

City of Sonoma



Schedule of Fees

Effective 8/23/21

City of Sonoma
Master Fee Schedule

INDEX NO.	SERVICE	FEE OR HOURLY RATE	
EFFECTIVE AUGUST 23, 2021			
ADMINISTRATION			
CA-00	Copy fee - ALL DEPARTMENTS - Unless specific document copy fee is stated. This applies to all printed material i.e. Development Code, General Plan, Minutes, Staff Reports, Agendas and Bound Booklets. Does not apply to Municipal Code.	1-10 copies - No Charge Over 10 copies = \$.25 per page	
CA-01	Copy Fees: Campaign Disclosure, Statement of Economic Interests (per St. Law)	\$0.10	
CA-02	Maps: Land Use, Water System, Plaza, Storm Drain, etc. if printed in house	\$10.00 if in-house Actual Cost if outsourced plus Standard Administrative Overhead (CA-09) if Outsourced	
CA-03	Returned Checks [per returned check]	\$16.00 + bank fees charged to the City	
CA-04	Billing Fee [per invoice sent]	\$	64.00
CA-05	Media Duplication [hourly rate]	\$	95.00
CA-06	Municipal Code Supplement Service [per supplement]	\$	47.00 Plus actual cost & postage
CA-07	Agenda Packet Subscription, Annual [per year]	\$	606.00
CA-08	Agendas Only Subscription, Annual [per year]	\$	242.00
CA-09	Standard Administrative Overhead	15.00%	
CA-10	Appeal (Administrative) [per appeal]	\$	246.00
CA-11	Mobile home Park Rental Increase Application [per application]	\$	194.00
CA-12	Tobacco Retailers License [per license] ## FOR LICENSES ISSUED AFTER JANUARY 1, 2018)	\$	259.00

City of Sonoma
Master Fee Schedule

INDEX NO.	SERVICE	FEE OR HOURLY RATE
EFFECTIVE AUGUST 23, 2021		
SPECIAL EVENTS		
<i>In addition to the fees below, the California Department of Transportation (Caltrans) Labor Surcharge & Equipment Rental Rates, as updated, are incorporated by reference. Where applicable, fees will be charged based on the Caltrans Rental Rate Book in effect at the time of the activity.</i>		
SE-01	Alcohol Permit [per permit]	\$ 277.00
SE-03	Large Scale Special Event Permit Application Processing Fee [per permit / event]	\$ 1,528.00
SE-04	Small Scale Special Event Permit Application Processing Fee [per permit / event]	\$ 631.00
SE-05	Street Use Permit [per permit]	\$ 878.00
SE-06	Film Permit, High Impact Video Production [per permit]	\$ 1,372.00
SE-06	Film Permit, Low Impact Video Production [per permit]	\$ 514.00
MOVED SE-07	Barricading (Providing barricades for events)	FEE DELETED (MOVED TO PW-16)
MOVED SE-08	Reservation of Public (On Street) Parking Spaces	FEE DELETED (MOVED TO PW-01)
DELETED SE-09	Wedding Permit (Ceremony only) [per permit]	FEE DELETED (INCLUDED IN SE-03 OR SE-04)
NEW SE-10	Additional Hours Senior Management Analyst	\$ 100.00
SPECIAL EVENTS, Rental, Maintenance Fees & Security Deposits		
SE-12	Plaza North East, North West, & South West Quadrants, per day	\$ 300.00
SE-13	Plaza South East Quadrant, per day	\$ 400.00
SE-14	Plaza Amphitheater, per day	\$ 200.00
SE-15	Plaza Horseshoe Pavement Only, per day	\$ 200.00
SE-16	Plaza Rear Parking Lot (only by exception), per day	\$ 300.00
SE-17	Plaza Maintenance Fees, per section or area, per event (non-refundable) Based on hourly rate for staff required to perform services and number of hours of work provided	MAINTENANCE CHARGED BASED ON ACTUAL HOURLY RATES FOR PUBLIC WORKS STAFF.
SE-18	Plaza Security Deposit, Per Quadrant, Section or area, per day (refundable)	DEPOSIT AMOUNT EQUALS RENTAL FEE FOR SECTION(S) RENTED
SE-19	Depot Park Picnic Area 1 & 2 per day	\$50 per section
SE-20	Depot Park Picnic Area 3, per day	\$ 100.00
SE-21	Depot Park Volleyball Area #4, per day	\$ 100.00
SE-22	Depot Park Parking Lot (By Exception Only), per day	\$ 100.00
SE-23	Depot Park Maintenance Fees, per section or area, per day	\$ 75.00
SE-24	Depot Park Security Deposit, Per Section or area, per day (refundable)	DEPOSIT AMOUNT EQUALS RENTAL FEE FOR SECTION(S) RENTED

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INDEX NO.	SERVICE	FEE OR HOURLY RATE
EFFECTIVE AUGUST 23, 2021		
<i>BUILDING</i>		
BL-01	Construction Permit Deposit	Varies (Deposit, not a fee)
BL-02	Permit Processing Fee [per permit]	\$ 54.00
BL-03	Training & Certification Fee [per permit]	\$ 9.00
BL-04	Plan Check Fee [per hour]	\$ 125.00
BL-05	Miscellaneous Building Division Services [per hour]	\$ 116.00
BL-06	Imaging [per sheet]	8.5x11 sheet \$5.59 Other, \$2.40
BL-07	Conditional Authorization to Proceed With Work [per authorization]	\$ 564.00
BL-08	Off-Hour Building Dept. Services [per hour]	\$ 232.00
BL-09	Permit Extension Fee [per extension]	\$ 66.00
BL-10	Document Preparation and Recording Fee [per hour]	\$ 116.00
BL-11	Appeal Fee [per appeal]	\$ 818.00
BL-12	Refund Processing Fee [per refund]	\$ 66.00
MODIFIED BL-13	Minimum Investigation Fee (compliance within 30 days)	\$ 395.00
MODIFIED BL-14	Standard Investigation Fee (More than 30 day compliance response)	\$ 803.00
BL-15	Change of Use or Occupancy Review [each review]	\$ 574.00
BL-16	Contractor's License Tax [each applicable permit]	\$1 per \$1,000 valuation
BL-17	Capital Improvement Fee [each applicable permit]	per SMC 3.24.060
BL-18	Impact Fee [per residential unit each applicable permit]	\$ 966.00
BL-20	Single Inspection Permit Fee [per permit]	\$ 141.00
BL-21	Building Permit Inspection Fee [calculated for each applicable permit]	Per Building Table BL-21-A
BL-22	Building Demolition Inspection Fee [per permit]	\$ 314.00
BL-23	Building Relocation Inspection Fee [per permit]	\$ 611.00
BL-24	Electrical Inspection Fee [calculated for each applicable permit]	Per Electrical Table BL-24-A
BL-25	Plumbing Inspection Fee [calculated for each applicable permit]	Per Plumbing Table BL-25-A
BL-26	Water Conserving Plumbing Fixture Verification [calculated for each applicable permit]	\$49.00 (self certification) \$49.00 + \$16.00 per fixture for Staff Verification
BL-27	Mechanical Inspection Fee [calculated for each applicable permit]	Per Mechanical Table BL-27-A
BL-28	Energy Inspection Fee [calculated for each applicable permit]	20% of Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A, BL-27-A
BL-29	Accessibility Inspection Fee [calculated for each applicable permit]	20% of Inspection Fees in Tables BL-21-A
BL-30	One & Two Family Re-Roofing Permits [calculated for each applicable permit]	\$ 165.00
BL-31	Private Residential Swimming Pool Inspection Fee [per permit]	\$ 628.00
BL-32	Modular and Manufactured Housing Fee [calculated for each applicable permit]	25% of Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A, BL-27-A
BL-34	Grading Permit Inspection Fee [calculated for each applicable permit]	Per Grading Table BL-34-A

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INDEX NO.	SERVICE	FEE OR HOURLY RATE
EFFECTIVE AUGUST 23, 2021		
BUILDING (Continued)		
BL-35	CALGreen Inspection Fee [calculated for each applicable permit]	See Fee Calculation Sheet
BL-37	Large Format Printing Costs	See Fee Calculation Sheet
BL-40	CA Strong Motion Instrumentation & Seismic Mapping Fee (CSMIP)	See CA Public Resources Code Section 2705
BL-41	CA Building Standards Administrative Special Revolving Fund	See CA Health & Safety Code Section 18931.6
BL-42	Non Residential Affordable Housing Impact Fee (Per Square Foot)	Assessed Per City Council Resolution 12-2020
	Building Type: Office	\$ 4.33 Eff. 7/1/2021-6/30/22
	Building Type: Retail	\$ 4.33 Eff. 7/1/2021-6/30/22
	Building Type: Hotel	\$ 16.24 Eff. 7/1/2021-6/30/22
FIRE DEPARTMENT		
<i>Sonoma Valley Fire Rescue Authority Fee Schedule, as updated, incorporated by reference. Where applicable, fees will be charged based on the Sonoma County Fee Schedule in effect at the time of the activity.</i>		
POLICE DEPARTMENT		
<i>In addition to below fees, Sonoma County Sheriff's Office Fees, as updated, incorporated by reference. Where applicable, fees will be charged based on the Sonoma County Fee Schedule in effect at the time of the activity.</i>		
ON HOLD	PENDING ORDINANCE	
PD-01	False Alarm [per response]	N/A
PD-02	Residential Parking Permit [per permit]	\$ 10.00
PD-03	Letter of Public Convenience or Necessity [per request]	\$ 250.00
PD-04	Dog License [per license]	
	Altered	\$ 25.00
	Unaltered	\$ 50.00
	Senior Citizen - 62 and Older - First License Only (Altered)	\$ 10.00
	Senior Citizen - 62 and Older - First License Only (Unaltered)	\$ 25.00
	Late Penalty (Altered)	\$ 15.00
	Late Penalty (Unaltered)	\$ 30.00
	Duplicate / Transfer	\$ 5.00
PD-05	Kennel Fee [per day]	\$ 56.00
PD-06	Dog Show Permit [per permit]	\$ 56.00
PD-07	Animal-Drawn Vehicle Permit [per permit]	\$ 202.00
PD-08	Owner Surrender of Animal [per surrendered animal]	\$ 75.00
PD-09	Animal Impound Fee - Animal Brought In By Public	\$ 31.00
PD-10	Juvenile Diversion Fee [per incident]	\$ 297.00
PD-11	Animal Impound Fee - Animal Picked Up in Field	\$ 76.00
Memo	All other Police fees not listed in this schedule will be charged in accordance with County Fee Ordinance #4743 establishing Sheriff's Department fees	

City of Sonoma
Master Fee Schedule

INDEX NO.	SERVICE	FEE OR HOURLY RATE
EFFECTIVE AUGUST 23, 2021		
PLANNING		
PL-01	Public Notice [per hearing noticed]	\$ 346.00
PL-02	Tentative Parcel Map [per application]	\$3,735 plus \$395 per lot plus engineering time
PL-03	Tentative Subdivision Map [per application]	\$10,481 plus \$726 per lot plus engineering time
PL-04	Music License [per application]	\$ 1,229.00
PL-05	Temporary Use Permit [per permit]	\$ 525.00
PL-06	Minor Use Permit/Exception [per permit]	\$ 1,995.00
PL-07	Major Use Permit [per permit]	\$ 10,634.00
PL-08	Variance [per application]	\$ 2,279.00
PL-09	Planned Unit Development [per application]	\$ 9,830.00
PL-10	Rezoning [per application]	\$ 981.00
PL-11	Prezoning/Annexation [per application]	\$ 15,041.00
PL-12	General Plan Amendment [per application]	\$ 16,581.00
PL-13	Modification of an Approved Plan [per request for modification or revision]	\$ 1,908.00
PL-14	Deferral Agreement [per application]	\$ 857.00
PL-15	Environmental Review (Initial Study) [per Initial Study]	\$ 15,281.00
PL-16	Environmental Review (Environmental Impact Report) [based on contract costs]	\$ 29,045.00
PL-17	Lot Line Adjustment /Lot Merger/Certificate of Compliance [per application]	\$ 1,253.00
PL-18	Appeal [per appeal] - Reduced Fee Adopted by City Council	Assessed Per City Council Resolution 32-2021
	Major Permit Appeal (Resident)	\$ 1,000.00
	Major Permit Appeal (Non-Resident)	\$ 2,500.00
	Minor Permit Appeal (Residential & Non-Residential)	\$ 500.00
PL-19	Sign Review (Administrative) [per application]	\$ 218.00
PL-20	Sign Review (DRC) [per application]	\$ 371.00
PL-21	Design Review (Alteration) [per application]	\$ 371.00

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INDEX NO.	SERVICE	FEE OR HOURLY RATE
EFFECTIVE AUGUST 23, 2021		
PLANNING (Continued)		
PL-22	Design Review (Minor) [per application]	\$ 602.00
PL-23	Design Review (Major) [per application]	\$ 1,114.00
PL-24	Design Review (Landscaping Plan) [per application]	\$ 371.00
PL-25	Design Review (Demolition or Relocation) [per application]	\$ 807.00
PL-26	Home Occupation Permit [per application]	\$ 77.00
PL-27	Building Plan Review [per hour]	\$ 162.00
PL-28	Extensions [per request]	\$ 549.00
PL-29	Sidewalk Seating/Outdoor Display Permit [per application / renewal fee is per year]	\$ 371.00 Annual Renewal Fee: \$187
PL-30	Interpretation [per application]	\$ 148.00
PL-31	Research [per hour]	\$ 162.00
PL-32	Inspection [per hour]	\$ 162.00
PL-33	Zoning Permit [per application]	\$ 77.00
PL-34	Storm water Plan Review	DELETED MOVED TO PW-11
PUBLIC WORKS		
<i>In addition to the fees below, the California Department of Transportation (Caltrans) Labor Surcharge & Equipment Rental Rates, as updated, are incorporated by reference. Where applicable, fees will be charged based on the Caltrans Rental Rate Book in effect at the time of the activity.</i>		
PW-01	Parking Barricades-Placement & Removal [per event up to 2 hours of staff time]	\$281 + \$20 per space
MOVED TO UT-13		
PW-02	Water Deposit (Rentals)	FEE MOVED TO UT-13
PW-03	Public Works Inspection Fee [per hour]	\$ 95.00
PW-04	City Engineer Map and Plan Checking Services [per hour]	\$ 157.00
PW-05	City Engineer Inspection Fee [per hour]	\$ 142.00
PW-06	Encroachment Permit Fee (Minor) [per permit]	\$ 182.00
PW-07	Encroachment Permit Fee (Major) [per permit]	\$ 371.00
PW-08	Public Works Crew After Hour Service Charge / Sunday & Holiday Overtime [per hour with 3 hour minimum]	\$262 for First 3 Hours / \$136 per hr after 3 Hours
PW-09	Public Works Crew After Hour Service Fee / Regular Overtime [per hour with 3 hour minimum]	\$200 for First 3 Hours / \$105 per hr after 3 Hours
PW-11	Storm water Plan Review and Inspection Fee [per hour]	\$ 108.00
PW-12	Public Works News rack Initial Permit & Inspection Fee [per application]	\$137 for first 3 news racks / \$20.00 each additional on same application
PW-13	Public Works News rack Annual Fee [per news rack owner per year]	\$ 34.00
PW-14	Public Works Crew Hourly Rate Normal Business Hours [per hour]	\$ 75.00
PW-15	Deposit For Engineering Fees	Varies (Deposit, not a fee)
PW-16	Barricading [per event, up to 2 hours of staff time]	\$ 227.00
NEW		
PW-17	Electric Vehicle Charging Station	\$2.00 Per Hour

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INDEX NO.	SERVICE	FEE OR HOURLY RATE
EFFECTIVE AUGUST 23, 2021		
UTILITIES		
<i>In addition to the fees below, the California Department of Transportation (Caltrans) Labor Surcharge & Equipment Rental Rates, as updated, are incorporated by reference. Where applicable, fees will be charged based on the Caltrans Rental Rate Book in effect at the time of the activity.</i>		
UT-01	Water Service Payment Reminder Notice [per account unpaid after 39 days from billing date]	\$ 24.00
UT-02	Water Service Turn On (Delinquent Payment) <i>[per account turn on]</i> Pursuant to Health & Safety Code section 116914(a)(1), if all conditions in section 3.6.1 of City Water Shutoff Policy are met.	\$ 50.00
	Water Service Turn Off / Turn On (Delinquent Payment) <i>[per account turn off & turn on]</i>	\$ 96.00
UT-03	Meter Testing Fee <i>[per test]</i>	\$ 107.00
UT-04	Utility Crew After Hour Service Charge/Regular Overtime <i>[per hour with 3 hour minimum]</i>	\$200 for First 3 Hours / \$105 per hr after 3 Hours
UT-05	Utility Crew After Hour Service Charge/Sunday & Holiday Overtime <i>[per hour with 3 hour minimum]</i>	\$262 for First 3 Hours / \$136 per hr after 3 Hours
UT-06	Non-Residential Fire Line Inspection & Bacteria Testing <i>[per hour]</i>	\$ 110.00
DELETED UT-07	Water Waste Fee	DELETED
UT-08	Water Flow Test <i>[per test]</i>	\$ 374.00
UT-09	Water Flow Test - Administrative only <i>[per request]</i>	\$ 30.00
UT-10	Back Flow Device Testing Administration (Backflow Fee) <i>[per backflow device per month]</i>	\$ 7.00
UT-11	Meter Cut Lock Fee <i>[per cut lock]</i>	\$ 85.00
UT-12	Second or Third Notice Annual Backflow Device Testing <i>[per notice]</i>	\$ 31.00
UT-13	Water Deposit <i>[per new account]</i>	\$ 150.00
UT-14	Water Service Turn Off / Turn On (Change in Account Holder) <i>[per change in account holder]</i>	\$ 23.00
UT-15	Utility Crew Service Charge Normal Business Hours <i>[per hour]</i>	\$ 75.00
UT-16	Hydrant Meter Deposit (per meter checked out)	\$ 3,000.00

Administration Fees

Administration

FEE COST WORKSHEET

NUMBER : CA-03

SERVICE: Returned Checks

DESCRIPTION OF SERVICE: Clerical time and expenses involved in contacting a person who has issued a check to the City that is returned for any reason (such as closed account, insufficient funds, etc.).

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Allocation of Salaries and Services

SPECIAL NOTES: This fee is charged in addition to fees charged by the bank. As of 6/10/21; those fees are \$15.00 per returned check.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Accounting Technician	0.25	\$34.62	\$8.65
				Total Salary <u>\$8.65</u>
		Salary	Percent	
Benefits:		\$8.65	45.18%	\$3.91
Operating Expenses:		\$8.65	23.24%	\$2.01
Overhead:		\$8.65	23.09%	\$2.00
				Current Bank Fee*: \$15.00
				Total <u><u>\$31.58</u></u>
				Previous Fee (2017): \$28.00
				Fee Effective 2021: \$31.00
				<i>per Returned Check</i>
				% Change: 11%

* Bank fee as of 6/10/21, which includes returned item fee of \$12.00 and return notification fee of \$3.00.

Administration

FEE COST WORKSHEET

NUMBER : CA-04

SERVICE: Billing Fee

DESCRIPTION OF SERVICE: Clerical time and expense for provide billing services. This fee may be used when an invoice requires rebilling because it was not paid before the due date.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Accounting Technician	0.25	\$34.62	\$8.65
Administrative Services	0.5	\$49.88	\$24.94
			Total Salary <u>\$33.59</u>
Benefits:		Salary	%
		\$33.59	45.18%
			\$15.18
Operating Expenses:		\$33.59	23.24%
			\$7.81
Overhead:		\$33.59	23.09%
			\$7.76
			Total <u><u>\$64.34</u></u>
		Previous Fee (2017):	\$72.00
		Fee Effective 2021:	\$64.00
		<i>per invoice / pass through invoice</i>	
		% Change:	-11%

Administration

FEE COST WORKSHEET

NUMBER : CA-05

SERVICE: Media Duplication

DESCRIPTION OF SERVICE: Hourly rate for time and expense for providing copies of recordings. Actual cost of media + 15% overhead will be added to fee. Recordings may be provided on media such as audio tape, CD, DVD or USB Drive.

REFUND POLICY: Full refund if recording has not been duplicated and payment has not been processed. 50% refund if refund check has to be issued. No refund after recording has been made.

PROCESS OF COSTING SERVICE: Hourly rate per hour expended by staff to duplicate recording.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	City Clerk/Executive As:	1.00	\$49.88
			\$49.88
			Total Salary <u>\$49.88</u>
Benefits:		Salary	%
		\$49.88	45.18%
			\$22.54
Operating Expenses:		\$49.88	23.24%
			\$11.59
Overhead:		\$49.88	23.09%
			\$11.52
			Total <u><u>\$95.52</u></u>
		Previous Fee (2017):	\$77.00
		Fee Effective 2021:	\$95.00
			<i>per hour*</i>
		% Change:	23%

* plus actual cost of media * 15%.

Administration

FEE COST WORKSHEET

NUMBER : CA-06

SERVICE: Municipal Code Supplement Service

DESCRIPTION OF SERVICE: Clerical time and expense for obtaining and distributing Muni Code supplements. The City updates the Municipal Code on an annual basis. The City Clerk then provides copies of the supplements to everyone who has a copy of the Code. This charge applies to private entities requesting the supplements.

REFUND POLICY: No refund if supplement has been provided.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	City Clerk/Executive As:	0.50	\$49.88
			\$24.94
			Total Salary
			\$24.94
Benefits:		Salary	%
		\$24.94	45.18%
			\$11.27
Operating Expenses:		\$24.94	23.24%
			\$5.80
Overhead:		\$24.94	23.09%
			\$5.76
			Total
			\$47.76
			Previous Fee (2017):
			\$38.00
			Fee Effective 2021:*
			\$47.00
			<i>per supplement plus postage</i>
			% Change: 24%

* Plus actual cost of the printed supplement & postage

Administration

FEE COST WORKSHEET

NUMBER : CA-07

SERVICE: Agenda Packet Subscription

DESCRIPTION OF SERVICE: Clerical time and expense for providing complete agenda packages to members of the public per year. City Council candidates who have qualified for the ballot receive agenda packets free of charge until the date of the election.

REFUND POLICY: Refund on prorated basis minus \$25 administration fee.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Administrative Assistant	10.00	\$ 316.70
			Total Salary <u>\$316.70</u>
Benefits:	Salary	%	
	\$316.70	45.18%	\$143.10
Operating Expenses:	\$316.70	23.24%	\$73.60
Overhead:	\$316.70	23.09%	\$73.13
			Total <u><u>\$606.53</u></u>
			Previous Fee (2017): \$582.00
			Fee Effective 2021: \$606.00 <i>per year</i>
			% Change: 4%

Administration

FEE COST WORKSHEET

NUMBER : CA-08

SERVICE: Agendas Only Subscription

DESCRIPTION OF SERVICE: Clerical time and expense for providing paper agendas through the postal service to members of the public per year . This fee would apply to private citizens who request to be on the mailing list to receive copies of Council and/or Commission agendas.

REFUND POLICY: Refund on prorated basis minus \$25 administration fee.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Administrative Assistant	4.00	\$31.67
			\$126.68
			Total Salary
			\$126.68
Benefits:		Salary	%
		\$126.68	45.18%
			\$57.24
Operating Expenses:		\$126.68	23.24%
			\$29.44
Overhead:		\$126.68	23.09%
			\$29.25
			Total
			\$242.61
		Previous Fee (2017):	\$233.00
		Fee Effective 2021:	\$242.00
			<i>per year</i>
		% Change:	4%

Administration

FEE COST WORKSHEET

NUMBER : CA-10

SERVICE: Appeal (Administrative)

DESCRIPTION OF SERVICE: To facilitate, hear and consider an appeal of a staff-level final decision. Must be filed within fifteen days of the final decision.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
City Clerk/Executive As:	0.50	\$49.88	\$24.94
City Manager/Exec. Dir	1.00	\$103.80	\$103.80
			Total Salary <u>\$128.74</u>
Benefits:		Salary	%
		\$128.74	45.18%
Operating Expenses:		\$128.74	23.24%
Overhead:		\$128.74	23.09%
			Total <u><u>\$246.55</u></u>
		Previous Fee (2017):	\$211.00
		Fee Effective 2021:	\$246.00
			<i>per appeal</i>
		% Change:	17%

Administration

FEE COST WORKSHEET

NUMBER : CA-11

SERVICE: Mobile home Park Rental Increase Application

DESCRIPTION OF SERVICE: To facilitate, hear and consider an application filed by a park owner for a rental increase. (Pursuant to SMC 9.80.035B). The City is currently in the process of updating its Mobile Home Rent Control Administrative Guidelines. This fee may be modified or deleted once that update is

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	City Clerk/Executive As:	1.00	\$49.88	\$49.88
	City Manager/Exec. Dir	0.50	\$103.80	\$51.90

Total Salary \$101.78

	Salary	%	
Benefits:	\$101.78	45.18%	\$45.99
Operating Expenses:	\$101.78	23.24%	\$23.65
Overhead:	\$101.78	23.09%	\$23.50

Total \$194.91

Previous Fee (2017): \$163.00

Fee Effective 2021: **\$194.00**
per application

% Change: 19%

Administration

FEE COST WORKSHEET

NUMBER :

CA-12

SERVICE: Tobacco Retailers License

DESCRIPTION OF SERVICE:

Administration and enforcement of the TRL program pursuant to Ordinance No. 04-2015 adopted June 1, 2015. In addition costs of city enforcement (such as City Prosecutor, Code Enforcement Officer) or Administrative Violation penalties may apply for violations.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel and fixed assets

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Services Manager	0	\$49.88	\$0.00
	Accounting Technician	1	\$34.62	\$34.62
				City Salary <u>\$34.62</u>
Benefits:		Salary	Percent	
		\$34.62	45.18%	\$15.64
				Total City Salary Costs <u>\$50.26</u>
Contracted Salary Costs:		Hours	Rate	
	Police Deputy	16	\$ 118.57	\$1,897.12
	Administrative Aide	4	\$ 72.77	\$291.08
				Total Contracted Salary Costs <u>\$2,188.20</u>
Total Salary Costs:				<u>\$2,238.46</u>
Patrol Car (2 days)	\$57.38 per day			\$114.76
Operating Expenses:		\$2,188.20	23.24%	\$508.54
Overhead:		\$2,188.20	23.09%	\$505.25
				Total <u><u>\$3,367.01</u></u>

Divided by 16 licenses to be issued in City

Previous Fee (2017): \$223.00

Fee Effective 2021: \$259.00
per license

Costs of Police Staff based on Sonoma County Fee Schedule

% Change: 16%

For Licenses issued after

Special Event Fees

Special Events

FEE COST WORKSHEET

NUMBER : SE-01

SERVICE: Alcohol Permit

DESCRIPTION OF SERVICE: Processing Alcohol Permit Applications for organizations holding events on city property that request permission to serve alcohol.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application has not been processed.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	City Manager/Exec. Dir CDA	0.25	\$103.80	\$25.95
				City Salary Cost
				\$25.95
Benefits:		Salary	Percent	
		\$25.95	45.18%	\$11.73
			Total City Salary Cost	\$37.67
Contracted Salary Cost:		Hours	Rate	
	Police Chief	0.5	\$179.47	\$89.74
	Administrative Aide	0.2	\$72.77	\$14.55
	Senior Management Analyst	1	\$47.50	\$47.50
			Total Contracted Salary Cost	\$151.79
Total Salary Costs:				\$189.47
Operating Expenses:		Salary	Percent	
		\$189.47	23.24%	\$44.03
Overhead:		\$189.47	23.09%	\$43.75
Fixed Assets:		\$189.47		\$0.00
			Total	\$277.25
			Previous Fee (2017):	\$244.00
			Fee Effective 2021:	\$277.00
				<i>per permit</i>
Costs of Police Staff based on Sonoma County Fee Schedule			% Change	14%

Special Events

FEE COST WORKSHEET

NUMBER : SE-03

SERVICE: Large Scale Special Event Permit Application Processing Fee

DESCRIPTION OF SERVICE: Staff time and expenses for reviewing and processing special event applications for events within the City and at City Facilities, including the Plaza, Depot Park, and City Streets. During the application process, a contract will be developed to estimate costs to support the event.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if event has not been held.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. If additional services are required in advance of contract, customer may be billed at the applicable hourly rate for the staff involved.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Senior Management Analyst	8	\$47.50	\$380.01
	Public Works Supervisor	2	\$39.94	\$79.87
	Public Works Supervisor		\$39.94	\$0.00
				City Salary
Benefits:		Salary	Percent	
		\$459.89	45.18%	\$207.80
			Total City Salary Costs	\$667.68
Contracted Salary Costs:		Hours	Rate	
	Police Sergeant	1.5	\$134.14	\$201.21
	Administrative Aide	0.5	\$72.77	\$36.39
	Fire Marshall	1	\$138.95	\$138.95
	Senior Management Analyst		\$47.50	\$0.00
			Total Contracted Salary Costs	\$376.55
Total Salary Costs:				\$1,044.23
Operating Expenses:		Salary	Percent	
		\$1,044.23	23.24%	\$242.68
Overhead:		\$1,044.23	23.09%	\$241.11
Fixed Assets:		\$1,044.23		\$0.00
			Total	\$1,528.02

Previous Fee (2017): \$1,051.00

Fee Effective 2021: \$1,528.00

per Application / Event

% Change 45%

Costs of Police Staff based on Sonoma County Fee Schedule

Cost of Fire Marshall Based on Sonoma Valley Fire District Fee Schedule

Special Events

FEE COST WORKSHEET

NUMBER : SE-04

SERVICE: Small Scale Special Event Application Processing Fee

DESCRIPTION OF SERVICE: Staff time and expenses for reviewing and processing special event applications for events within the City and at City Facilities, including the Plaza, Depot Park, and City Streets. This fee includes weddings unless the wedding meets the definition of a large scale special event. Additional costs may be identified during the application review process.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if event has not been held.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Public Works Supervisor	1.5	\$39.94	\$59.90
	Public Works Supervisor	0	\$39.94	\$0.00
	Senior Management Analyst	5	\$47.50	\$237.51
				<u>City Salary</u>
Benefits:		Salary	Percent	
		\$297.41	45.18%	\$134.38
			Total City Salary Costs	<u>\$431.80</u>
Contracted Salary Costs:	Senior Management Analyst	0	\$47.50	\$0.00
			Total Contracted Salary Costs	<u>\$0.00</u>
Total Salary Costs:				<u>\$431.80</u>
Operating Expenses:		Salary	Percent	
		\$431.80	23.24%	\$100.35
Overhead:		\$431.80	23.09%	\$99.70
Fixed Assets:		\$431.80		\$0.00
			Total	<u><u>\$631.85</u></u>

Previous Fee (2017): \$237.00

Fee Effective 2021: **\$631.00**

per Application / Event

% Change 166%

Special Events

FEE COST WORKSHEET

NUMBER : SE-05

SERVICE: Street Use Permit

DESCRIPTION OF SERVICE: Processing applications for the use of city streets. Requires City Council approval. If street use permit is authorized, additional fees will be charged including, but not limited to: Barricading (PW-16), additional staff time required for barricading (PW-14, PW-08, PW-09), and costs of any other staff required to set up, clear, and manage street closure.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if event has not been held.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	City Clerk/Executive Assistant	0.5	\$49.88	\$24.94
	City Manager/Exec. Dir CDA	0	\$103.80	\$0.00
	Public Works Supervisor	1.5	\$39.94	\$59.90
	Senior Management Analyst	4	\$47.50	\$190.01
				<u>Total Salary</u> \$274.85
Benefits:		Salary	Percent	
		\$274.85	45.18%	\$124.19
			<u>Total City Salary Costs</u>	<u>\$399.04</u>
Contracted Salary Costs:		<u>Hours</u>	<u>Rate</u>	
	Police Sergeant	1.5	\$134.14	\$201.21
	Senior Management Analyst	0	\$47.50	\$0.00
Total Salary Costs:				<u>\$600.25</u>
Operating Expenses:		Salary	Percent	
		\$600.25	23.24%	\$139.50
Overhead:		\$600.25	23.09%	\$138.59
Fixed Assets:		\$600.25		\$0.00
			<u>Total</u>	<u><u>\$878.34</u></u>
			Previous Fee (2017):	\$587.00
			Fee Effective 2021:	\$878.00
			<i>per permit + \$20.00 per parking space made unavailable by use of street</i>	
			% Change	50%

Costs of Police Staff based on Sonoma County Fee Schedule

Special Events

FEE COST WORKSHEET

NUMBER : SE-06

SERVICE: Film Permit

DESCRIPTION OF SERVICE: Processing of application for permission to film within city limits. There are two structures for this fee depending on the anticipated impact of the event: "High Impact Video Productions" applies to large scale events. "Low Impact Video Productions" applies to small scale events. Staff will make determination of scale of event at the time of application submittal. If film permit is approved, additional fees may be charged including, but not limited to costs of any staff required to set up, clear, and manage activity related to permit.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if event has not been held.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE - HIGH IMPACT VIDEO PRODUCTION				
		Hours	Rate	
Salaries:	City Manager/Exec. Dir CD.	1.5	\$103.80	\$155.70
	Public Works Supervisor	0.5	\$39.94	\$19.97
	Senior Management Analyst	6	\$47.50	\$285.01
				Total City Salary
Benefits		Salary	Percent	
		\$460.67	45.18%	\$208.15
			Total City Salary Costs	\$668.83
Contracted Salary Costs		Hours	Rate	
	Police Chief	1.5	\$179.47	\$269.21
	Senior Management Analyst	0	\$47.50	\$0.00
Total Salary Costs:				\$938.04
		Salary	Percent	
Operating Expenses:		\$938.04	23.24%	\$218.00
Overhead:		\$938.04	23.09%	\$216.59
Fixed Assets:		\$938.04		\$0.00
			Total	\$1,372.63
			Previous Fee:	\$546.00
			Fee Effective 2021:	\$1,372.00
				<i>per permit</i>
			% Change	151%

FEE COST WORKSHEET

NUMBER : SE-06

CALCULATION OF FEE - LOW IMPACT VIDEO PRODUCTION				
		Hours	Rate	
Salaries:	City Manager/Exec. Dir CDA	0.5	\$103.80	\$51.90
	Public Works Supervisor	0.5	\$39.94	\$19.97
	Senior Management Analyst	4	\$47.50	\$190.01
				Total City Salary
Benefits:				
		\$261.87	31.87%	\$83.47
			Total City Salary Costs	\$345.34
Contracted Salary Costs		Hours	Rate	
	Police Chief	0.5	\$179.47	\$89.74
	Senior Management Analyst	0	\$47.50	\$0.00
Total Salary Costs:				\$351.61
		Salary	Percent	
Operating Expenses:		\$351.61	23.24%	\$81.71
Overhead:		\$351.61	23.09%	\$81.19
Fixed Assets:		\$351.61		\$0.00
			Total	\$514.51
			Previous Fee (2017):	\$283.00
			Fee Effective 2021:	\$514.00
				<i>per permit</i>
			% Change	82%

Special Events

FEE COST WORKSHEET

NUMBER : SE-10

SERVICE: Additional Hours - Special Events Manager

DESCRIPTION OF SERVICE: Staff time and expenses for additional time reviewing and processing special event applications for events within the City and at City Facilities, including the Plaza, Depot Park, and City Streets. This rate is for hours in addition to hours specified in associated application fee. Hours may result from: additional follow-up on event requirements (vendor business license, payments, etc.), changes to event plans / layout, etc.

REFUND POLICY: No Refund. Charges occur after work has taken place.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Senior Management Analyst	1	\$47.50	\$47.50
		0		\$0.00
		0		\$0.00
		0		\$0.00
			City Salary	\$47.50
Benefits:		Salary	Percent	
		\$47.50	45.18%	\$21.46
			Total City Salary Costs	\$68.96
Contracted Salary Costs:	Senior Management Analyst	0	\$47.50	\$0.00
			Total Contracted Salary Costs	\$0.00
Total Salary Costs:				\$68.96
Operating Expenses:		Salary	Percent	
		\$68.96	23.24%	\$16.03
Overhead:		\$68.96	23.09%	\$15.92
Fixed Assets:		\$68.96		\$0.00
			Total	\$100.92

Previous Fee (2017): \$75.00

Fee Effective 2021: \$100.00

per Application / Event

% Change 25%

Building Fees

Building Department

FEE COST WORKSHEET

NUMBER : BL-01

SERVICE: Construction Permit Deposit

DESCRIPTION OF SERVICE: This is a deposit paid by an applicant at the time an application is made for a building permit. This deposit is to be applied towards the costs of processing the permit application, plan checking services, training fees, and other permit costs required to be paid by the applicant. Permit processing fees and training fees apply to every permit application. Plan checking fees only apply on those permit applications where plan review services are provided.

REFUND POLICY: Once all costs and expenses are calculated for a project, any remaining balance will be refunded to the applicant.

PROCESS OF COSTING SERVICE: The deposit is not a fee but is to be applied towards the payment of fees owed to the City. The deposit amount approximates the costs of processing the permit application, plan checking services and training fees. Since an exact amount for these services cannot be determined at the time of application, the deposit amount is only an approximation of those fees.

CALCULATION OF DEPOSIT

If Estimated Project Cost is:	Deposit Rate is:	
Design Change for an existing Permit	\$54.00	Minimum
<\$100,000	\$100 MINIMUM OR \$10.00 for each \$1000 of Estimated Project Cost or portion thereof, whichever is greater	
>=\$100,000 but <\$1,000,000	\$1,000 MINIMUM OR \$5.00 for each \$1,000 of Estimated Project Cost or Portion thereof, whichever is greater	
>=1000000	\$5,000 MINIMUM OR \$3.00 for each \$1,000 of Estimated Project Cost or Portion thereof, whichever is greater	

Building Department

FEE COST WORKSHEET

NUMBER : BL-02

SERVICE: Permit Processing Fee

DESCRIPTION OF SERVICE: Staff time and expenses involved in routing, handling and processing a permit application, including initial application assistance, calculating and collecting the deposit, permit issuance and permit reporting and recordkeeping. This fee does not include plan check time or the calculation of permit fees. The fee is due and payable at time of application.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Development Services Supervisor	0.50	\$36.42	\$18.21
	Average Staff Rate	0.20	\$51.68	\$10.34
				Total Salary <u>\$28.55</u>
Benefits:		Salary	Percent	
		\$28.55	45.18%	\$12.90
Operating Expenses:		\$28.55	23.24%	\$6.63
Overhead:		\$28.55	23.09%	\$6.59
				Total <u><u>\$54.67</u></u>
				Previous Fee: \$44.00
				Fee Effective 2021: \$54.00 <i>per permit</i>
				% Change: 23%

Building Department

FEE COST WORKSHEET

NUMBER : BL-03

SERVICE: Training & Certification Fee

DESCRIPTION OF SERVICE: Costs associated with state mandated training and certification for Building Department personnel. The fee is due and payable at the time of permit application.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: The fee is calculated based on total budgeted training costs divided by the estimated number of permits issued. The fee is charged on each building permit. *[AB 717 (1995) requires that beginning January 1, 1996, certain building department personnel (i.e. Building Officials, Plan Checkers and Building Inspectors) be trained and certified in the type of work they perform on the job. AB 717 provides that jurisdictions may recover the costs for training and certifying the personnel by charging a fee.]*

CALCULATION OF FEE

Estimated Annual Training & Memberships	\$5,700.00		
Estimated Annual Permits	600		
Cost per Permit	\$9.50	Total Cost	\$9.50
		Previous Fee:	\$9.00
		Fee Effective 2021:	\$9.00
			<i>per permit</i>
		% Change	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-04

SERVICE: Plan Check Fee

DESCRIPTION OF SERVICE: Performance of plan checking and preliminary site review services to verify compliance with the California Building Code, the Sonoma Municipal Code and other applicable regulations, including administrative work and permit approval coordination related thereto.

A Construction Permit Deposit (BL-01) must be paid at the time of application. The balance of any plan check fee shall be due and payable immediately following the rendering of the service.

REFUND POLICY: A refund of 100% of the Plan Check Fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the actual hourly cost of performing plan review and related services such as counter assistance, corresponding with applicants, design meetings, preliminary site investigations, code research, and other activities related to a building permit application.

SPECIAL NOTES: This fee may be charged at increments of 15 minutes or any portion thereof. In the event that this service is outsourced, the actual vendor costs may be passed through to the applicant with the additional charges as specified in Fee CA-09 (Standard Administrative Overhead). Where multiple permits will be issued under a single plan review (i.e. master plan, P.U.Ds, etc.) the Plan Check fee may either be charged on the first permit issued or divided between the permits at the sole discretion of the Building Official.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Plan Check Staff Rate	1.00	\$56.41	\$56.41
Development Services Supervisor	0.25	\$36.42	\$9.11
			Total Salary <u><u>\$65.51</u></u>
	Salary	Percent	
Benefits:	\$65.51	45.18%	\$29.60
Operating Expenses:	\$65.51	23.24%	\$15.23
Overhead:	\$65.51	23.09%	\$15.13
			Total <u><u>\$125.47</u></u>
			Previous Hourly Fee: \$115.00
			Fee Effective 2021: \$125.00 <i>per hour</i>
			% Change: 9%

Building Department

FEE COST WORKSHEET

NUMBER : BL-05

SERVICE: Miscellaneous Building Division Services (**Hourly Rate**)

DESCRIPTION OF SERVICE: Staff time and expenses involved in: • Researching code requirements or file documentation not otherwise covered under other fees, duplicating approved permit documentation; (30 minute minimum) • Verifying compliance with various building construction laws on projects where changes to the approved plans are necessary; (30 minute minimum) • When incomplete, changed, or multiple alternative design schemes require additional plan review or inspection; (30 minute minimum) • Plot plan and duplicate plan reviews that are part of an approved master plan for a project; (30 minute minimum) • Reinspection and miscellaneous inspections; (1-hr. minimum) • Temporary and Conditional Occupancy Permits; (1-hr. minimum) • Labor for duplication of lost construction documentation (i.e. Inspection cards, permits, approved plans, etc.) (30 minute minimum) • Minimum rate for each deferred submittal item. (1-hr. minimum) • Cost for preparation and issuance of a Performance Guarantee; (1-hr. min.) • All other misc. building department services not otherwise covered by a fee.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and none of the services listed above have been performed. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies for 1 hour of activity.

SPECIAL NOTES: In the event that this service is outsourced, the actual vendor costs shall be passed through to the applicant with the additional charges as specified in Fee CA-09.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Average Staff Rate	1.00	\$51.68
	Development Services Supervisor	0.25	\$36.42
		Average Salary	\$60.78
Benefits:		Salary	Percent
		\$60.78	45.18%
Operating Expenses:		\$60.78	23.24%
Overhead:		\$60.78	23.09%
		Total	\$116.41
		Previous Hourly Fee:	\$101.00
		Fee Effective 2021:	\$116.00
			<i>per hour</i>
		% Change:	15%

Building Department

FEE COST WORKSHEET

NUMBER : BL-06

SERVICE: Imaging

DESCRIPTION OF SERVICE: This fee covers the costs of scanning file documents and maintaining micrographics equipment.

REFUND POLICY: No refund is allowed.

PROCESS OF COSTING SERVICE: Based on the actual cost of contracted services and equipment. Charged per sheet based on the size of the document to be microfilmed.

CALCULATION OF FEE

Actual Cost for Imaging/Equipment for each 8.5 x 11sheet	\$0.59
Actual Cost for Imaging/Equipment for each other sized sheet	\$2.42
Previous Fee for each 8.5 x 11 sheet:	\$0.50
Previous Fee for each other sized sheet:	\$2.40
Fee for each 8.5 x 11 sheet:	\$0.59
Fee for each other sized sheet:	\$2.40
	<i>per sheet</i>

Based on Ricoh Invoice BSS20070043

8.5 x 11 and 14 Documents

Image Capture Approved Plan Documentation	\$0.08
Transportation	\$0.06
Project Management	\$0.09
Re-assemble	\$0.01
OCR	\$0.01
Indexing	\$0.02
City prep time	\$0.07 1 hr of Development Services Sup /1000 sheets or portion thereof
City Quality Control	\$0.14 2 hr of Development Services Sup /1000 sheets or portion thereof
City Project Management	\$0.07 1 hr of Development Services Sup /1000 sheets or portion thereof
City Imaging Software Subscription	\$0.05 4,650/Year/100,000 pages
Cost per 8.5 x 11" image	\$0.59

Plan size Documents

Image Large Format Approved Building Plans	\$1.25
Transportation	\$0.06
Project Management	\$0.18
Re-assemble	\$0.01
OCR	\$0.01
Indexing	\$0.02
City prep time	\$0.21 3 hr of Development Services Sup /1000 plan sheets or portion thereof
City Quality Control	\$0.56 8 hr of Development Services Sup /1000 plan sheets or portion thereof

Building Department

FEE COST WORKSHEET

NUMBER : BL-07

SERVICE: Conditional Authorization to Proceed with Work

DESCRIPTION OF SERVICE: Time and expenses involved in verifying compliance with various building construction laws. This service will allow the applicant or his/her representative to start work on a project before all necessary approvals have been granted for the entire project. The authorization shall apply only to certain parts of the project which are unrelated to the items or elements yet to receive approval. The authorization may be issued at the discretion of the Chief Building Official or his/her designated representative. This fee shall be assessed in addition to any other applicable fees. The project applicant or his/her representative shall pay this fee at the time the authorization is granted and prior to starting work.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and none of the services listed above have been performed. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
Salaries:		<u>Hours</u>	<u>Rate</u>	
	Average Staff Rate	5.00	\$51.68	\$258.38
	Development Services Supervisor	1.00	\$36.42	\$36.42
				Total Salary <u><u>\$294.81</u></u>
Benefits:		Salary	Percent	
		\$294.81	45.18%	\$133.21
Operating Expenses:		\$294.81	23.24%	\$68.51
Overhead:		\$294.81	23.09%	\$68.07
				Total <u><u>\$564.60</u></u>
				Previous Fee: \$510.00
				Fee Effective 2021: \$564.00
				<i>per authorization</i>
				% Change: 11%

Building Department

FEE COST WORKSHEET

NUMBER BL-08

SERVICE: Off-Hour Building Dept. Services

DESCRIPTION OF SERVICE: Time and expenses involved in: Performing inspections and other services outside of normal business hours. This service is subject to voluntary staffing availability.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no service has been performed for the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel (including overtime or holiday pay), services and supplies for 1 hour response during non-business hours. Actual fee to vary according to staff involved (1 hour minimum).

SPECIAL NOTES: This fee may be charged at increments of 15 minutes or any portion thereof. In the event that this service is outsourced, the actual vendor costs shall be passed through to the applicant with the additional charges as specified in Fee CA-09. Where multiple permits will be issued under a single plan review (i.e. master plan, P.U.Ds, etc.) the Plan Check fee may either be charged on the first permit issued or divided between the permits at the sole discretion of the Building Official.

CALCULATION OF FEE

	Average Staff Rate	Hours	Rate	
Salaries:				
		1.00	\$51.68	\$51.68
	Development Services Supervisor	0.25	\$36.42	\$9.11
				Total Salary <u>\$60.78</u>
Benefits:		Salary	Percent	
		\$60.78	45.18%	\$27.46
Operating Expenses:		\$60.78	23.24%	\$14.13
Overhead:		\$60.78	23.09%	\$14.03
				Sub Total \$116.41
				<u>\$116.41</u>
				Total <u><u>\$232.82</u></u>
				Previous Fee: \$204.00
				Fee Effective 2021: \$232.00
				<i>per hour</i>
				% Change: 14%

Building Department

FEE COST WORKSHEET

NUMBER : BL-09

SERVICE: Permit Application / Permit Extension Fee

DESCRIPTION OF SERVICE: Time and expenses involved in reviewing, processing and filing a building permit application extension or an extension on an issued building permit including issuance of reminder letters. The fee is due and payable prior to granting an extension of time on an unexpired permit application or an unexpired issued permit. (Permit applications expire by limitation if no permit is issued within a 180-days of the initial application date and no extension is granted. Permits expire by limitation if no regular inspections are made within a 180-day period and no extension is granted.)

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Staff Rate	0.50	\$51.68	\$25.84
Development Services Supervisor	0.25	\$36.42	\$9.11
			Total Salary <u>\$34.94</u>
Benefits:			
	Salary	Percent	
	\$34.94	45.18%	\$15.79
Operating Expenses:	\$34.94	23.24%	\$8.12
Overhead:	\$34.94	23.09%	\$8.07
			Total <u><u>\$66.92</u></u>
			Previous Fee: \$51.00
			Fee Effective 2021: \$66.00 <i>per extension</i>
			% Change: 29%

Building Department

FEE COST WORKSHEET

NUMBER : BL-10

SERVICE: Document Preparation and Recording Fee

DESCRIPTION OF SERVICE: Time and expenses involved in preparing, researching, notarizing, routing, handling, processing and filing violation, termination or other notices with the County Recorder's Office. This fee includes recording fees assessed by the County Recorder. The fee is due and payable prior to filing the notice.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Average Staff Rate	1.00	\$51.68	\$51.68
	Development Services Supervisor	0.25	\$36.42	\$9.11
				Total Salary <u><u>\$60.78</u></u>
		Salary	Percent	
Benefits:		\$60.78	45.18%	\$27.46
Operating Expenses:		\$60.78	23.24%	\$14.13
Overhead:		\$60.78	23.09%	\$14.03
				Total <u><u>\$116.41</u></u>
				Previous Fee: \$102.00
				Fee Effective 2021: \$116.00 <i>per hour</i>
				% Change: 14%

Building Department

FEE COST WORKSHEET

NUMBER : BL-11

SERVICE: Appeal Fee

DESCRIPTION OF SERVICE: Time and expenses involved in processing an appeal of a decision of the building official to be heard by the Board of Appeals or a hearing officer.

REFUND POLICY: If the board rules in full favor of the appellant, a full refund shall be made to the appellant when requested by the appellant in writing and authorized by the building board of appeals. The Building Official or City Manager may authorize a refund of up to 50% of the Appeal Fee when, in the sole discretion of the Building Official or City Manager a refund of a portion of the appeal fee is merited due to the circumstances of the case. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE			
Salaries:		<u>Hours</u>	<u>Rate</u>
	Building Official	6.00	\$65.14
	Development Services Supervisor	1.00	\$36.42
			Total Salary
			\$427.29
Benefits:		Salary	Percent
		\$427.29	45.18%
Operating Expenses:		\$427.29	23.24%
Overhead:		\$427.29	23.09%
			Total
			\$818.31
		Previous Fee:	\$802.00
		Fee Effective 2021:	\$818.00
			<i>per appeal</i>
		% Change:	2%

Building Department

FEE COST WORKSHEET

NUMBER : BL-12

SERVICE: Refund Processing Fee

DESCRIPTION OF SERVICE: Time and expenses involved in calculating, routing, paying, mailing, handling and processing a refund for a permit application or issued permit. The fee is due and payable at the time the refund has been calculated and prior to issuance of the refund.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

SPECIAL NOTES: This fee is not applicable for refunds issued as a result of an overcharging error on the part of City staff.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Development Services Supervisor	0.5	\$36.42	\$18.21
	Building Official	0.25	\$65.14	\$16.29
				Total Salary <u><u>\$34.50</u></u>
Benefits:		Salary	Percent	
		\$34.50	45.18%	\$15.59
Operating Expenses:		\$34.50	23.24%	\$8.02
Overhead:		\$34.50	23.09%	\$7.97
				Total <u><u>\$66.07</u></u>
				Previous Fee: \$54.00
				Fee Effective 2021: \$66.00 <i>per refund</i>
				% Change: 22%

Building Department

FEE COST WORKSHEET

NUMBER : BL-13

SERVICE: Minimum Investigation Fee (Compliance Response Within 30 Days)

DESCRIPTION OF SERVICE: The Minimum Investigation Fee shall be assessed where staff time is needed to enforce the requirements of the codes or on all permits where work has been performed without first obtaining the required permits. The Minimum Investigation Fee shall apply where corrective action including submittal of a permit application along with complete plans and documentation are submitted to the building department within and including 30 days of notification of the violation and as otherwise determined appropriate by the building official. This fee may be added to the cost of a building permit intended to mitigate the violation/s or may be separately billed by invoice to the owner of the property where the violation(s) exists. This fee is in addition to all other required fees assessed for the enforcement action or work.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: The Minimum Investigation Fee is based upon allocation of the costs of personnel (including overtime or holiday pay), services and supplies during normal business hours. It is estimated that an average minimum of 3.5 hours of building department personnel hours are needed for each minor investigation and related enforcement efforts. The fees based on an average minimum of 3.5 hours of staff time. Where staff time exceeds 4 hours, the Standard Investigation Fee shall apply. If work is performed after normal business hours, the fee shall be 200% of the fee normally assessed.

CALCULATION OF FEE				
Salaries:		<u>Hours</u>	<u>Rate</u>	
	Average Staff Rate	3.50	\$51.68	\$180.87
	Building Official	0.25	\$65.14	\$16.29
	Development Services Supervisor	0.25	\$36.42	\$9.11
			Total Salary	\$206.26
Benefits:		Salary	Percent	
		\$206.26	45.18%	\$93.20
Operating Expenses:		\$206.26	23.24%	\$47.94
Overhead:		\$206.26	23.09%	\$47.62
			Total	<u><u>\$395.02</u></u>
			Previous Fee:	\$357.00
			Fee Effective 2021:	\$395.00
				<i>each Investigation</i>
			% Change:	11%

Building Department

FEE COST WORKSHEET

NUMBER : BL-14

SERVICE: Standard Investigation Fee (More than 30 Day Compliance Response)

DESCRIPTION OF SERVICE: The Standard Investigation Fee shall be assessed where staff time is needed to enforce the requirements of the codes or on all permits where work has been performed without first obtaining the required permits. The Standard Investigation Fee shall apply where corrective action, including submittal of a permit application along with complete plans and documentation are NOT submitted to the building department within and including 30 days of notification of the violation. This fee may be added to the cost of a building permit intended to mitigate the violation/s or may be separately billed by invoice to the owner of the property where the violation(s) exists. This fee is in addition to all other required fees assessed for the enforcement action or work.

REFUND POLICY: No refund of this fee is allowed.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel (including overtime or holiday pay), services and supplies during normal business hours. It is estimated that an average minimum of 7 hours of building department personnel hours are needed for each investigation and related enforcement efforts. The fee will be based on an average minimum of 7 hours of staff time plus the actual staff time over 7 hours charged at the average hourly staff rate. If work is performed after normal business hours, the fee shall be 200% of the fee normally assessed.

CALCULATION OF FEE				
Salaries:		<u>Hours</u>	<u>Rate</u>	
	Average Staff Rate	7.00	\$51.68	\$361.74
	Building Official	0.75	\$65.14	\$48.86
	Development Services Supervisor	0.25	\$36.42	\$9.11
				Total Salary \$419.70
		Salary	Percent	
Benefits:		\$419.70	45.18%	\$189.64
Operating Expenses:		\$419.70	23.24%	\$97.54
Overhead:		\$419.70	23.09%	\$96.91
				Total <u>\$803.79</u>
				Previous Fee: \$714.00
				Fee Effective 2021: \$803.00
				<i>each Investigation</i>
				% Change: 12%

Building Department

FEE COST WORKSHEET

NUMBER : BL-15

SERVICE: Change of Use or Occupancy Review (Building Survey)

DESCRIPTION OF SERVICE: Staff time and expenses involved in verifying compliance with various laws governing the change of use of an existing structure. The fee is due and payable at time of application.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Average Staff Rate	5.00	\$51.68	\$258.38
	Building Official	0.50	\$65.14	\$32.57
	Development Services Supervisor	0.25	\$36.42	\$9.11
	Total Salary			\$300.06
Benefits:		Salary	Percent	
		\$300.06	45.18%	\$135.58
	Operating Expenses:	\$300.06	23.24%	\$69.73
Overhead:		\$300.06	23.09%	\$69.28
				Total <u><u>\$574.66</u></u>

Previous Fee: \$510.00

Fee Effective 2021: **\$574.00**
each review

% Change: 13%

Building Department

FEE COST WORKSHEET

NUMBER : BL-16

SERVICE: Contractor's License Tax

DESCRIPTION OF SERVICE: Imposed on all permits where contractors are performing work with a valuation of \$2,000 or more. Per S.M.C.5.08.050.

REFUND POLICY: This fee is 100% refundable where no work is performed. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Tax established by ordinance S.M.C.5.08.050

CALCULATION OF FEE

Previous Fee: **\$1.00 per \$1,000 valuation**

Fee Effective 2021: \$1.00 per \$1,000 valuation
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-17

SERVICE: Capital Improvement Fee

DESCRIPTION OF SERVICE: Imposed on permits per S.M.C.3.24.060.

REFUND POLICY: This fee is 100% refundable where no work is performed. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee established by ordinance S.M.C.3.24.060.

CALCULATION OF FEE

Previous Fee: \$0.19 per square foot for commercial buildings
 \$410.00 for one-bedroom dwelling
 \$478.00 for two-bedroom dwelling
 \$614.00 for three or more bedroom dwelling
 \$68.00 for each added bedroom

Fee Effective 2021: \$0.19 per square foot for commercial buildings
 \$410.00 for one-bedroom dwelling
 \$478.00 for two-bedroom dwelling
 \$614.00 for three or more bedroom dwelling
 \$68.00 for each added bedroom

each applicable permit
% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-18

SERVICE: Impact Fee

DESCRIPTION OF SERVICE: Imposed on every new dwelling unit.

REFUND POLICY: This fee is 100% refundable where no work is performed. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee established by Resolution 47-86.

CALCULATION OF FEE

Previous Fee: **\$966.00 per residential unit**

Fee Effective 2021: **\$966.00 per residential unit**
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-20

SERVICE: Single Inspection Permit Fee

DESCRIPTION OF SERVICE: Cost and expense for inspection of work requiring only one inspection with an anticipated inspection duration, including travel time, of less than 45 minutes. This fee also includes one reinspection, administrative services and recordkeeping.

NOTE: This fee may be used when Building Department staff determine that work is of a minor nature only requiring a single minor inspection such as window replacement, siding replacement, etc.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and none of the services listed above have been performed. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies for a Single Inspection Permit with an anticipated inspection duration, including travel time, of less than 45 minutes, plus the additional time for one reinspection, administrative services and recordkeeping.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Average Staff Rate	1.25	\$51.68	\$64.60
	Development Services Supervisor	0.25	\$36.42	\$9.11
				Average Salary <u>\$73.70</u>
Benefits:		Salary	Percent	
		\$73.70	45.18%	\$33.30
Operating Expenses:		\$73.70	23.24%	\$17.13
Overhead:		\$73.70	23.09%	\$17.02
				Total <u><u>\$141.15</u></u>
				Previous Fee: \$127.00
				Fee Effective 2021: \$141.00 <i>per permit</i>
				% Change: 11%

Building Department

FEE COST WORKSHEET

NUMBER : BL-21

SERVICE: Building Permit Inspection Fee

DESCRIPTION OF SERVICE: Performance of building inspections and related administrative work. The fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of the Building Permit Inspection Fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the valuation of the work to be performed pursuant to Tables BL-21-A and Table BL-21-B. The building valuation for a permit is determined and modified as necessary by the Building Official using the Building Valuation Data published by the International Code Council in Building Safety Journal and other relevant data as necessary. Where no Building Valuation data is specifically listed the Building Official will determine the appropriate valuation using any reasonable means or methods.

When in the opinion of the Building Official a Single Inspection Permit may be issued for the proposed work, the fee shall be based on the Single Inspection Permit Fee (BL-20) in lieu of this fee. The Single Inspection Permit Fee shall be treated as the Building Permit Inspection Fee for the purposes of calculating any other fees.

In lieu of assessing inspection fees based on permit valuation as set forth herein, the building official may, at his/her sole discretion, calculate and charge a fee equal to the estimated actual cost of providing the inspection and inspection-related services in accordance with the hourly rate set forth in the adopted fee schedule.

Fee: Per Building Table BL-21-A

Building Department

FEE COST WORKSHEET

BL-21 (continued)

Building - Table 21-A Inspection Fee Schedule

Building Permit Inspection System Fees	
Total Valuation	Fee
\$1 to \$500	- \$91.67
\$501 to \$2,000	- \$119.17 for the first \$500 plus \$5.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	- \$201.66 for the first \$2,000 plus \$7.17 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	- \$366.66 for the first \$25,000 plus \$10.63 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	- \$632.49 for the first \$50,000 plus \$6.05 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	- \$934.99 for the first \$100,000 plus \$3.46 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	- \$2319.14 for the first \$500,000 plus 1.92 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	- \$3281.62 for the first \$1,000,000 plus \$0.96 for each additional \$1,000 or fraction thereof.

When a building permit is required for a project, the applicant will pay the above-mentioned fees based on the valuation of the proposed project. The fee for issuing the permit is included in this table. The permit fees shall be paid at the time that the building permit is issued.

The building valuation for a permit is determined and modified as necessary by the Building Official using the latest Building Valuation Data published by the International Code Council in Building Safety Journal and other relevant data as necessary (see Building - Table BL-21-B).

In lieu of assessing inspection fees based on permit valuation as set forth herein, the building official may, at his/her sole discretion, calculate and charge a fee equal to the estimated actual cost of providing the inspection and inspection-related services in accordance with the hourly rate set forth in the adopted fee schedule.

Modified Building Valuations Table BL-21-B
Square Foot Construction Costs

Group (2009 International Building Code)	New Floor Area S.F. Valuations								
	Construction Type								
	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	\$305.15	\$294.82	\$287.16	\$275.53	\$258.74	\$251.26	\$266.68	\$240.61	\$231.92
A-1 Assembly, theaters, without stage	\$279.59	\$269.25	\$261.59	\$249.97	\$233.17	\$225.69	\$241.11	\$215.04	\$206.36
A-2 Assembly, nightclubs	\$238.88	\$231.77	\$226.07	\$216.82	\$204.38	\$198.76	\$209.11	\$184.97	\$178.66
A-2 Assembly, restaurants, bars, banquet halls	\$237.72	\$230.61	\$223.75	\$215.66	\$202.06	\$197.60	\$207.95	\$182.65	\$177.50
A-3 Assembly, churches	\$282.85	\$272.51	\$264.85	\$253.23	\$236.88	\$230.60	\$244.37	\$218.76	\$210.07
A-3 Assembly, general, community halls, libraries, museums	\$236.67	\$226.33	\$217.51	\$207.05	\$189.09	\$182.77	\$198.19	\$170.96	\$163.44
A-4 Assembly, arenas	\$278.43	\$268.09	\$259.27	\$248.81	\$230.85	\$224.53	\$239.95	\$212.72	\$205.20
B Business	\$246.46	\$237.47	\$229.57	\$218.29	\$199.30	\$191.77	\$209.70	\$175.34	\$167.45
E Educational	\$258.32	\$249.39	\$242.22	\$231.78	\$215.96	\$205.02	\$223.80	\$188.83	\$183.05
F-1 Factory and industrial, moderate hazard	\$145.67	\$138.82	\$130.91	\$126.06	\$112.94	\$107.69	\$120.66	\$93.06	\$87.39
F-2 Factory and industrial, low hazard	\$144.51	\$137.66	\$130.91	\$124.90	\$112.94	\$106.53	\$119.50	\$93.06	\$86.23
H-1 High Hazard, explosives	\$136.15	\$129.30	\$122.55	\$116.54	\$104.87	\$98.45	\$111.14	\$84.99	NP
H234 High Hazard	\$136.15	\$129.30	\$122.55	\$116.54	\$104.87	\$98.45	\$111.14	\$84.99	\$78.15
H-5 HPM	\$246.46	\$237.47	\$229.57	\$218.29	\$199.30	\$191.77	\$209.70	\$175.34	\$167.45
I-1 Institutional, supervised environment	\$245.43	\$237.03	\$229.99	\$220.73	\$203.03	\$197.43	\$221.01	\$182.06	\$176.61
I-2 Institutional, hospitals	\$412.91	\$403.92	\$396.02	\$384.74	\$364.79	NP	\$376.15	\$340.84	NP
I-2 Institutional, nursing homes	\$286.84	\$277.85	\$269.95	\$258.67	\$240.54	NP	\$250.08	\$216.58	NP
I-3 Institutional, restrained	\$280.25	\$271.26	\$263.36	\$252.08	\$234.85	NP	\$243.49	\$210.89	NP
I-4 Institutional, day care facilities	\$245.43	\$237.03	\$229.99	\$220.73	\$203.03	\$197.43	\$221.01	\$182.06	\$176.61
M Mercantile	\$178.11	\$171.00	\$164.14	\$156.05	\$143.24	\$138.77	\$148.34	\$123.82	\$118.68
R-1 Residential, hotels	\$247.76	\$239.36	\$232.32	\$223.06	\$205.06	\$199.46	\$223.34	\$184.09	\$178.64
R-2 Residential, multiple family	\$207.69	\$199.29	\$192.25	\$182.98	\$166.17	\$160.57	\$183.27	\$145.20	\$139.75
R-3 Residential, one- and two-family	\$193.35	\$188.12	\$183.27	\$178.75	\$173.54	\$167.26	\$175.72	\$161.00	\$151.48
R-4 Residential, care/assisted living facilities	\$245.43	\$237.03	\$229.99	\$220.73	\$203.03	\$197.43	\$221.01	\$182.06	\$176.61
S-1 Storage, moderate hazard	\$134.99	\$128.14	\$120.23	\$115.38	\$102.55	\$97.29	\$109.98	\$82.67	\$76.99
S-2 Storage, low hazard	\$133.83	\$126.98	\$120.23	\$114.22	\$102.55	\$96.13	\$108.82	\$82.67	\$75.83
U Utility, miscellaneous (<i>Private Garages & Sheds</i>)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$59.49

The above valuations have been modified using a 1.16 regional modifier for the San Francisco Bay Area

Other Valuations

NEW - Carports / Patio Covers / Arbors / Covered Porches	\$40.64
NEW - Decks	\$20.32
NEW - Fire Sprinkler (included in this permit)	\$1.51
NEW - Commercial Fire Sprinkler	\$3.02

Alteration Project Category Modifiers

Categories of Work	Work Category Modifiers applied to New Construction Values for Alteration Work
Nonstructural	36%
Structural	20%
Electrical	8%
Plumbing	8%
Mechanical	8%
Elevator or Conveyor System	6%
Fire Sprinklers	3%
Shell Only?	80%
First Time Tenant Improvements Only?	25%

The valuation is determined by multiplying the applicable value(s) listed by the gross area of applicable portion of the building.

The valuation of a remodel equals the area of the remodel times the RMDL Modifier times the valuation for a new structure of the same occupancy of VB construction type.

Additions shall be valued at the same rate per square foot as for new construction.

Reduce valuation 20% for shell only buildings.

Reduce valuation 75% for first-time time tenant improvements only permits.

N/A = Not Applicable; NP = Not Permitted

Building Department

FEE COST WORKSHEET

NUMBER : BL-22

SERVICE: Building Demolition Inspection Fee

DESCRIPTION OF SERVICE: Time and expenses involved in verifying field compliance with various laws governing the demolition of an existing structure. The fee is due and payable at time of permit issuance.

[For demolitions of small wood framed accessory structures such as carports or tool sheds, the fee may alternatively be based on the standard building permit calculation method which is based on valuation of work and could result in a lower fee.]

REFUND POLICY: A refund of 100% of the Building Demolition Inspection Fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Staff Rate	3.00	\$51.68	\$155.03
Development Services Supervisor	0.25	\$36.42	\$9.11
			Total Salary <u>\$164.14</u>
	Salary	Percent	
Benefits:	\$164.14	45.18%	\$74.16
Operating Expenses:	\$164.14	23.24%	\$38.15
Overhead:	\$164.14	23.09%	\$37.90
			Total <u><u>\$314.34</u></u>

Previous Fee: \$306.00

Fee Effective 2021: \$314.00

per permit

% Change: 3%

Building Department

FEE COST WORKSHEET

NUMBER : BL-23

SERVICE: Building Relocation Inspection Fee

DESCRIPTION OF SERVICE: Time and expenses involved in verifying and inspecting compliance with various laws governing the relocation of an existing structure. Covers foundation, connection of existing plumbing, existing electrical and existing mechanical systems to new utilities. The

REFUND POLICY: A refund of 100% of the Building Relocation Fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Staff Rate	6.00	\$51.68	\$310.06
Development Services Supervisor	0.25	\$36.42	\$9.11
			Total Salary <u>\$319.17</u>
	Salary	Percent	
Benefits:	\$319.17	45.18%	\$144.21
Operating Expenses:	\$319.17	23.24%	\$74.17
Overhead:	\$319.17	23.09%	\$73.69
			Total <u><u>\$611.25</u></u>
			Previous Fee: \$612.00
			Fee Effective 2021: \$611.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-24

SERVICE: Electrical Inspection Fee

DESCRIPTION OF SERVICE: Performance of electrical inspections and related administrative work. The fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of the Electrical Permit Fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the system or unit fee schedules of the work to be performed pursuant to Electrical Table BL-24-A.

Previous Fee: Per Electrical Table BL-24-A

Fee Effective 2021: Per Electrical Table BL-24-A
each applicable permit

% Change:

Building Department

FEE COST WORKSHEET

BL-24 (continued)

Electrical - Table BL-24-A Unit Inspection Fee Schedule

Electrical Permit Unit Inspection Fees	Unit	Fee
Electrical Permit Issuance Fee (Minimum Charge)	each	\$40.75
Services & Sub-Panels		
For each new electrical sub-panel	each	\$16.30
For temporary and permanent services 600 volts or under and 1000 amperes or under in rating	each	\$40.75
For services over 600 volts or over 1000 amperes in rating	each	\$65.20
Receptacle, Switches, Controls, Lighting Outlets, Fixtures and Similar Devices		
For receptacle, switch, lighting or other outlets at which current is used or controlled and for lighting fixtures, sockets or other lamp-holding devices.		
<i>Note: For multi outlet assemblies, each 5 feet or fraction thereof may be considered as one outlet.</i>	each	\$0.82
Residential Appliances		
For fixed residential appliances or receptacle outlets for same, including wall mounted electric ovens; counter-mounted cooktops; electric ranges, self-contained room, console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horse power (HP) in rating.		
<i>Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.</i>	each	\$6.52
Nonresidential Appliances		
For nonresidential appliances and self-contained factory-wired non-residential appliances not exceeding one horse power (HP), kilowatt (kW), or kilovolt ampere (KVA), in rating including cooking equipment, medical and dental devices; food, beverage, and ice cream cabinets; illuminated showcases; drinking fountains; vending machines; laundry machines; other similar type of equipment.		
<i>Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.</i>	each	\$9.78
Power Apparatus		
For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, hoods, exhaust fan, cooking or baking equipment and other apparatus, as follows:		
<i>Notes: For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used. These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.</i>		
Rating in horse power (HP), kilowatts (kW), kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR):		
Up to and including 1	each	\$9.78
Over 1 and not over 10	each	\$13.04
Over 10 and not over 50	each	\$24.45
Over 50 and not over 100	each	\$48.90
Over 100	each	\$73.35

Building Department

FEE COST WORKSHEET

BL-24 (continued)

Electrical - Table BL-24-A Unit Inspection Fee Schedule

Electrical Permit Unit Inspection Fees	Unit	Fee
Busways		
For each 100 ft or fraction thereof of trolley and plug-in type busways.		
<i>Note: An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. No fee is required for portable tools.</i>		
	each	\$8.15
Signs, Outline Lighting, Marquees, Pole Lighting, Theatrical Lighting and other Special Purpose Nonresidential Lighting		
For signs, outline lighting, marquees, pole lighting, theatrical lighting and other special purpose nonresidential lighting supplied from one branch circuit		
	each	\$24.45
Miscellaneous Apparatus, Conduits and Conductors		
For electrical apparatus, equipment, conduits and conductors for which a permit is required but for which no fee is herein set forth.		
<i>Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.</i>		
	each	\$24.45
Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions. For permanently installed rides, booths, displays and attractions, use the ELECTRICAL UNIT FEES.		
For electric generators and electrically driven rides	each	\$32.60
For mechanically driven rides, and walk-through attractions or displays having electric lighting and for a an area of festoon or booth lighting	each	\$8.15
Photovoltaic Systems		
Roof Mount Systems (including rack system)		
For the first 0-15 Kilowatts (kW) for each system	each	\$97.80
For each kW of a system over 15 Kilowatts and less than or equal to 50 Kilowatts	each	\$13.04
For each kW of a system over 50 Kilowatts and less than or equal to 250 Kilowatts	each	\$8.15
For each kw of a system over 250 Kilowatts	each	\$4.89
Ground Mount Systems (including rack & support system)		
For the first 0-15 Kilowatts (kw) for each system	each	\$195.60
For each kW of a system over 15 Kilowatts and less than or equal to 50 Kilowatts	each	\$19.56
For each kW of a system over 50 Kilowatts and less than or equal to 250 Kilowatts	each	\$13.04
For each kW of a system over 250 Kilowatts	each	\$8.15
Electric Vehicle Charging Station	each	\$97.80

Building Department

FEE COST WORKSHEET

NUMBER : BL-25

SERVICE: Plumbing Inspection Fee

DESCRIPTION OF SERVICE: Fee for performing plumbing inspections and related administrative work. The fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the system or unit fee schedules of the work to be performed pursuant to Plumbing Table BL-25-A.

CALCULATION OF FEE

Previous Unit Fee: Per Plumbing Table BL-25-A

Fee Effective 2021: Per Plumbing Table BL-25-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

BL-25 (continued)

Plumbing - Table BL-25-A Unit Inspection Fee Schedule

Plumbing Permit "Unit" Inspection Fees	Unit	Fee
Plumbing Permit Issuance Fee (Minimum Charge)	each	\$40.75
Fixtures, Traps, Water Piping, Drainage Piping and Vents		
For each new or replacement plumbing fixture on one trap or a set of fixtures on one trap and served by potable water (including water, drainage piping, venting and backflow protection therefore).	each	\$16.30
For each plumbing fixture installed on a Recycled (reclaimed) Water System (including non potable water supply and backflow protection therefore). Includes inspection and initial testing of supply and cross-connection of the system.	each	\$16.30
For each kitchen-type grease trap, including its vent.	each	\$16.30
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease traps.	each	\$19.56
For installation, alteration or repair water treatment equipment.	each	\$6.52
For alteration or repair of water piping for each fixture.	each	\$6.52
For repair or alteration of drainage or vent piping for each fixture	each	\$6.52
Water Heaters (Including Solar Thermal)		
For each water heater including its vent.	each	\$16.30
Gas Piping Systems		
For each fuel gas piping system of five outlets or less.	each	\$8.15
For each additional fuel gas piping outlet over five outlets.	each	\$1.63
For each medical gas piping system of five outlets or less.	each	\$32.60
For each additional medical gas piping outlet over five outlets.	each	\$3.26
Lawn Sprinklers, Backflow Devices and Graywater Disposal Systems		
For each lawn sprinkler system on any one meter including backflow protection devices therefore.	each	\$8.15
For each backflow protective device not otherwise included with the lawn sprinkler system fee.	each	\$8.15
For the installation of each alternative water source (nonpotable) Clothes Washer System	each	\$16.30
For the installation of each water source (nonpotable) Simple System. Includes inspection and initial testing of supply and cross-connection of the system.	each	\$73.35
For the installation of each water source (nonpotable) Complex System. Includes inspection and initial testing of supply and cross-connection of the system.	each	\$195.60
Rainwater Systems		
For the installation of each rainwater drain within a building.	each	\$8.15
For the connection of each pump, tank, fixture, appliance, industrial process, equipment or disposal field to a nonpotable rainwater catchment system. Includes inspection and initial testing of supply and cross-connection of the system.	each	\$16.30
Miscellaneous		
For each fixture, appliance, equipment or piece apparatus regulated by the Plumbing Code but not classed in other categories, or for which no other fee is listed in the table.	each	\$8.15

Building Department

FEE COST WORKSHEET

NUMBER: BL-26

SERVICE: Water Conserving Plumbing Fixture Verification

DESCRIPTION OF SERVICE: This service fee is to recover costs associated with inspecting, verifying and administering a program for the upgrading of existing noncompliant plumbing fixtures in buildings constructed and approved for use prior to January 1, 1994 pursuant to the requirements of CA Civil Code Sections 1101.1-1101.8. This is an unfunded state mandated program. This fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the estimated hourly cost (30 minutes at the average staff rate) to perform the service for all applicable permits.

CALCULATION OF FEE

	Average Staff Rate	Hours	Rate	
Salaries:		0.50	\$51.68	\$25.84
				Total Salary <u>\$25.84</u>
		Salary	Percent	
Benefits:		\$25.84	45.18%	\$11.67
Operating Expenses:		\$25.84	23.24%	\$6.00
Overhead:		\$25.84	23.09%	\$5.97
				Total <u><u>\$49.48</u></u>

Previous Fee for Self Certification: \$51.00

Fee for Self Certification Effective 2021: \$49.00

each applicab
% Change: -4%

Building Department

FEE COST WORKSHEET

NUMBER : BL-27

SERVICE: Mechanical Inspection Fee

DESCRIPTION OF SERVICE: Fee for performing mechanical inspections and related administrative work. The fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the system or unit fee schedules of the work to be performed pursuant to Mechanical Table BL-27-A.

CALCULATION OF FEE

Previous Fee: **Per Mechanical Table BL-27-A**

Fee Effective 2021: Per Mechanical Table BL-27-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

BL-27 (continued)

Mechanical - Table BL-27-A Unit Inspection Fee Schedule

Mechanical Permit Unit Inspection Fees	Unit	Fee
Mechanical Permit Issuance Fee	each	\$40.75
HVAC Change out		
Furnace or air conditioner replacement including ductwork and vents in new residential and new single tenant and single use non-residential business office, retail sales or similar light-commercial buildings.	each	\$48.90
Furnaces		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW).	each	\$21.19
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW).	each	\$24.45
For the installation or relocation of each floor furnace, suspended heater, recessed wall heater or floor-mounted unit heater, including vent.	each	\$13.04
Appliance Vents		
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	each	\$8.15
Repairs or Additions		
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, evaporative cooling system or air ducts, including installation of controls regulated by the Mechanical Code.	each	\$13.04
Boilers, Compressors, Air Conditioners and Absorption Systems		
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW).	each	\$16.30
For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW).	each	\$24.45
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW).	each	\$32.60
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW).	each	\$48.90
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h(512.9 kW).	each	\$81.50

Building Department

FEE COST WORKSHEET

BL-27 (continued)

Mechanical - Table BL-27-A Unit Inspection Fee Schedule

Mechanical Permit Unit Inspection Fees	Unit	Fee
Air Handlers		
<i>Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance cooling unit, evaporative cooler, or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>		
For each air-handling unit to and including 10,000 cubic feet per minute (cfm), including ducts attached thereto.	each	\$13.04
For each air-handling unit over 10,000 cfm	each	\$19.56
Evaporative Coolers		
For each evaporative cooler other than portable type.	each	\$13.04
Ventilation and Exhaust		
For each ventilation fan connected to a single duct.	each	\$8.15
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	each	\$19.56
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	each	\$24.45
Miscellaneous		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table.	each	\$13.04

Building Department

FEE COST WORKSHEET

NUMBER : BL-28

SERVICE: Energy Inspection Fee

DESCRIPTION OF SERVICE: This service is to recover costs associated with inspecting elements required to meet State energy efficiency regulations. California Energy Efficiency Standards are State mandated locally enforced regulations. This fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on 20% of the permit fees calculated pursuant to Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A.

CALCULATION OF FEE

Previous Fee: 20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A

Fee Effective 2021: 20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-29

SERVICE: Accessibility Inspection Fee

DESCRIPTION OF SERVICE: This service is to recover costs associated with inspecting elements required to meet State disabled access regulations. California disabled access standards are State mandated locally enforced regulations. This fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on 20% of the permit fees calculated pursuant to Tables BL-21-A.

CALCULATION OF FEE

Previous Fee: 20% of calculated Inspection Fees in Tables BL-21-A.

Fee Effective 2021: 20% of calculated Inspection Fees in Tables BL-21-A.
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-30

SERVICE: One & Two Family Re-Roofing Permits

DESCRIPTION OF SERVICE: Time and expenses involved in verifying compliance with various laws governing the re-roofing of an existing one or two family dwelling. The fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Average Staff Rate	1.50	\$ 51.68	\$77.52
	Development Services Supervisor	0.25	\$36.42	\$9.11
				Total Salary <u>\$86.62</u>
		Salary	Percent	
Benefits:		\$86.62	45.18%	\$39.14
Operating Expenses:		\$86.62	23.24%	\$20.13
Overhead:		\$86.62	23.09%	\$20.00
				Total <u><u>\$165.89</u></u>
				Previous Fee: \$153.00
				Fee Effective 2021: \$165.00 <i>per permit</i>
				% Change: 8%

Building Department

FEE COST WORKSHEET

NUMBER : BL-31

SERVICE: Private Residential Swimming Pool Inspection Fee

DESCRIPTION OF SERVICE: Time and expenses involved in inspecting compliance with various laws governing the construction of swimming pools. **This fee includes required grading, building, plumbing, mechanical and electrical permit fees for private, one- and two-family residential pools.** This service also covers costs associated with inspecting elements required to meet State swimming pool barrier regulations. California swimming pool barrier standards are State mandated locally enforced regulations.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Average Staff Rate	6.00	\$51.68	\$310.06
	Development Services Supervisor	0.50	\$36.42	\$18.21
			Total Salary	\$328.27
Benefits:		Salary	Percent	\$148.33
		\$328.27	45.18%	
Operating Expenses:		\$328.27	23.24%	\$76.29
Overhead:		\$328.27	23.09%	\$75.80
			Total	\$628.69
			Previous Fee:	\$612.00
			Fee Effective 2021:	\$628.00
				<i>per permit</i>
			% Change:	3%

Building Department

FEE COST WORKSHEET

NUMBER : BL-32

SERVICE: Modular and Manufactured Housing Inspection Fee

DESCRIPTION OF SERVICE: Fee for performing inspection services related to the California Building Code and related administrative work. For detached modular housing and detached manufactured housing that has been inspected in the plant through a State or Federally approved inspection program. Any portions of a building that are site-built are subject to regular inspection fees.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on 25% of the permit fees calculated pursuant to Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A . Any portions of a building that are site-built are subject to regular inspection fees (i.e. 100% of calculated inspection fees).

CALCULATION OF FEE

Previous Fee: 25% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A.

Fee Effective 2021: 25% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A.

each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-34

SERVICE: Grading Permit Inspection Fee

DESCRIPTION OF SERVICE: Fee for performing grading inspections and related administrative work. The fee is due and payable at time of permit issuance. This fee does not cover Public Works Inspections of public or private infrastructure improvements (i.e. water, gas, sewer, storm drainage, curbs, gutters and public sidewalks, public and private streets, etc.) associated with a subdivision or other improvement project.

REFUND POLICY: A refund of 100% of the Grading Permit Inspection Fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on the cubic yards of grading materials moved, removed or processed.

CALCULATION OF FEE

Previous Fee: Per Grading Table BL-34-A

Fee Effective 2021: Per Grading Table BL-34-A
each applicable permit

% Change: 10%

Building Department

FEE COST WORKSHEET

BL-34 (continued)

Grading Table BL-34-A Inspection Fee Schedule

Building Permit Inspection System Fees		
Cubic Yards	Fee	Inspection Allotment
50 cubic yards or less	- \$60.00	Covers up to 1 - 45 min. inspection.
51 to 100 cubic yards	- \$120.00	Covers up to 2 - 45 min. inspections.
101 to 1,000 cubic yards	- \$240.00	Covers up to 3 - 45 min. inspections.
1,001 to 10,000 cubic yards	- \$480.00	Covers up to 6 - 45 min. inspections.
10,001 to 100,000 cubic yards	- \$960.00	Covers up to 12- 45 min. inspections.
100,001 to 200,000 cubic yards	- \$1,440.00	Covers up to 24 - 45 min. inspections.
200,001 cubic yards or more	- \$2,160.00	Covers up to 36 - 45 min. inspections.

Any time or expenses for grading inspections exceeding the inspection allotment will be billed to the permittee at the Hourly Building Department Rate (see BL-05). This fee only covers grading inspection and does not include stormwater management or other agency inspection fees.

Building Department

FEE COST WORKSHEET

NUMBER : BL-35

SERVICE: CALGreen Inspection Fee

DESCRIPTION OF SERVICE: This service is to recover applicable costs associated with inspecting elements required to meet California Green Building Code (CALGreen) regulations. CALGreen is a State mandated, locally enforced green building code. This fee is assessed only on those projects where the City staff performs CALGreen inspections (i.e. some addition and alteration projects). The CALGreen inspection fee is due and payable at time of permit issuance.

REFUND POLICY: A refund of 100% of this fee may be authorized by the Building Official when an unexpired permit has been terminated and no work has been performed on the project. The Refund Processing Fee (BL-12) shall be deducted from any refund due. Application for refund must be made within one (1) year of the date the fee is paid.

PROCESS OF COSTING SERVICE: This fee is based on 20% of the permit fees calculated pursuant to Tables BL-21-A, BL-24-A, BL-25-A, BL-27-A and BL-34-A, or 1-hr. minimum based on the Hourly Building Dept. Rate, whichever is greater.

CALCULATION OF FEE

Previous Fee: 20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A, BL-27-A and BL-34-A, or 1-hr. minimum based on the Hourly Building Dept. Rate, whichever is greater.

Fee Effective 2021: 20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A, BL-27-A and BL-34-A, or 1-hr. minimum based on the Hourly Building Dept. Rate, whichever is greater.

each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER BL-37

SERVICE: Large Format Printing Costs

DESCRIPTION OF SERVICE: Cost to customer for large format printing services using the City's plotter.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: These fees are based on the actual costs for plotter supplies and amortized costs for the plotter and maintenance.

CALCULATION OF FEE

Large Format Printing Costs

Paper Type	Paper Weight	Roll or Paper Width	Cost Per Sheet
Bond or Bright White	20-24lb	36"	7.10 + 0.20 per foot
Coated Paper	26lb	24"	7.10 + 0.10 per foot
Coated Paper	26lb	36"	7.10 + 0.30 per foot
Super Heavyweight Coated	42lb	36"	7.10 + 0.90 per foot
Vellum	3.3 mil	36"	7.10 + 0.40 per foot
High Gloss Photo	9 mil	36"	7.10 + 1.90 per foot

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-40

CA Strong Motion Instrumentation and Seismic Mapping Fee (CSMIP)

Collected for The Department of Conservation - (95% goes to the Department of Conservation retained by the City for Seismic Safety Training) - See Public Resources Code Section 27C

CA Strong Motion Instrumentation and Seismic Mapping Fee (CSMIP) BL-40 See CA Public Resources Code Section 27C

100-00000-000-30108

Quake5

5%

203-00000-000-30107

Quake95

95%

Building Department

FEE COST WORKSHEET

NUMBER :

BL-41

Building Standards Administrative Special Revolving Fund

Building Standards Administrative Special Revolving Fund - Collected for the California Building Standards Commission - 90% of the fees collected goes to the California Building Standards Commission for the development, adoption, publication, updating, and educational efforts associated with green building standards; 10% of the fees collected is retained by the City for related administrative costs and for code enforcement education - See H&S Code 18931.6

CA Building Standards Administrative Special Revolving Fund BL-41 See CA Health & Safety Code Section 18931.6

100-00000-000-30108

BSC10

10%

203-00000-000-30107

BSC90

90%

Building Department

FEE COST WORKSHEET

NUMBER :

BL-42

Non Residential Affordable Housing Impact Fee

Assessed per City Council Resolutoion 12-2020

These fees are are automatically adjusted annually. See the Master Fee Index or contact the City of Sonoma Finance Department for current fees.

Police Fees

Police Department

FEE COST WORKSHEET

NUMBER : PD-02

SERVICE: Residential Parking Permit

DESCRIPTION OF SERVICE: To issue parking permits to residents who live in a designated residential three hour parking zone. Requires verification of resident status

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salary, benefits and Police Department overhead:	Administrative Aide	0.1	\$72.77	\$7.28
			Total Salary	\$7.28
Operating Expense		<u>Salary</u>	<u>Percent</u>	
		\$7.28	23.24%	\$1.69
City Overhead		\$7.28	23.09%	\$1.68
			Total	<u>\$10.65</u>
			Previous Fee (2017):	\$10.00
				<i>per permit</i>
			Fee Effective 2021:	\$10.00
			%Change:	0%

Police Department

FEE COST WORKSHEET

NUMBER : PD-03

SERVICE: Letter of Public Convenience or Necessity

DESCRIPTION OF SERVICE: Analysis of statistical information for Alcoholic Beverage Control License.
Prepare Letter of Public Convenience or Necessity.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salary, benefits and Police Department overhead:	Administrative Aide	0.5	\$72.77	\$36.39
	Police Chief	0.75	\$179.47	\$134.61
				Total Salary <u>\$170.99</u>
		Salary	Percent	
Operating Expense		\$170.99	23.24%	\$39.74
City Overhead		\$170.99	23.09%	\$39.48
			Total	<u><u>\$250.21</u></u>

Previous Fee (2017): \$223.00
per request

Fee Effective 2021: \$250.00

%Change: 12%

Police Department

FEE COST WORKSHEET

NUMBER : PD-04

SERVICE: Dog License

DESCRIPTION OF SERVICE: To issue a license for dogs that reside in the city limits. This includes review of appropriate paperwork and maintenance of database. State Ag code 30804.5 Ag code requires a 50% discount for altered dogs. A 50% discount for the first dog licensed to (and by) a senior citizen (62 and older) is proposed.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		Hours	Rate	
Salary, benefits and Police Department overhead:	CSO	0.4	\$64.89	\$25.96
				Total Salary <u>\$25.96</u>
Operating Expense		<u>Salary</u>	<u>Percent</u>	\$6.03
		\$25.96	23.24%	
City Overhead		\$25.96	23.09%	\$5.99
				Total <u><u>\$37.98</u></u>

Previous Fee (2017): Varies

Cost 2021 \$37.00

Dog Licenses (based on recommended fee for unaltered dog)

Altered	\$25.00	<i>per license</i>
Unaltered	\$50.00	<i>per license</i>
Late Penalty	\$15.00 Altered	<i>per license</i>
	\$30.00 Unaltered	<i>per license</i>
Duplicate/Transfer	\$5.00	<i>per license</i>
Senior Citizen (62 and older)*	\$10.00 Altered	<i>per license</i>
*applies to first license only	\$25.00 Unaltered	<i>per license</i>

Police Department

FEE COST WORKSHEET

NUMBER : PD-05

SERVICE: Kennel fee per day

DESCRIPTION OF SERVICE: Boarding of animals. This includes food, cleaning supplies, and exercise. This fee is charged for animals brought into PD and for animals picked up by Police Department Staff. This fee is charged after one day (PD-09 is charged for the first day).

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salary, benefits and Police Department overhead:	CSO	0.6	\$64.89	\$38.93
			Total Salary	\$38.93
Operating Expense		<u>Salary</u>	<u>Percent</u>	
		\$38.93	23.24%	\$9.05
City Overhead		\$38.93	23.09%	\$8.99
			Total	\$56.97
			Previous Fee (2017):	\$40.00
			Fee Effective 2021:	\$56.00 <i>per day</i>
			%Change:	40%

Police Department

FEE COST WORKSHEET

NUMBER : PD-06

SERVICE: Dog Show Permit

Description Of Service: Clerical time and expenses in issuing Dog Show Permit.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salary, benefits and Police Department overhead:	CSO	0.6	\$64.89	\$38.93
				<u>\$38.93</u>
Operating Expense		<u>Salary</u>	<u>Percent</u>	
		\$38.93	23.24%	\$9.05
City Overhead		\$38.93	23.09%	\$8.99
			Total	<u><u>\$56.97</u></u>
			Previous Fee (2017):	\$46.00
			Fee Effective 2021:	\$56.00
				<i>per permit</i>
			%Change:	22%

Police

FEE COST WORKSHEET

NUMBER : PD-07

SERVICE: Animal-Drawn Vehicle Permit**DESCRIPTION OF SERVICE:** To issue permits for animal-drawn vehicles. Includes time associated with permit paperwork, inspection, and issuance of Mandated City Resolution #25-2009**REFUND POLICY:** No refund available.**PROCESS OF COSTING SERVICE:** Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE			
	<u>Hours</u>	<u>Rate</u>	
Salary, benefits and Police Department overhead:	Traffic Officer	0.75 \$124.50	\$93.37
	Police Chief	0.25 \$179.47	\$44.87
		Total Salary	\$138.24
	<u>Salary</u>	<u>Percent</u>	
Operating Expense	\$138.24	23.24%	\$32.13
City Overhead	\$138.24	23.09%	\$31.92
		Total	\$202.29
		Previous Fee (2017):	\$174.00
		Fee Effective 2021:	\$202.00
			<i>per permit</i>
		%Change:	16%

Police Department

FEE COST WORKSHEET

NUMBER : PD-08

SERVICE: Owner surrender of animal

DESCRIPTION OF SERVICE: The fee is charged to pet owners who surrender their animals to the animal control officer if they can no longer care for them. Fee covers the associated paperwork, kenneling, and sheltering/adoption fees.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salary, benefits and overhead:	CSO	0.8	\$64.89	\$51.91
				Total Salary <u>\$51.91</u>
		<u>Salary</u>	<u>Percent</u>	
Operating Expense		\$51.91	23.24%	\$12.06
City Overhead		\$51.91	23.09%	\$11.99
				Total <u><u>\$75.96</u></u>

Previous Fee (2017): \$62.00

Fee Effective 2021: \$75.00
per animal surrendered

%Change: 21%

Police Department

FEE COST WORKSHEET

NUMBER : PD-09

SERVICE: Animal Impound Fee - Animal Brought by Public

DESCRIPTION OF SERVICE: This fee is charged for animals brought into PD by public. This fee is charged to the owner of the animal for the first day. After the first day, PD-05 (Kennel Fee) applies.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

SPECIAL NOTES: In addition to the fees specified, the owner will be responsible for any costs incurred by the City for contract service such as veterinary services plus Standard Administrative Overhead (CA-09) shall apply. This fee includes the first 24 hours in the kennel. After the first day, the daily kennel fee applies.

CALCULATION OF FEE

Salary, benefits and Police Department overhead:	CSO	0.33	\$64.89	\$21.41
			Total Salary	\$21.41
Operating Expense		<u>Salary</u>	<u>Percent</u>	
		\$21.41	23.24%	\$4.98
City Overhead		\$21.41	23.09%	\$4.94
			Total	\$31.33
			Previous Fee 2017:	\$25.00
			Fee Effective 2021:	\$31.00
			<i>per animal surrendered</i>	
			%Change:	24%

Police Department

FEE COST WORKSHEET

NUMBER : PD-10

SERVICE: Juvenile Diversion Fee

DESCRIPTION OF SERVICE: Fee is charged to participate in Youth and Family Services program. Per Resolution, this fee may be reduced/waived based upon ability to pay. Fees collected are shared with the Sheriff's Office since they pay for half the program.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee Established by City RESOLUTION NO. 35-2012

CALCULATION OF FEE					
		<u>Hours</u>	<u>Rate</u>		
Salary based on YFS contract cost	YFS Mgr	6.5	\$ 31.25		\$203.13
				Total Salary	\$203.13
		<u>Salary</u>	<u>Percent</u>		
Operating Expense		\$203.13	23.24%		\$47.21
City Overhead		\$203.13	23.09%		\$46.90
				Total Cost	\$297.23
				Previous Fee (2017):	\$150.00
				Fee Effective 2021:	\$297.23
					<i>per incident</i>
				%Change:	98%

* Salary based upon YFS contract cost.

* If juvenile provides proof that family is qualify for free school lunch, fee is reduced to \$50.

Police Department

FEE COST WORKSHEET

NUMBER : PD-11

SERVICE: Animal Impound Fee

DESCRIPTION OF SERVICE: This fee is charged for animals picked up (impounded such as for running at large) by Police Department Staff. This fee is charged for the first day. After the first day, PD-05 (Kennel Fee) applies.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

SPECIAL NOTES: In addition to the fees specified, the owner will be responsible for any costs incurred by the City for contract service such as veterinary services plus Standard Administrative Overhead (CA-09) shall apply. This fee includes the first 24 hours in the kennel. After the first day, the daily kennel fee applies.

CALCULATION OF FEE

Salary, benefits and Police Department overhead:	CSO	0.8	\$64.89	\$51.91
			Total Salary	\$51.91
Operating Expense			Salary	Percent
			\$51.91	23.24%
City Overhead			\$51.91	23.09%
			Total	\$75.96
			Previous Fee (2017):	\$60.00
			Fee Effective 2021:	\$75.96
			<i>per animal surrendered</i>	
			%Change:	27%

Planning Fees

Planning Division

FEE COST WORKSHEET

NUMBER : PL-01

SERVICE: Public Notice

DESCRIPTION OF SERVICE: Processing, administration and direct costs associated with preparing and posting public notices for planning applications.

REFUND POLICY: Full refund minus calculated staff costs based on time expended notice has not been issued. Non-refundable after notices have been issued.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$82.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$348.00
	<i>per hearing noticed</i>	
	Change:	324.39%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-02

SERVICE: Tentative Parcel Map**DESCRIPTION OF SERVICE:** Processing and administration of an application for a tentative parcel map (four lots or fewer).**REFUND POLICY:** No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to the first Planning Commission hearing on the item.**PROCESS OF COSTING SERVICE:** This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery SystemPrevious Fee (2019): **\$2,985.00****Fee Effective 2021: \$3,735.00**
per application +395 per lot

Change: 25%

***\$395.00 per lot fee is charged , in addition to the base fee of \$10,841**

Planning Division

FEE COST WORKSHEET

NUMBER : PL-03

SERVICE: Tentative Subdivision Map

DESCRIPTION OF SERVICE: Processing and administration of an application for a tentative subdivision map (5 or more lots).

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to the first Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2017):	\$10,481.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$10,481.00
	<i>per application + \$726 per lot</i>	
	Change:	0.00%

*\$726.00 per lot fee is charged , in addition to the base fee of \$10,841

* In addition to the base fee, engineering time will be billed on an hourly basis. A deposit is required (PW-15)

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-04

SERVICE: Music License

DESCRIPTION OF SERVICE: Processing and administration of an application for a Music License.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$448.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$1,229.00
		<i>per application</i>
	Change:	174.33%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-05

SERVICE: Temporary Use Permit

DESCRIPTION OF SERVICE: Processing and administration of an application for Temporary Use permit approval.
(Note: this is typically an administrative action.)

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$263.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$525.00
		<i>per permit</i>
	Change:	99.62%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-06

SERVICE: Minor Use Permit/Exception

DESCRIPTION OF SERVICE: Processing and administration of an application for Minor Use permit approval and Exceptions.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2017):	\$1,127.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$1,995.00
		<i>per permit</i>
	Change:	77.02%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-07

SERVICE: Major Use Permit**DESCRIPTION OF SERVICE:** Processing and administration of an application for a Major Use permit approval.**REFUND POLICY:** No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.**PROCESS OF COSTING SERVICE:** This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$10,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$10,634.00
		<i>per permit</i>
	Change:	6.34%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-08

SERVICE: Variance

DESCRIPTION OF SERVICE: Processing of an application for a Variance.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$2,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$2,279.00
		<i>per application</i>
	Change:	13.95%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-09

SERVICE: Planned Unit Development

DESCRIPTION OF SERVICE: Processing and administration of an application for Planned Unit Development approval.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$5,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$9,830.00
		<i>per application</i>
	Change:	96.60%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-10

SERVICE: Rezoning

DESCRIPTION OF SERVICE: Processing and administration of an application for a rezoning.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$981.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$981.00
		<i>per application</i>
	Change:	0.00%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-11

SERVICE: Rezoning/Annexation**DESCRIPTION OF SERVICE:** Processing and administration of an application for a Rezoning and related activities associated with the annexation of property.**REFUND POLICY:** No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.**PROCESS OF COSTING SERVICE:** This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$7,500.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$15,041.00
		<i>per application</i>
	Change:	100.55%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER :

PL-12

SERVICE: General Plan Amendment

DESCRIPTION OF SERVICE: Processing and administration of an application for a General Plan Amendment.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$10,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$16,581.00
		<i>per application</i>
	Change:	65.81%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER :

PL-13

SERVICE: Modification of an Approved Plan

DESCRIPTION OF SERVICE: Modification or revision to a development proposal that was previously approved by the Planning Commission or Design Review Commission.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$10,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$1,908.00
	<i>per request for modification or revision</i>	
	Change:	-80.92%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-14

SERVICE: Deferral Agreement

DESCRIPTION OF SERVICE: Processing and administration of an application for the deferral of public improvements.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019): \$429.00

Fee Effective 2021: \$857.00

per application
Change: 99.77%

***Plus engineering time, which will be billed on an hourly basis. Deposit required (PW-15).**

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-15

SERVICE: Environmental Review (Initial Study)

DESCRIPTION OF SERVICE: Preparation of an initial study in conformance with the requirements of CEQA.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$15,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$15,281.00
		<i>per Initial Study</i>
	Change:	1.87%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER :

PL-16

SERVICE: Environmental Review (Environmental Impact Report)

DESCRIPTION OF SERVICE: Preparation of an Environmental Impact Report, including consultant selection, administration and support.

REFUND POLICY: Not Refundable. Fees are charged as they occur.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$25,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$29,045.00
	Change:	13.93%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-17

SERVICE: Lot Line Adjustment/Lot Merger/Certificate of Compliance

DESCRIPTION OF SERVICE: Processing and administration of an application for a lot line adjustment, lot merger, or certificate of compliance.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019): **\$1,000.00**

Fee Effective 2021: \$1,253.00
per application

Change: 25.30%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-18

SERVICE: Appeal**DESCRIPTION OF SERVICE:** Processing and administration of an appeal.**REFUND POLICY:** No refund after application has been processed. Full refund minus calculated staff costs**PROCESS OF COSTING SERVICE:** This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Previous Fee (2017):		\$400.00
Per City of Sonoma Resolution 32-2021	Resident	Non-Resident
Major Permits Fee (Per appeal) Effective 07/17/21	\$1,000.00	\$2,500.00
Minor Permits Fee (Per Appeal) Effective 07/17/21	\$500.00	\$500.00

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-19

SERVICE: Sign Review (Administrative)

DESCRIPTION OF SERVICE: Processing of an application for administrative sign review.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to approval.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$109.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$218.00
		<i>per application</i>
	Change:	100.00%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-20

SERVICE: Sign Review (DRC)

DESCRIPTION OF SERVICE: Processing and administration of an application for sign review subject to the review of the Design Review Commission.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to approval.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2017):	\$102.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$371.00
		<i>per application</i>
	Change:	263.73%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-21

SERVICE: Design Review (Alteration)

DESCRIPTION OF SERVICE: Processing and administration of an application for design review involving the alteration of an existing building.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019): **\$186.00**

Fee Effective 2021: \$371.00

per application

Change: 99.46%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-22

SERVICE: Design Review (Minor)

DESCRIPTION OF SERVICE: Processing and administration of an application for design review of minor commercial development (involving additions or new construction of less than 5,000 square feet) or minor residential development (new development of 4 or fewer units).

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019): **\$301.00**

Fee Effective 2021: \$602.00
per application

Change: 100.00%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-23

SERVICE: Design Review (Major)

DESCRIPTION OF SERVICE: Processing and administration of an application for design review of major commercial development (involving additions or new construction of 5,000 square feet or more) or major residential development (new development of 5 or more units).

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$1,000.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$1,114.00
		<i>per application</i>
	Change:	11.40%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-24

SERVICE: Design Review (Landscaping Plan)

DESCRIPTION OF SERVICE: Processing and administration of an application for design review of a landscaping plan.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019):	\$278.00
Fee Effective 2021:	\$371.00
	<i>per application</i>
Change:	33.45%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-25

SERVICE: Design Review (Demolition or Relocation)

DESCRIPTION OF SERVICE: Processing and administration of an application for design review involving the demolition or relocation of an existing building.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services, and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019): **\$605.00**

Fee Effective 2021: \$807.00

per application

Change: 33.39%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-26

SERVICE: Home Occupation Permit

DESCRIPTION OF SERVICE: Processing and administration of an application for a home occupation permit.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to approval.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$77.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$77.00
		<i>per application</i>
	Change:	0.00%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-27

SERVICE: Building Plan Review

DESCRIPTION OF SERVICE: Review of building permit plans for compliance with zoning regulations and conditions of

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is charged on an hourly basis with a 15 minute minimum at the time of issuance of a building permit. Due to the varied nature and requirements of building permit plans, the fee is charged at an hourly rate based on actual time expended.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$162.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$162.00
		<i>per hour*</i>
	Change:	0.00%

***Charged in 15-minute increments**

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-28

SERVICE: Extension

DESCRIPTION OF SERVICE: Processing a request for an extension of an approved use permit or tentative map.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity and is a Deposit-Based Service (Time & Materials)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$500.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$549.00
		<i>per request</i>
	Change:	9.80%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-29

SERVICE: Sidewalk Seating/Outdoor Display Permit

DESCRIPTION OF SERVICE: Processing of an application for a sidewalk seating permit or an outdoor display permit.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to approval.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

	Previous Fee (2019):	\$186.00
	Previous Annual Renewal Fee (2019):	\$94.00
Per City of Sonoma Resolution 86-2018 Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$371.00
	Annual Renewal Fee Effective 2021:	\$187.00
		<i>per application</i>
	Change:	99.46%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-30

SERVICE: Interpretation

DESCRIPTION OF SERVICE: Processing and administration of an application for an interpretation (Planning Commission review).

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to any Planning Commission hearing on the item.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Fee (2019): **\$148.00**

Fee Effective 2021: \$148.00
per application

Change: 0.00%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-31

SERVICE: Research

DESCRIPTION OF SERVICE: Performing research.

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is charged on an hourly basis with a 15 minute minimum. This fee is based upon the hourly rate (after overhead and expenses) of the staff person performing the review.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018 Establishing a Planning Cost-Based Fee Recovery System	Previous Fee (2019): \$162.00
	Fee Effective 2021: \$162.00 <i>per hour*</i>
	Change: 0.00%

***Charged in 15-minute increments**

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-32

SERVICE: Inspection

DESCRIPTION OF SERVICE: Carrying out required field inspections to ensure compliance with zoning regulations

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is charged on an hourly basis with a 1 hour minimum at the time of issuance of a building permit. Due to the varied nature and requirements of building permit plans, this fee is based upon actual time and material costs.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018
Establishing a Planning Cost-Based Fee Recovery System

Previous Hourly Fee (2019): **\$162.00**

Hourly Fee Effective 2021: \$162.00
*per hour**

Change: 0.00%

***Charged in 15-minute increments**

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Planning Division

FEE COST WORKSHEET

NUMBER : PL-33

SERVICE: Zoning Permit

DESCRIPTION OF SERVICE: Processing of an application for a Zoning Permit.

REFUND POLICY: No refund after application has been processed. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to approval.

PROCESS OF COSTING SERVICE: This fee is based upon an average allocation of the costs of personnel, services and supplies associated with the activity.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee (2019):	\$77.00
Establishing a Planning Cost-Based Fee Recovery System	Fee Effective 2021:	\$77.00
		<i>per application</i>
	Change:	0.00%

Pursuant to City Council Resolution 86-2018, the Finance Director is authorized and directed to adjust the above fee not later than July 1 of each year based on the change, if any, in the Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland-San Jose Area published by the United States Department of Labor, Bureau of Labor Statistics for February of that year.

Public Works & Utilities Fees

Public Works

FEE COST WORKSHEET

NUMBER : PW-01

SERVICE: Parking Barricades - Placement & Retrieval

DESCRIPTION OF SERVICE: Staff time and expenses associated with placing "No Parking" signs and retrieving barricades for special events or construction activities.

REFUND POLICY: No refund after event has occurred. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to placement of barricades.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies. \$238 is base fee for staff time required for preparing vehicle, loading and delivery of barricades, retrieving barricades and making vehicle available for next assignment. \$20 per space is rental fee per space including barricade.

SPECIAL NOTES: This fee is based on two hours of staff time for barricade set up. If additional staff hours are required during normal business hours, those hours may be charged at the hourly rate specified in PW-14. If service is required after normal business hours (including additional hours), the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Maintenance Worker II	2.00	\$31.57	\$63.14
	Public Works Operations Manage	1.50	\$55.91	\$83.86
			Total Salary	\$147.00
Benefits:		Salary	Percent	
		\$147.00	45.18%	\$66.42
Operating Expenses:		\$147.00	23.24%	\$34.16
Overhead:		\$147.00	23.09%	\$33.94
			Total	\$281.53

Fee Effective 2017: \$246 + \$20 per space

Fee Effective 2021: \$281 + \$20 per space

Percent Change: 3.36%

Public Works

FEE COST WORKSHEET

NUMBER : PW-03

SERVICE: Public Works Inspection Fee

DESCRIPTION OF SERVICE: Staff time and expenses associated with conducting public works and site improvement inspections including associated document review, recordkeeping, and travel time.

REFUND POLICY: No Refund. Fee charged as occurs.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies for one hour of activity. Actual number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. 16% of the Total Salary is added to this fee for the purpose of recovering costs to maintain the City's Standard Plans.

Add BL-06 Imaging Fee as necessary to cover the cost of scanning file documents and maintaining micrographics equipment.

SPECIAL NOTES: If service is required after normal business hours, the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Administrative Assistant	0.25	\$31.67	\$7.92
Water Supervisor	1	\$41.93	\$41.93
		Total Salary	\$49.85
Benefits:	Salary	Percent	
	\$49.85	45.18%	\$22.52
Operating Expenses:	\$49.85	23.24%	\$11.59
Overhead:	\$49.85	23.09%	\$11.51
		Total	\$95.47
		Previous Fee 2017:	\$107.00
		Fee Effective 2021:	\$95.00 <i>per hour</i>
		% Change:	-11.21%

Public Works

FEE COST WORKSHEET

NUMBER : PW-04

SERVICE: City Engineer Map and Plan Checking Services

DESCRIPTION OF SERVICE: Actual time and expenses associated with checking subdivision maps, public improvement plans, and site review services by the City Engineer. Activities may include, but are not limited to, performing plan review and related services (e.g. corresponding with applicants, design meetings, preliminary site investigations, code research, etc.) for building or grading permit applications, subdivision improvements, parcel maps, and similar improvements.

REFUND POLICY: Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final approval.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies. The fee shall be charged at increments of 15 minutes or any portion thereof.

Add BL-06 Imaging Fee as necessary to cover the cost of scanning file documents and maintaining micrographics equipment.

SPECIAL NOTES: This fee may be charged at increments of 15 minutes or any portion thereof. In the event that this service is outsourced, the actual vendor costs shall be passed through to the applicant with additional charges as specified in Fee CA-09 (Standard Administrative Overhead).

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Public Works Director/Eng	1.00	\$74.50	\$74.50
	Administrative Assistant	0.25	\$31.67	\$7.92
			Total Salary	\$82.42
Benefits:		Salary	Percent	
		\$82.42	45.18%	\$37.24
Operating Expenses:		\$82.42	23.24%	\$19.15
Overhead:		\$82.42	23.09%	\$19.03
			Total	<u>\$157.85</u>
			Previous Fee 2017:	\$163.00
			Fee Effective 2021:	\$157.00
				<i>per hour</i>
			% Change:	-3.68%

Public Works

FEE COST WORKSHEET

NUMBER : PW-05

SERVICE: City Engineer Inspection Fee

DESCRIPTION OF SERVICE: Actual time and expenses associated with inspection of public works projects by the City Engineer.

REFUND POLICY: Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final inspection.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. The fee shall be charged at increments of 15 minutes or any portion thereof. In the event that City Engineer Inspection services are provided by an outside vendor, the actual vendor costs shall be passed through to the applicant with additional charges as specified in Fee CA-09 (Standard Administrative Overhead). Sixteen percent (16%) is added to this fee for the purpose of recovering costs to maintain the City's Standard Plans. This fee may be charged at increments of 15 minutes or any portion thereof.

Add BL-06 Imaging Fee as necessary to cover the cost of scanning file documents and maintaining micrographics equipment.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Public Works Director/Eng	1.00	\$74.50
			\$74.50
		Total Salary	\$74.50
	Salary	Percent	
Benefits:	\$74.50	45.18%	\$33.66
Operating Expenses:	\$74.50	23.24%	\$17.31
Overhead:	\$74.50	23.09%	\$17.20
		Total	\$142.68
		Previous Fee 2017:	\$147.00
		Fee Effective 2021:	\$142.00
			<i>per hour</i>
		% Change:	-3.40%

Public Works

FEE COST WORKSHEET

NUMBER : PW-06

SERVICE: Encroachment Permit Fee (Minor)

DESCRIPTION OF SERVICE: Staff time and expenses associated with issuing an encroachment permit for activities in the public right of way, including but not limited to, parking construction related vehicles, placing a debris box for an extended period of time, planting a tree, and other minor work not requiring City Engineer review.

REFUND POLICY This fee is non-refundable.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. \$15 per permit is allocated for the purpose of maintaining PW standard plans.

Add BL-06 Imaging Fee as necessary to cover the cost of scanning file documents and maintaining micrographics equipment.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Administrative Assistant	1.25	\$31.67	\$39.59
Public Works Operations Manager	1	\$55.91	\$55.91
			Total Salary <u>\$95.50</u>
	Salary	Percent	
Benefits:	\$95.50	45.18%	\$43.15
Operating Expenses:	\$95.50	23.24%	\$22.19
Overhead:	\$95.50	23.09%	\$22.05
			Total <u><u>\$182.89</u></u>
			Previous Fee 2017: \$170.00
			Fee Effective 2021: \$182.00 <i>per permit</i>
			% Change: 7.06%

Public Works

FEE COST WORKSHEET

NUMBER : PW-07

SERVICE: Encroachment Permit Fee (Major)

DESCRIPTION OF SERVICE: Staff time and expenses associated with processing an encroachment permit for activities in the public right of way such as the installation, repair or replacement of curb, gutter, sidewalk, or driveway approach; installation, repair or replacement of underground utilities; installation, repair or replacement of street paving; similar or other related construction activities.

REFUND POLICY: This fee is non-refundable.

PROCESS OF COSTING SERVICE: This fee is based on two hours of staff time. If additional staff hours are required during normal business hours, those hours may be charged at the hourly rate specified in PW-14. If service is required after normal business hours (including additional hours), the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate. Fee is based upon allocation of the costs of personnel, services and supplies.

\$30 per permit is added for the specific of maintaining PW standard plans.

Add BL-06 Imaging Fee as necessary to cover the cost of scanning file documents and maintaining micrographics equipment.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	1.25	\$31.67	\$39.59
	Public Works Supervisor	2.00	\$39.94	\$79.87
	Public Works Director/Engineer	1.00	\$74.50	\$74.50
			Total Salary	\$193.96
Benefits:	Salary		Percent	
	\$193.96		45.18%	\$87.64
Operating Expenses:	\$193.96		23.24%	\$45.08
Overhead:	\$193.96		23.09%	\$44.79
			Total	\$371.47
			Previous Fee 2017:	\$360.00
			Fee Effective 2021:	\$371.00
				<i>per permit</i>
			% Change:	3%

Public Works

FEE COST WORKSHEET

NUMBER : PW-08

SERVICE: Public Works Crew After Hour Service Charge / Sunday & Holiday Overtime

REFUND POLICY: No Refund.

DESCRIPTION OF SERVICE: Staff time and expenses associated with a customer-requested, after hours service call. Examples of a service call request may include turning on and off electrical service in the Plaza during special events. Fee to be charged for customer-caused problem.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	[Sunday & Holiday OT] Maintenance Worker II	1.00	\$63.14	\$63.14
Total Salary				\$71.06

	Salary	Percent	
Benefits:	\$71.06	45.18%	\$32.11
Operating Expenses:	\$71.06	23.24%	\$16.51
Overhead:	\$71.06	23.09%	\$16.41

Total **\$136.09**

Previous Fee*: \$390 for first 3 hours / \$68 per hour after 3 hours

Fee Effective 2021: **\$262.00**
for 3 hour minimum

Fee Effective 2021: **\$136.00**
per hour after 3 hour Minimum

Percent Change: 10.99%

Previous Fee Effective 2017: \$258.00
for 3 hour minimum

Previous Fee Effective 2017: \$136.00
per hour after 3 hour Minimum

Public Works

FEE COST WORKSHEET

NUMBER : PW-09

SERVICE: Public Works Crew After Hours Service Charge / Regular Overtime

REFUND POLICY: No Refund.

DESCRIPTION OF SERVICE: Staff time and expenses associated with a customer requested/after hours service call. Examples of a service call request may include turning on and off electrical service in the Plaza during special events or for issues caused by special events customers.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE			
		<u>Hours</u>	<u>Rate</u>
Salaries:	Administrative Assistant	0.25	\$31.67
	[3 hr. Mandatory OT per MOU] Maintenance Worker II	1.00	\$47.36
Total Salary			\$55.27

	Salary	Percent	
Benefits:	\$55.27	45.18%	\$24.97
Operating Expenses:	\$55.27	23.24%	\$12.85
Overhead:	\$55.27	23.09%	\$12.76

Total **\$105.86**

* error in prior year calculation

Previous Fee*: \$390 for first 3 hours / \$75 per hour after 3 hours

Fee Effective 2021: **\$200.00**
for 3 hour minimum

Fee Effective 2021: **\$105.00**
per hour after 3 hour Minimum

Percent Change: 12.77%

Fee Effective 2017: \$197.00
for 3 hour minimum

Fee Effective 2017: \$105.00
per hour after 3 hour Minimum

Public Works

FEE COST WORKSHEET

NUMBER : PW-11

SERVICE: Storm Water Plan Review and Inspection Fee

DESCRIPTION OF SERVICE: Hourly rate for staff time and expenses associated with reviewing plans for compliance with storm water runoff regulations, conducting inspections to verify compliance, and related activities.

REFUND POLICY: Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to final inspection.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. Actual number of hours will vary depending on the project. One hour minimum charge for field inspection service covered by this fee.

Add BL-06 Imaging Fee as necessary to cover the cost of scanning file documents and maintaining micrographics equipment.

SPECIAL NOTES: One hour minimum. Additional hours charged at hourly rate.

CALCULATION OF FEE			
		<u>Hours</u>	<u>Rate</u>
Salaries:	Administrative Assistant	0.50	\$31.67
	Environmental Compliance A:	1.00	\$41.00
			Total Salary
			\$56.83
		Salary	Percent
Benefits:		\$56.83	45.18%
Operating Expenses:		\$56.83	23.24%
Overhead:		\$56.83	23.09%
			Total
			\$108.84
		Previous Fee 2017:	\$101.00
		Fee Effective 2021:	\$108.00
			<i>per hour (one hour minimum)</i>
		% Change:	6.93%

Public Works

FEE COST WORKSHEET

NUMBER : PW-12

SERVICE: Public Works News Rack Initial Permit & Inspection Fee

DESCRIPTION OF SERVICE: Staff time and expenses associated with issuing News rack Permit including, but not limited to, Public Works conducting initial site inspections and associated document review, recordkeeping, and travel time.

REFUND POLICY: No Refund.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. Minimum one hour for up to 3 news racks. There is an additional fee for each additional rack received as part of the same permit application. 16% of the Total Salary is added to this fee for the purpose of recovering costs to maintain the City's Standard Plans.

SPECIAL NOTES: This also requires an Encroachment Permit.

CALCULATION OF FEE			
		Hours	Rate
Salaries:	Administrative Assistant	0.50	\$31.67
	Public Works Operations	1.00	\$55.91
Total Salary:			\$71.74

	Salary	Percent	
Benefits:	\$71.74	45.18%	\$32.42
Operating Expenses:	\$71.74	23.24%	\$16.67
Overhead:	\$71.74	23.09%	\$16.57

Total \$137.40

\$121 for first 3 news racks on same application.
\$20 for each news rack received as part of same

Previous Fee: permit application

Fee Effective 2021:* **\$137.00**
for first 3 news racks on same application. \$20 for each news rack received as part of same permit application

% Change: 0.83%

*Fee of \$120.00 is for up to 3 news racks per permit application. Additional fee of \$20.00 applies for each additional rack received as part of same permit application.

Public Works

FEE COST WORKSHEET

NUMBER PW-13

SERVICE: Public Works News rack Annual Fee

DESCRIPTION OF SERVICE: Staff time and expenses associated with managing News rack Permit including, but not limited to, Public Works conducting site inspections, follow up on insurance paperwork, and notifications to news rack owners of issues as well as associated document review, recordkeeping, and travel time.

REFUND POLICY: No Refund.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

SPECIAL NOTES: If a news rack owner is notified that it is out of compliance with the News rack Ordinance and fails to make corrections specified by the City, the News rack may be pulled by City Staff and the owner will be billed at the Public Works Hourly Rate (PW-14).

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	Public Works Supervisor	0.25	\$39.94	\$9.98
			Total Salary	\$17.90
Benefits:		Salary	Percent	\$8.09
		\$17.90	45.18%	
Operating Expenses:		\$17.90	23.24%	\$4.16
Overhead:		\$17.90	23.09%	\$4.13
			Total	<u>\$34.28</u>
			Fee Effective 2017:	\$35.00
			Fee Effective 2017:	\$34.00
			% Change:	-3%

Public Works

FEE COST WORKSHEET

NUMBER : PW-14

SERVICE: Public Works Crew Hourly Rate Normal Business Hours

DESCRIPTION OF SERVICE: Staff time and expenses associated for public works services that are not specified in another rate.

REFUND POLICY: No Refund. Fee charged as occurs.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services, and supplies for one hour of activity.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	Maintenance Worker II	1.00	\$31.57	\$31.57
			Total Salary	\$39.49
Benefits:		Salary	Percent	
		\$39.49	45.18%	\$17.84
Operating Expenses:		\$39.49	23.24%	\$9.18
Overhead:		\$39.49	23.09%	\$9.12
			Total	\$75.62
			Previous Fee 2017:	\$75.00
			Fee Effective 2021:	\$75.00
			% Change:	0%

Public Works

FEE COST WORKSHEET

PW-15

SERVICE: Deposit for Engineering Fees

DESCRIPTION OF SERVICE: This is a deposit paid by an applicant at the time an application is made for a building permit requiring engineering services. This deposit is to be applied towards the costs of processing the public works services such as Public Works Inspections, City Engineer Inspection, Map and Plan Checking Services.

REFUND POLICY: Once all costs and expenses are calculated for a project, any remaining balance will be refunded to the applicant.

PROCESS OF COSTING SERVICE: The deposit is not a fee but is to be applied towards the payment of fees owed to the City. The deposit amount approximates the costs of processing the permit application, public works, and engineering services. Since an exact amount for these services cannot be determined at the time of application, the deposit amount is an estimate of those fees.

CALCULATION OF DEPOSIT

Deposit is calculated by City Engineer or designee in advance of initiating engineering services. Deposit must be received before services are started. In the event that the deposit is depleted before the project is completed, applicant will need to replenish the deposit before work can be continued. All fees must be paid before final building permit sign off.

Public Works

FEE COST WORKSHEET

NUMBER : PW-16

SERVICE: Barricading

DESCRIPTION OF SERVICE: Utilizing City staff and equipment to set up barricades on City streets to accommodate events (e.g. events in or around the Plaza). This fee differs from PW-01, which is related to placement of parking barricades and rental or parking spaces. In some cases, both fees may apply.

REFUND POLICY: No refund after event has occurred. Full refund minus calculated staff costs based on time expended between time of application and issuance of refund if application is withdrawn prior to placement of barricades.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services, and supplies for 1 hour of activity.

SPECIAL NOTES: This fee is based on two hours of staff time for barricade set up. If additional staff hours are required during normal business hours, those hours may be charged at the hourly rate specified in PW-14. If service is required after normal business hours (including additional hours), the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge/ Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$31.67
	Public Works Supervisor	1.00	\$39.94
	Maintenance Worker II	2.00	\$31.57
		Total Salary:	\$118.91
Benefits:		Salary	Percent
		\$118.91	45.18%
Operating Expenses:		\$118.91	23.24%
Overhead:		\$118.91	23.09%
		Total	\$227.73
		Previous Fee 2017:	\$233.00
		Fee Effective 2021:	\$227.00
		% Change:	-3%

Public Works

FEE COST WORKSHEET

NUMBER : PW-17

SERVICE: Electric Vehicle Charging Stations

DESCRIPTION OF SERVICE: Hourly fee to maintain and operate each electric vehicle charging station (two stations total) owned by the City. These stations were originally installed utilizing federal grant funding through Sonoma County, which will not be available for continued maintenance and operation costs.

REFUND POLICY: No Refund.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of maintenance/operation activities and amortized capital replacement. Fee will be charged per hour of use with a two hour minimum charge.

SPECIAL NOTES: This hourly fee would cover expenses associated with the continued operation of the City-owned electric vehicle charging stations. The fee would also encourage users of the stations to move their electric vehicle when the charge session is complete, allowing for another user to access the station.

CALCULATION OF FEE

HOURLY RATE OF STAFF

		Hours	Rate	
Salaries:	Public Works Operations M	1.00	\$55.91	\$55.91
			Subtotal Salary:	\$55.91
		Salary	Percent	
Benefits:		\$55.91	45.18%	\$25.26
Operating Expenses:		\$55.91	23.24%	\$12.99
Overhead:		\$55.91	23.09%	\$12.91
Total:				\$107.07
Total Daily Cost of EACH Charging Station				\$12.55
Total Cost per Hour of Charging				\$2.26
			Total	\$2.26
			Previous Fee 2017:	\$2.00
			Fee Effective 2021:	\$2.00
			<i>per hour (two hour minimum)</i>	
			% Change:	0%

Utilities

FEE COST WORKSHEET

NUMBER : UT-01

SERVICE: Water Service Payment Reminder Notice

DESCRIPTION OF SERVICE: Staff time and expenses for the notification to a water customer of a past due water bill.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Accounting Technician	0.25	\$34.62
			\$8.65
			Total Salary
			\$8.65
	Salary	Percent	
Benefits:	\$8.65	45.18%	\$3.91
Operating Expenses:	\$8.65	23.24%	\$2.01
Overhead:	\$8.65	23.09%	\$2.00
Mailing and Printing Costs			\$8.00
			Total
			\$24.58
			Previous Fee 2017: \$23.00
			Fee Effective 2021: \$24.00
			<i>Per Notification</i>
			% Change: 4.35%

Utilities

FEE COST WORKSHEET

NUMBER : UT-02

***If Customer meets all conditions set forth in sections 3.6.1.1 through 3.6.1.3 of City's Water Shutoff Policy in compliance with SB 998
SERVICE: Water Service Turn On (Re establish service after turn off)

DESCRIPTION OF SERVICE: Staff time and expenses for turn on of water service when payment is received for delinquent accounts water disconnection due to delinquency

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE (TURN ON / RECONNECTION)

Compliant with SB 998 & Pursuant to the California Health and Safety Code section 116914(a)(1) the reconnection fee outside normal operation hours will be determined by the City's fee schedule (SMC 13.04.120), but shall be no more than fifty (50) dollars, with annual adjustments to reflect changes in the Consumer Price Index beginning January 1, 2021.

***If Customer meets all conditions set forth in sections 3.6.1.1 through 3.6.1.3 of City's Water Shutoff Policy in compliance with SB 998

Fee	\$50.00
1/1/2021 CPI	1.4%
Adjusted Fee	\$50.70
Fee Effective 2021:	\$50.70

FEE COST WORKSHEET

NUMBER : UT-02

All Other Customers*

SERVICE: Water Service Turn Off / Turn On (Delinquent Payment)

DESCRIPTION OF SERVICE: Staff time and expenses for (1) turn off of water service for delinquent accounts and (2) turn on of water service when payment is received.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$31.67	\$15.84
	Accounting Technician	0.50	\$34.62	\$17.31
	Senior Maintenance Worke	0.50	\$34.73	\$17.36
	Total Salary			\$50.51

Benefits:	Salary	Percent	
	\$50.51	45.18%	\$22.82
Operating Expenses:	\$50.51	23.24%	\$11.74
Overhead:	\$50.51	23.09%	\$11.66

Total \$96.73

Fee Effective 2017: \$87.00

Fee Effective 2021:* **\$96.00**
Per Turn Off / Turn On

% Change: 10.34%

* Fee Per Turn off and Per Turn On to re establish turned off service due to delinquency

Utilities

FEE COST WORKSHEET

NUMBER : UT-03

SERVICE: Meter Testing Fee

DESCRIPTION OF SERVICE: Staff time and expenses associated with testing a water meter at the request of a customer. The City will test a meter at no charge on one occasion. If a customer makes multiple requests and the meter is not found to be faulty, the City may charge the Meter Testing Fee.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

SPECIAL NOTES: In the event that meter testing services are provided by an outside vendor, the actual costs from the vendor plus the Billing Fee / Overhead Pass Through (CA-04) may apply.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
	Accounting Technician	0.25	\$8.65
	Maintenance Worker II	1.50	\$47.36
			Total Salary
			\$56.01
Benefits:	Salary	Percent	
	\$56.01	45.18%	\$25.31
Operating Expenses:	\$56.01	23.24%	\$13.02
Overhead:	\$56.01	23.09%	\$12.93
			Total
			\$107.27
			Previous Fee 2017: \$102.00
			Fee Effective 2021: \$107.00
			<i>Per Test</i>
			% Change: 4.90%

Utilities

FEE COST WORKSHEET

NUMBER : UT-04

SERVICE: Utility Crew After Hour Service Charge / Regular Overtime

DESCRIPTION OF SERVICE: Staff time and expenses associated with a customer requested, after hours service call. This fee may be charged in addition to, or substituted for, any fee that is based on an hourly rate if that service is requested after hours. Examples of a service call request include, but are not limited to, turning water service on/off or responding to water related problems found to be on the customer side of the meter.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

SPECIAL NOTES: Fee is based on three (3) hour minimum. After 3 hour minimum, hourly rate specified applies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	[3 hr. Mandatory OT per MOU] Maintenance Worker II	1.00	\$31.57	\$47.36

Total Salary \$55.27

	Salary	Percent	
Benefits:	\$55.27	45.18%	\$24.97
Operating Expenses:	\$55.27	23.24%	\$12.85
Overhead:	\$55.27	23.09%	\$12.76

Total \$105.86

3 Hour Minimum \$200.57
 \$130 per hour
 for 3 hour
 minimum.
 \$68 per hour
 after 3 hour

Previous Fee: minimum.

Fee Effective 2021: \$200.00
Per Hour for 3 Hour Minimum
\$105.00
per hour after 3 hour Minimum

% Change: 54%

Fee Effective 2017: \$192.00
for 3 Hour Minimum
 \$100.00
per hour after 3 hour Minimum

Utilities

FEE COST WORKSHEET

NUMBER : UT-05

SERVICE: Utility Crew After Hour Service Charge / Sunday & Holiday Overtime

DESCRIPTION OF SERVICE: Staff time (including travel time) and expenses associated with a customer requested, after hours service call that occurs on Sunday or City holiday. Examples of a service call request include, but are not limited to, turning water service on/off or responding to water related problems found to be on the customer side of the meter.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and, supplies.

SPECIAL NOTES: Fee is based on three (3) hour minimum. After 3 hour minimum, hourly rate specified applies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	[Sunday & Holiday OT @ double time] Maintenance Worker II	1.00	\$31.57	\$63.14

Total Salary \$71.06

	Salary	Percent	
Benefits:	\$71.06	45.18%	\$32.11
Operating Expenses:	\$71.06	23.24%	\$16.51
Overhead:	\$71.06	23.09%	\$16.41

Total \$136.09

3 hour minimum \$262.37
 \$130 for first 3
 hours; \$68 per
 hour after 3

Previous Fee: hour minimum

Fee Effective 2021: \$262.00
for 3 hour Minimum
\$136.00
per hour after 3 hour Minimum

% Change: -4%

Fee Effective 2017: \$252.00
for 3 hour Minimum
 \$129.00
per hour after 3 hour Minimum

Utilities

FEE COST WORKSHEET

NUMBER : UT-06

SERVICE: Non-Residential Fire Line Inspection & Bacteria Testing

DESCRIPTION OF SERVICE: Hourly rate for staff time and expenses (including travel time and test services) associated with conducting inspection and water testing of non-residential fire sprinkler lines connected to the public water system.

REFUND POLICY: 80% of this fee is refundable if no work is performed.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. Actual number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. 16% of the Total Salary is added to this fee for the purpose of recovering costs to maintain the City's Standard Plans.

SPECIAL NOTES: If re-inspection or re-testing is required due to failed inspections or testing, additional hourly fees are applicable at the Public Works Inspector hourly rates. If service is requested after hours, the customer may be charged the After Hours Service Charge in addition to this fee.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
	Administrative Assistant	0.50	\$31.67
	Water Supervisor	1.00	\$41.93
			Total Salary
			\$57.77
Benefits:	Salary	Percent	
	\$57.77	45.18%	\$26.10
Operating Expenses:	\$57.77	23.24%	\$13.43
Overhead:	\$57.77	23.09%	\$13.34
			Total
			\$110.63
			Previous Fee 2017:
			\$120.00
			Fee Effective 2021:
			\$110.00
			<i>Per hour</i>
			% Change:
			-8.33%

Utilities

FEE COST WORKSHEET

NUMBER : UT-08

SERVICE: Water Flow Test

DESCRIPTION OF SERVICE: Staff time associated with determining water line pressure and hydrant flows.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

SPECIAL NOTES: If service is required after normal business hours, the Public Works After Hours Service Charge / Overtime Fee or Public Works After Hours Service Charge / Sunday & Holiday Fee may be charged in addition to or substituted for any fee that is based on hourly rate.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$31.67	\$15.84
	Maintenance Worker II	4.00	\$31.57	\$126.28
				Total Salary <u>\$142.12</u>
		Salary	Percent	
Benefits:		\$142.12	45.18%	\$64.21
Operating Expenses:		\$142.12	23.24%	\$33.03
Overhead:		\$142.12	23.09%	\$32.81
Water Use	(12,000 gal @ 8.53/1000 [1/2021 water rates])			\$102.36
				Total <u><u>\$374.53</u></u>
				Previous Fee 2017: \$350.00
				Fee Effective 2021: \$374.00 <i>Per Test</i>
				% Change: 6.86%

Utilities

FEE COST WORKSHEET

NUMBER : UT-09

SERVICE: Water Flow Test - Administrative Only

DESCRIPTION OF SERVICE: Staff time to prepare invoice and statements from hydrant flow reports when an actual test is not performed.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$31.67	\$15.84
Total Salary				\$15.84

	Salary	Percent	
Benefits:	\$15.84	45.18%	\$7.16
Operating Expenses:	\$15.84	23.24%	\$3.68
Overhead:	\$15.84	23.09%	\$3.66

Total \$30.33

Previous Fee 2017: \$27.00

Fee Effective 2021: **\$30.00**
per request

% Change: 11.11%

Utilities

FEE COST WORKSHEET

NUMBER : UT-10

SERVICE: Back Flow Device Testing (Backflow Fee)

DESCRIPTION OF SERVICE: Staff time and expenses related to meeting the requirements of the Cross-Connection Control Program mandated by the State Water Resources Control Board formerly (CDPH) to monitor cross connections and backflow device testing. Tasks include: Sending out annual testing notices; maintaining and validating a list of approved testers; logging of test results; updating changes in ownership; respond to calls and inquiries about program; on-site activities such as checking meter ID's; locating backflow devices; identifying systems that are in place and not on existing list; maintaining memberships and certifications; and annual reporting.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies and converted into a monthly rate to include on monthly water bills.

SPECIAL NOTES: This fee is billed on the customer's monthly water bill. In the event that customer fails to perform required backflow test after the third notice, water service may be turned off. If that occurs, a Water Service Turn Off Fee (UT-02) will apply.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.10	\$31.67	\$3.17
	Water Supervisor	0.02	\$41.93	\$0.84

Total Salary \$4.01

	Salary	Percent	
Benefits:	\$4.01	45.18%	\$1.81
Operating Expenses:	\$4.01	23.24%	\$0.93
Overhead:	\$4.01	23.09%	\$0.92

Total \$7.67

Previous Fee 2017: \$7.00

Fee Effective 2021: \$7.00
per month per device

% Change: 0.00%

Utilities

FEE COST WORKSHEET

NUMBER : UT-11

SERVICE: Meter Cut Lock Fee

DESCRIPTION OF SERVICE: Staff time and expenses associated with replacing a water meter lock when it has been cut off.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Accounting Technician	0.25	\$34.62	\$8.65
	Maintenance Worker II	1.00	\$31.57	\$31.57
Total Salary				\$40.23
Lock Replacement:				\$8.00
		Salary	Percent	
Benefits:		\$40.23	45.18%	\$18.18
Operating Expenses:		\$40.23	23.24%	\$9.35
Overhead:		\$40.23	23.09%	\$9.29
Total				\$85.04
Previous Fee 2017:				\$81.00
Fee Effective 2021:				\$85.00
				<i>per Cut Lock</i>
% Change:				4.94%

Utilities

FEE COST WORKSHEET

NUMBER : UT-12

SERVICE: Second or Third Notice Annual Back Flow Device Testing

DESCRIPTION OF SERVICE: Water customers with Backflow Devices are required to test the device annually and submit information to the City. The City notifies the customers via a letter with information. If the customer does not respond, a second or third notice may be sent.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

SPECIAL NOTES: If a second or third notice is required, this fee is billed on the customer's monthly water bill. In the event that customer fails to perform required backflow test after the third notice, water service may be turned off. If that occurs, a Water Service Turn Off / Turn On Fee (UT-02) will apply.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	Accounting Technician	0.25	\$34.62	\$8.65
				Total Salary <u>\$16.57</u>
Benefits:		Salary	Percent	\$7.49
		\$16.57	45.18%	
Operating Expenses:		\$16.57	23.24%	\$3.85
Overhead:		\$16.57	23.09%	\$3.83
Supplies	Certified Mail and Printing			\$6.50
				Total <u><u>\$31.74</u></u>
				Previous Fee 2017: \$29.00
				Fee Effective 2021: \$31.00 <i>per Notice</i>
				% Change: 6.90%

Utilities

FEE COST WORKSHEET

NUMBER : UT-13

SERVICE: Water Deposit

DESCRIPTION OF SERVICE: A deposit of \$150 will be charged to all new accounts, residential or non-residential. Deposit shall be credited to customer account if no late fees or turn off for non-payment have been issued by the City for 24 months and no returned checks have been written on the account. A temporary turn on may be allowed but the deposit must be received within 7 days of turn on or water service may be turned off and the customer will be responsible for water turn off fee (UT-02).

REFUND POLICY: Deposit will be credited to customer's account when account is closed or when no late fees or turn off for non-payment have been issued by the City and no returned checks have been issued on the account.

PROCESS OF COSTING SERVICE: Deposit is based on average 2 month residential water billing.

CALCULATION OF FEE

Previous Fee 2017: \$150.00

BASED ON TWO-MONTH WATER BILL

Fee Effective 2021: \$150.00

*In SB 998 Compliant Water Shutoff Policy, so if this fee changes the policy must be changed and brought back to Council

Utilities

FEE COST WORKSHEET

NUMBER : UT-14

SERVICE: Water Service Turn Off / Turn On (Change in Account Holder)

DESCRIPTION OF SERVICE: Staff time and expenses for (1) turn off of water service for new account holder (such as new owner / tenant) and set up of account for new tenant.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	Accounting Technician	0.25	\$34.62	\$8.65
	Maintenance Worker II	0.25	\$31.57	\$7.89
Total Salary				\$24.47

	Salary	Percent	
Benefits:	\$24.47	45.18%	\$11.05
Operating Expenses:	\$24.47	23.24%	\$5.69
Overhead:	\$24.47	23.09%	\$5.65

Total \$46.85

Fee Effective 2017: \$21.00

Fee Effective 2021: \$23.00

Per Turn Off / Turn On

% Change: 9.52%

* Cost of activity is divided in half to be shared between account being closed and account being opened.

Utilities

FEE COST WORKSHEET

NUMBER : UT-15

SERVICE: Utility Crew Service Charge Normal Business Hours

DESCRIPTION OF SERVICE: Staff time and expenses associated for utility crew services that are not specified in another rate.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies.

SPECIAL NOTES:

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$31.67	\$7.92
	Maintenance Worker II	1.00	\$31.57	\$31.57
				Total Salary <u>\$39.49</u>
Benefits:		Salary	Percent	
		\$39.49	45.18%	\$17.84
Operating Expenses:		\$39.49	23.24%	\$9.18
Overhead:		\$39.49	23.09%	\$9.12
				Total <u><u>\$75.62</u></u>
				Previous Fee 2017: \$71.00
				Fee Effective 2021: \$75.00 <i>Per Hour</i>
				% Change: 6%

Utilities

FEE COST WORKSHEET

NUMBER : UT-16

SERVICE: Hydrant Meter Deposit

DESCRIPTION OF SERVICE: A hydrant meter deposit of \$3,000 will be charged in advance of providing hydrant meter to a Hydrant Meter User. Additional details can be found on the Hydrant Meter Application which must be signed before hydrant meter can be released.

REFUND POLICY: See Hydrant Meter Conditions

PROCESS OF COSTING SERVICE: Deposit is based on cost of replacement of hydrant meter, if not returned plus an estimate of usage.

CALCULATION OF FEE

Previous Deposit: \$3,000

Deposit Effective 2021: \$3,000.00

Supporting Resolutions

City of Sonoma

RESOLUTION # 12 - 2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA ESTABLISHING AFFORDABLE HOUSING FEES FOR NEW NONRESIDENTIAL DEVELOPMENT

WHEREAS, the City's General Plan requires that the City plan for adequate housing for all economic segments of its population; and

WHEREAS, the City commissioned Keyser Marston Associates (KMA) together with Karen Warner Associates (KWA) to study the impacts that nonresidential development in the City has on housing and the need for affordable housing. KMA and KWA analyzed said impacts and determined that there exists a nexus between nonresidential development and the need for additional housing in the City by virtue of the fact that nonresidential development such as retail, office and hotel uses create employment opportunities and the persons filling those employment positions require housing of various levels of affordability. The Studies (defined below) found that nonresidential development has a deleterious public impact on housing, in that by increasing employment, it also increases the demand for housing for the added employees, and that market-rate housing development will not provide housing affordable for the additional lower-earning employees; and

WHEREAS, in their February 2018 "Summary, Context Materials and Recommendations: Affordable Housing Nexus Studies" and materials referenced therein and updated by letter dated April 19, 2019 (collectively, "Studies"), KMA and KWA concluded that in order to create funds to assist in providing this housing, the City would be authorized to impose impact fees on nonresidential development; and

WHEREAS, in their Studies, KMA and KWA found "very high supportable fee levels. The high fee levels supported by [their analysis] are not unusual for high cost areas such as Sonoma. The nexus analysis establishes only the maximums for impact fees and will bear little relationship to the fee levels the City may ultimately select"; and

WHEREAS, in KMA's and KWA's opinion, "fee levels for cities should be selected based on a combination of the strength of the local real estate for the building types that will pay the fee, and local policy objectives"; and

WHEREAS, KMA and KWA concluded that in selecting the level of fees to be assessed the various types of nonresidential uses permitted in the City, the City could base its decisions on City objectives and policy choices, citing to some jurisdictions which "charge higher fees for retail space because it generates more affordable housing need than other land uses, while other jurisdictions charge lower fees for retail space to encourage retail development"; and

WHEREAS, KMA and KWA noted that the City's hotel market is "particularly robust . . . compared to retail and office development;" and

WHEREAS, the City Council desires to continue encouraging development of retail and office development especially since retail development provides the City's residents greater retail opportunities which will, in turn, tend to operate to reduce or stabilize prices charged to local consumers. As such, the housing impact fees established by this Resolution and charged for hotel development are higher than those charged for office and retail development; and

WHEREAS, KMA's and KWA's Studies found that on a per square foot basis, the maximum fee that is justified to be imposed on the following types of nonresidential development in the City of Sonoma is:

For office development:	\$184.00
For retail development:	\$282.10
For hotel development:	\$94.80; and

WHEREAS, the purpose of this Resolution is to implement the General Plan requirement referenced above and assist in the provision of housing for all segments of the City's population; and

WHEREAS, the Council is authorized to adopt this Resolution pursuant to Article XI, Section 7 of the California Constitution by imposing fees to fund the provision of affordable housing, the need for which is generated, as the Studies demonstrate, in part, by new nonresidential development.

NOW, THEREFORE, the City Council of the City of Sonoma does hereby resolve, find, determine and order as follows:

Section 1. The above Recitals are incorporated by this reference.

Section 2. Definitions.

- A. "Addition" means construction which adds gross square feet to an existing nonresidential building or structure subject to this Resolution.
- B. "Affordable housing fee" means the fees imposed under this Resolution.
- C. "Affordable housing fee program" means the program described in this Resolution of establishing, levying, collecting, and administering the affordable housing fee.
- D. "Building Official" means the officer or other designated authority charged with the administration and enforcement of this Resolution. The terms "Building Safety and Inspection," "administrative authority," and "City" are to be considered synonymous respectively with the terms "Building Official" and "Building Department" as they appear in this Resolution.
- E. "Building permit" means the permit issued or required for the new construction or improvement of any structure or additions.
- F. "City of Sonoma Housing Trust Fund" means that fund established pursuant to City Council Resolution #018-2019.
- G. "Finance Director" means the Finance Director of the City of Sonoma.
- H. "Gross square feet" means the floor area of the building or structure of the proposed nonresidential development as determined by the Building Official, with the exception that gross square feet does not include parking garages, carports, canopies that cover an area not designed for or used for human occupancy, trash enclosures, atriums and development for public uses on property owned by and/or serving federal, state, or local government, including hospitals, parks, schools, and utility district purposes; however, stairwells, elevator shafts, storage and similar spaces count.
- I. "Interior remodel" means construction of a tenant improvement or alteration which results in a change in the land use category of an existing building or structure, or portion thereof, to other than residential development, as determined by the Building Official or the Planning Director and is thereby subject to this Resolution.
- J. "Nonresidential development" means (1) a subdivision map, parcel map, entitlement or permit for interior remodeling of, the original or new construction of, grading of and (2) interior remodeling of, the original or new construction of, grading for or installation of construction of other than single-family detached homes, single-family attached homes, duplexes, townhomes, condominiums, apartments, manufactured homes, accessory dwelling units, junior accessory dwelling units and mobile homes.

Section 3. Impact Fee is Lawful and Supported by Studies. Based upon the Studies and the findings contained therein as well as the findings set forth above in the Recitals, it is appropriate and lawful for the Council to impose affordable housing fees on such nonresidential development to be used to assist in the provision of that housing.

Section 4. Calculation of affordable housing fees.

- A. For new nonresidential development, including additions, the affordable housing fee shall be calculated by multiplying the number of gross square feet comprised by a new or additional building or structure by the per square foot dollar amount set forth in Exhibit A attached hereto and incorporated by reference applicable to the type of nonresidential development which is proposed. For example, if the proposed nonresidential development consists of a hotel and restaurant uses, with the hotel comprising 1,000 gross square feet and the restaurant comprising 1,000 gross square feet, the affordable housing fee charged for the hotel would be \$15,000.00 (1,000 gross square feet x \$15) and the affordable housing fee charged for the restaurant would be \$4,000.00 (1,000 gross square feet x \$4).
- B. The following types of development shall not be subject to the nonresidential affordable housing fee:
1. Residential development; and
 2. Land uses specifically excluded from the definition of gross square feet.
- C. For the purpose of calculating the affordable housing fee for land use categories not described in Exhibit A and not expressly exempted by this Resolution, the Planning Director is hereby authorized to determine the land use category that corresponds most directly to the land use in question.

Section 5. Fee Schedule Adoption. By this Resolution, the City Council adopts, establishes and levies the affordable housing fees set forth in Exhibit A attached hereto and incorporated by this reference. The affordable housing fees as set forth in Exhibit A shall be charged and collected for the land use categories identified in Exhibit A.

Section 6. Administrative Policies. The Finance Division shall promulgate administrative policies to implement the affordable housing fee program, subject to the approval of the City Manager and consistent with this Resolution, including policies regarding the documentation and collection of the affordable housing fees.

Section 7. Annual Adjustment The Finance Director is authorized and directed to adjust the fees set forth in Exhibit A not later than July 1 of each year based on the percentage change, if any, in construction costs as measured by the Engineering News Record McGraw-Hill Construction Weekly Building Cost Index for San Francisco but in no case shall the fees be adjusted to an amount higher than the maximum fees per square foot of building area identified in the Studies.

Section 8. Payment of Affordable Housing Fees. The affordable housing fees imposed pursuant to this Resolution shall be paid by the property owner and/or developer to the City, in the amounts calculated in accordance herewith and Exhibit A. The fees which shall be paid shall be those in effect at the time of issuance of building permits and shall be paid upon (and payment shall be a condition precedent to) the issuance of building permits.

Section 9. Compliance with other laws. This Resolution is intended to establish a method for funding the cost of affordable housing, the need for which will be, in part, generated by the level and type of nonresidential development proposed and built in the City of Sonoma. The provisions of this Resolution shall not be construed to limit the power of the City Council to impose any other fees or exactions or to continue to impose existing fees or exactions on development within the City, but shall be in addition to any other requirements that the City Council is authorized to

impose, or has previously imposed, as a condition of approving plans, re-zonings or other entitlements within the City pursuant to State and local laws.

Section 10. Effective Date. This Resolution shall take effect immediately upon its adoption and the fees approved herein shall become effective sixty (60) days following the adoption of this Resolution.

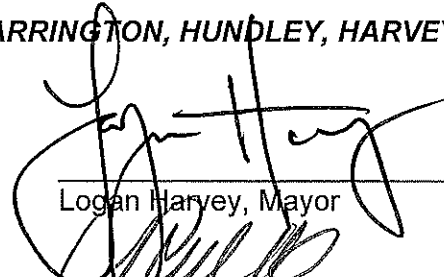
Section 11. CEQA Exemption. The City Council hereby finds and determines that the non-residential affordable housing fees outlined in Exhibit A are exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15378(B)(4) in that the fees are a government funding mechanism that does not involve any commitment to any specific project and because it can be seen with certainty that there is no possibility that the fees may have a significant effect on the environment, and that this Resolution contains no provisions modifying the physical design, development, or construction of residences or nonresidential structures pursuant to CEQA Guidelines Section 15061(b)(3).

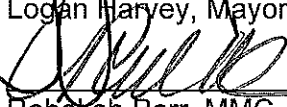
* * * * *

The foregoing Resolution was duly adopted this 2nd day of March 2020, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

AGRIMONTI, COOK, HARRINGTON, HUNDLEY, HARVEY



Logan Harvey, Mayor


Rebekah Barr, MMC, City Clerk

EXHIBIT A

CITY OF SONOMA NON-RESIDENTIAL IMPACT FEES

Non- Residential Impact Fee Per Square Foot of Building Area

<u>Building type:</u>	<u>Per square foot impact fee</u>
Office	\$4.00
Retail	\$4.00
Hotel	\$15.00

RESOLUTION # 32-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA REPEALING RESOLUTION NO. 22-2021, ESTABLISHING APPEAL FEES FOR LAND USE PLANNING APPLICATIONS AND PERMITS AND FINDING THAT ADOPTING THIS RESOLUTION IS NOT A "PROJECT" PURSUANT TO CEQA GUIDELINES SECTION 15378 (B)(4)

WHEREAS, the Planning and Community Services Department is the agency responsible for receiving and processing development project applications in the City of Sonoma; and

WHEREAS, the City has the authority to impose fees and charges for services rendered by the City under its police power granted pursuant to California Constitution Article XII, Section 7 and Cal. Government Code Section 66014; and

WHEREAS, pursuant to California Government Code Section 66014, fees and charges imposed by the City for applying for, processing and acting upon applications for zoning variances, zoning changes, Tentative Parcel Map, Tentative Subdivision Maps, Use Permits and other planning services may not exceed the estimated reasonable cost for providing said services; and

WHEREAS, fees based on the actual staff time required to process the appeals of development project decisions and the other incidental costs involved therewith (including posting of notices, publishing same, publishing ordinances, and legal services) are warranted and supported by the law and City staff and its consultants have analyzed the actual costs and legal expenses the City has incurred in processing appeals of various types of land use decisions in recent years and have determined that the actual costs incurred by the City is \$8,418.00 per appeal, depending upon the nature of the project involved in the appeal and decision being appealed; and

WHEREAS, the data (prepared by Matrix Consulting Group) supporting this analysis and the findings derived therefrom were made available to the public at least 10 days prior to the hearing on this Resolution and are attached hereto as Exhibit B and incorporated by this reference; and

WHEREAS, historically, the City has charged a flat \$400 to appeal a planning or development decision, but based on the study and analysis referenced above, the City desires to put into effect a revised fee schedule for appeals of land use decisions; and

WHEREAS, staff and the City Council Development Code Ad Hoc Committee recommend new appeal fees be adopted based on the type of project involved, with different fees for residents and non-residents; and

WHEREAS, on April 19, 2021 at a duly noticed public hearing the City Council reviewed the recommendations of said Ad Hoc Committee and intended to approve a Resolution (later assigned No. 22-2021) modifying the Ad Hoc Committee's recommendation and adopting the appeal fees set forth in Exhibit A attached hereto and incorporated by this reference. However, the resolution which City staff intended the Council to adopt was not included in the agenda packet nor posted on-line and, as such, in order to clarify the record vis a vis the adoption of said appeal fees, said Resolution No. 22-2021 is to be rescinded and replaced with the instant Resolution; and

WHEREAS, the fees recommended herein are consistent with other agencies providing similar services and will not adversely impact the ability of developers and builders to do business in the City of Sonoma or the ability of property owners to improve their properties; and

WHEREAS, based on the data and analysis developed and prepared in support of this Resolution, the City Council finds that the appeal fees established for the City processing and noticing appeals of land use decisions and approved by this Resolution are less than and, thus, do not exceed the estimated reasonable costs of providing those services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sonoma that the Planning and Community Services Department appeal fee schedule as set forth in **Exhibit A** and the fees specified therein are hereby adopted and approved; and

BE IT FURTHER RESOLVED that City Council Resolution No. 22-2021 is hereby rescinded; and

BE IT FURTHER RESOLVED that the City Council hereby finds and determines that the adoption of this Resolution approving new appeal fees for the City's provision of services associated with the processing of land use appeals is not a "Project" under the California Environmental Quality Act pursuant to Section 15378 (B)(4) of the CEQA Guidelines; and

BE IT FURTHER RESOLVED that the Council of the City of Sonoma finds and determines that the increase of existing appeal fees and the establishment of certain new fees as approved herein are for the purpose of establishing fees for services in an amount not in excess of the estimated reasonable costs of providing said services; and

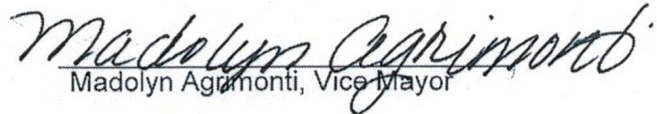
BE IT FURTHER RESOLVED that the Recitals are hereby found to be true and correct and are incorporated by this reference; and


BE IT FURTHER RESOLVED that the fees approved herein shall become effective sixty (60) days following the adoption of this Resolution.

* * * * *

The foregoing Resolution was duly adopted this 17th day May 2021, by the following roll call vote:

AYES: **AGRIMONTI, BARNETT, DING, HARRINGTON, HARVEY**
NOES:
ABSENT:
ABSTAIN:


Madolyn Agrimonti, Vice Mayor



Rebekah Barr, City Clerk

APPEAL FEES - EXHIBIT A

17-May-21

TYPE OF PROJECT	RESIDENT		NON - RESIDENT
MAJOR PERMITS	\$1,000.00		\$2,500.00
Tentative Subdivision Map Use Permit with MND or EIR Planned Unit Development Rezoning/Annexation General Plan/Rezoning CEQA Initial Study CEQA EIR Design Review requiring a Use Permit or other permits			
MINOR PERMITS	\$500.00		\$500.00
Tentative Parcel Map Use Permit (Categorical Exemption) Variance/Exception Modification of an approved plan Lot Line Adjustment Sign review Design review only (no other permits) Extensions All "fixed Fee" permits			

NOTE: "Resident" is defined as a person living within the Sonoma Valley Unified School District boundary.
 See map attached

