

RESOLUTION NO. 3842

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTMINSTER ESTABLISHING FEES AND CHARGES FOR SPECIAL SERVICES PROVIDED BY THE CITY OF WESTMINSTER WITH THE MODIFICATION INCORPORATED THEREIN AS RECOMMENDED BY STAFF REDUCING FROM 100% THE RECAPTURE TO BRING IT DOWN FROM AN AVERAGE OF 22% INCREASE TO AN ESTIMATED AVERAGE 12.5% INCREASE, ADOPTING THE LANGUAGE AND THE PROPOSED FINDINGS PROVIDED BY STAFF ON THE BASIS THAT THE SHOCK IMPACT IS SUCH A LARGE INCREASE IN ONE YEAR THAT IT COULD HAVE AN ADVERSE AFFECT ON OUR OTHER REVENUES IN THE CITY, AND UNFAIRLY PREJUDICE PEOPLE IN THAT FIRST YEAR WHO WOULD BE AFFECTED THEREBY

WHEREAS, the City Council of the City of Westminster has approved the study entitled "Cost Control System for the City of Westminster" dated May 5, 1988, and prepared by Management Services Institute (MSI); and

WHEREAS, the annual update study was performed by Revenue & Cost Specialists, LLC (RCS)(formerly MSI) to determine the total costs of providing special services by the City of Westminster; and

WHEREAS, by adoption of Ordinance No. 2097 on October 11, 1988, the City Council has adopted the Fee and Service Charge Revenue Cost Comparison System to recover the costs reasonably borne for special services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westminster that in order to implement the cost recovery program and to incorporate all other such fees previously adopted by the City Council, Exhibit "A" of this resolution is attached hereto and made a part of the resolution setting forth the fees to be collected for the services enumerated herein; and

BE IT FURTHER RESOLVED that the accurate billing and collection of amounts invoiced under exhibit "A" are critical to the City's cost recovery program and unpaid invoices unreasonably increase the taxpayer's burden, the Finance Director is authorized to take appropriate steps to ensure collection of amounts owed including, but not limited to, combining all accounts due for services into a single invoice or account, adding past due amounts to water or business license accounts to be collected when the account is due or renewed, as well as filing court actions and sending past due accounts to collection agencies.

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-001	Building Plan Checking - Building	Greater of	\$40 or 100% of UAC Table 3-A
S-002	Building Plan Checking - Planning	Single Family Home Review Over the Counter – Regular Over the Counter – Entitlement Major Projects	\$40 per plan \$30 per plan \$60 per plan \$360 per plan
S-003	Construction Inspection	Greater of	\$40 or 100% of UAC Table 3-A plus \$45 issuance fee per permit
S-009	Special Building Inspection	(2 hour minimum)	\$15 admin charge + \$91 per hour
S-009.1	Special Inspector Registration		\$35 per inspector
S-010	Temporary Certificate of Occupancy		\$370 per app + completion bond = to value of remaining work
S-012	Parking Lot/Sidewalk Sale Review	Processing	\$55 per application
S-014	Preliminary Plan Review	100% credited toward future fees except S-014.1	\$1,020 per application
S-014.1	Preliminary Plan Review-Subsequent		\$470 per application + any outside cost
S-015	Tentative Parcel Map Review	With another application Stand Alone application	\$1,500 per application \$2,425 per application
S-016	Tentative Tract Map Review	With another application Stand alone application Greater than 10 lots/unit	\$2,070 per application \$3,115 per application \$30 per lot/unit
S-018	Site Plan Review - Planning Comm.	Hearing Non-Hearing With Other Hearing	\$3,095 per application \$2,275 per application \$2,005 per application

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-018.1	Site Plan Review – Administrative	Minor review Temp site plan Major review	\$420 per application \$245 per application \$1,435 per application
S-019	Development Agreement Review		\$7,500 deposit*
S-020.1	General CUP Review	Processed w/ another application requiring public hearing	\$2,540 per application \$1,475 per application
S-021	Variance Review	Planning Commission Variance Area Variance Committee RV Storage in Front Yard Administrative Adjustment	\$1,455 per application \$1,120 per application \$225 per application plus \$225 if hearing required \$845 per application
S-023	Zoning Interpretation Review		\$845 per application
S-024	General Plan Amendment Review	With another application Stand alone application	\$1,245 per application \$3,365 per application
S-024.1	General Plan Maintenance	All building permits	6.5% of permit fees
S-024.2	Records Maintenance & Update	Engineering & Planning Building	Actual cost of consultant 3.5% of permit fee
S-025	Annexation Processing		\$10,000 deposit*
S-026	Zone Change Review		\$2,740 per application
S-027	Zoning Text Amendment Review		\$4,000 deposit*
S-028.1	Environmental Assessment (Categorical Exemption)		\$60 per application
S-029	Environmental Impact Review		Actual cost of consultant + 25% for City staff time
S-030	Condominium Conversion Review		\$3,875 per application

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-030.1	Condominium Conversion Inspection		\$75 per application plus \$66 per unit inspected
S-031	Home Occupation Permit	Home Occupation Committee	\$60 per application \$525 per application
S-031.1	Large Family Day Care Permit		\$570 per permit
S-034	Design Review	Administrative Review Planning Commission Review	\$815 per application \$1,450 per application
S-035	Sign Review and Inspection	New Sign within Sign Program New Sign Program New Sign without Sign Program New Sign Face	\$130 per permit \$490 per application \$125 per permit \$25 per permit
S-035.1	Temporary Sign Permit		\$65 per application
S-035.2	Removal of Illegal Sign	First sign Additional sign	\$155 per sign plus \$10 per sign
S-036	Development Extension Review		\$305 per application
S-037	Code Enforcement Services	After 2nd inspection	\$70 per inspection
S-037.1	Code Enforcement Special Inspection	(2 hour minimum)	\$15 admin charge, plus \$70 per hour
S-038	Processing of Appeal to Council	Charge applies when applicant requests re-hearing by Council.	\$1,790 per application
S-039	Processing of Appeal to Planning Commission		\$1,545 per application
S-042	Landscape Plan Check/Inspection		Actual cost of consultant + 50% for City staff time
S-042.1	Backflow Device Plan Check/ Inspection		\$75 per new device

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-044	Satellite Antenna Review		\$60 per application
S-045	Change of Occupancy Review/Inspection		\$210 per application
S-046	Site Analysis Letter		\$435 per letter
S-050	Mobile Home Park Conversion Review		\$10,000 deposit*
S-054	Final Parcel Map Check		\$3,380 per map
S-055	Final Tract Map Check	Over 4 parcels	\$3,375 per map plus \$33 per parcel
S-056	Engineering Plan Check/ Inspection	Grading: < 30,000 sq ft 30K sq ft - 5 acres 6 - 10 acres > 10 acres Off-site public improvement On-site improvements On-site utility inspection	\$0.095 per sq. ft. \$0.19 per sq. ft. \$0.13 per sq. ft. \$0.065 per sq. ft. 45% of grading plan check and inspection fee (if not included on grading plan check) Included in grading plan check and inspection fee Same rate as off-site utility inspection
S-056.1	On-Site Repair Construction Inspection	All fees have a \$50 minimum: Cross gutter Curb & gutter Pavement Sidewalk	\$0.17 per square foot \$0.17 per linear foot \$0.03 per square foot \$0.053 per square foot
S-056.2	Site Remediation Service		\$585 per site
S-056.3	Engineer Block Wall Inspection	0-300 linear feet of wall Each additional 300 linear feet of wall	\$315 \$240
S-056.4	Trash Enclosure Inspection		\$205 per application

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-057	Street Vacation/ ROW Easement Review		\$3,335 per application or deposit*
S-058	Plan Revision Checking	(1 hour minimum)	\$90 per hour
S-059	Lot Line Adjustment Review		\$1,015 per application plus recording fees
S-060	"Hold as One" Agreement Review		\$590 per application
S-061	Compliance Review/Certificate of Compliance		\$1,340 per application
S-062	Encroachment Review/Inspection	<u>Unit Review</u> A. Sidewalks B. Driveways C. Cross Gutter D. Trenching E. Pavement F. Storm Drains G. Curbs & Gutters H. Water Lines I. Boring Public Utility: annual fee >100 ft per permit <100 ft per permit Repair or replacement Encroachment ≥ ½ mile	\$25 per permit plus \$0.50 per sq. ft. \$0.50 per sq. ft. \$0.50 per sq. ft. \$0.50 per sq. ft. \$0.50 per sq. ft. \$1.00 per linear ft. \$1.00 per linear ft. \$1.50 per linear ft. \$1.00 per linear ft. \$115 plus Apply above fees \$90 per permit Actual time & materials Deposit + actual time & material
S-062.1	Well Capping Permit		\$420 per permit
S-062.2	Monitor Well Annual Inspection		\$490 per permit + \$1,000 cash bond
S-062.3	GIS Printing Service	Black & white Color Laser printer Inkjet printer Aerial photo 3" pixel digital format	\$16 first page plus \$8 each additional page \$20 first page plus \$12 each additional page \$10 first page plus \$2 each additional page \$10 first page plus \$2 each additional page \$500 per acre

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-062.4	Transportation Fee (Set by State)	Daily Annual	\$16 per permit \$90 per permit
S-063	Water Flow Test		\$90 per test
S-064	Business License Application Review/Enforcement	Business License Job License Bingo Permit	\$110 per application \$19 per application \$50 per application
S-064.1	Business License Renewal Processing	Out of town state licensed contractors	\$40 per license \$70 per license
S-066	Special Business Regulation		\$75 per application
S-067	Massage Technician Processing		\$90 per application + actual cost of consultant
S-070	Party Disturbance Response	First response Subsequent responses	No charge \$185 per call
S-071	Police False Alarm Response	First 3 calls (per calendar year) 4 th call 5 th call	No charge \$200 \$300 + cancellation If reinstated, next false alarm \$300+cancellation
S-073	Records Check/Clearance Letter		\$20 per letter
S-074	Fingerprinting		\$5 per card
S-076	Vehicle Equipment Inspection	Non WPD citations	\$20 per inspection
S-077	Police Photograph Sale	Digital prints	\$17 plus \$7.65 per print
S-079	Firearm Processing/Storage	Processing fee Annual storage fee: -Handguns and pistols under 13' in total length -All other weapons	\$95 per weapon \$5 per year per weapon \$10 per year per weapon

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-080	Garage Sale Permit	Individual permits Block permit	\$10 \$20 per 10 addresses
S-081	VIN Verification		\$15 per request
S-082	Police Report Copy Service	Non-criminal reports	\$0.30 per page
S-083	Non-display of disabled person placard		\$20 per occurrence
S-084	DUI Emergency Response	(\$1,500 maximum)	Actual costs*
S-085	Auto Impounds - Non-private Property		\$110 per auto
S-086	Vehicle Storage - Non-private Property		\$55 per auto
S-088	Animal Control		
	Dog License	Regular license	\$50 per animal
		Spayed/neutered	\$13 per animal
		Spayed/neutered (Sr. Citizen)	\$7 per animal
		Over 60 days past due	\$25 + license fee
		Vicious dog license	\$100 per animal
		Non Compliance	\$40
	Impound	Small	\$40 per animal
		Medium	\$50 per animal
		Large	\$70 per animal
		Plus if non-neutered	
		Small	\$35 per animal
		Medium	\$50 per animal
		Large	\$100 per animal
		Additional for repeat impound	\$20 per animal
		Daily feed and care	\$10 per animal
	Owner release	Quarantine	\$65 per animal
		Immediate Euthanasia	\$25 per animal
		Non-immediate Euthanasia	
		Small	\$40 per animal
		Medium	\$50 per animal
		Large	\$70 per animal
		Dead animal pick-up (licensed)	\$40
		Dead animal pick-up (unlicensed)	\$50
		Dead animal – owner delivered	\$15
		Rabies	\$8
		Vet fee	Public rate less 20%
		Other service	\$30

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-103	Vacant Lot Cleaning Service	City costs	Contractor's bill + 25% overhead
S-110	Sports Programs		120% of direct costs
S-111	Special Events		120% of direct costs
S-118	Contract Recreation Classes - Adult		105% of direct costs
S-121	Trips and Tours		125% of direct costs
S-122	Special Event Permit		\$100 per application
S-123	Meter Installation Service	1" meter 2" meter 3" meter 4" meter 6" meter	\$2,375 \$2,880 \$4,955 \$5,670 \$7,280
S-123.1	Meter Testing Service	If meter is running fast Per request otherwise	No charge \$145
S-124	Hydrant Meter Rental Service	If hydrant needs to be moved Construction water	\$85 per account + \$1,000 deposit \$30 per move \$10 per residential unit
S-124.1	Fire Service Installation	4" meter 6" meter 8" meter	\$4,630 \$4,870 \$5,360
S-125	Water Turn On/Off Service	Each re-opened account Same day service Lock-off for non-payment Each delinquent notice sent Tagging	\$25 \$10 additional \$75 \$10 per notice \$10
S-128	New Water Account Setup	New Account w/ turn-on New Account w/o turn-on Same day service	\$30 or \$10 \$10 additional

WESTMINSTER FEE SCHEDULE

RCS NO.	SERVICE DESCRIPTION	EXPLANATION	FEE
S-129	Delinquent Bill Processing	30 days past due	\$10 per delinquent bill
S-130	Sewage/Hazardous Material Spill Response		Fully allocated hourly rates for all responding personnel + outside costs materials & equipment
S-137.1	Banner Hanging		\$200 per request
S-138	Returned Check Processing		\$15 per check
S-140	Document Printing and Copying	Basic look-up Photocopying Large documents Special maps Maps, scale 800 Maps, scale 600 Bound document City Budget City CAFR	No charge \$0.30 per page \$0.50 per page \$1.00 per page \$2.50 per page \$5.00 per page \$2.00 addtl per doc \$35 per document \$15 per document
S-141	Agenda Mailing Service		\$35/year per type
S-142	Tape Reproduction/Listening		\$15 per request
S-144	City Code Update Service	Code Update Complete Municipal Code	Actual cost of supplement \$150 each
S-145	Document Certification	Document Certification Notary Public	\$13 per certificate \$10 per signature
S-146	Filming Permit		\$110 per application + actual time for street closures and special effects
S-147	Building Rental	Maximize both revenues and usage of building	Market rate

* Actual charges based on fully allocated hourly rate.