rental for Event Rehearsal	\$57.00 per hour
Miscellaneous and Other Fees	
Facility Use Application Fee	\$46.00 per application
Transfer Fee (for changes to date/location)	\$30.00 per change
Electrical Vehicle Charging Station Use Fee	\$1.00 Per hour \$2.00 Minimum charge \$24.00 Maximum charge per day
Custodial Staff Cleaning Fee	\$63.00 per hour
Second Facility Attendant	\$33.00 per hour
Special Event: Vendor / Concession	
Non-Profit Resident	\$102.00 per event
Business / Private Resident	\$113.00 per event
Business / Private / Non-Profit Non-Resident	\$125.00 per event
Banner Permit	
E-Banner	\$57.00 per application
Senior Center: Outdoor Picnic Area	
Application Fee	\$46.00 per application
Non-Profit Resident	\$44.00 per hour
Business / Private Resident	\$49.00 per hour
Business / Private / Non-Profit Non-Resident	\$54.00 per hour
Council Chamber Rental:	
Application Fee	\$46.00 per application
Non-Profit Resident	\$55.00 per hour
Business / Private Resident	\$62.00 per hour
Business / Private / Non-Profit Non-Resident	\$68.00 per hour
Animal Care and Control Services	
Dog Licenses (including 5% administration fee)	
Altered	\$25.00 per animal
Unaltered	\$100.00 per animal
Late Penalty - Altered	\$40.00 per animal per year
Late Penalty - Unaltered	\$40.00 per animal per year
Transfer / Replacement	\$6.00 per animal
Senior Citizen (62 and older, first two licenses)	
Altered	\$12.50 per animal
Unaltered	\$100.00 per animal per year
Late Penalty - Altered	\$40.00 per animal per year
Late Penalty - Unaltered	\$40.00 per animal

Service/Activity Category & Description	Fee
Cat Licenses (including 5% administration fee)	
Altered	\$5.75 per animal
Unaltered	\$5.75 per animal
Impound Fees	
Dog	
First Impound - Licensed	\$55.00 plus related costs*
First Impound - Unlicensed	\$67.00 plus related costs*
Second Impound (within year)	\$112.00 plus related costs*
Each Additional Impound (within one year)	\$105.00 plus related costs*
Cat	
Impound - Altered	\$17.00 plus related costs*
Impound - Unaltered	\$22.00 plus related costs*
Large Livestock - 300 lbs and up	\$50.00 per hour plus related costs*
Small Livestock - Under 300 lbs	\$22.00 per hour plus related costs*
Livestock Board per Day/Head	\$17.00 plus related costs*
Unaltered Animals - Reclaimed by Owner	\$35.00
* Related costs include actual cost of care including but not limited to veterinarian care, hauling services and food.	
Board and Care	
Dog	\$17.00 per day
Cat	\$17.00 per day
Owner Surrender at Shelter	
Live/Dead Animals - Small/Large	\$33.00
Out of County (non-contract city residents)	\$66.00
Rabies Fee	
Quarantine - Shelter (over the counter)	\$83.00
Quarantine - Home	\$56.00
Board per Day - Dog and Cat	\$22.00
Adoption Fees	
Dog	
Over 6 Years	\$94.00
Over 6 Years, After 2 Weeks	\$47.00
Over 4 Months to 6 Years	\$126.00
Over 4 Months to 6 Years, After 2 Weeks	\$63.00
8 Weeks to 4 Months	\$168.00
8 Weeks to 4 Months, After 2 Weeks (at discretion of AC)	\$84.00
Cat	
Over 6 Years	\$52.50
Over 6 Years, After 2 Weeks (at discretion of AC)	\$26.00
Over 4 Months to 6 Years	\$79.00
Over 4 Months to 6 Yrs, After 2 Wks (at discretion of AC)	\$39.50
8 Weeks to 4 Months	\$132.00
8 Weeks to 4 Months, After 2 Weeks (at discretion of AC)	\$66.00
Cat Adoption - Special Events	\$25.00

Service/Activity Category & Description	Fee
Small Mammals/Rodents/Fowl	\$10.50
Livestock/Exotic Animals	Fair Market Value
Rabbits	\$21.00
Vaccination / Testing / Micro chipping	
Rabies Vaccine	\$11.00
DHLPP (distemper, parvo virus, parainfluenza vaccines)	\$11.00
Bordatella	\$11.00
Heartworm Test	\$21.00
FVRCP (panleukopenia, feline viralrhinotrachyitis, calici virus vaccines)	\$11.00
FELV/FIV Test (feline leukemia virus/immunodeficiency virus)	\$21.00
Microchip	\$20.00
Potentially Dangerous/Vicious Dogs	
Potentially Dangerous Dog	\$112.00
Dangerous/Vicious Dog	\$280.00
Kennel / Pet Shop License	
Commercial Kennel	\$156.00
Pet Fancier Kennel (Dog)	
Altered plus Mandatory Dog License	\$33.00
Unaltered plus Mandatory Dog License	\$65.50
Pet Fancier Kennel (Cat)	
Altered plus Mandatory Dog License	\$16.50
Unaltered plus Mandatory Dog License	\$33.00
Hobby Kennel	\$156.00
Pet Shop	\$156.00

Cost Recovery for Professional Consulting Services, Including Town Attorney Services

For any activity requiring professional consulting services, including Town Attorney services, the applicant shall reimburse the Town for actual costs incurred to employ professional consulting services. The Department Director shall determine the appropriate deposit to be submitted by the applicant for recovery of professional consulting services.

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Parks and Recreation Department: \$58.00 per hour

Service/Activity Category & Description	Fee
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All Recreation Programs

Fees imposed for recreational programs provided by the Town shall be set at the discretion of the Parks & Recreation Director, not to exceed the cost of the individual programs.

General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Parks and Recreation Department:	\$56.00 per hour
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Service/Activity Category & Description	Fee
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General Services

For services requested of Town staff for which no fee is listed in this Master Fee Schedule, the Director or Directors of the department or departments whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Town Manager's Office:	\$80.00 per hour
Administrative Services Department:	\$80.00 per hour
Police Department:	\$166.00 per hour
Community Development Department:	\$92.00 per hour
Public Works Department:	\$106.00 per hour
Parks & Recreation Department:	\$58.00 per hour