RESOLUTION NO. 4035-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR ADOPTING AMENDMENTS TO THE MASTER FEE SCHEDULE AND UPDATING THE INCLUSIONARY HOUSING IN-LIEU FEE AND DEVELOPMENT IMPACT FEES

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

WHEREAS, NBS Local Government Solutions conducted a Cost of Service Study to analyze user and regulatory fees, resulting in a Master Fee Schedule; and

WHEREAS, the Town Council approved the findings of this study on August 20, 2008, via Resolution No. 2347-08, establishing a framework for service costs; and

WHEREAS, the Town desires to comply with Article XIIIB of the California Constitution; and

WHEREAS, Article XIIIB, also known as the Gann Limit, establishes appropriations limits on the amount of revenue that state and local governments can spend each fiscal year from tax proceeds, to ensure that expenditures do not exceed the growth in population and inflation; and

WHEREAS, in adopting the 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, 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, the Town Council of the Town of Windsor has adopted a schedule of user and regulatory fees to be paid by individuals requesting miscellaneous discretionary services, in order to implement and carry into effect the policies and objectives of the Town; and

WHEREAS, the user fees set forth in the Master Schedule of Fees adopted by this Resolution *are* consistent with the requirements of Article XIII D of the California Constitution, as interpreted in *Apartment Association of Los Angeles County v. City of Los Angeles* (2001) 24 Cal.4th 830, in that such fees are not imposed as an incident of property ownership, but rather on

the basis of actual use of Town services; and

WHEREAS, it is the intention of the Town Council to update the miscellaneous user fees and regulatory fees for discretionary services, as set forth in the Master Fee Schedule based on the Town's budgeted and projected costs of the services attached hereto and incorporated herein by this reference; and

WHEREAS, the user fee and regulatory fee for miscellaneous discretionary services increased by 1.3% per CPI – All Urban Consumers for San Francisco, Oakland, San Jose by US Department of Labor for April, 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 the user fees and regulatory fees are proposed to be rendered; and

WHEREAS, Section 27.23.130 of the Town's Inclusionary Housing Ordinance establishes an Inclusionary Housing In-Lieu fee which may be paid by Developments in-lieu of providing affordable housing units under the Town's inclusionary housing ordinance; and

WHEREAS, it is the intention of the Town Council to update the Inclusionary Housing In-Lieu fees to ensure adequate funding for affordable housing and costs increased from prior year by the average median house price of $800,862, a rolling average increase of 3.69%, and attached hereto and incorporated by this reference; and

WHEREAS, the Town of Windsor has established Development Impact Fees to finance public facilities necessary to mitigate the impacts of new and future residential and non-residential development within the Town; and

WHEREAS, it is the intention of the Town Council to update the Development Impact fees based on the Town's budgeted and projected costs of services increased by 1.97% for the New Open Space Development, New Trails Impact Fee, Park Development, Police Impact Fee, Recreation Impact Fee and Traffic Impact Fee, per Engineering News-Record Construction Cost Index (20 City Average) for April; increased by 2.51% for the Drainage Impact Fee, Wastewater Capacity Fee, and Water Capacity Fee per the Engineering News-Record Construction Cost Index (20 City Average) for June; 1.3% for facilities component per CPI – All Urban Consumers for San Francisco, Oakland, San Jose by US Department of Labor for April attached hereto and incorporated by this reference; and

WHEREAS, the Inclusionary Housing In-Lieu fees and Development Impact fees are hereby determined to be reasonable in that the amount thereof does not exceed the estimated reasonable costs for which the Inclusionary Housing In-Lieu fees and Development Impact fees are proposed to be rendered; and

WHEREAS, adoption of the fees set forth in Exhibit "A" 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 (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: 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. The fees set forth in this Resolution shall be separately imposed for each service 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 and regulatory fees, as set forth in Exhibit "A", the Inclusionary Housing In-Lieu fees and Development Impact fees.

Section 4. Application. The Master Fees Schedule, the Inclusionary Housing In-Lieu Fee Schedule and the Development Impact Fee Schedule 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, 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 fees as determined and set forth herein on a periodic basis as well as the Town's costs reasonably borne as established and, as and if warranted, to revise such fee based thereon.

Section 6. Annual Adjustment.

A. The adopted user fees and regulatory fees for miscellaneous discretionary services set forth in Master Fee Schedule and Exhibit "A" shall be adjusted for inflation by the Town Council 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 may round the adjusted fee down to the nearest whole dollar amount.

B. The adopted Inclusionary Housing In-Lieu fees set forth shall be adjusted for inflation by the Town Council on July 1, of every year by applying an inflation factor equal to the percent

increase in the median home sales price in the Town over the previous three (3) years. In years when the percent change in rolling three-year average of median home sales price is negative, the in-lieu fee shall remain unchanged.

C. The Development Impact fees set forth shall reference the annual adjustment by applicable Resolutions 1864-17, 1865-17, 3339-17, 3340-17, 3341-17, 3342-17, 3343-17, 3344-17, 3558-19, 3590-20, 3696-21 and 3952-24, to the corresponding Development Impact fee.

Section 7. Repeal. The fees adopted under this Resolution shall supersede the corresponding fees previously established and adopted by the Town Council. All previously adopted and conflicting user fees are hereby repealed, and the Town Manager is authorized to take all actions necessary to carry out the intent of this Resolution.

Section 8. Use of Fee Revenue.

A. The revenues received by payment of the user fee and regulatory fee established by this Resolution shall be used to fund the reasonable cost of providing the miscellaneous discretionary services for which the fee is charged, and such fee shall not be used for general revenue purposes.

B. The revenues received by payment of the Inclusionary Housing In-Lieu fees established by this Resolution shall be placed in a reserve account used for the exclusive purpose of providing housing affordable to very low, low and moderate-income households in the Town of Windsor.

C. The revenues received by payment of the Development Impact fees established by this Resolution shall reference the use of fee by applicable Resolutions 1864-17, 1865-17, 3339-17, 3340-17, 3341-17, 3342-17, 3343-17, 3344-17, 3558-19, 3590-20, 3696-21, and 3952-24 to the corresponding Development Impact fee.

Section 9. Severability. The user fees and regulatory 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 or the user fees and regulatory fees in Exhibit "A". The Town Council hereby declares that it would have passed this Resolution and the user fees and regulatory fees set for 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 fee adopted thereby shall become effective immediately upon adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 16th day of July 2025, by the following vote:

AYES:	**COUNCILMEMBERS LEEP, SALMON, VICE MAYOR POTTER AND MAYOR REYNOZA**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**COUNCILMEMBER WALL**

ROSA REYNOZA, MAYOR

ATTEST:

SOMMER HAGEMAN, DEPUTY TOWN CLERK

Attachment:

- **Exhibit A -** Proposed Summary of Changes to the Master Fee Schedule Changes FY2025-26

TOWN OF WINDSOR
Master Fee Schedule, 2025-2026 **Updated: 7/17/2025**

Contents

I. Administration

II. Police

III. Planning

IV. Housing In Lieu Fees

V. Engineering

VI. Building

VII. Public Works

VIII Parks and Facilities

IX. Recreation

X. General

I. Administration

Service/Activity Category & Description	Fee
Downtown Signs	
Annual Sign Maintenance	$ 45.00 per business
Initial Set-Up	$ 85.00 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	$ 505.00
Media Duplication	
CD Duplication	$ 80.00 per request
plus: Every Disc after First	$ 8.00 per disc
VHS Tape Duplication	$ 112.00 per request
plus: Each Tape	$ 24.00 per tape
DVD Duplication	$ 80.00 per request
plus: Every Two Hours of Content	$ 8.00 per two-hour length of content
$ 0 Photocopying	$ 0.40 per page
$ 8.00 USB Flash Drive	$ 8.00 per device
Map Sales	$ 16.00 per map
Returned Item Fee	
First Incident	$ 25.00 per returned item
Subsequent Incidents	$ 35.00 per returned item
Stop Payment Request	$ 62.00 per request
Credit/Debit Card, EFT Payment Service Fee	Actual amount charged by processor
Late Fees (Mics. AR; except utility bills)	$ 12.00 per request occurrence

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	$ 104.00 per hour
Administrative Services Department	$ 104.00 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)	$ 318.00 per vehicle
Solicitor Permit	$ 104.00 per application
Adult Oriented Business License (per Ordinance 3-21-300)	$ 104.00 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.

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:	$ 217.00 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
Development Agreement	$ 6,334.00 per application
Development Agreement Annual Review	$ 1,327.00 per application
Environmental Review	
Categorical Exemptions - Standard	$ 238.00 per application
Categorical Exemptions - Enhanced Service	$ 2,172.00 per application
Initial Study, Checklist, or Environmental Impact Report	actual cost of consultant report, plus 12%
Lot Line Adjustment	
Standard	$ 1,776.00 per application
Administrative	$ 811.00 per application
Lot Merger	
Administrative	$ 482.00 per application
Plan Amendment	
General Plan Amendment	$ 6,113.00 per application
Specific Plan or Area Plan Amendment	$ 6,113.00 per application
Plan/Ordinance Cost Recovery	
General Plan/Zoning Maintenance Fee	$ 607.00 per acre
Shiloh Road Village Vision Plan Recovery Fee	$ 2,163.00 per acre
Site Plan & Design Review	
Pre-application Review - Staff	$ 399.00 per application
Pre-Application Review - Planning Commission and/or Town Council	$ 1,562.00 per application
Small Project Design Review	$ 482.00 per application
Administrative	$ 1,786.00 per application
Commercial, Industrial Level 1	$ 4,056.00 per application
Commercial, Industrial Level 2	$ 5,890.00 per application
Commercial, Industrial Level 3	$ 7,725.00 per application
Residential Projects Level 1	$ 3,399.00 per application
Residential Projects Level 2	$ 6,300.00 per application
Signs Only - Non-Commercial	$ 30.00 per application
Signs Only - Commercial	$ 482.00
Subdivision	
Minor Subdivision/Reconfiguration	$ 4,755.00 per application
Major Subdivision	
Fixed Fee	$ 7,000.00 per application
plus: Variable Fee	$ 30.00 per lot
Certificate of Modification	$ 1,535.00 per certificate
Conditional Use Permits	
Minor Use Permit	$ 1,786.00 per application
Conditional Use Permit	$ 5,438.00 per application

Variance Permit		
Variance - Minor	$ 965.00	per application
Variance - Major	$ 5,438.00	per application
Zone Change/Pre-Zoning	$ 5,128.00	per application
Zoning Permits		
Zoning Permits that Require Posting	$ 604.00	per application
Zoning Permits that Do Not Require Posting	$ 241.00	per application
Appeals		
Appeal by Applicant	$ 487.00	per appeal
Appeal by Neighbor or Non-Applicant	$487.00 per appeal plusTown Attorney Deposit	
Extension of Time		
Administrative	$ 482.00	per application
Planning Commission/Town Council	$ 1,327.00	per application
Revision to File		
Administrative	$ 482.00	per application
Major/Minor	$ 1,327.00	per application
Short Term Rental Licenses		
License - Initial Application	$ 595.00	per application
Noticing - Initial Application	$ 200.00	per application
License - Renewal	$ 238.00	per application
Noticing - Renewal if Host or Owner Changes	$ 200.00	per application
Other		
ABC Public Convenience/Necessity Letters	$ 363.00	per letter
Addressing Amendment	$ 121.00	per application
Code Enforcement	Refer to Zoning Code Chapter 17.76 (Enforcement) and Municipal Code Chpt 1 (General Provisions	
Home Occupation Permit	$241.00	per application
Housing In-Lieu Fees	See Apendix IV. Master Fee Scheudle. Refer to Zoning Code Chapt 17.98	
Mobile Home Rent Stabilization Administration Fee	$ 24.00	per space per year. Ref: Muni Code section 8-1-300 (Fees)
Certification of Compliance		per application
Neighborhood Meeting	$ 482.00	per meeting. Ref: Zoning Code Section 17.52.080
Northwest Information Center	$ 75.00	per application. Flat rate pass thru, from Sonoma State.
Notice of Application	$ -	Ref Zoning Code Section 17.52.070
Public Noticing	$ 400.00	per application
Road Name Change	$ 965.00	per application
Town Attorney Deposits	20% of application fee. Does not apply to administrtive hearings unless legal review is anticipated.	
Tree Mitigation In-Lieu Fees	Refer to Zoning Ordinance Section 17.22.030.J	
Tree Security Deposits	Refer to Zoning Ordinance Section 17.22.030.J.1.C	
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:	$	241.00	per hour
Engineering Staff:	$	165.00	per hour
Building Staff:	$	220.00	per hour

Plan/Ordinance Cost Recovery

IV. INCLUSIONARY HOUSING IN LIEU FEE SCHEDULE

Inflationary increase per section 27.23.130 B

Unit Square Footage	Per Square Foot Fee
Up to 1,000	$ 2,000.00
1,000	$ 4.78
1,050	$ 4.83
1,100	$ 4.85
1,150	$ 4.90
1,200	$ 4.92
1,250	$ 4.97
1,300	$ 5.00
1,350	$ 5.04
1,400	$ 5.07
1,450	$ 5.12
1,500	$ 5.14
1,550	$ 5.19
1,600	$ 5.21
1,650	$ 5.26
1,700	$ 5.28
1,750	$ 5.33
1,800	$ 5.36
1,850	$ 5.40
1,900	$ 5.43
1,950	$ 5.47
2,000	$ 5.50
2,050	$ 5.55
2,100	$ 5.57
2,150	$ 5.62
2,200	$ 5.64
2,250	$ 5.69
2,300	$ 5.71
2,350	$ 5.76
2,400	$ 5.79
2,450	$ 5.83
2,500	$ 5.86
2,550	$ 5.90
2,600	$ 5.93
2,650	$ 5.98
2,700	$ 6.00
2,750	$ 6.05

Unit Square Footage	Per Square Foot Fee
2,950	$ 6.19
3,000	$ 6.22
3,050	$ 6.26
3,100	$ 6.29
3,150	$ 6.34
3,200	$ 6.36
3,250	$ 6.41
3,300	$ 6.43
3,350	$ 6.48
3,400	$ 6.50
3,450	$ 6.55
3,500	$ 6.57
3,550	$ 6.62
3,600	$ 6.65
3,650	$ 6.69
3,700	$ 6.72
3,750	$ 6.77
3,800	$ 6.79
3,850	$ 6.84
3,900	$ 6.86
3,950	$ 6.91
4,000	$ 6.93

27.23.130 – In Lieu Fee Schedule

A. **Per square foot in lieu fee amount.** The in-lieu fee shall be calculated on a per square foot basis, based on the square footage of the market rate units, as follows:

1. A minimum per unit in lieu fee of $2,000 shall apply for units up to 1,000 square feet;
2. For units of 1,000 square feet, the fee shall be $2.00 per square foot;
3. For larger units, the per square foot fee shall increase by $0.015 per 50 square feet, or fraction thereof.

B. **Adjustments to the in-lieu fee.** The in-lieu fee shall be adjusted annually by an inflation factor equal to the percent increase in the median home sales price in the Town over the previous three (3) years. In years when the percent change in rolling three-year average of median home sales price is negative, the in-lieu fee shall remain unchanged.

V. Engineering

Service/Activity Category & Description	Fee
Annexation	$ 2,564.00 per application
Improvement Plan Check and Inspection	
Plan Check and Inspection (up to 4 plan checks)	9.0% of engineer's estimate
Additional Plan Check (over 4 reviews)	1.4% of engineer's estimate
Revision to Improvement Plan During Construction	$ 329.00 per review, plus consultant services
Additional Inspection Due to Improvement Plan Revision	$ 165.00 per hour - time and materials
Special Projects and Inspections (cost recovery)	Actual consultant rate per hour
Minor Improvement Plan Drafting	
Fixed Fee	$ 495.00 per plan
Map Check	
Parcel Map (Covers a Maximum of 4 Reviews)	$ 5,163.00 per application
Final Map (Covers a Maximum of 4 Reviews)	$ 8,163.00 per application
Additional Fee Per Lot	$ 221.00 per lot/parcel
Revision to Map	$ 884.00 per sheet
Encroachment Permits	
Review, Major	$ 320.00 per application
Review, Minor	$ 79.00 per application
plus: Inspection	$ 165.00 per hour
Inspection	
Town Inspector(s)	$ 165.00 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 (Quitclaim)	
Consultant Report	Actual consultant rate per hour
plus: Administration	$ 165.00 per application
Reapportionment	
Consultant Report	Actual consultant rate per hour
plus: Administration	$ 492.00 per Easement
Traffic Impact Study	
Consultant Report:	Actual consultant rate per hour
Special Study	Actual consultant rate per hour
Amendment to Study	$ 2,396.00 per amendment
plus: Administration	$ 329.00 per application

Deeds			
Fixed Fee	$	799.00	per document
plus: Administration	$	246.00	per document
Lot Line Adjustment			
Fixed Fee	$	799.00	per document
plus: Administration	$	246.00	per document
Lot Merger			
Administration	$	246.00	per application
Certificate of Correction			
Consultant Report	$	399.00	per document
plus: Administration	$	165.00	per application
Certification of Compliance	$	632.00	per application
Appraisal Services			
Consultant Services		Actual consultant rate per hour	
plus: Administration	$	329.00	per request
Development Impact Fee Refund (Project Withdrawn)			
Residential	$	329.00	per request
Non-Residential	$	657.00	per request
Senate Bill 9 - Lot Split Application			
Consultant Services		Actual consultant rate per hour	
Engineering Services	$	632.00	per request
Special Printing			
Base Maps	$	24.00	per page
Large Document Copy	$	16.00	per page
Special Studies			
Storm Water Low Impact Development (SWLID)	$	329.00	per application plus actual consultant rate
Declaration of Covenants for Storm Water Facilities (SWDOC)	$	329.00	per application plus actual consultant rate
Water Efficient Landscape Ordinance (WELO)	$	329.00	per application plus actual consultant rate
Consultant Services			
Consultant Report	$	329.00	per application plus actual consultant rate
Consultant Peer Review	$	329.00	per application plus actual consultant rate

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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 Department Director shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity:

Planning Staff:	$	241.00	per hour
Engineering Staff:	$	165.00	per hour
Building Staff:	$	220.00	per hour

VI. Building

Service/Activity Category & Description	Fee	
Site Review	$77.00	per application
Access		
Accessibility Plan Check-Residential	0.204 * Building Permit Table - Ref State of CA Building standard commission Title 24 Codes	
Accessibility Plan Check-Non Resident.	0.153 * Building Permit Table - Ref Building Code update 2022- Ord 2022-369	
Building		
Building Plan Check Fee	0.65 * Building Permit Table	
Building Permit (Building Permit Table):		
Base Rate:		
Job Value $1-$500	$ 38.00	
Job Value $501-$2,000	$ 38.00	for the first $500
Job Value $2,001-$25,000	$ 113.00	for the first $2,000
Job Value $25,001-$50,000	$ 638.00	for the first $25,000
Job Value $50,001-$100,000	$ 1,049.00	for the first $50,000
Job Value $100,001-$500,000	$ 1,619.00	for the first $100,000
Job Value $500,001-$1,000,000	$ 5,269.00	for the first $500,000
Job Value $1,000,001 and up	$ 9,139.00	for the first $1,000,000
Plus: Variable Rate:		
Job Value $1-$500		
Job Value $501-$2,000	$ 5.00	for each add'l $100 or fraction thereof
Job Value $2,001-$25,000	$ 23.00	for each add'l $1,000 or fraction thereof
Job Value $25,001-$50,000	$ 16.00	for each add'l $1,000 or fraction thereof
Job Value $50,001-$100,000	$ 11.00	for each add'l $1,000 or fraction thereof
Job Value $100,001-$500,000	$ 9.00	for each add'l $1,000 or fraction thereof
Job Value $500,001-$1,000,000	$ 8.00	for each add'l $1,000 or fraction thereof
Job Value $1,000,001 and up	$ 6.00	for each add'l $1,000 or fraction thereof
Miscellaneous Permit	$ 98.00	
Solar Permit (Business and Residential)	$ 230.00	per installation.Ref: Resolution No. 3442.18
Demolition Permit	$ 733.00	
Reinspection Fee	$ 220.00	
Foundation Only	$ 815.00	
Inspection Outside Business Hours	$ 331.00	
Refund of building permits	80% of building permit fees	
Electrical		
Over 100	$ 121.00	
Over 600 Volts/Over 1K Amperes (Ea)	$ 203.00	
Service Panel <200 Amp	$ 50.00	
Single/2Family Residential Buildings	$ 0.10	
600Volts Or Less/Not Over 200 Amperes	$ 50.00	
Pole/Platform Mounted Fixtures	$ 2.00	

Electrical Single Family			
Fixed Fee	$	38.00	
plus: Square Footage Fee	$	0.10	
Electrical Multi Family/Commercial			
Fixed Fee	$	38.00	
plus: Square Footage Fee	$	0.06	
Outlets & Electrical Fixtures:			
Electrical Permit Issuance	$	38.00	
Fixtures And Sockets:			
600Volts Or Less/200-1K Amperes (Ea.)	$	101.00	
Electrical Service Upgrade	$	98.00	
Motors Generators Hp<1	$	8.00	
Nonresidential Appliances	$	8.00	
Motors Generators Hp>100	$	121.00	
Temp Power/Pedestal Pole	$	98.00	
Motors Generators 10<Hp<50	$	40.00	
Signs - Exits - Branch Circuit	$	40.00	
Service Panel > 1000 Amp	$	203.00	
Service Panel 200 To 1000 Amp	$	101.00	
Residential Appliances	$	8.00	
Motors Generators 50<Hp<100	$	81.00	
Issuing Of Supplemental Permit (Orig. Ok)	$	12.00	
Electric Vehicle Charging Station	$	75.00	per aggregated charging area. Ref. Resolution No. 3422-18

Grading

Grading Plan Check Fee	0.663 * Grading Permit Table		
Grading Permit (Grading Permit Table):			
Base Rate:			
1-50 cubic yards	$	38.00	
51-100 cubic yards	$	60.00	
101-1,000 cubic yards	$	60.00	for the first 100 cubic yards
1,001-10,000 cubic yards	$	317.00	for the first 1,000 cubic yards
10,001-100,000 cubic yards	$	530.00	for the first 10,000 cubic yards
100,001 cubic yards or more	$	1,497.00	for the first 100,000 cubic yards
Plus: Variable Rate:			
1-50 cubic yards (cy)	$	-	No charge
51-100 cubic yards (cy)	$	-	No charge
101-1,000 cubic yards (cy)	$	29.00	for each additional 100 cy or fraction thereof
1,001-10,000 cubic yards (cy)	$	24.00	for each additional 1,000 cy or fraction thereof
10,001-100,000 cubic yards (cy)	$	108.00	for each additional 10,000 cy or fraction thereof
100,001 cubic yards (cy) or more	$	59.00	for each additional 10,000 cy or fraction thereof

Mechanical

Resident	$	17.00	
Suspended/Recessed Wall/ Floor - Heater	$	24.00	
Supplemental Mechanical Permit	$	12.00	
Issuance Of Each Mechanical Permit:			
Fixed Fee	$	38.00	per permit
plus: Variable Fee, Residential	$	1.00	per square foot

plus: Variable Fee, Mixed Use/Commercial	$	1.00	per square foot
Mechanical Unit Over 10K Cfm	$	30.00	
Mechanical Vents	$	12.00	
Furnace Replacement	$	98.00	
Forced-Air/Gravity Type Up to 100,000 Btu/H	$	24.00	
Forced-Air/Gravity Type Over 100,000 Btu/H	$	30.00	
Installation/Relocation Floor Furnace	$	24.00	
Install or Relocate Comm/Industrial Type	$	24.00	
Fan Connected To A Single Duct	$	12.00	
Install Of Hood Served By Mech Exhaust	$	17.00	
Install or Relocate Domestic Type Inc.	$	30.00	
Air Conditioner Permit	$	98.00	
HVAC - Heat Pump	$	98.00	
Misc Fees			
Revision Fee			
Fixed Fee	$	40.00	
or: Unit Fee	$	81.00	
Plumbing			
2 > Inch Diameter Backflow	$	40.00	
Sewer Laterals	$	40.00	
2 < Inch Diameter Backflow	$	20.00	
Issuance Of Each Plumbing Permit:			
Fixed Fee	$	38.00	per permit
plus: Variable Fee, Residential	$	1.00	per square foot
plus: Variable Fee, Mixed Use/Commercial	$	1.00	per square foot
Water Heater	$	98.00	
Water Piping	$	8.00	
Traps And Drains	$	16.00	
Medical Gas Piping Sys Serving 1-5 In/Out	$	81.00	
Supplemental Plumbing Permit	$	12.00	
For Each Gray Water System	$	65.00	
Gas Outlets	$	10.00	
Pools			
Pool	$	639.00	
Pool Electrical System			
Fixed Fee	$	38.00	
plus: Unit Fee	$	81.00	
Pool Plumbing Gas Outlets:			
Public Spa	$	99.00	
Private Spa	$	49.00	
Other			
Expired Permit Renewal	80% of Building Permit Table		
Temporary Certificate of Occupancy	$	330.00	per application
Point of Sale - Code Disclosure Inspection	$	330.00	per application
One Year Building Permit Extension	$	220.00	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
Working without a permit	2x Building Permit Table		Established by the Building Official per the California Building Code Section 109.4 and adopted into the Town Municipal Code Section 13-1-325

Strong Motion Instrumentation Program(SMIP)
CA Pub Res Code § 2705 (2024)

Residential buildings 1 - 3 story	$	13.00	Fee per $100,000 valuation
Residential buildings over 3-story	$	28.00	Fee per $100,000 valuation
Commercial	$	38.00	Fee per $100,000 valuation
Minimum fee for projects under $100,000 valuation	$	0.50	

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:	$	241.00	per hour
Engineering Staff:	$	165.00	per hour
Building Staff:	$	220.00	per hour

VII. Public Works

Service/Activity Category & Description	Fee
Annexation	$ 2,564.00 per application
Leak Test	
First Call	$ - per call
Subsequent Calls with No Leak Found	$ 137.00 per hour
After Hours	$ 179.00 per hour
Inaccessible Meter - Surface Obstruction	
First Occurrence	Notified in writing
Subsequent Attempt, Notified in Writing	$ 56.00 per occurrence for removal
Inaccessible Meter - Meter Environmental Obstruction	
First Occurrence	Notified in writing
Second Occurrence	$ 56.00 per occurrence
Subsequent Occurrences	$ 56.00 per occurrence
Meter Service Size Change	$ 137.00 per hour, plus permit fee & cost of meter
Late Charge (30 Days Past Billing Date)	$ 12.00 per occurrence
Same Day Water Utility Start Service	
Business Hours: M-Th, 7:00 am to 5:00 pm	$ 56.00 per request
After Hours: Fridays, Closures, Holidays & Weekends	$ 179.00 per request
Disconnect/Reconnect Water Service	
Business Hours, 7:00 AM - 5:00 PM (M-TH)	$ 61.00 per occurrence plus full payment
Subsequent calls - same service location	$ 61.00 per occurrence
After Hours, Fridays, Closures, Holidays & Weekends	$ 179.00 per request
Meter Tamper Fee	
First Offense	$ 78.00
Second Offense	$ 118.00
Subsequent Offenses	$ 118.00
Water Efficient Landscape Ordinance	
Hydrant Pressure Testing Fee	$ 137.00 per hour
Landscape Inspection Fee	$ 309.00 per inspection
Landscape Re-inspection Fee	$ 103.00 per re-inspection
Unauthorized Use of Town Water	
First Occurrence	Time and materials plus citation
Subsequent Occurrences	Time and materials plus citation
Water Waste Violation	
First Violation	$ - per violation
Second Violation	$ - per violation
Third Violation	$ 100.00 per violation
Fourth Violation	$ 200.00 per violation
Fifth Violation	$ 500.00 per violation
Subsequent Violations	Disconnection of water service and/or penalties

Hydrant Meter Set/Move	$ 137.00	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	$ 115.00	per meter plus payment in full and forfeiture of deposit
Domestic Water Meter Installation		
All Meters less than 2"	$ 184.00	plus actual cost of meter
All Meters greater than 2" provided and installed per Town standards by customer or applicant	$ 184.00	plus actual cost of meter
Recycled Water Meter Installation	$ 184.00	plus actual cost of meter
Recycled Water Fill Station Program		
Participants of less than 300 gallons	$ -	
Participants of more than 300 gallons	Actual rate of recycled water by customer type	
Comprehensive Water Quality Test and Analysis	$ 184.00	per test plus actual lab cost
Inspection of Backflow Prevention Device Installation	$ 137.00	per hour
Hydrant Flow Test	$ 273.00	per test
Sewer Lateral Connection Inspection	$ 137.00	per hour
Unauthorized Disposal of Wastewater	$ 273.00	plus citation
Special Cases	Time and materials plus citation	
Unauthorized Disposal of Toxic Waste	$ 273.00	plus citation
Special Cases	Time and materials plus citation	
Installation and Testing of Recycled Water	$ 137.00	per hour
Cross-Connection Testing (Recycled Water Account)	$ 137.00	per hour
Monthly Backflow Prevention Device Service Charge		
Up to 1"	$ 9.00	per month, charged on utility bill
1-1/2" and Larger	$ 9.00	per month, charged on utility bill

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:

Public Works Department:	$137.00 per hour
Administrative Services Department:	$104.00 per hour

After Hours - Public Works Department	[redacted]	$376.00 per hour

VIII. Parks and Facilities

Service/Activity Category & Description	Fee
Town Green Use	
Application, Deposit, and Rental Fees:	
Application fee (non-refundable)	$ 53.00 per application
Security / Damage Deposit (refundable)	$ - per event
Town of Windsor Alcohol Permit	$ 139.00 per event
Amplified Sound Permit	$ 40.00 per event
Shade Tree Bosque Use	$ 299.00 per event
Lawn Use	$ 299.00 per event
Arbor and Pavilions Use	$ 299.00 per event
Library Parking Lot Area Use	$ 225.00 per event
Huerta Gym Parking Lot Area Use	$ 225.00 per event
Portable Toilets	Actual rate per Town's solid waste hauler
Plus Environmental Energy Fee	Actual rate per Town's solid waste hauler
Road Closure with Parking Signs/Parking Lots:	
Non-Profit Resident	$ 225.00 per event
Business / Private Resident	$ 251.00 per event
Business / Private / Non-Profit Non-Resident	$ 276.00 per event
Maintenance Fees:	
Event Duration:	
Up to 12 hours	$ 297.00 per event
12-24 hours	$ 545.00 per event
24-36 hours	$ 792.00 per event
37 to 48 hours	$ 1,040.00 per event
48 hours or more	$ 1,288.00 per event
Facility Attendant Fee	$ 43.00 per hour
Park Use	
Application Fee	$ 59.00 per application
Special Use	
Alcohol Use Permit	$ 155.00 per permit
Amplified Sound Permit	$ 45.00 per permit
Temporary Amenity Permit	$ 78.00 per permit
Concession/Vendor Permit	$ 78.00 per permit
Field Lining	$ 149.00 per field
Additional Mowing of Athletic Field	
Wilson Ranch Park (7 acres)	$ 272.00 per application
Keiser Park (5 baseball fields)	$ 272.00 per application

Individual and Group Events:			
25-50:			
Non-Profit Resident Use Permit	$	141.00	per event
Indivdual and Group Events (continued):			
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 (No Alcohol)	$	100.00	per event
Cleaning/Damage Security Deposit (Alcohol)	$	200.00	per event
51-150:			
Non-Profit Resident Use Permit	$	209.00	per event
Business / Private Resident Use Permit	$	233.00	per event
Business / Private / Non-Profit Non-Resident Use Permit	$	255.00	per event
Cleaning/Damage Security Deposit (No Alcohol)	$	100.00	per event
Cleaning/Damage Security Deposit (Alcohol)	$	200.00	per event
151-250:			
Non-Profit Resident Use Permit	$	465.00	per event
Business / Private Resident Use Permit	$	516.00	per event
Business / Private / Non-Profit Non-Resident Use Permit	$	567.00	per event
Cleaning/Damage Security Deposit	$	200.00	per event
251-500:			
Non-Profit Resident Use Permit	$	641.00	per event
Business / Private Resident Use Permit	$	711.00	per event
Business / Private / Non-Profit Non-Resident Use Permit	$	783.00	per event
Cleaning/Damage Security Deposit	$	200.00	per event
501-1,000:			
Non-Profit Resident Use Permit	$	915.00	per event
Business / Private Resident Use Permit	$	1,018.00	per event
Business / Private / Non-Profit Non-Resident Use Permit	$	1,120.00	per event
Cleaning/Damage Security Deposit	Minimum $500; determined on a case by case basis		
1,001-3,000:			
Non-Profit Resident Use Permit	$	1,314.00	per event
Business / Private Resident Use Permit	$	1,464.00	per event
Business / Private / Non-Profit Non-Resident Use Permit	$	1,611.00	per event
Cleaning/Damage Security Deposit	Minimum $500; determined on a case by case basis		
3,001 & Over:			
Non-Profit Resident Use Permit	$	2,011.00	per event
Business / Private Resident Use Permit	$	2,240.00	per event
Business / Private / Non-Profit Non-Resident Use Permit	$	2,465.00	per event
Cleaning/Damage Security Deposit	Minimum $500; determined on a case by case basis		
Non-profit Youth Sports Organizations :			
Resident	$	16.00	per participant per sport season
Non-Resident	$	18.00	per participant per sport season
Adult Athletics			
Application Fee	$	59.00	per application
Adult Athletics (continued):			
Resident	$	48.00	per hour per field/court

Non-Resident	$	53.00	per hour per field/court
Cleaning/Damage Security Deposit	Determined on a case by case basis		
Wilson Ranch Soccer Park Field Lights			
Non-Profit Organization:			
Resident	$	45.00	per event
Non-Resident	$	56.00	per event
Electricity Charges	$	35.00	per hour
Private:			
Resident	$	51.00	per event
Non-Resident	$	56.00	per event
Electricity Charges	$	35.00	per hour
Business:			
Resident	$	51.00	per event
Non-Resident	$	56.00	per event
Electricity Charges	$	35.00	per hour
Concession - Wilson Ranch Soccer Park			
Non-Profit Organization:			
Resident	$	14.00	per hour
Non-Resident	$	17.00	per hour
Private:			
Resident	$	15.00	per hour
Non-Resident	$	17.00	per hour
Business:			
Resident	$	15.00	per hour
Non-Resident	$	17.00	per hour
Facility Use			
Application Fee	$	59.00	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
Facility Use (continued):			
Kitchen Only/Caterers:			
No Alcohol Served/Sold	$	100.00	per event
Alcohol Served/Sold	N/A		
Facility Rental			
Bluebird Center			
Non-Profit: Resident	$	81.00	per hour
Non-Profit: Non-Resident/Private/Business	$	99.00	per hour
Resident: Private/Business	$	91.00	per hour

Keiser Community Park			
10x12 Storage Unit - For Local Non-profit Organizations			
Monthly Rental Rate	$	99.00	per month
Annual Rental Rate	$	909.00	per year
Windsor Community Center:			
Non-Profit Resident:			
Elsbree Hall	$	112.00	per hour
Renee Room	$	91.00	per hour
Els./Ren Rooms	$	121.00	per hour
Kitchen with Facility Rental	$	238.00	per event
Commercial Kitchen only	$	37.00	per hour
Non-Profit Non-Resident:			
Elsbree Hall	$	137.00	per hour
Renee Room	$	112.00	per hour
Els./Ren Rooms	$	149.00	per hour
Kitchen with Facility Rental	$	292.00	per event
Commercial Kitchen only	$	45.00	per hour
Private Resident:			
Elsbree Hall	$	125.00	per hour
Renee Room	$	102.00	per hour
Els./Ren Rooms	$	136.00	per hour
Kitchen with Facility Rental	$	265.00	per event
Commercial Kitchen only	$	42.00	per hour
Private Non-Resident:			
Elsbree Hall	$	137.00	per hour
Renee Room	$	112.00	per hour
Els./Ren Rooms	$	149.00	per hour
Kitchen with Facility Rental	$	292.00	per event
Commercial Kitchen only	$	45.00	per hour
Business Resident:			
Elsbree Hall	$	125.00	per hour
Renee Room	$	102.00	per hour
Els./Ren Rooms	$	136.00	per hour
Kitchen with Facility Rental	$	265.00	per event
Windsor Community Center (continued):			
Commercial Kitchen only	$	42.00	per hour
Business Non-Resident:			
Elsbree Hall	$	137.00	per hour
Renee Room	$	112.00	per hour
Els./Ren Rooms	$	149.00	per hour
Kitchen with Facility Rental	$	292.00	per event
Commercial Kitchen only	$	45.00	per hour
Huerta Gymnasium:			
Non-Profit Resident:			
Gymnasium	$	121.00	per hour
Kitchen with Facility Rental	$	249.00	per event

Non-Profit Non-Resident:			
Gymnasium	$	149.00	per hour
Kitchen with Facility Rental	$	303.00	per event
Private Resident:			
Gymnasium	$	136.00	per hour
Kitchen with Facility Rental	$	276.00	per event
Private Non-Resident:			
Gymnasium	$	149.00	per hour
Kitchen with Facility Rental	$	303.00	per event
Business Resident:			
Gymnasium	$	136.00	per hour
Kitchen with Facility Rental	$	276.00	per event
Business Non-Resident:			
Gymnasium	$	149.00	per hour
Kitchen with Facility Rental	$	303.00	per event
Windsor Senior Center:			
Non-Profit Resident:			
Large Room	$	81.00	per hour
Small Room	$	72.00	per hour
Kitchen with Facility	$	120.00	per event
Non-Profit Non-Resident:			
Large Room	$	99.00	per hour
Small Room	$	88.00	per hour
Kitchen with Facility	$	145.00	per event
Private Resident:			
Large Room	$	91.00	per hour
Small Room	$	80.00	per hour
Kitchen with Facility	$	133.00	per event
Private Non-Resident:			
Large Room	$	99.00	per hour
Small Room	$	88.00	per hour
Kitchen with Facility	$	145.00	per event
Business Resident:			
Large Room	$	91.00	per hour
Small Room	$	80.00	per hour
Kitchen with Facility	$	133.00	per event
Business Non-Resident:			
Large Room	$	99.00	per hour
Small Room	$	88.00	per hour
Kitchen with Facility	$	145.00	per event
Facility Rental for Event Rehearsal	$	74.00	per hour
Miscellaneous and Other Fees			
Transfer Fee (for changes to date/location)	$	38.00	per change

Electrical Vehicle Public Charging Station Use Fee	$	1.00	Per hour
Electrical Vehicle Public Charging Station Use Fee	$	2.00	Minimum charge
Electrical Vehicle Public Charging Station Use Fee	$	24.00	Maximum charge per day
Custodial Staff Cleaning Fee (Non-refundable)	$	113.00	per hour (4 hours with 100 people)
Second Facility Attendant	$	43.00	per hour
Special Event: Vendor/Concesion			
Non-Profit Resident	$	133.00	per event
Business / Private Resident	$	147.00	per event
Business / Private / Non-Profit Non-Resident	$	161.00	per event
Digital Banner Permit			
E-Banner	$	73.00	per application
Senior Center: Outdoor Pinic Area			
Application Fee	$	59.00	per application
Non-Profit Resident	$	58.00	per hour
Business / Private Resident	$	64.00	per hour
Business / Private / Non-Profit Non-Resident	$	70.00	per hour
Council Chamber Rental:			
Application Fee	$	59.00	per application
Non-Profit Resident	$	72.00	per hour
Business / Private Resident	$	80.00	per hour
Business / Private / Non-Profit Non-Resident	$	88.00	per hour
Solid Waste Collection Services	Actual rate per Town's solid waste hauler		
Use Permit			
New Minor / Major Event Application Fee	$	305.00	per application
Minor Special Event Permit Fee	$	1,786.00	per application
Major Special Event Permit Fee	$	5,438.00	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.

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:	$75.00	per hour

IX. Recreation

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 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:	$ 75.00	per hour

X. General

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:	$ 104.00	per hour
Administrative Services Department:	$ 104.00	per hour
Police Department:	$ 216.00	per hour
Community Development Department:	$ 120.00	per hour
Public Works Department:	$ 137.00	per hour
Parks & Recreation Department:	$ 75.00	per hour