



Board of Trustees - Study Session

Tuesday, November 22, 2022 at 5:45 pm

**PLEASE SILENCE ALL CELL PHONE AND ELECTRONIC DEVICES.
THANK YOU**

1. Meeting Information

207 Muegge Way, Bennett, CO 80102

For a live stream of the meeting use the information below:

<https://us02web.zoom.us/j/84285000718>

Meeting ID: 842 8500 0718

Passcode: 677682

One tap mobile
+16699006833

2. 2022 Third Quarter Finance Report

Danette Ruvalcaba, Town Treasurer and Director of Finance

Click the link below to view the 2022 Town of Bennett Third Quarter Financial Report Dashboard

<https://app.smartsheet.com/b/publish?EQBCT=ae8542dd32d44ec9bc44c539c0aed7ec>

3. 2023 Town of Bennett Budget Third Draft

Danette Ruvalcaba, Town Treasurer and Director of Finance

Click the link below to view the 2023 Town of Bennett Budget Third Draft Dashboard

<https://app.smartsheet.com/b/publish?EQBCT=096c07ca0263469b866279618e808544>

Attachments:

- **2023 Town of Bennett Schedule of Fees Second Draft** (Directory_of_Fees_2023-Draft_2.pdf)

SCHEDULE OF FEES

JANUARY 1, 2023



welcome neighbors.

TABLE OF CONTENTS

SECTION 1: ADMINISTRATIVE

A) Fee Waiver	1
B) Fees not Specified	1
C) Public Notary	1
D) Town Board Meeting Audio.....	1
E) Municipal Records.....	1
F) Purchasing	1
G) Facilities Rentals.....	1

SECTION 2: FINANCE

A) Returned Check Fee	2
B) Use Tax	2
C) Sales Tax	2
D) Lodging Tax	3

SECTION 3: TOWN CLERK'S OFFICE

A) Business License	3
B) Commissary Kitchen License	3
C) Liquor License	3
D) Special Use Permits	4

SECTION 4: MUNICIPAL COURT

A) Court	5
B) Contempt of Court	5
C) Penalties and Violations	5
D) Transcript.....	5

SECTION 5: COMMUNITY DEVELOPMENT

A) Permits	5
B) Contractor Licensing.....	6
C) Impact Fees.....	6
D) Land Development Fees	6

SECTION 6: ANIMAL CONTROL

A) Animal License	6
B) Violations.....	6
C) Impound Fees	7
D) Adoption Fees	7
E) Cat Trap.....	7

SECTION 7: CODE ENFORCEMENT

A) **Vehicle Impoundment Hearing** 7
B) **Snow Emergency Parking** 7
C) **Debris** 7
D) **Dumping on Property** 7
E) **Accumulation Prohibited** 7
F) **Responsibility of Owner** 7
G) **Declaration of Nuisance**..... 7
H) **Duty to Cut**..... 7
I) **Parking**..... 7
J) **Snow & Ice Removal** 7
K) **Failure to Permit**..... 7
L) **Property Violation**..... 7
M) **Abatement** 7

SECTION 8: PUBLIC WORKS

A) **Mount View Cemetery** 8
B) **Water** 8
C) **Wastewater** 9

SECTION 1: ADMINISTRATIVE ([Resolution 568-14](#))

A) Fee Waiver

- 1) Any fees imposed by the Town and listed in the Directory of the Town Fees and Charges adopted by the Town Board may, unless prohibited by ordinance, be administratively waived by the Town Administrator or their designee upon the determining that a waiver is in the best interest of the Town of Bennett.

B) Fees Not Specified

- 1) Any fee not specified in this document will be assessed at cost plus the abatement rate per hour for any Town employee involved in the service.

C) Public Notary\$5.00

- 1) Exemption for Town business purposes

D) Town Board Meeting Audio\$15.00

E) Municipal Records Fees

- 1) Certified Copies\$1.75
- 2) Certified Letters\$2.95
- 3) Extraction of Email Data\$77.00/device

4) Photocopies

- (a) 8 ½ x 11\$0.25/page
- (b) 8 ½ x 14.....\$0.40/page
- (c) 11 x 17\$0.50/page
- (d) 18 x 24.....\$3.50/page
- (e) 24 x 36.....\$5.00/page
- (f) 36 x 58.....\$10.00/page
- (g) Large Scan\$3.00

- 5) Research and Retrieval Fee greater than 1 hour [[§24-72-205\(6\)](#)]\$33.58/hr.

6) Miscellaneous Fees

(a) Fax Request

- (1) Resident.....\$0.25/page
- (2) Non-Resident.....\$0.50/page

(b) Postage/Mailing Fees at Cost

(c) Photographs..... at Cost

(d) Video Tape..... Not Available

(e) Audio Tape\$15.00/each

F) Purchasing

- 1) Contracts and Plans\$30.00-\$550.00
- 2) Municipal Code Book\$300.00

G) Facilities Rentals

- 1) Park Rental ([§ 11-5-90](#))\$20.00
 - (a) Trupp Park Pavilion\$75.00
 - (b) BRPOS Pavilion.....\$75.00
 - (c) Community Center Park Pavilion\$75.00
 - (d) Centennial Park Pavilion.....\$25.00
 - (e) Deposit ([§ 11-5-110](#))\$100.00-\$500.00
 - (f) Trupp FieldsSet by Contract

2) Community Center

(a) Non-Profit Discounts

- (1) Free Public Event.....50%
- (2) Fundraising25%

(b) Room "C"

(1) Residents

- (i) Up to six (6) hours\$250.00
- (ii) Additional hour.....\$50.00/hr.
- (iii) Deposit.....\$150.00-\$500.00
- (iv) Audio/Video Deposit (In addition to facility deposit)\$500.00
- (v) Alcohol Deposit (In addition to facility deposit)\$500.00
- (vi) Security Fee
 - 1. Per Officer\$50.00/hr.
- (vii) Kitchen fee.....\$75.00

(2) I-70 Corridor Resident

- (i) Up to six (6) hours\$300.00
- (ii) Additional hour.....\$50.00/hr.
- (iii) Deposit.....\$200.00-\$500.00
- (iv) Audio/Video Deposit (In addition to facility deposit)\$500.00
- (v) Alcohol Deposit (In addition to facility deposit)\$500.00
- (vi) Security Fee
 - 1. Per Officer\$50.00/hr.
- (vii) Kitchen\$75.00

(3) Other

- (i) Up to six (6) hours\$600.00
- (ii) Additional hour.....\$100.00/hr.
- (iii) Deposit.....\$300.00-\$500.00
- (iv) Audio/Video Deposit (In addition to facility deposit)\$500.00
- (v) Alcohol Deposit (In addition to facility deposit)\$500.00
- (vi) Security Fee
 - 1. Per Officer\$50.00/hr.
- (vii) Kitchen fee.....\$100.00

(c) Lions Room

(1) Resident

- (i) Up to two (2) hours.....\$50.00
- (ii) Additional hour.....\$10.00/hr.
- (iii) Deposit.....\$50.00-\$150.00

(2) I-70 Corridor Resident

- (i) Up to two (2) hours.....\$50.00
- (ii) Additional hour.....\$20.00/hr.
- (iii) Deposit.....\$50.00-\$150.00

(3) Other

- (i) Up to two (2) hours.....\$75.00
- (ii) Additional hour.....\$30.00/hr.
- (iii) Deposit.....\$50.00-\$150.00

SECTION 2: FINANCE

A) **Returned Check Fee**\$40.00

B) **Use Tax ([§4-6-20](#))**

- 1) Levied on the full price of building and construction material..... 2%

C) **Sales Tax ([§4-5-10](#))**

- 1) Rate is subject to change bi-annually. Collection of the correct tax is the sole responsibility of the vendor.
See Publication [DR 1002](#) to verify current rate.

- (a) Assessed on all tangible personal property sold within Town limits..... 4%
- (b) Vendor fee retained for sales tax collection 3.33%

D) **Lodging Tax** \$4.00/night

SECTION 3: TOWN CLERK'S OFFICE

A) **Business License** ([§6-1-100](#))

- 1) Standard..... \$30.00/yr.
- 2) Home Based..... \$15.00/yr.

(a) Additional licensures may be required by the County and State. Please inquire to ensure compliance.

B) **Commissary Kitchen License** \$250.00/yr.

C) **Liquor License** ([§6-2-10](#))

- 1) Beer and Wine
 - (a) New \$1,000.00
 - (b) Transfer \$798.75
 - (c) Renewal \$148.75/yr.
- 2) H&R
 - (a) New \$1,000.00
 - (b) Transfer \$825.00
 - (c) Renewal \$175.00/yr.
- 3) Tavern
 - (a) New \$1,000.00
 - (b) Transfer \$825.00
 - (c) Renewal \$175.00/yr.
- 4) Liquor Store
 - (a) New \$1,000.00
 - (b) Transfer \$772.50
 - (c) Renewal \$122.50/yr.
- 5) Arts
 - (a) New \$308.75
 - (b) Renewal \$41.25/yr.
- 6) Drug Store
 - (a) New \$1,000.00
 - (b) Transfer \$772.50
 - (c) Renewal \$122.50/yr.
- 7) Racetrack
 - (a) New \$1,000.00
 - (b) Transfer \$825.00
 - (c) Renewal \$175.00/yr.
- 8) Club
 - (a) New \$1,000.00
 - (b) Transfer \$753.75
 - (c) Renewal \$103.75/yr.
- 9) 3.2 Beer Off Premise
 - (a) New \$1,000.00
 - (b) Transfer \$753.75
 - (c) Renewal \$103.75/yr.
- 10) 3.2 Beer On/Off Premise
 - (a) New \$1,000.00
 - (b) Transfer \$753.75

(c) Renewal.....	\$103.75/yr.
11) Brew Pub	
(a) New.....	\$1,000.00
(b) Transfer.....	\$825.00
(c) Renewal.....	\$175.00/yr.
12) Optional Premises	
(a) New.....	\$1,000.00
(b) Transfer.....	\$825.00
(c) Renewal.....	\$175.00/yr.
13) Mini Bar with H&R	
(a) New.....	\$1,200.00
(b) Transfer.....	\$1,075.00
(c) Renewal.....	\$425.00/yr.
14) Bed and Breakfast	
(a) New.....	\$1,000.00
(b) Transfer.....	\$775.00
15) Renewal.....	\$125.00/yr.
16) Art Gallery	
(a) New.....	\$100.00
(b) Renewal.....	\$71.25/yr.
17) Tastings Permit	
(a) New.....	\$150.00
(b) Renewal.....	\$50.00/yr.
18) Change of Location.....	\$750.00
19) Manager's Registration.....	\$75.00
20) Corporate/LLC Changes.....	\$100.00
21) Temporary Permit.....	\$100.00
22) Late Renewal.....	\$500.00
23) Special Event Liquor.....	\$100.00/event
24) Special Event Beer.....	\$100.00/event

D) Special Use Permits

1) Permit.....	\$50.00-\$200.00
2) Deposit.....	\$100.00-\$1,000.00
3) Food Vendor.....	\$50.00/yr.
4) Tasting New.....	\$150.00
(a) Tasting Renewal.....	\$50.00/yr.

SECTION 4: MUNICIPAL COURT

A) Court (§2-7-170)

1) Cost.....	\$35.00
2) Jury Trial	
(a) Advanced Deposit.....	\$25.00
(b) Upon Conviction.....	\$75.00
3) OJW.....	\$0.00
4) Bench Warrant.....	\$75.00
5) Default Judgment.....	\$30.00
6) Deferred Judgment.....	\$75.00
7) Stay of Execution.....	\$25.00
8) Community Service Fee.....	\$25.00

- 9) Failure to Appear \$25.00
- B) **Contempt of Court** ([§2-7-120](#)) up to \$1,000.00
- C) **Penalties and Violations** ([§1-4-20](#)) up to \$2,650.00
 - 1) Failure to pay \$25.00/violation
- D) **Transcript** ([§1-4-20](#))
 - 1) Deposit \$100.00
 - 2) Transcription at Cost

SECTION 5: COMMUNITY DEVELOPMENT

A) Permits

- 1) Right of Way ([§11-4-10](#)) \$75.00
 - (a) Curb Cut \$75.00/per
 - (b) Right of Way Multi Location \$75.00/1st Location
 - (1) Additional Location \$25.00/per
- 2) Building Permit ([§18-1-20](#)) Based on Valuation
 - (a) \$1.00-\$500.00 \$23.50
 - (b) \$501.00-\$2,000.00 \$3.05
 - (1) Additional per \$100.00 of valuation
 - (c) \$2,001.00-\$25,000.00 \$14.00
 - (1) Additional per \$1,000.00 of valuation
 - (d) \$25,001.00-\$50,000.00 \$10.10
 - (1) Additional per \$1,000.00 of valuation
 - (e) \$50,001.00-\$100,000.00 \$7.00
 - (1) Additional per \$1,000.00 of valuation
 - (f) \$100,001.00-\$500,000.00 \$5.60
 - (1) Additional per \$1,000.00 of valuation
 - (g) \$500,001.00-\$1,000,000.00 \$4.75
 - (1) Additional per \$1,000.00 of valuation
 - (h) \$1,000,001.00-up \$3.15
 - (1) Additional per \$1,000.00 of valuation
- 3) Plan Review Fees
 - (a) Administrative Fee 65% of Permit Fee
 - (1) This fee is assessed on both complete and incomplete plans
 - (b) Residential Stock Model Plans \$100.00
 - (1) Any changes to Stock Plan will be treated as a new plan and therefore be subject to all fees.
 - (c) Solar Panel Plans
 - (1) Residential \$100.00
 - (2) Commercial \$200.00
- 4) Electrical Permits [Set by State](#)
 - (a) Plumbing Permit See Building Permit
 - (b) Mechanical Permit See Building Permit
- 5) Grading Permit
 - (a) Residential Lot (if required) \$75.00
 - (b) <1 acre \$250.00
 - (c) 1 acre to 5 acres \$1,000.00
 - (d) Greater than 5 acres \$1,750.00
- 6) New Infrastructure Permit \$1,000.00 + Cost
- 7) Fence Permit \$75.00
- 8) Landscaping Permit \$10.00

9) Working without Permit	\$100.00
10) Solar Panel Permit	
(a) Residential	\$100.00
(b) Commercial	\$200.00
11) Sign Permit	Valuation/\$75.00 Min
12) Banners	\$25.00/quarter
13) Demolition Permit	\$50.00
14) Mobile Home Permit.....	\$250.00
15) Moving Mobile Home Permit	\$50.00
16) Construction/Sales Trailer Permit	\$100.00
17) RV Parking Permit	
(a) 7-day permit	\$75.00
(b) 2-day permit	\$25.00
18) Investigation Fee/Working Without a Permit (§18-1-20)	
(a) Percentage of Building Fee	100%
19) Reinspection Fee.....	\$75.00

B) Contractor Licensing

1) Class A	\$75.00
2) Class B	\$50.00
3) Class C	\$25.00
4) Class D.....	\$25.00
5) ROW	\$25.00
6) Plumber Registration.....	\$75.00
7) Electrician Registration.....	No Fee

C) Impact Fees

1) Public Facilities Impact Fee	\$3,153.00/SFE**
2) Storm Drainage Impact Fee	\$1,053.00/SFE**
3) Transportation Facilities Impact Fee.....	\$2,677.00 1,015.00 /SFE**

D) Land Development Fees (Cost Agreement* plus 20% Administrative Fee)

SECTION 6: ANIMAL CONTROL

A) Animal Licenses ([§7-7-70](#))

1) Spayed or Neutered Animal.....	\$10.00/yr. -\$27.00/3-yr.
(a) Senior (65+).....	\$5.00/yr. -\$13.00/3-yr.
(b) Veterans.....	\$5.00/yr. -\$13.00/3-yr.
2) Unaltered Animal.....	\$25.00/yr. -\$70.00/3-yr.
3) Guard Dog License	\$25.00/yr.
4) Duplicate tag	\$5.00/each
5) Poultry License	
(a) New	\$25.00/yr.
(b) Renewal.....	\$25.00/yr.
6) Bee Permit	\$25.00/yr.

B) Violations ([§1-4-20](#))

1) Failure to License	\$50.00
2) Guard Dog Violation	
(a) 1 st Offense	\$300.00
(b) 2 nd and Subsequent Offense(s)	\$600.00

3) Aggressive Animal

- (a) 1st Offense\$200.00
 - (b) 2nd and Subsequent Offense(s)\$400.00
 - 4) Vicious Animal
 - (a) 1st Offense\$300.00
 - (b) 2nd and Subsequent Offense(s)\$600.00
 - 5) Barking Dog
 - (a) 1st Offense\$150.00
 - (b) 2nd and Subsequent Offense(s)\$250.00
 - 6) Animal at Large
 - (a) 1st Offense\$100.00
 - (b) 2nd Offense.....\$150.00
 - (c) 3rd Offense.....\$300.00
- (1) Each fine excludes the cost of restitution.

C) Impound Fees ([§7-7-60](#))

- 1) Dog/Other
 - (a) 1st Day.....\$45.00
 - (b) Additional Board\$5.00/day
- 2) Cat
 - (a) 1st Day.....\$35.00
 - (b) Additional Board\$5.00/day

D) Adoption Fees ([§7-7-60](#))

- 1) Dog/Other\$50.00
- 2) Cat\$40.00

E) Cat Trap

- 1) Fee\$25.00
- 2) Deposit\$25.00

SECTION 7: CODE ENFORCEMENT

- A) **Vehicle Impoundment Hearing ([§8-3-50\(c\)](#))**\$50.00
- B) **Snow Emergency Parking ([§1-4-20](#))**up to \$1,000.00
- C) **Debris ([§7-2-10](#))**\$100.00
- D) **Dumping on Property ([§7-2-10](#))**\$100.00
- E) **Accumulation Prohibited ([§7-3-10](#))**\$100.00
- F) **Responsibility of Owner ([§7-3-30](#))**\$100.00
- G) **Declaration of Nuisance ([§7-5-20](#))**\$50.00
- H) **Duty to Cut ([§7-5-30](#))**\$50.00
- I) **Parking ([§8-5-10](#))**\$50.00
- J) **Snow & Ice Removal ([§11-1-20](#))**\$100.00
- K) **Failure to Permit ([§1-4-20](#))**up to \$2,650.00
- L) **Property Maintenance Violation**up to \$2,650.00
- M) **Abatement**
 - 1) All Abatement except Obnoxious Weedat Cost
 - (a) Administrative..... 10% of Cost
 - 2) Obnoxious Weedat Cost
 - (a) Administrative..... 20% of Cost

SECTION 8: PUBLIC WORKS

A) Mount View Cemetery (Resolution 398)

- 1) Casket Plot
 - (a) Resident.....\$300.00
 - (b) Non-Resident.....\$1,000.00
- 2) Cremation Plot
 - (a) Resident.....\$300.00
 - (b) Non-Resident.....\$1,000.00
- 3) Opening/Closing
 - (a) Casket Plot
 - (1) Weekdays.....\$350.00
 - (2) Weekend/Holiday\$450.00
 - (b) Cremation Plot
 - (1) Weekdays.....\$100.00
 - (2) Holiday.....\$200.00

B) Water (Resolution 391)

- 1) Base Rate.....~~\$34,463.62~~
- 2) Usage Rate
 - (a) Tier 1
 - (1) 0 to 4,000 gallons.....\$0.00
 - (b) Tier 2
 - (1) 4,001 to 8,000 gallons.....~~\$4,4010~~/1,000 gallons
 - (c) Tier 3
 - (1) 8,001 to 16,000 gallons.....~~\$6,6015~~/1,000 gallons
 - (d) Tier 4
 - (1) 16,001 and above.....~~\$15,4514.35~~/1,000 gallons
 - (e) Bulk Water.....\$19.48/1,000 gallons
 - (1) Tier 1
 - (i) 0 to 20,000 gallons.....\$21.00/1,000 gallons
 - (2) Tier 2
 - (i) 20,001 to 50,000 gallons.....\$30.00/1,000 gallons
 - (3) Tier 3
 - (i) 50,001 and above.....\$70.00/1,000 gallons
 - (f) Untreated Well Water
 - (1) Tier 1
 - (i) 0 to 20,000 gallons.....\$12.00/1,000 gallons
 - (2) Tier 2
 - (i) 20,001 to 50,000 gallons.....\$18.00/1,000 gallons
 - (3) Tier 3
 - (i) 50,001 and above.....\$42.00/1,000 gallons
 - (g) Reuse Water
 - (1) System Delivery\$15.00/1,000 gallons
 - (2) Load out Station\$5.00/1000 gallons

(e)

(f)

Reuse Water.....\$3.08/1,000 gallons

- 3) Shut-off.....\$40.00

4) Water Turn on Fee	\$30.00 20.00
5) Late Payment (§ 13-2-40)	5%
6) Bulk Water Meter Deposit.....	\$3,500.00
7) Account Activation Fee	\$35 25.00
8) New Build Meter/Reader	at Cost
9) Meter and Associated Equipment Damage	
(a) Repairs	at Cost
(b) Labor Employee Abatement	Rate/hr.
10) Lien Fees	
(a) Percentage of total past due	10%
(b) Administrative Fee	\$100.00
11) Outside Source Meter Testing	
(a) Meter is found faulty.....	\$0.00
(b) Working meters	\$30.00
12) Water Development Fees	\$24,896/SFE**
(a) Tap Inspection Fee	\$150.00
(b) Administrative Cost for Reimbursement (§13-1-150).....	\$100.00
13) Lateral Street Cut (§11-3-30)	
(a) Less than 60 ft.	\$350.00
(1) Additional	\$4.00/ft.
14) Utility Extension Permit Fee (§11-3-40)	
(a) Permit.....	\$350.00
(1) Excavation	\$4.00/ft.
15) New Infrastructure Permit	\$1,000.00 + Cost
16) Inspection Fee (§13-1-40)	\$63.00
17) Tampering with Water Equipment	
(a) Repair	at Cost
(b) Fine.....	up to \$1,000
18) Water Restriction Violation (§13-3-440)	
(a) 1 st Violation.....	\$100.00
(b) 2 nd Violation	\$250.00
(c) 3 rd Violation	\$500.00
(d) 4 th Violation and above.....	\$500.00

C) Wastewater ([§ 13-2-30](#))

1) Base Rate	\$40.00 38.98
2) Usage Rate Per 1,000 gallons.....	\$8.05 7.50
(a) Based on average water use from November 15 th to February 15 th	
3) Late Payment (§ 13-2-40)	5%
4) Wastewater Development Fees (§13-1-20)	\$16,280 6,422 /SFE**
(a) Tap Inspection Fee (§13-1-40).....	\$150.00
(b) Administrative Cost for Reimbursement (§13-1-150).....	\$100.00
5) Lateral Street Cut (§11-3-30)	
(a) Less than 60 ft.	\$350.00
(1) Additional	\$4.00/ft.
6) Utility Extension Permit Fee (§11-3-40)	
(a) Permit Plus.....	\$350.00

- (1) Excavation \$4.00/ft.
- 7) New Infrastructure Permit \$1,000.00 + Cost
- 8) Inspection Fee ([§13-1-40](#)) \$63.00

* Development Plans are subject to cost agreements. Cost agreements are based on the cost for the Town to obtain the services of various consultants necessary to development plan.

**Single Family Equivalent or SFE a numerical value assigned to a specific property based upon the demand placed on the infrastructure of the Town by an average single-family residential unit in accordance with the schedule and SFE calculator adopted pursuant to Chapter 13 of this Code.