Resolution No. 16-0207

A RESOLUTION APPROVING AN UPDATED FEE SCHEDULE FOR THE CITY OF WINDSOR HEIGHTS, IOWA, FOR THE REMAINDER OF CALENDAR YEAR 2016 AND FISCAL YEAR 2017

WHEREAS, the City of Windsor Heights, Polk County, Iowa, City Council has reviewed the proposed fees for services as attached (Exhibit A) and determined said fees are necessary and appropriate for continuing the delivery of high quality services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 1st day of February, 2016, that the attached fee schedule dated February, 2016, is hereby approved and in effect immediately.

Passed and Approved this 1st day of February, 2016

_____
Diana Willits, Mayor

Attest:_____
Brett Klein, City Administrator

EXHIBIT A

FEE SCHEDULE

City of Windsor Heights

Adopted February 2016

Public Safety	
REPORTS, COPIES, CD'S, TESTS & RELEASES	
Incident Reports	$5.00 for 10 single-sided pages or less
CAD/Call Log Reports	$5.00 for 10 single-sided pages or less
Each additional page	$0.10 per single page
Local Records Check	$5.00 per inquiry
Video CD's or DVD's	$15.00 per reproduction
Audio CD's	$15.00 per reproduction
Photograph(s)	Copied 4 photographs per page
Fingerprinting per card	$15.00
Vehicle Impound Release	$15.00
Alternate Breath Test	$30.00
NSF Check Fee	$30.00
PET LICENSE	
Pet License – spayed/neutered	$10.00 per calendar year
Pet License – not spayed/neutered	$20.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after March 31)
ANIMAL IMPOUNDS	
Animal Impound boarding fee	$20.00 per day (begins on 2nd day)
Animal Impound – 1st offense*	$75.00 per animal per calendar year *($25.00 discount for licensed pets)
Animal Impound – 2nd/subsequent w/in 12 month period -OR- for cases involving multiple violations	$100.00 per animal per animal calendar year
PERMITS	
Dance Hall Inspection Fee	$50.00
Dance Hall Permit Fee	$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	$20.00 per day
Panhandler, Peddler, Solicitor, Transient Merchant Fee	$20.00 application fee 1 Week - $30.00 1 Month - $50 3 Month (maximum) - $100.00 $25.00 per each additional peddler, etc.

Rental Fees	
Initial Inspection plus $30.00 each additional unit	$150.00
First Re-Inspection (performed 30 days after initial inspection)	$50.00
Second Re—Inspection (performed 2 weeks after first re-inspection)	$70.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	$120.00
Fourth Re-inspection (performed 2 weeks after third re-inspection)	$500.00
Authorized Rental Sign	$65.00 deposit(Refunded upon return)
$10.00 Additional fee per unit per inspection	
Commerical/ Fire Code	
Initial Inspection	$0
First Re-Inspection (performed 30 days after initial inspection)	$25.00
Second Re-Inspection (performed 2 weeks after first re-inspection)	$100.00
Third Re- Inspection (performed 2 weeks after second re-inspection)	$200.00
Fourth Re-Inspection (performed 2 weeks after third re-inspection)	$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	$800.00
Hazmat Fees	
Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	$285.33*
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	$228.27*
Extra Response Personnel	$22.85*
Expended materials (foam, containment booms,sand, absorbent, etc)	Replacement Cost including shipping
Equipment repair/cleaning(personal protective equipment, hose, nozzles, apparatus,etc)	Cost(parts plus labor) including shipping
Damaged equipment/property (may include injury to, destruction of, or loss of natural resources	Replacement/Repair cost including shipping
contracted services, contracted equipment,	Billed as used
*Minimum of one hour. Billed in 15 minute increments beyond the first hour	

City Hall	
Copies	$0.10 per single page copy
Audio CD's	$15.00 per reproduction
NSF Check Fee (All Departments)	$30.00

BUILDING PERMITS	
TOTAL VALUATION	**FEE**
$1.00 to $500.00	$22.00
$501.00 to $2,000.00	$22.00 for the first $500.00 + $.2.75 for each additional $100.00
$2,001.00 to $25,000.00	$75.50 for the first $2,000.00 + $12.50 for each additional $1,000.00
$25,000.00 to $50,000.00	$361.00 for the first $25,000.00 + $9.00 for each additional $1,000.00
$50,000.00 to $100,000.00	$586.25 for the first $50,000.00 + $6.25 for each additional $1,000.00
$100,000.00 to $500,000.00	$900.00 for the first $100,000.00 + $5.00 for each additional $1,000.00
$500,000.00 to $1,000,000.00	$2,900.00 for the first $500,000.00 + $4.25 for each additional $1,000.00
$1,000,000.00 and up	$5,023.50 for the first $1,000,000.00 + $2.75 for each additional $1,000.00
Re-inspection fees	$42.00/hour (1-hour minimum)
Site Plan Review / Plan Check (Commercial)	65% of total building permit fee
SUB-CONTRACTOR PERMITS	
Mechanical	Flat Fee $55.00
Plumbing	Flat Fee $55.00
SUB-CONTRACTOR PERMITS	
Mechanical	**Basic Fee $55.00**
▪ Furnace or heater	$16.50
▪ Air conditioner	$16.50
▪ Water heater	$8.00
▪ Appliance vent	$12.00
▪ Boiler	$16.50
▪ Ventilation fan	$8.00

▪ Fireplace or solid fuel burning appliance	$16.50
▪ Gas Piping (per outlet)	$5.00
▪ Hood	$8.00
Plumbing	**Basic Fee $55.00**
▪ Street excavation	$30.00
▪ Sewer service line	$15.00
▪ Water service line	$12.50
▪ Storm sewer service	$12.50
▪ All other fixtures (each)	$9.00
Gas piping (per outlet)	$5.00
Backflow preventer	$9.00
OTHER PERMITS	
Temporary certificate of occupancy	$100.00
Nuisance Abatement	**Fee**
▪ R-O-W mowing ▪ Lot mowing ▪ Sidewalk snow removal	$100.00/hour (1 hour minimum) $175.00/hour (1 hour minimum) $1.00 per lineal foot; or minimum $100.00
Zoning verification	$25.00
Zoning compliance	$30.00
Home occupation	$10.00; **EFFECTIVE JULY 1, 2015:** $25.00
Site Plan Review	$200.00
Conditional Use Permit	$200.00
Appeal or Variance request	$200.00
Fence permit	$30.00
Pool permit	$25.00
Signs	**Basic Fee $15.00 + $1.00 per square foot**
▪ Temporary signs	Same as above; maximum $50.00
Grading Permit	$35.00
Temporary Use	$25.00/month for up to 4 months; $50.00/month for the 5th month; $100.00/month after 5th month

Temporary Structure	Fee
▪ Commercial	$50.00/month
▪ Residential	First 30 days- $0; Second 30 days- $20.00, Third 30 days- $40.00; thereafter- $20.00 per 30-day extension
Sidewalk / Driveway approach	$30.00
R-O-W Excavation	$60.00
Demolition/Raze	$50.00
Permits or inspections for which no fee is specified	$35.00
Temporary Obstruction Permit	$30.00
Urban Chicken Fee	$50.00 Initial Permit Application $25.00 Renewal
Temporary Use	**Fee**
Maximum 4 days	$25.00
Events longer than 4 days (produce stands, etc)	$52.00
Long-term food and beverage	$280.00
Garden Centers and Large Structures	$52.00 plus $500.00 deposit

UTILITIES **(Billed by Des Moines Water Works)**
WASTE FEES
Garbage- $10.92 or house-side $17.37
RECYCLING FEES
Curb It! Program- $3.19 per unit per month
WATER
Water availability fee and consumption which is measured in cubic feet by water meter at a rate of $3.46 per 1,000 gallons ($24.16 per 1,000 cubic feet) Effective April 1, $3.81
SEWER
$3.75 per 1,000 gallons ($28.05 per 1,000 cubic feet)
Sewer Customer Service Fee - $2.90 per month
STORMWATER
$5.25 per unit per month (residential)

$3.92 per unit per month (non-residential)

CAPITAL IMPROVEMENT FEE (Water)

$1.00 per 1,000 gallons ($7.48 per 1,000 cubic feet) Effective April 1, $2.00

STICKERS (GARBAGE & YARD WASTE)

Stickers may be purchased at City Hall

- Compost It Sticker - $1.25
- Large Item Sticker - $5.00
- Extra Trash Sticker – $1.00

Premium Compost Cart Sticker

- Through May 31 - $105
- June 1 - $92
- July 1 – December 31 - $80
  (Note: Only new subscribers after June 1 qualify for the pro-rated price)
- Startup fee for new customers - $80

COMMUNITY & EVENTS CENTER

Hourly Rate

- Monday – Friday (2 hour minimum) Advanced Bookings
- Saturdays, November – March (5 hour minimum)
- Saturdays, April- October (10 hour minimum) Advanced Bookings

Fees

- 1/3 of room, $75 per hour (includes use of concession kitchen)
- 2/3 of room, $100 per hour (includes use of catering kitchen)
- Full room, $125 per hour (includes use of both catering and concession kitchen)
- All day rental for the full space - $1,300
- Add $400.00 if beginning at 9 PM for setup, prior night
- $50 administrative fee for each rental

ALCOHOL SURCHARGE FEES

Mandatory fees if alcohol is served at your event. Flat Fee. 150 or more requires off duty officer during the time alcohol is served

- 1/3 of room, $50
- 2/3 of room, $100
- Full room, $150

FEE EXCEPTIONS & DISCOUNTS

The following may receive a 25% discount on rates during the week and on weekends:

- Windsor Heights residents (ID Required)and business property owners
  Admin and alcohol fee still apply

The following may receive a 10% discount:

- Non-profit groups/organizations (includes civic and service groups, government,

religious groups, scout groups and youth organizations with no admission charged or if a charge is made, the net proceeds go entirely to a charitable purpose)

- Renters must possess a 501.C(3) certificate as defined by the Internal Revenue Service. For purposes of determining non-profit status, a tax exempt identification number and/or organizational or event budget may be requested at the time the rental reservation. Please note that Windsor Heights civic service groups receive the facility free of charge one time per calendar year, with approval of the City Administrator.
- Members of the Windsor Heights Chamber of Commerce and chamber affiliate groups such as Emerging Professionals

Renters of the Community Center wishing to reserve the performance pavilion or the softball field to utilize in conjunction with their event will receive a 25% discount off the cost associated with renting either the ball field and/or performance pavilion. This is NOT in addition to any other discounts.

DOWN PAYMENTS

Due at the time of booking to reserve the date:

- For events Sunday – Friday, $100 is due (or the entire rental amount if it's less than $100)
- For events on Saturdays, half of the entire rental amount is due

Payment in full is due if rentals are made within 60 days prior to the reservation date.

Type of payments accepted:

- Cash
- Checks – Make checks payable to: City of Windsor Heights
- Credit Card- paid in person at City Hall- Cannot accept over the phone

Down payments are non-refundable on any cancellations.
Exceptions may be considered if the rental date is more than 6 months out and if approved, less $100.

We do not hold dates without a down payment. All rentals are on a first come basis only.

DEPOSIT

$250.00
If cancellation is within 60 days of rental date, cleaning/damage deposit will not be refunded.

Cleaning

$250 optional cleaning fees

BALANCES

- Balances on all contracts and damage deposit are due 60 days prior to your event
- If cancellations occur after balances have been paid no refunds are allowed
- When making reservations and your date is within 60 days of your rental date, full payment is expected

PARKS

BALLFIELD RENTAL
$12.00/hour, plus 6% Sales Tax (1 hour minimum) ▪ After 1 hour, the ballfield can be rented in 15 minute increments for $3.00 every 15 minutes
Pavilion
$50.00 for ½ day rental $100 for a full day rental