



City Council Work Session

Resolution to Update Special District Review Fees

January 22, 2019

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SUMMARY



- New Special District Fee Structure
- Presented to City Council Budget Committee on 11.13.18
- Current fees established in 2006; no changes since then
- New structure creates new fees and reduces fees for existing applications
- Deletes prior form for application submittal
- References the current Special District Policy and metropolitan district Model Service Plans – with no changes
 - This allows the prior 2006 resolutions to be fully rescinded and replaced

COMPARABLE CITIES



Comparable Jurisdictions (admin. fees from 2017-18)

Project Type	Comparable Jurisdictions (admin. fees from 2017-18)							
	City of Aurora	County of Boulder	City of Colorado Springs	City & County of Denver*	City of Fort Collins**	Jefferson County	City of Thornton***	Town of Castle Rock****
Information Available?	Y	Y	Y	Y	Y	Y	Y	Y
Material Modification					\$ 1,750	\$ 250	\$ 250	
Metropolitan District	\$ 4,376		\$ 3,500		\$ 12,000			\$ 1,675
Business Improvement District	\$ 4,376		\$ 1,000					
Districts (Under Titles 31 & 32)			\$ 2,000					
Special District		\$ 500				\$ 500	\$ 5,000	
Development Agreement Request	\$ 4,376							
Letter of Intent				\$ 5,000				
Metro District <\$20 mil				\$ 10,000				
Metro District >\$20 Mil				\$ 30,000				
Metro District - Multiple				\$ 30,000				
Additional				\$ 10,000				
General Improvement District			\$ 1,000	\$ 10,000				
Annual Fee (min)				\$ 3,000				
Annual Fee (max)				\$ 15,000				
Bond Issuance Fee (min)				\$ 5,000				
Bond Issuance Fee (max)*				\$ 15,000				
Deviation from City Model Plan							\$ 6,000	

*City/County of Denver requires additional legal and other costs to be paid for processing

**City of Fort Collins requires a \$2,000 fee with a \$10,000 deposit for MD and \$250 fee with \$1,500 deposit for modification

***City of Thornton retains a deposit of \$6,000 for plans deviating from the City model service plan

DETAILS



Special District Fee Review Summary Detail

Position	Hourly	S&B Hourly	New Metro District Service Plan - Resolution		Amended Metro District Service Plan - Resolution		New Business Improvement District - Ordinance		Amended Business Improvement District (Off-Cycle) - Ordinance		Inclusion/Exclusion to a Business Improvement District - Ordinance		Authorization of Debt Issuance by District - Resolution		Other District Creation - GIDs - Ordinance		Special Appointments of Directors - Resolution or Ordinance	
			Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost	Hours reqd. for Task	Total S&B Cost
Planning & Community Dev Dir	\$ 77.88	\$ 102.03	2.00	\$ 204.06	2.00	\$ 204.06	2.25	\$ 229.57	2.25	\$ 229.57	1.00	\$ 102.03	2.00	\$ 204.06	2.75	\$ 280.58	1.50	\$ 153.04
Project Lead (Comprehensive Planning Division)	\$ 35.75	\$ 46.83	11.00	\$ 515.10	8.00	\$ 374.62	11.00	\$ 515.10	9.50	\$ 444.86	7.00	\$ 327.79	10.00	\$ 468.27	17.00	\$ 796.07	7.00	\$ 327.79
Senior Office Specialist	\$ 22.24	\$ 29.13	0.75	\$ 21.85	0.75	\$ 21.85	0.75	\$ 21.85	0.50	\$ 14.56	0.75	\$ 21.85	0.75	\$ 21.85	0.75	\$ 21.85	0.75	\$ 21.85
Deputy City Clerk	\$ 45.84	\$ 60.05	2.00	\$ 120.10	2.00	\$ 120.10	2.00	\$ 120.10	2.00	\$ 120.10	2.00	\$ 120.10	2.00	\$ 120.10	2.00	\$ 120.10	2.00	\$ 120.10
Senior Attorney	\$ 54.50	\$ 71.40	2.00	\$ 142.79	2.00	\$ 142.79	2.00	\$ 142.79	2.00	\$ 142.79	2.00	\$ 142.79	2.00	\$ 142.79	8.50	\$ 606.86	2.00	\$ 142.79
			17.75	\$ 1,003.90	14.75	\$ 863.41	18.00	\$ 1,029.40	16.25	\$ 951.88	12.75	\$ 714.56	16.75	\$ 957.07	31.00	\$ 1,825.45	13.25	\$ 765.57
Other Costs:																		
CSCAP			0.17%	\$ 80.00	0.13%	\$ 62.54	0.17%	\$ 81.45	0.15%	\$ 71.27	0.11%	\$ 50.91	0.15%	\$ 74.18	0.25%	\$ 119.27	0.11%	\$ 53.82
Cost per Permit - 100% Recovery				\$ 1,083.90		\$ 925.95		\$ 1,110.85		\$ 1,023.15		\$ 765.46		\$ 1,031.25		\$ 1,944.72		\$ 819.39

Total Hours (4 staff X 40 hrs week) 8,320

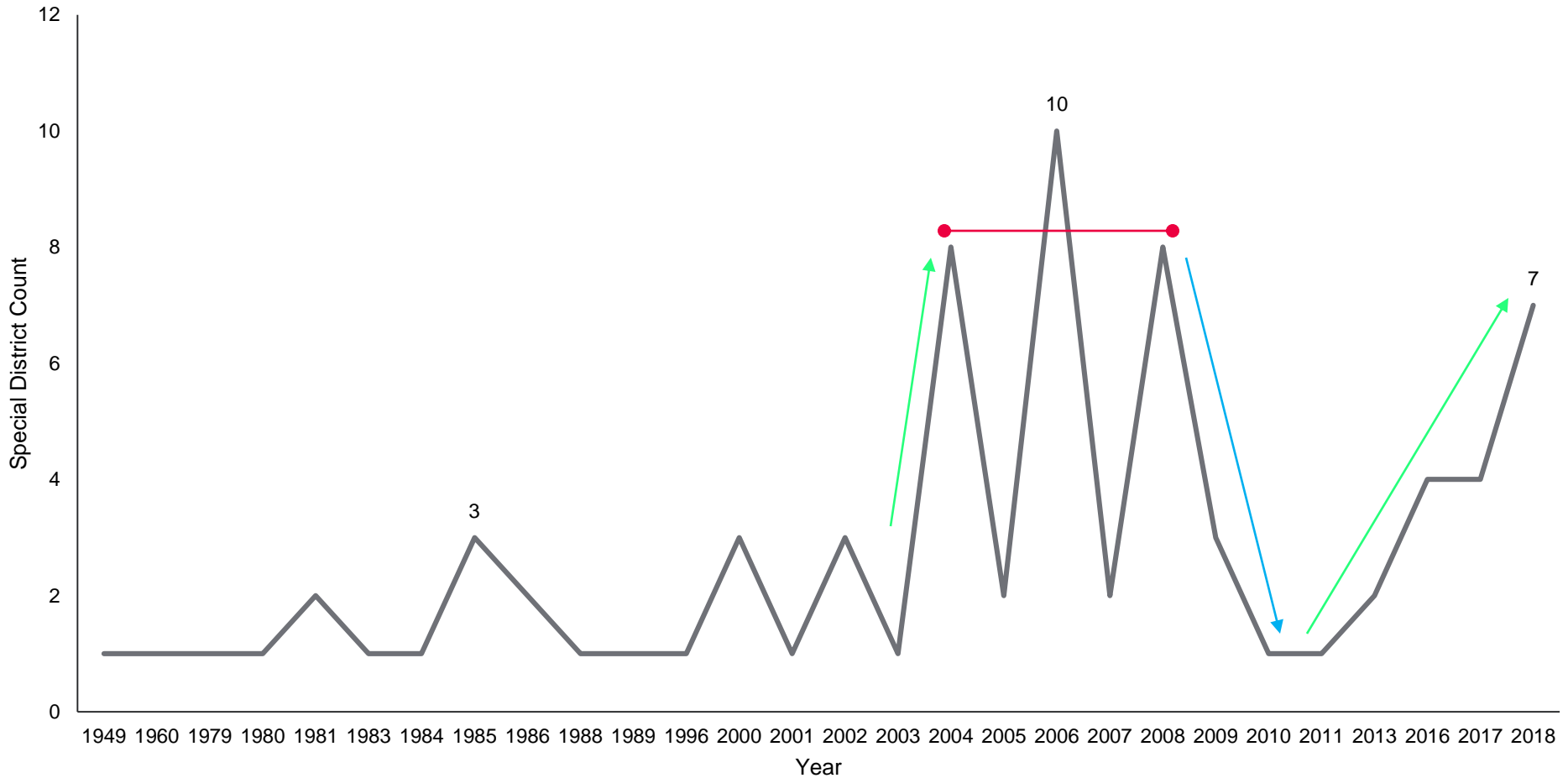
Current Fee		\$ 3,500.00	\$ 250.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000 - \$2,000	\$ -
GID								\$ 1,000.00	
All Other								\$ 2,000.00	
Difference	\$ 2,899.37	\$ (2,416.10)	\$ 675.95	\$ 110.85	\$ 1,023.15	\$ 765.46	\$ 1,031.25	\$ 944.72	\$ 819.39
Count		3	5	2	0	6	7	0	1
Change in Revenue	\$ 8,984.04	\$ (7,248.31)	\$ 3,379.77	\$ 221.70	\$ -	\$ 4,592.77	\$ 7,218.72	\$ -	\$ 819.39

- Fee Changes for existing applications:
 - Reduced Fees
 - New Fees

NEW SPECIAL DISTRICTS BY YEAR



Count of Newly Created Special Districts by Year, as of August 2018



Note that 4 districts were dissolved in 2016

SPECIAL DISTRICT ACTIONS 2009 - Now



Summary of Special District Actions 2009-Present

Year	New Metro. Dist. Service Plan	Major Service Plan Amendment	Minor Service Plan Amendment	New BID	New LIDs	News GIDs	New SIMDs	Disolutions of Districts	Other***	BID Ops Plan and Budget	Inclusions and Exclusions**	Approvals of Debt Issuance	
2009	1	0	0	1	0	0	0	0	0	0	10	1	2
2010	1	0	2	0	0	0	0	0	0	0	10	0	4
2011	1	0	0	0	0	0	0	0	0	0	10	1	3
2012	1	0	0	1	0	0	0	0	1	1	10	1	2
2013	2	0	0	0	0	0	0	0	0	0	10	2	3
2014	0	0	0	1	0	0	0	0	0	1	10	1	4
2015	0	1	0	0	0	0	0	0	0	2	10	2	3
2016	3	3	0	0	1	0	0	0	1	1	11	1	3
2017	2	1	0	0	2	0	0	0	0	2	12	5	4
2018	7	2	0	3	1	0	0	0	0	1	14	1	10
Totals	18	9	0	6	4	0	0	0	2	8	107	15	38

** typically for BIDs

*** special appointments etc.

category with a current fee

category with a proposed fee

Category that would remain without a fee

last revised November 2018

organized by year of action and not year of application

FEE FINAL



Special District Fee Final

Special District Application Type

Proposed Fee

Existing Fee

New Metro District Service Plan	\$	1,100	\$	3,500
Amended Metro District Service Plan	\$	1,000	\$	3,500
New Business Improvement District	\$	1,200	\$	1,000
Amended Business Improvement District (Off-Cycle)	\$	1,100	\$	-
Inclusion/Exclusion to a Business Improvement District	\$	800	\$	-
Authorization of Debt Issuance by District	\$	1,100	\$	-
Other District Creation - GIDs	\$	2,000	\$	1,000 - 2,000
Special Appointments of Directors	\$	900	\$	-

NEXT STEPS



- City Council February 12, 2018 Regular Meeting
- Consent?

QUESTIONS?



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