RESOLUTION NO. 2347-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR ESTABLISHING THE AMOUNT OF USER FEES AND REGULATORY FEES FOR MISCELLANEOUS DISCRETIONARY SERVICES AND REPEALING PREVIOUSLY ADOPTED AND CONFLICTING USER FEES AND REGULATORY 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 services 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 2008, entitled "Cost of Service Study for Analyzing User Fees and Regulatory Fees" ("Report"), which provides a Master Fee Schedule as shown as Exhibit "A" attached to this Resolution; and

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

WHEREAS, in adopting the user fees and regulatory 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 a 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 and regulatory 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 and which are not

levied for general revenue purposes, are not special taxes as defined in Article 3.5 of the Government Code; and

WHEREAS, pursuant to Government Code Sections 66016, 66017 and 66018, the specific fees to be charged for such miscellaneous discretionary services must be adopted by the Town Council by ordinance or resolution, after providing notice and holding a public hearing; and

WHEREAS, in accordance with the Government Code Section 66016, the cost of service analysis that supports user fees and regulatory fees which will be increased pursuant to this Resolution was available for public review and comment for ten days prior to the public hearing at which this Resolution was adopted; and

WHEREAS, in accordance with Government Code Section 66016, at least 14 days prior to the public hearing at which the Town Council first considered adoption of the fees established by this Resolution, notice of the time and place of the hearing was mailed to eligible interested parties who filed written requests with the Town for mailed notice of meetings on new or increased fees; and

WHEREAS, 10 days advance notice of a public hearing at which this Resolution was adopted has been provided per California Government Code Sections 6062a and 66016, oral and written presentations made and received, and the required public hearing held; and

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

WHEREAS, it is the intention of the Town Council to update a master schedule of miscellaneous user fees and regulatory fees based on the Town's budgeted and projected costs of the services; and

WHEREAS, the nature of the user fees and regulatory fees for miscellaneous discretionary services, which are described by Exhibit "A" attached, are hereby determined to be reasonable in that the amounts thereof do not exceed the estimated reasonable costs of providing the miscellaneous discretionary services for which the user fees and regulatory fees are proposed to be rendered; and

WHEREAS, adoption of the user fees and regulatory fees set forth in Exhibit "A" of this Resolution 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); and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF WINDSOR DOES RESOLVE AS FOLLOWS:

Section 1. Master Fee Schedule Adoption and Repeal of Prior Inconsistent Fees. The user fees and regulatory fees set forth in Exhibit "A" of this Resolution, attached hereto and incorporated herein by reference, 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 Report, the staff report, the testimony received at the noticed public hearing, and all correspondence received, the Town Council hereby approves and adopts the Report prepared by NBS Local Government Solutions of miscellaneous discretionary service costs and accompanying user fees and regulatory fees.

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 and regulatory 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. 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 the 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 fees down to the nearest whole dollars.

Section 7. Repealer. These user fees and regulatory fees shall supersede the corresponding fees previously established and adopted by the Town Council. All previously adopted and conflicting user fees and regulatory fees and all Resolutions and other action of the Town Council are hereby repealed.

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

Section 9. Severability. The individual fees set forth in Exhibit "A" of 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. Should any of the user fees or regulatory fees be adjudged to be invalid and unenforceable by a body of competent jurisdiction, the remaining fees shall be and continue in full force and effect, except those fees that have been adjudged invalid.

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

Section 10. Effective Date. This Resolution becomes effective immediately. The user fees and regulatory fees shall become effective immediately; provided that in accordance with Government Code Section 66017, the user fees and regulatory fees upon a development project, as defined in Government Code Section 66000, which applies to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall be effective no sooner than 60 days following the effective date of this Resolution.

PASSED, APPROVED AND ADOPTED this 20th day of August 2008, by the following vote:

AYES: **COUNCILMEMBERS ALLEN, GOBLE, PARKER, SALMON AND MAYOR FUDGE**
NOES: **NONE**
ABSTAIN: **NONE**
ABSENT: **NONE**

DEBORA FUDGE, MAYOR

ATTEST:

MARIA DE LA O, TOWN CLERK

Attachment: Exhibit "A"

EXHIBIT "A"

TOWN OF WINDSOR
Master Fee Schedule, 2008-2009

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Service/Activity Category & Description	Fee
Downtown Signs	
Annual Sign Maintenance	$45.00 per year, per business
Initial Set-Up	$85.00 per business
Business Registration	
New Registration	$60.00 per business
Renewal	$18.00 per year, per business
Media Duplication	
CD Duplication	$50.00 per request
plus: Every Disc after First	$5.00 per disc
VHS Tape Duplication	$70.00 per request
plus: Each Tape	$15.00 per tape
DVD Duplication	$50.00 per request
plus: Every Two Hours of Content	$5.00 per two-hour length of content
Photocopy	$0.25 per page
Map Sales	$10.00 per map
Returned Check	$34.00 per check
Stop Payment Request	$39.00 per request

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 Departmer	$65.00 per hour

Service/Activity Category & Description	Fee
Impound	$160.00 per vehicle
Vehicle Identification Number (VIN) Verification	$34.00 per request
Solicitor Permit	$65.00 per application
Adult Oriented Business License (per Ordinance 3-21-300)	$65.00 per application
Massage Practitioner Permit (per Ordinance 3-22-100)	$65.00 per application

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: $135.00 per hour

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	$1,605.00 per application
Development Agreement	$3,965.00 per application
Environmental Review	
Categorical Exemptions	$453.00 per application
Initial Study	$1,360.00 per application
Environmental Impact Report	actual cost of consultant report, plus 12%
Lot Line Adjustment	
Standard	$1,112.00 per application
Administrative	$508.00 per application
Plan Amendment	
General Plan Amendment	$3,827.00 per application
Specific Plan/Area Plan Amendment	$3,827.00 per application
Plan/Ordinance Cost Recovery	
General Plan/Zoning Maintenance Fee	$380.00 per acre
Shiloh Road Village Vision Plan Recovery Fee	$1,354.43 per acre
Site Plan & Design Review	
Administrative	$1,118.00 per application
Commercial, Industrial Level 1	$2,539.00 per application
Commercial, Industrial Level 2	$3,687.00 per application
Commercial, Industrial Level 3	$4,836.00 per application
Residential Projects Level 1	$2,128.00 per application
Residential Projects Level 2	$3,944.00 per application
Signs Only - Non-Commercial	$19.00 per application
Signs Only - Commercial	$302.00 per application
Workshops, Merit Presentations, and Pre-Application Review	$978.00 per application
Subdivision	
Minor Subdivision/Reconfiguration	$2,977.00 per application
Major Subdivision	
Fixed Fee	$4,382.00 per application
plus: Variable Fee	$19.00 per lot
Certificate of Modification	$961.00 per certificate
Use Permits	
Minor Use Permit	$1,118.00 per application
Use Permit	$3,404.00 per application

Service/Activity Category & Description	Fee
Variance Permit	$604.00 per application
Zone Change/Pre-Zoning	$3,210.00 per application
Zoning Permits	
Zoning Permits that Require Posting	$378.00 per application
Zoning Permits that Do Not Require Posting	$151.00 per application
Other	
ABC Public Convenience/Necessity Letters	$227.00 per letter
Addressing Amendment	$76.00 per application
Appeals	$305.00 per appeal
Extension of Time	$831.00 per application
Revision to File	$831.00 per application
Road Name Change	$604.00 per application

Town Attorney Cost Recovery

For any Planning 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 Planning Department shall determine the appropriate deposit to be submitted by the applicant for recovery of Town Attorney costs.

Development Review Services

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

Planning Staff:	$151.00 per hour
Engineering Staff:	$103.00 per hour
Building Inspection Staff:	$138.00 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	$206.00 per revision
Additional Inspection Due to Improvement Plan Revision	$103.00 per hour
Special Projects and Inspections (discretion of Public Works Director)	time and materials; see rates on next page
Map Check	
Fixed Fee	$3,232.00 per application
plus: Lot Fee	$112.00 per lot
Encroachment Permits	
Review, Major	$200.00 per application
Review, Minor	$200.00 per application
plus: Inspection	$103.00 per hour
Inspection	
Town Inspector(s)	$103.00 per hour
and/or: Consultant	actual consultant rate per hour
Annual Transportation Permit	$90.00 per application per year
Public Right of Way/Easement Abandonment	
Consultant Report	actual consultant cost
plus: Administration	$103.00 per hour
Reapportionment	
Consultant Report	actual consultant cost
plus: Administration	$308.00 per application
Traffic Impact Study	
Consultant Report:	
Level 1, Less than 50 peak hour trips/2 study intersection	$5,700.00 per study
Level 2, 51-100 peak hour trips/4 study intersections	$7,400.00 per study
Level 3, 101-250 peak hour trips/6 study intersections	$9,000.00 per study
Special	actual consultant cost
Amendment	$1,500.00 per amendment
plus: Administration	$206.00 per application

Service/Activity Category & Description	Fee
Deeds	
Consultant Report	$500.00 per application
plus: Administration	$154.00 per application
Lot Line Adjustment	
Consultant Report	$500.00 per application
plus: Administration	$154.00 per application
Certificate of Correction	
Consultant Report	$250.00 per application
plus: Administration	$103.00 per application
Appraisal Services	
Consultant Services	actual consultant cost
plus: Administration	$103.00 per request
Development Impact Fee Refund (Project Withdrawn)	
Residential	$206.00 per request
Non-Residential	$411.00 per request
Special Printing	
Base Maps	$15.00 per page
Large Document Copy	$10.00 per page

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.

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:	$151.00 per hour
Engineering Staff:	$103.00 per hour
Building Inspection Staff:	$138.00 per hour

Service/Activity Category & Description	Fee
Site Review	$47.94 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	$23.97
Job Value $501-2,000	$23.97 for the first $500
Job Value $2,001-25,000	$70.64 for the first $2,000
Job Value $25,001-50,000	$399.59 for the first $25,000
Job Value $50,001-100,000	$656.63 for the first $50,000
Job Value $100,001-500,000	$1,013.63 for the first $100,000
Job Value $500,001-1,000,000	$3,298.43 for the first $500,000
Job Value $1,000,001 and above	$5,720.93 for the first $1,000,000
Plus: Variable Rate:	
Job Value $1-500	$0.00
Job Value $501-2,000	$3.11 for ea add'l $100, or fraction thereof, to and including $2,000
Job Value $2,001-25,000	$14.28 for ea add'l $1000, or fraction thereof, to and including $25,000
Job Value $25,001-50,000	$10.30 for ea add'l $1000, or fraction thereof, to and including $50,000
Job Value $50,001-100,000	$7.14 for ea add'l $1000, or fraction thereof, to and including $100,000
Job Value $100,001-500,000	$5.71 for ea add'l $1000, or fraction thereof, to and including $500,000
Job Value $500,001-1,000,000	$4.85 for ea add'l $1000, or fraction thereof, to and including $1,000,000
Job Value $1,000,001 and above	$3.72 for ea add'l $1000, or fraction thereof
Miscellaneous Permit	$61.20
Demolition Permit	$459.00
Reinspection Fee	$138.00
Foundation Only	$510.00
Inspection Outside Business Hours	$207.00
Electrical	
Over 100	$75.99
Over 600 Volts/Over 1K Amperes (Ea)	$126.79
Service Panel <200 Amp	$31.11
Single/2Family Residential Buildings	$0.06
600Volts Or Less/Not Over 200 Amperes	$31.11
Pole/Platform Mounted Fixtures	$1.12
Electrical Single Family	
Fixed Fee	$23.97
plus: Square Footage Fee	$0.057
Electrical Multi Family/Commercial	
Fixed Fee	$23.97
plus: Square Footage Fee	$0.051

Service/Activity Category & Description	Fee
Outlets & Electrical Fixtures:	
Electrical Permit Issuance	$23.97
Fixtures And Sockets:	
600Volts Or Less/200-1K Amperes (Ea.)	$63.39
Electrical Service Upgrade	$61.20
Motors Generators Hp<1	$4.85
Nonresidential Appliances	$4.85
Motors Generators Hp>100	$75.99
Temp Power/Pedestal Pole	$61.20
Motors Generators 10<Hp<50	$25.09
Signs - Exits - Branch Circuit	$25.09
Service Panel > 1000 Amp	$126.79
Service Panel 200 To 1000 Amp	$63.39
Residential Appliances	$4.85
Motors Generators 50<Hp<100	$50.49
Issuing Of Supplemental Permit (Orig. Ok)	$7.40
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	$23.97
51-100 cubic yards	$37.74
101-1,000 cubic yards	$37.74 for the first 100 cubic yards
1,001-10,000 cubic yards	$198.39 for the first 1,000 cubic yards
10,001-100,000 cubic yards	$331.50 for the first 10,000 cubic yards
100,001 cubic yards and above	$937.38 for the first 100,000 cubic yards
Plus: Variable Rate:	
0 to 100 cubic yards	$0.00
101-1,000 cubic yards	$17.85 for each additional 100 cubic yards, or fraction thereof
1,001-10,000 cubic yards	$14.79 for each additional 1,000 cubic yards, or fraction thereof
10,001-100,000 cubic yards	$67.32 for each additional 10,000 cubic yards, or fraction thereof
100,001 cubic yards and above	$37.23 for each additional 10,000 cubic yards, or fraction thereof
Mechanical	
Resident	$10.86
Suspended/Recessed Wall/ Floor - Heater	$15.10
Supplemental Mechanical Permit	$7.40

Service/Activity Category & Description	Fee
Issuance Of Each Mechanical Permit:	
Fixed Fee	$23.97
plus: Variable Fee, Residential	$0.56 per square foot
plus: Variable Fee, Mixed Use/Commercial	$0.50 per square foot
Mechanical Unit Over 10K Cfm	$18.46
Mechanical Vents	$7.40
Furnace Replacement	$61.20
Forced-Air/Gravity Type Up to 100,000 Btu/H	$15.10
Forced-Air/Gravity Type Over 100,000 Btu/H	$18.56
Installation/Relocation Floor Furnace	$15.10
Install or Relocate Comm/Industrial Type	$14.79
Fan Connected To A Single Duct	$7.40
Install Of Hood Served By Mech Exhaust	$10.86
Install or Relocate Domestic Type Inc.	$18.56
Air Conditioner Permit	$61.20
Misc Fees	
Additional Plan Review Required By Changes	
Fixed Fee	$15.30
or: Unit Fee	$30.60
(Mech) Additional Plan Review Required By Changes	
Fixed Fee	$25.25
or: Unit Fee	$50.49
Plumbing Fees	
2 > Inch Diameter Backflow	$25.14
Sewer Laterals	$25.14
2 < Inch Diameter Backflow	$12.55
Issuance Of Each Plumbing Permit:	
Fixed Fee	$23.97 per permit
plus: Variable Fee, Residential	$0.56 per square foot
plus: Variable Fee, Mixed Use/Commercial	$0.50 per square foot
Water Heater	$12.55
Water Heater	$61.20
Water Piping	$4.85
Traps And Drains	$10.00
Medical Gas Piping Sys Serving 1-5 In/Out	$51.00
Lawn Sprinklers Systems	$15.10
Supplemental Plumbing Permit	$7.40
For Each Graywater System	$40.80
Gas Outlets	$6.27

Service/Activity Category & Description	Fee
Pools	
Pool	$400.00
Pool Electrical System	
Fixed Fee	$23.97
plus: Unit Fee	$50.49
Pool Plumbing Gas Outlets:	
Public Spa	$61.97
Private Spa	$30.86
Expired Permit Renewal	80% of Building Permit Table

Development Review Services

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

Planning Staff:	$151.00 per hour
Engineering Staff:	$103.00 per hour
Building Inspection Staff:	$138.00 per hour

Service/Activity Category & Description	Fee
Leak Test	
First Call	$0.00 per call
Subsequent Calls with No Leak Found	$65.00 per call
Inaccessible Meter	
First Occurrence	$0.00 per occurrence
Subsequent Attempt, Notified in Writing	$35.00 per occurrence plus citation
Meter Service Size Change	$105.00 per request plus permit fee
Meter Test	
First Test per Year	$0.00 per test
3/4" Meter, Subsequent Test, Within 2% Accuracy	$183.00 per test
>3/4" Meter, Subsequent Test, Within 2% Accuracy	$183.00 per test
Late Charge (30 Days Past Billing Date)	$15.00 per occurrence
Disconnect/Reconnect Water Service	
Business Hours, 7:00 AM - 5:00 PM	$40.00 per occurrence plus full payment
Outside Business Hours	$90.00 per occurrence plus full payment
Broken Meter Lock	
First Occurrence	$49.00 per occurrence plus citation
Subsequent Occurrences	$74.00 per occurrence plus citation
Unauthorized Use of Town Water	
First Occurrence	time and materials plus citation
Subsequent Occurrences	time and materials plus citation
Water Waste	
First Written Warning	$0.00 per notice
Second Written Warning	$0.00 per notice
Subsequent Warnings	$100.00 per notice plus citation
Hydrant Meter Setting	$105.00 per request
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	$73.00 per meter plus payment in full and forfeiture of deposit

Service/Activity Category & Description	Fee
Domestic Water Meter Installation	
All Meters less than 2"	$115.00 plus actual cost of meter
All Meters greater than 2" provided and installed per Town standards by customer or applicant	$115.00 plus actual cost of meter
Recycled Water Meter Installation	$115.00 plus actual cost of meter
Comprehensive Water Quality Test and Analysis	$115.00 per test plus actual lab cost
Inspection of Backflow Prevention Device Installation	$86.00 per inspection
Fire Flow Test	$171.00 per test
Sewer Lateral Connection Inspection	$86.00 per inspection
Unauthorized Disposal of Wastewater	$171.00 plus citation
Special Cases	time and materials plus citation
Unauthorized Disposal of Toxic Waste	$171.00 plus citation
Special Cases	time and materials plus citation
Installation and Testing of Recycled Water	$86.00 per installation
Annual Cross-Connection Testing (Recycled Water)	$86.00 per test
Monthly Backflow Prevention Device Service Charge	
Up to 1"	$5.83 per month, charged on utility bill
1-1/2" and Larger	$5.83 per month, charged on utility bill

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:

Public Works Department:	$86.00 per hour
Administrative Services Department:	$65.00 per hour

Service/Activity Category & Description	Fee
Green Use	
Application, Deposit, and Rental Fees:	
Application fee (non-refundable)	$33.00 per application
Security / Damage Deposit (refundable)	$1,500.00 per event
Town of Windsor Alcohol Permit	$87.00 per event
Amplified Sound Permit	$25.00 per event
Shade Tree Bosque Use	$187.00 per event
Lawn Use	$187.00 per event
Arbor and Pavilions Use	$187.00 per event
Library Parking Lot Area Use	$141.00 per event
Huerta Gym Parking Lot Area Use	$141.00 per event
Maintenance Fees:	
Event Duration:	
Up to 12 hours	$186.00 per event
12-24 hours	$341.00 per event
24-36 hours	$496.00 per event
37 to 48 hours	$651.00 per event
48 hours or more	$806.00 per event
Facility Attendant Fee	$27.00 per hour
Park Use	
Application Fee	$37.00 per application
Special Use	
Alcohol Use Permit	$97.00 per permit
Amplified Sound Permit	$28.00 per permit
Temporary Amenity Permit	$49.00 per permit
Concession/Vendor Permit	$49.00 per permit
Cleaning/Damage/Security Deposit	$100.00 per event
Individual and Group Events:	
25-50:	
Non-Profit Resident Use Permit	$141.00 per event
Business / Private Resident Use Permit	$157.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	$173.00 per event
Cleaning/Damage Security Deposit	$100.00 per event
51-150:	
Non-Profit Resident Use Permit	$210.00 per event
Business / Private Resident Use Permit	$233.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	$256.00 per event
Cleaning/Damage Security Deposit	$100.00 per event

Service/Activity Category & Description	Fee
Individual and Group Events (continued):	
151-250:	
Non-Profit Resident Use Permit	$291.00 per event
Business / Private Resident Use Permit	$323.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	$355.00 per event
Cleaning/Damage Security Deposit	$200.00 per event
251-500:	
Non-Profit Resident Use Permit	$401.00 per event
Business / Private Resident Use Permit	$445.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	$490.00 per event
Cleaning/Damage Security Deposit	$200.00 per event
501 & Over:	
Non-Profit Resident Use Permit	$573.00 per event
Business / Private Resident Use Permit	$637.00 per event
Business / Private / Non-Profit Non-Resident Use Permit	$701.00 per event
Cleaning/Damage Security Deposit	determined on a case by case basis
Non-profit Youth Sports Organizations :	
Resident	$10.00 per participant
Non-Resident	$11.00 per participant
Adult Athletics	
Application Fee	$37.00 per application
Resident	$30.00 per hour per field
Non-Resident	$33.00 per hour per field
Cleaning/Damage Security Deposit	determined on a case by case basis
Wilson Ranch Soccer Park Field Lights	
Non-Profit Organization:	
Resident	$28.00 per event
Non-Resident	$35.00 per event
Electricity Charges	$22.00 per hour
Private:	
Resident	$32.00 per event
Non-Resident	$35.00 per event
Electricity Charges	$22.00 per hour
Business:	
Resident	$32.00 per event
Non-Resident	$35.00 per event
Electricity Charges	$22.00 per hour

Service/Activity Category & Description	Fee
Concession - Wilson Ranch Soccer Park	
Non-Profit Organization:	
Resident	$28.00 per hour
Non-Resident	$35.00 per hour
Private:	
Resident	$32.00 per hour
Non-Resident	$35.00 per hour
Business:	
Resident	$32.00 per hour
Non-Resident	$35.00 per hour
Facility Use	
Application Fee	$37.00 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
Facility Rental	
Windsor Community Center:	
Non-Profit Resident:	
Elsbree Hall	$70.00 per hour
Renee Room	$57.00 per hour
South Room	$23.00 per hour
Els./Ren Rooms	$76.00 per hour
Kitchen with Facility Rental	$149.00 per event
Commercial Kitchen only	$23.00 per hour
Non-Profit Non-Resident:	
Elsbree Hall	$86.00 per hour
Renee Room	$70.00 per hour
South Room	$28.00 per hour
Els./Ren Rooms	$93.00 per hour
Kitchen with Facility Rental	$183.00 per event
Commercial Kitchen only	$28.00 per hour

Service/Activity Category & Description	Fee
Windsor Community Center (continued):	
Private Resident:	
Elsbree Hall	$78.00 per hour
Renee Room	$64.00 per hour
South Room	$26.00 per hour
Els./Ren Rooms	$85.00 per hour
Kitchen with Facility Rental	$166.00 per event
Commercial Kitchen only	$26.00 per hour
Private Non-Resident:	
Elsbree Hall	$86.00 per hour
Renee Room	$70.00 per hour
South Room	$28.00 per hour
Els./Ren Rooms	$93.00 per hour
Kitchen with Facility Rental	$183.00 per event
Commercial Kitchen only	$28.00 per hour
Business Resident:	
Elsbree Hall	$78.00 per hour
Renee Room	$64.00 per hour
South Room	$26.00 per hour
Els./Ren Rooms	$85.00 per hour
Kitchen with Facility Rental	$166.00 per event
Commercial Kitchen only	$26.00 per hour
Business Non-Resident:	
Elsbree Hall	$86.00 per hour
Renee Room	$70.00 per hour
South Room	$28.00 per hour
Els./Ren Rooms	$93.00 per hour
Kitchen with Facility Rental	$183.00 per event
Commercial Kitchen only	$28.00 per hour
Huerta Gymnasium:	
Non-Profit Resident:	
Gymnasium	$76.00 per hour
Kitchen with Facility Rental	$156.00 per event
Non-Profit Non-Resident:	
Gymnasium	$93.00 per hour
Kitchen with Facility Rental	$190.00 per event
Private Resident:	
Gymnasium	$85.00 per hour
Kitchen with Facility Rental	$173.00 per event

Service/Activity Category & Description	Fee
Huerta Gymnasium (continued):	
Private Non-Resident:	
Gymnasium	$93.00 per hour
Kitchen with Facility Rental	$190.00 per event
Business Resident:	
Gymnasium	$85.00 per hour
Kitchen with Facility Rental	$173.00 per event
Business Non-Resident:	
Gymnasium	$93.00 per hour
Kitchen with Facility Rental	$190.00 per event
Windsor Senior Center:	
Non-Profit Resident:	
Large Room	$51.00 per hour
Small Room	$45.00 per hour
Kitchen with Facility	$75.00 per event
Non-Profit Non-Resident:	
Large Room	$62.00 per hour
Small Room	$55.00 per hour
Kitchen with Facility	$91.00 per event
Private Resident:	
Large Room	$57.00 per hour
Small Room	$50.00 per hour
Kitchen with Facility	$83.00 per event
Private Non-Resident:	
Large Room	$62.00 per hour
Small Room	$55.00 per hour
Kitchen with Facility	$91.00 per event
Business Resident:	
Large Room	$57.00 per hour
Small Room	$50.00 per hour
Kitchen with Facility	$83.00 per event
Business Non-Resident:	
Large Room	$62.00 per hour
Small Room	$55.00 per hour
Kitchen with Facility	$91.00 per event
Miscellaneous and Other Fees	
Facility Use Application Fee	$37.00 per application
Transfer Fee (for changes to date/location)	$24.00 per change
Custodial Staff Cleaning Fee	$51.00 per hour
Second Facility Attendant	$27.00 per hour

Service/Activity Category & Description	Fee
Event Booth:	
Non-Profit Resident	$83.00 per event
Business / Private Resident	$92.00 per event
Business / Private / Non-Profit Non-Resident	$101.00 per event
Banner Permit	$68.00 per application
Road Closure with Parking Signs/Parking Lots:	
Non-Profit Resident	$141.00 per event
Business / Private Resident	$157.00 per event
Business / Private / Non-Profit Non-Resident	$173.00 per event
Outdoor Picnic Area:	
Application Fee	$37.00 per application
Non-Profit Resident	$36.00 per hour
Business / Private Resident	$40.00 per hour
Business / Private / Non-Profit Non-Resident	$44.00 per hour
Council Chamber Rental:	
Application Fee	$37.00 per application
Non-Profit Resident	$45.00 per hour
Business / Private Resident	$50.00 per hour
Business / Private / Non-Profit Non-Resident	$55.00 per hour

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:

Community Services:	$47.00 per hour

Service/Activity Category & Description	Fee

All Recreation Programs

Fees imposed for recreational programs provided by the Town shall be set at the discretion of the Community Services 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:

Community Services:	$47.00 per hour

Service/Activity Category & Description	Fee

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:	$65.00 per hour
Administrative Services Department:	$65.00 per hour
Police Department:	$135.00 per hour
Planning Department:	$75.00 per hour
Public Works Department:	$86.00 per hour
Community Services Department:	$47.00 per hour