

Resolution No. 16-1274

**A RESOLUTION APPROVING AN UPDATED FEE SCHEDULE FOR THE
CITY OF WINDSOR HEIGHTS, IOWA**

WHEREAS, the City of Windsor Heights, Polk County, Iowa, City Council has reviewed the proposed amended fees for services as attached 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 5th day of December, 2016, that the attached Exhibit A fee schedule is hereby approved and in effect immediately.

Passed and Approved this 5th day of December, 2016

Diana Willits, Mayor

Attest: _____
Marcia Woodke, City Clerk



FEE SCHEDULE

City of Windsor Heights

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 \$20.00 per reproduction
Audio CD's	\$15.00 per reproduction \$20.00 per reproduction
Photograph(s)	Copied 4 photographs per page
Fingerprinting per card	\$15.00
Vehicle Impound Release	\$15.00 \$20.00
Alternate Breath Test	\$30.00
NSF Check Fee	\$30.00
PET LICENSE	
Pet License - spayed/neutered	\$10.00 per calendar year \$15.00
Pet License - not spayed/neutered	\$20.00 per calendar year \$25.00
Pet Unlicensed Delinquency Fee	Double original license fee (after March 31)
ANIMAL IMPOUNDS	
Animal Impound boarding fee	\$20.00 per day (begins on 2 nd day)
Animal Impound - 1 st offense*	\$75.00 per animal per calendar year *(\$25.00 discount for licensed pets)
Animal Impound - 2 nd /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 day- \$20.00 1 Month - \$50 1 week- \$100.00 3 Month (maximum) - \$100.00 90 day- \$500.00 \$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	
Fire Dept Plan Review (\$110 minimum, or per the following schedule)	
100-6,000 sq. ft	\$110.00
6,001-12,000 sq. ft	\$218.00
12,001-24,000 sq. ft.	\$327.00
24,001-50,000 sq. ft.	\$453.00
50,001-100,000 sq. ft.	\$546.00
100,001-500,000 sq. ft.	\$1,093.00
500,001-1,000,000 sq. ft	\$1,639.00
1,000,000 sq. ft. and above	\$1,639.00 + \$110.00 for every 6,000 sq. ft. above 1,000,000
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 \$20.00 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 + \$.275 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 (RESIDENTIAL)		
Mechanical	Flat Fee \$55.00	Flat Fee \$75.00
Plumbing	Flat Fee \$55.00	Flat fee \$75.00
SUB-CONTRACTOR PERMITS (COMMERCIAL)		
Mechanical	Basic Fee \$55.00	Basic Fee \$75.00
▪ Furnace or heater	\$16.50	\$20.00
▪ Air conditioner	\$16.50	\$20.00
▪ Water heater	\$8.00	\$20.00
▪ Appliance vent	\$12.00	\$20.00
▪ Boiler	\$16.50	\$20.00
▪ Ventilation fan	\$8.00	\$20.00
▪ Fireplace or solid fuel burning appliance	\$16.50	\$20.00
▪ Gas Piping (per outlet)	\$5.00	\$20.00
▪ Hood	\$8.00	\$20.00
Plumbing	Basic Fee \$55.00	Basic Fee \$75.00
▪ Street excavation	\$30.00	\$20.00
▪ Sewer service line and Water Service Line	\$15.00	\$20.00
▪ Water service line Grease Traps	\$12.50	\$200.00
▪ Storm sewer service	\$12.50	\$20.00
▪ All other fixtures (each)	\$9.00	\$20.00
Gas piping (per outlet)	\$5.00	\$20.00
Backflow preventer	\$9.00	\$20.00
OTHER PERMITS		
Temporary certificate of occupancy	\$100.00	
Nuisance Abatement	Fee	
▪ R-O-W mowing	\$100.00/hour (1 hour minimum)	
▪ Lot mowing	\$175.00/hour (1 hour minimum)	
▪ Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00	
Zoning verification	\$25.00	

Zoning compliance	\$30.00
Home occupation	\$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 5 th month; \$100.00/month after 5 th 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)
<p>Stickers may be purchased at City Hall</p> <ul style="list-style-type: none"> ▪ Compost It Sticker - \$1.25 ▪ Large Item Sticker - \$5.00 ▪ Extra Trash Sticker - \$1.00 <p>Premium Compost Cart Sticker</p> <ul style="list-style-type: none"> ▪ Through May 31 - \$105 ▪ June 1 - \$92 ▪ July 1 - December 31 - \$80 <p><i>(Note: Only new subscribers after June 1 qualify for the pro-rated price)</i></p> <ul style="list-style-type: none"> ▪ Startup fee for new customers - \$80

Community & Events Center
HOURLY RATE
<ul style="list-style-type: none"> • Monday - Friday (2 hour minimum) Advanced Bookings • Saturdays: <u> </u> November - March (5 hour minimum) • <u> </u> Saturdays: <u> </u> April- October: <u>3 options for rental reservations:</u> <ol style="list-style-type: none"> 1. <u> </u> (10 hour minimum) Advanced Bookings 2. <u>5 hour minimum between 7am - 2pm</u> *3. <u>5 hour minimum between 4pm - 12 am</u>
Facility Rental Fees

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based on ½ hour increments.

➤ Friday –Sunday; A renter will be required to use the Windsor Heights Cleaning service for parties serving alcohol and/or parties over 80 guests. Cleaning fees associated with the size of space rented.

\$250 optional cleaning fee

Fee Exceptions & Discounts

I. The following may receive a 25% Rental Fee discount applied to the following individuals: on rates during the week and on weekends:

- Windsor Heights residents (ID Required) and Windsor Heights business property owners
 - Administrative fee and alcohol fee still apply
 - Discount applies to Sunday – Saturday rentals
- Renters of the Community Center wishing to reserve the performance pavilion or the softball field, in conjunction with an event in the CEC, will receive a 25% discount off of the cost associated with the rental of the field or pavilion. (Not in addition to any other discounts applied.)

II. 10% Discount applied to the following groups or organizations: may receive a 10% discount:

- Non-profit groups/organizations (including civic and service groups, government or religious groups, scout groups, and youth organizations and active military, if with no admission is charged. –
 - If a fee is charged, the entire net proceeds must be dedicated to a charitable purpose to receive the 10% rental discount.
- 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 is generated. 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

10% discount does not apply to the Administration fee, alcohol fee, or cleaning fees associated with the rental.

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

To confirm all reservations, a down payment and signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only. Due at the time of booking to reserve the date:

- For events Sunday – Friday events: \$100 deposit is required is due (full payment is

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required if the full rental is < \$100) or the entire rental amount if it's less than \$100)

- For Saturday events: ts on Saturdays, half of the 50% of the entire rental amount is required due
- Payment in full is required 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- Windsor Heights is not able to Cannot accept credit card payments over the phone

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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

Damage Deposits

\$250.00A separate check is collected on all rental reservations and it will be held until the completion of the event. This will be dedicated to potential damages incurred or for additional expenses incurred when cleaning requirements are not fulfilled by the renter. \$250.00 individual check made out to The City of Windsor Heights.

- > If a cancellation occurs within 60 days of rental date, the cleaning/damage deposit will not be refunded

Cleaning

\$250 optional cleaning fee

Balances

Balances on all contracts, including and damage deposits, are due 60 days prior to theyour rental dateevent

- 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 required expected for reservations made within 60 days of the rental date

PARKS

BALL FIELD Rentals

Ball Field rentals are available in full one hour increments only. A 6% sales tax will be applied.

<u>Number of Hours</u>	<u>Fee</u>	<u>Resident Fee (with ID)</u>
<u>1 Hour</u>	<u>\$25.00</u>	<u>\$20.00</u>
<u>2 Hours</u>	<u>\$40.00</u>	<u>\$36.00</u>
<u>3 Hours</u>	<u>\$60.00</u>	<u>\$54.00</u>

Contact Park Coordinator for tournament rental at 515-645-6821

Spring and Fall Session Rentals available. Refer to Ball Field Rental Agreement \$12.00/hour,

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<p>plus 6% Sales Tax (1 hour minimum)</p> <ul style="list-style-type: none"> • After 1 hour, the ballfield can be rented in 15 minute increments for \$3.00 every 15 minutes
<p>PAVILLION</p> <ul style="list-style-type: none"> • \$50.00 for ½ day rental • \$100 for a full day rental
<ul style="list-style-type: none"> • All Support references found at www.windsorheights.org

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