CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

ITEM: Resolution Approving Certain Fees and Charges Effective Immediately

DATE: February 20, 2018

FINANCIAL IMPACT: The adjustment of fees will have an unknown but slight increase to overall revenues.

BACKGROUND: The attached listing represents a consolidation of all of the City's various rates, fees, and charges into one document. The intent of providing a consolidated list to Council is to allow for a simpler review and update process. The list also serves as a resource to help staff consistently apply rates and charges across the City. The overall document was first approved by Council in June of 2014 and has been regularly updated since that time. Due to changing circumstances, selected rates/charges/fees have recently been reviewed by staff and the following adjustments are proposed at this time:

1. On January 22, 2018, the City Council reviewed the first reading of an amendment to city code to separate the review process for Permitted Conditional (Pc) Use permit into two phases: one for review of the land use and one for the review of the site plan if there are site improvements proposed. The reason the process was being separated was that the Board of Adjustment felt that the site plans often associated with Pc permits were better reviewed by the Plan & Zoning Commission and City Council. The Development and Planning City Council Subcommittee agreed and the amendment changes the process in the Zoning title of the code.

   With the change in process, staff is proposing to create of a new application form for the review of the land use only and a lower fee for this application is appropriate, as it will now be a separate review with applicable staff time devoted to the review and processing of the application. Staff recommends that the fee be established at $100.00 after consideration of the staff time for review and the relative weight of the application fee compared to the other, more time-consuming development application fees.

   This new fee was discussed by the Finance & Administration Committee on January 24, 2018, and approval was recommended.

2. With the advent of body worn cameras at WDMPD, a number of factors have now come into play in regards to releasing the videos to the media and to the public. Currently our pricing structure is set at $25 per disc. To be in compliance with changing laws and privacy rights and standards, we will be forced to redact media that is released. This includes, but is not limited to, body worn camera video, in-car camera video, station surveillance video, and photographs taken by officers. The redaction process can vary based on the type and content of the media. As such, I am suggesting that we change our current pricing model to the one below. This is a rate based on time, rather than quantity of videos. This model echoes the model set by the Des Moines Police Department.

   - Copies of paper reports will remain at $5.00 /each.

   - Media will be billed at $15.00 for the first 15 minutes, then $10.00 for each additional minute. This is the time spent preparing the media, this includes reviewing and redacting the videos. Time spent actually creating the copy (burning the disc) will not be charged

This change to the existing fee was discussed by the Public Safety Committee on February 3, 2018, and approval was recommended.

OUTSTANDING ITEMS: None

RECOMMENDATION: Approve and ratify the current listing of Consolidated City Fees and Charges with an effective Date of February 20, 2018.

Lead Staff Member: **Tim Stiles, Finance Director**

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Finance & Administration Public Safety		
Date Reviewed	January 24, 2018 February 3, 2018		
Recommendation	Yes	No	Split

RESOLUTION NO. _____

RESOLUTION UPDATING CERTAIN FEES REQUIESTED BY STAFF OR AS REQUIRED BY CITY POLICY AND IOWA CODE.

WHEREAS, effort has been made to consolidate all fees, rates, and charges into one reference document to be ratified by Council, and

WHEREAS, various updates to rates are proposed by staff and recommended by the Finance Committee and Public Safety Committee, and

NOW, THEREFORE, BE IT RESOLVED

BY THE COUNCIL OF THE CITY OF WEST DES MOIINES, IOWA, that the attached schedule of charges and fees are ratified and approved as of February 20, 2018, and

BE IT FURTHER RESOLVED, that previous resolutions in conflict with this resolution are hereby repealed.

PASSED AND APPROVED, this 20th day of February, 2018.

_____
Steven K. Gaer, Mayor

ATTEST:

_____
Ryan Jacobson, City Clerk

Description	Fee	Last Change (Approval Date)
B. Development Services and Engineering Services		
IX. Building Permits		
a. Valuation		
i. $1 to $2,000	$46.25 (minimum)	Resolution (6/26/2017)
ii. $2,001 to $25,000	$46.25 for the first $2,000 plus $8.91 for each additional $1,000	Resolution (6/26/2017)
iii. $25,001 to $50,000	$250.00 for the first $25,000 plus $7.79 for each additional $1,000	Resolution (6/26/2017)
iv. $50,001 to $100,000	$445.00 for the first $50,000 plus $4.99 for each additional $1,000	Resolution (6/26/2017)
v. $100,001 to $500,000	$630.00 for the first $100,000 plus $3.64 for each additional $1,000	Resolution (6/26/2017)
vi. $500,001 and up	$2,262.00 for the first $500,000 Plus $2.49 for each additional $1,000	Resolution (6/26/2017)
X. Certificate of Occupancy	$ 46.25	Resolution (6/26/2017)
XI. Inspection-Rental Housing		
a. Single Family	$ 66.40	Resolution (6/26/2017)
b. Multifamily		
i. First Unit	66.40	Resolution (6/26/2017)
ii. Each Additional Unit	19.60	Resolution (6/26/2017)
c. Re-inspection of Required Corrections		
i. First Re-Inspection	No Charge	Resolution (6/29/2015)
ii. Each Additional Re-Inspection		
1. Trip Charge	66.40	Resolution (6/26/2017)
2. Each Item on List	33.20	Resolution (6/26/2017)
XII. Permits		
a. Basic Fee (*Applies to All Permits except Flat Fee Permits)*	$ 26.15	Resolution (6/26/2017)
b. Basement Finish – existing home (Flat Fee) (valuation of less than $10,000)	52.30	Resolution (6/26/2017)
c. Deck – existing home (Flat Fee)	52.30	Resolution (6/26/2017)
d. Demolition (Flat Fee)	46.25	Resolution (6/26/2017)
e. Electrical		
i. New Single Family/Town Home (Flat Fee)		
1. 100 amp service	$ 129.00	Resolution (6/26/2017)
2. 200 amp service	172.00	Resolution (6/26/2017)
3. 400 amp or larger service	269.00	Resolution (6/26/2017)
ii. Meters		
1. 1st Meter	11.06	Resolution (6/26/2017)
2. Each Additional Meter	3.17	Resolution (6/26/2017)
iii. Circuits		
1. First 10 Circuits	3.82	Resolution (6/26/2017)
2. Each Additional Circuit	2.06	Resolution (6/26/2017)
3. Openings (Added to existing)	1.26	Resolution (6/26/2017)
4. Fixed Appliances	6.24	Resolution (6/26/2017)

Description	Fee	Last Change (Approval Date)
5. Fixtures	0.55	Resolution (6/26/2017)
iv. Residential Service Upgrade	11.06	Resolution (6/26/2017)
f. Fence (Flat Fee)	$ 41.25	Resolution (6/26/2017)
g. Garage-Detached (Flat Fee)	75.50	Resolution (6/26/2017)
h. Home Occupation	26.15	Resolution (6/26/2017)
i. Homeowner		
i. Exemption Affidavit	$ 32.18	Resolution (6/29/2015)
j. Mechanical		
i. New Single Family/Town Home (Flat Fee)		
1. 1-Furnace & 1-AC Unit	$ 110.00	Resolution (6/26/2017)
2. 2 or More Furnaces & 2 or more AC units	141.00	Resolution (6/26/2017)
ii. Air Conditioner	16.09	Resolution (6/26/2017)
iii. Appliance Vent	8.60	Resolution (6/26/2017)
iv. Boiler	16.09	Resolution (6/26/2017)
v. Ductwork Only	16.09	Resolution (6/26/2017)
vi. Evaporative Cooler	8.60	Resolution (6/26/2017)
vii. Fireplace	16.09	Resolution (6/26/2017)
viii. Furnace or Heater	16.09	Resolution (6/26/2017)
ix. Gas Piping (per outlet)	8.60	Resolution (6/26/2017)
x. Geo Thermal System	16.09	Resolution (6/26/2017)
xi. Hood – Type I	38.00	Resolution (6/26/2017)
xii. Hood – Non Type I	13.48	Resolution (6/26/2017)
xiii. Refrigeration Unit	16.09	Resolution (6/26/2017)
xiv. Ventilation Fan	6.24	Resolution (6/26/2017)
xv. Water Heater	6.24	Resolution (6/26/2017)
k. Porch-Screened or Covered (Flat Fee)	75.50	Resolution (6/26/2017)
l. Plumbing		
i. New Single Family/Town Home (Flat Fee)		
1. 1 Kitchen /1 Bath	$ 84.00	Resolution (6/26/2017)
2. 1 Kitchen /2 Baths	96.00	Resolution (6/26/2017)
3. 1 Kitchen/ 2 or more baths	109.00	Resolution (6/26/2017)
4. Sewer/Water/Storm Only	40.22	Resolution (6/26/2017)
ii. Backflow Preventer	16.09	Resolution (6/26/2017)
iii. Boiler	16.09	Resolution (6/26/2017)
iv. External Grease Interceptor	19.61	Resolution (6/26/2017)
v. Fixtures (*each tub, sink, water closet Shower, ice machine, garbage disposal Sump, grease trap, drinking fountain, Floor or roof drain, urinal, and similar*)	6.24	Resolution (6/26/2017)
vi. Gas Piping (per outlet)	8.60	Resolution (6/26/2017)
vii. Sewer Service	19.61	Resolution (6/26/2017)
viii. Sewer-Private (for each 100 lineal feet)	10.00	Resolution (6/26/2017)
ix. Storm Sewer & Storm Water Detention (For each 100 lineal feet)	10.00	Resolution (6/26/2017)
x. Water Heater	6.24	Resolution (6/26/2017)
xi. Water Service (Fire or Domestic)	19.61	Resolution (6/26/2017)
XIII. Fire Plan Review Fees		

Description	Fee	Last Change (Approval Date)
a. 100 – 6,000 sq. ft.	$ 110.62	Resolution (6/26/2017)
b. 6,001 – 12,000 sq. ft.	219.24	Resolution (6/26/2017)
c. 12,001 – 24,000 sq. ft.	328.86	Resolution (6/26/2017)
d. 24,001 – 50,000 sq. ft.	455.58	Resolution (6/26/2017)
e. 50,001 – 100,000 sq. ft.	549.11	Resolution (6/26/2017)
f. 100,001 – 500,000 sq. ft.	1,099.23	Resolution (6/26/2017)
g. 500,001 – 1,000,000 sq. ft.	1,648.34	Resolution (6/26/2017)
h. 1,000,000 sq. ft. and above	1648.34 +	Resolution (6/26/2017)
i. Each additional 6,000 sq. ft.	110.62	Resolution (6/26/2017)
XIV. Plan Review Fee		
a. Equal to 65% of the building permit fee		Resolution (6/30/2014)
XV. Planning		
a. Area Development Plan	$ 140.00 +	Resolution (6/27/2016)
i. Each Acre	11.00	Resolution (1/28/2008)
b. Auditors Plat	230.00 +	Resolution (6/27/2016)
i. Per Lot	5.50	Resolution (1/28/2008)
c. Board of Adjustment Variance Application	200.00	
d. Copy of Comprehensive Plan (without map)	55.00	Resolution (1/28/2008)
e. Comprehensive Plan Amendment		
i. Land Use Exchange	195.00 +	Resolution (6/27/2016)
1. Per Acre	11.00	Resolution (1/28/2008)
ii. Text Change	115.00	Resolution (6/27/2016)
f. Final Plat	165.00 +	Resolution (1/28/2008)
i. Per Lot	5.50	Resolution (1/28/2008)
g. Grading Permit	140.00	Resolution (6/27/2016)
h. Home Occupation Permit (new or renewal)	26.00	Resolution (6/29/2015)
i. Major Modification (Revised Site Plan)	110.00 +	Resolution (1/28/2008)
i. Per Acre	11.00	Resolution (1/28/2008)
j. Copy of Map		
i. Comprehensive Plan Land Use Map	27.50	Resolution (1/28/2008)
ii. 2020 Circulation System Map	5.50	Resolution (1/28/2008)
iii. Ultimate Circulation System Map	5.50	Resolution (1/28/2008)
iv. Zoning Map	27.50	Resolution (1/28/2008)
k. Master Plan	110.00	Resolution (1/28/2008)
l. Minor Modification (Administrative Approval)	85.00	Resolution (6/27/2016)
m. Municipal Code of Appeals Board	110.00	Resolution (1/28/2008)
n. Permitted Conditional Use Permit	240.00 +	Resolution (6/27/2016)
i. Per Acre	11.00	Resolution (1/28/2008)
~~i.~~ii. Review of Land Only (flat fee)	100.00	Resolution (2/20/2018)
o. Plat-of-Survey	$ 230.00 +	Resolution (6/27/2016)
i. Per Lot	5.50	Resolution (1/28/2008)
p. Preliminary Plat	140.00 +	Resolution (6/27/2016)
i. Per Lot	5.50	Resolution (1/28/2008)
q. Property Owners Mailing List	467.50	Resolution (1/28/2008)
r. Sign Code Appeal	100.00	Resolution (6/29/2015)
s. Site Plan/Major Modification/Overlay District Plan	240.00 +	Resolution (6/27/2016)

	Description	Fee	Last Change (Approval Date)
	i. Per Acre	11.00	Resolution (1/28/2008)
	t. Not Used		
	u. Vacation Request	110.00	Resolution (1/28/2008)
	v. Variance or Appeal	200.00	Resolution (1/28/2008)
	w. Zone Change		
	i. Regular Zoning	315.00 +	Resolution (6/27/2016)
	1. Per Acre	11.00	Resolution (1/28/2008)
	ii. Planned Unit Dev. (PUD)	470.00 +	Resolution (6/27/2016)
	1. Per Acre	11.00	Resolution (1/28/2008)
	iii. Specific Plan	470.00 +	Resolution (6/27/2016)
	1. Per Acre	11.00	Resolution (1/28/2008)
	x. Zoning Compliance Letters	300.00	Resolution (1/28/2008)
	y. Purchase Zoning Ordinance (without map)	55.00	Resolution (1/28/2008)
	z. Zoning Ordinance Amendment (Text)	205.00	Resolution (6/27/2016)
XVI.	Sanitary Sewer and Stormwater Connection Fee District (per acre)		
	a. Grand Avenue West	4,516.00	Resolution (7/10/2017)
	b. Middle Creek	2,314.00	Resolution (7/10/2017)
	c. Quail Park/Thornwood (per dwelling)		
	i. Category 1	12,510.00	Resolution (7/10/2017)
	ii. Category 2	19,912.00	Resolution (7/10/2017)
	iii. Category 3	15,931.00	Resolution (7/10/2017)
	d. Raccoon River	8,553.00	Resolution (7/10/2017)
	e. South Service	6,473.00	Resolution (7/10/2017)
	f. Ashworth Road Low Pressure Sanitary Sewer	27,979.00	Resolution (7/10/2017)
	g. Dixie Acres	29,990.00	Resolution (7/10/2017)
	h. Sugar Creek Stormwater	5,303.00	Resolution (7/10/2017)
	i. Grand Avenue East Stormwater	16,499.00	Resolution (7/10/2017)
XVII.	Sewer Tap Fee (when required)	64.00	Resolution (7/10/2017)
XVIII.	Sewer Capital Charges (new commercial or additional fixtures added)		
	a. Per Single Family Residential Lot	1,011.00	Resolution (7/10/2017)
	b. Per Multi-Family Dwelling Unit	573.00	Resolution (7/10/2017)
	c. Non-Residential Building Charge (per fixture)	19.00	Resolution (7/10/2017)
	i. Sink, Lavatory, Drain, or Similar = 3 Units		
	ii. Water Closet, Urinal = 6 Units		
XIX.	Sidewalk (New)	$16.35 /per building	Resolution (6/26/2017)
XX.	Sign Permit		
	a. Permanent and Temporary	$ 90.50 +	Resolution (6/26/2017)
	i. Per Sq. Ft.	0.62	Resolution (6/26/2017)
	b. Short Term Signs	16.60	Resolution (6/26/2017)
XXI.	Sign Licenses – all expire Dec. 31 if Odd Years		
	a. 2 Full Years (Requires $5,000 Surety Bond)	133.00	Resolution (6/26/2017)
XXII.	Storage Shed (Flat Fee)	41.25	Resolution (6/26/2017)
	a. Stormwater Erosion Inspection Fee	116.66 Minimum	Resolution (6/26/2017)
	b. Based on 2 required inspections per year at	58.33	
	c. Large Projects will be estimated		
XXIII.	Swimming Pool – existing home (Flat Fee)	52.30	Resolution (6/26/2017)
XXIV.	Temporary Use Permit		

Description	Fee	Last Change (Approval Date)
a. 4 Day Events (Concert, Walks, etc.)	$ 25.65	Resolution (6/26/2017)
b. Long Term Food & Beverage		
i. May 1 – Sep 30	282.00	Resolution (6/26/2017)
ii. Deposit	750.00	Resolution (6/26/2017)
c. Christmas Tree Sales (Nov 15-Dec 25)	25.65	Resolution (6/26/2017)
d. Pumpkin Sales (Oct 1-Nov 1)	25.65	Resolution (6/26/2017)
e. Ag Produce Stands	52.30	Resolution (6/26/2017)
f. Seasonal Garden Centers		
i. Spring (Apr 1-Jul 15)	52.30	Resolution (6/26/2017)
ii. Fall (Sep 1-Oct 31)	52.30	Resolution (6/26/2017)
iii. Deposit	500.00	Resolution (6/26/2017)
g. Temp Concrete & Asphalt Plants	518.00	Resolution (6/26/2017)
h. Real Estate & Const. Trailers; Model Homes	25.65	Resolution (6/26/2017)
XXV. Traffic Impact Studies		
a. Initial Base Fee at Beginning of Study		
I. Total fee estimate < $2,000	$100	Resolution (06/29/2015)
II. Total fee estimate > $2,000	½ of total fee estimate	Resolution (06/29/2015)
b. Additional Fee at End of Study		
I. Fees for Independent Processes and Applications		
i. Comprehensive Plan Amendment, Area Development Plan, Rezoning, or Subdivision		
1. Site is 0-10 acres	$1.25/additional trip	Resolution (06/29/2015)
2. Site is 10-20 acres	$1.15/additional trip	Resolution (06/29/2015)
3. Site is 20-40 acres	$1.00/additional trip	Resolution (06/29/2015)
4. Site is 40-80 acres	$0.85/additional trip	Resolution (06/29/2015)
5. Site is over 80 acres	$0.75/additional trip	Resolution (06/29/2015)
ii. Site Plan		
1. Site is 0-10 acres	$1.75/additional trip	Resolution (06/29/2015)
2. Site is 10-20 acres	$1.60/additional trip	Resolution (06/29/2015)
3. Site is 20-40 acres	$1.40/additional trip	Resolution (06/29/2015)
4. Site is 40-80 acres	$1.20/additional trip	Resolution (06/29/2015)
5. Site is over 80 acres	$1.05/additional trip	Resolution (06/29/2015)
II. Fees for Combined Processes and Applications Tracking Together with No Modifications		
i. Any Combination of Comprehensive Plan Amendment, Area Development Plan, Rezoning, or Subdivision		
1. Site is 0-10 acres	$1.25/additional trip	Resolution (06/29/2015)
2. Site is 10-20 acres	$1.15/additional trip	Resolution (06/29/2015)
3. Site is 20-40 acres	$1.00/additional trip	Resolution (06/29/2015)
4. Site is 40-80 acres	$0.85/additional trip	Resolution (06/29/2015)
5. Site is over 80 acres	$0.75/additional trip	Resolution (06/29/2015)
ii. Site Plan		
1. Site is 0-10 acres	$1.75/additional trip	Resolution (06/29/2015)
2. Site is 10-20 acres	$1.60/additional trip	Resolution (06/29/2015)
3. Site is 20-40 acres	$1.40/additional trip	Resolution (06/29/2015)
4. Site is 40-80 acres	$1.20/additional trip	Resolution (06/29/2015)
5. Site is over 80 acres	$1.05/additional trip	Resolution (06/29/2015)
6.		
III. Fees for Independent Process and Applications within One Year of Initial Application with No Modifications		

Description	Fee	Last Change (Approval Date)
i. Any Combination of Comprehensive Plan Amendment, Area Development Plan, Rezoning, or Subdivision	25% of Initial Fee	Resolution (06/29/2015)
ii. Site Plan		
1. Site is 0-10 acres	25% of Initial Fee + $0.50/additional trip	Resolution (06/29/2015)
2. Site is 10-20 acres	25% of Initial Fee + $0.45/additional trip	Resolution (06/29/2015)
3. Site is 20-40 acres	25% of Initial Fee + $0.40/additional trip	Resolution (06/29/2015)
4. Site is 40-80 acres	25% of Initial Fee + $0.35/additional trip	Resolution (06/29/2015)
5. Site is over 80 acres	25% of Initial Fee + $0.30/additional trip	Resolution (06/29/2015)
IV. Reanalysis Fees within One Year of Initial Application		
i. Any Combination of Comprehensive Plan Amendment, Area Development Plan, Rezoning, or Subdivision	25% of Initial Fee	Resolution (06/29/2015)
ii. Site Plan		
1. Site is 0-10 acres	25% of Initial Fee + $1.75/additional trip	Resolution (06/29/2015)
2. Site is 10-20 acres	25% of Initial Fee + $1.60/additional trip	Resolution (06/29/2015)
3. Site is 20-40 acres	25% of Initial Fee + $1.40/additional trip	Resolution (06/29/2015)
4. Site is 40-80 acres	25% of Initial Fee + $1.20/additional trip	Resolution (06/29/2015)
5. Site is over 80 acres	25% of Initial Fee + $1.05/additional trip	Resolution (06/29/2015)
XXVI. Construction Site Visits		
a. Erosion & Sediment Control	$ 50.00 per visit	Resolution (06/27/2016)
Quarterly Visits for sites greater than 1 acre		
XXVII. Miscellaneous		
a. CADD Plotting	$ 2.00 sq. ft.	Resolution (06/27/2016)
b. Computer Diskette/CD ROM	10.00	Resolution (06/27/2016)
c. Construction Observation	$60.00 per hour plus $0.575 per mile (or current IRS Rate)	Resolution (06/27/2016)
d. Private Fiber Optic	50.00 + $1.00 per foot + annual licenses	Resolution (06/27/2016)
e. Topography	12.00 per acre	Resolution (06/27/2016)
f. Street Light Analysis	$ 75.00 per light analyzed	Resolution (07/25/2016)
XXVIII. Permits		
a. Communications Systems with ROW	$ 500.00	Ordinance (06/27/2016)
b. Sidewalk		
i. Approach – New Construction	16.00	Resolution (06/27/2016)
c. Street Excavation	20.00	Resolution (06/27/2016)
i. Refundable Deposit Non-Utility	200.00	Resolution (06/27/2016)

Description	Fee	Last Change (Approval Date)
F. Police Department		
XLVII. Animal Control		
a. Adoption	$ 40.00	Resolution (12/27/2011)
b. Boarding Fee		
i. 1st Day	No Charge	Resolution (12/27/2011)
ii. After First Day	10.00 Per Day	Resolution (12/27/2011)
c. Impoundment – Domestic Animal (licensed)		
i. 1st Offense	$ 50.00	Resolution (12/27/2011)
ii. 2nd Offense	75.00	Resolution (12/27/2011)
iii. 3rd and Subsequent	100.00	Resolution (12/27/2011)
d. Pick-up & Disposal of a Domestic Animal	$ 10.00	Resolution (12/27/2011)
XLVIII. Animal License		
a. Cat		
i. Altered	$ 17.00	F & A (09/24/14) *
ii. Intact	24.00	F & A (09/24/14) *
b. Dog		
i. Altered	$ 19.00	F & A (09/24/14) *
ii. Intact	29.00	F & A (09/24/14) *
c. Penalty for no license after April 30th	$ 25.00	Resolution (12/27/2011)
XLIX. Bicycle License	$ 1.00	Resolution (06/30/2014)
L. Police Reports and Videos		
a. All Written Reports	$ 5.00	Resolution (07/27/2015)
b. Media, including body-worn camera video, in-car camera video, station surveillance video, and photographs taken by others	$ 15.00 for the first 15 Minutes and $ 10.00 for each additional 15 minute block of time spent preparing the media	Resolution (02/20/2018)
~~b.~~c. Videos and Photos (DVD format)	$ 25.00	Resolution (07/27/2015)

* Represents a change in structure of fee only, a Resolution dated 12/27/11 outlined the same overall fees, but stated a separate $4.00 administrative fee. On 9/24/14 committee agreed to present the fees together for presentation to the public.