

CITY OF SONOMA



SCHEDULE OF FEES

Effective November 17, 2023

MASTER FEE SCHEDULE

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ADMINISTRATION FEES

Administration Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted Fee	Current Adopted Fee	Change (%)
Agenda Packet Subscription	CA-07	\$606.00	\$726.00	20%
Agendas Only Subscription	CA-08	\$242.00	\$290.00	20%
Appeal (Administrative)	CA-10	\$246.00	\$257.00	4%
Billing Fee	CA-04	\$64.00	\$54.00	-16%
Media Duplication	CA-05	\$95.00	\$114.00	20%
Municipal Code Supplement Service	CA-06	\$47.00	\$57.00	21%
Photocopy Fee	CA-00	\$0.00 first 10 copies, \$0.25 10+ copies	\$0.00 first 10 copies, \$0.25 10+ copies	0%
Photocopy Fee: Campaign Disc and Stmt of Econ Interest	CA-01	\$0.10	\$0.10	0%
Printing Large City Maps	CA-02	\$10.00	\$10.00	0%
Returned Checks	CA-03	\$16.00 + bank fees charged to the City	\$25.00	0%
Technology Fee	CA-13	New	Varies per type of permit	0%
Tobacco Retailers License	CA-12	\$259.00	\$275.00	6%

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	10.00	\$37.71	\$ 377.10
				Total Salary <u>\$377.10</u>
Benefits:		Salary	Percent	\$166.96
		\$377.10	44.28%	
Operating Expenses:		\$377.10	26.64%	\$100.45
Overhead:		\$377.10	21.62%	\$81.53
				Total <u><u>\$726.04</u></u>
				Previous Fee 2021: \$606.00
				Fee Effective 2023: \$726.00
				<i>per year</i>
				% Change: 20%

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. Round down to the nearest dollar.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Administrative Assistant	4.00	\$37.71	\$150.84
				Total Salary <u>\$150.84</u>
		Salary	Percent	
Benefits:		\$150.84	44.28%	\$66.78
Operating Expenses:		\$150.84	26.64%	\$40.18
Overhead:		\$150.84	21.62%	\$32.61
				Total <u><u>\$290.41</u></u>
				Previous Fee 2021: \$242.00
				Fee Effective 2023: \$290.00 <i>per year</i>
				% Change: 20%

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	City Clerk/Executive Assistant	0.50	\$59.39	\$29.69
	City Manager	1.00	\$103.80	\$103.80
			Total Salary	\$133.49
Benefits:		Salary	Percent	
		\$133.49	44.28%	\$59.11
Operating Expenses:		\$133.49	26.64%	\$35.56
Overhead:		\$133.49	21.62%	\$28.86
			Total	<u>\$257.02</u>
			Previous Fee 2021:	\$246.00
			Fee Effective 2023:	\$257.00
				<i>per appeal</i>
			% Change:	4%

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Accounting Technician	0.50	\$41.22	\$20.61
	Deputy Finance Director	0.10	\$75.17	\$7.52
			Total Salary	\$28.13
Benefits:		Salary	Percent	
		\$28.13	44.28%	\$12.45
Operating Expenses:		\$28.13	26.64%	\$7.49
Overhead:		\$28.13	21.62%	\$6.08
			Total	\$54.15
			Previous Fee 2021:	\$64.00
			Fee Effective 2023:	\$54.00
			<i>per invoice invoice</i>	
			% Change:	-16%

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. Plus actual cost of media * 15%.
Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	City Clerk/Executive Assistant	1.00	\$59.39	\$59.39
				Total Salary <u>\$59.39</u>
Benefits:			Salary	Percent
			\$59.39	44.28%
Operating Expenses:			\$59.39	26.64%
Overhead:			\$59.39	21.62%
				Total <u><u>\$114.34</u></u>

Previous Fee 2021: \$95.00

Fee Effective 2023: **\$114.00**
*per hour**

% Change: 20%

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. Plus actual cost of the printed supplement & postage.
Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	City Clerk/Executive Assistant	0.50	\$59.39
			\$29.69
			Total Salary
			\$29.69
	Salary	Percent	
Benefits:	\$29.69	44.28%	\$13.15
Operating Expenses:	\$29.69	26.64%	\$7.91
Overhead:	\$29.69	21.62%	\$6.42
			Total
			\$57.17
			Previous Fee 2021:
			\$47.00
			Fee Effective 2023:
			\$57.00
			<i>per supplement plus postage</i>
			% Change: 21%

Administration

FEE COST WORKSHEET

NUMBER : CA-00

SERVICE: Photocopy Fee

DESCRIPTION OF SERVICE: Unless a 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.

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

	Rate
1-10 Copies, no charge	\$0.00
10+ copies	\$0.25 per page

Previous Fee 2021 1-10 copies:	\$0.00
Previous Fee over 10 copies:	\$0.25 per page
Fee Effective 2023 1-10 copies:	\$0.00
Fee Effective 2023 over 10 copies:	\$0.25 per page
% Change:	0%

Administration

FEE COST WORKSHEET

NUMBER : CA-01

SERVICE: Photocopy Fee: Campaign Disclosure, Statement of Economic Interests

DESCRIPTION OF SERVICE: Fee for copying requested pages for campaign disclosures and Statement of Economic Interests.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is set by State Law.

CALCULATION OF FEE

	Rate
Fee per page copied	\$0.10

Previous Fee 2021: \$0.10

Fee Effective 2023: \$0.10

% Change: 0.00%

Administration

FEE COST WORKSHEET

NUMBER : CA-02

SERVICE: Printing Large City Maps

DESCRIPTION OF SERVICE: Printing Large City Map Copies of Land Use, Water System, Plaza, Storm Drain, etc.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: If copied in house \$10.00. If copies are outsourced, the fee is the vendor's invoice, plus staff's hourly time to process request.

CALCULATION OF FEE

	Rate
Fee per large map printed	\$10.00

Previous Fee 2021: \$10.00

Fee Effective 2023: \$10.00

% Change: 0.00%

Administration

FEE COST WORKSHEET

NUMBER : CA-03

SERVICE: Returned Checks

DESCRIPTION OF SERVICE: Staff time related to a customer's check not being honored by their bank.
This fee also includes bank fees that the City incurs from the City's bank.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Per CA Civil Code Division 3, Section 1719a, the returned check amount can not exceed \$25 for the first check and subsequent incidents cannot exceed \$35.
Round down to the nearest dollar

CALCULATION OF FEE

Per CA Civil Code Division 3, Section 1719a

First Incident: \$25.00
Second and Subsequent Incident: \$35.00

Previous Fee 2021: \$31.00

Fee Effective 2023- First Incident: \$25.00
Fee Effective 2023- Second and Subsequent Incident: \$35.00

% Change: -19.35%

Administration

FEE COST WORKSHEET

NUMBER : CA-13

100-00000-000-30205

SERVICE: Technology Fee

DESCRIPTION OF SERVICE: The Technology Fee is assessed to help recover the direct third party (OpenGov) vendor costs of developing, subscribing and maintaining the software required for electronic permitting and application records.

REFUND POLICY: No refund is available for this fee once an application is filed.

PROCESS OF COSTING SERVICE: The fee is based on the total annual subscription costs for OpenGov Citizen Services Software plus the initial development costs (amortized over 10 years) divided by the proportionate share of each record type based on the number of records issued and adjusted based on the ratio of total applications made and the complexity of the record type.
Round down to the nearest dollar

SPECIAL NOTES: Staff time is not factored in to this fee.

CALCULATION OF FEE

Based on Number of Records Processed Annually and Record Type Complexity

Record Type	Number of Permits or Applications made in 2021	Record Complexity Factor	Combined Proportionate # of Records /Complexity Factor	Proportionate Annual Technology Cost by Record Type	Technology Fee to be applied for each Record Type	Percent Increase from Prior Year
Building Permit	598	21.50%	0.1466021	\$29,001.18	\$48.00	New Fee
Depot Park Use Application	15	8.00%	0.0013683	\$270.68	\$18.00	New Fee
Encroachment Permit	167	14.00%	0.0266591	\$5,273.76	\$31.00	New Fee
Garage Sale Licenses	4	0.50%	0.0000228	\$4.51	\$1.00	New Fee
Home Occupation Permits	4	3.00%	0.0001368	\$27.07	\$6.00	New Fee
Housing Development Project Pre-Applications	2	3.00%	0.0000684	\$13.53	\$6.00	New Fee
Improvement Plan & Final Map Review	10	8.00%	0.0009122	\$180.45	\$18.00	New Fee
Plaza Use Application	14	9.00%	0.0014367	\$284.21	\$20.00	New Fee
Sidewalk Seating Permits	2	2.00%	0.0000456	\$9.02	\$4.00	New Fee
Sign Review Application	7	5.00%	0.0003991	\$78.95	\$11.00	New Fee
Uniform Planning Applications	51	18.00%	0.0104675	\$2,070.71	\$40.00	New Fee
Wine Tasting Use Permit	2	3.00%	0.0000684	\$13.53	\$6.00	New Fee
Wireless Telecommunications Permit	1	5.00%	0.0000570	\$11.28	\$11.00	New Fee

Total 877

Total OpenGov Development Cost (amortized over 10 years) \$7,119
 OpenGov Annual Subscription Cost: \$30,120
 Total OpenGov Annual Costs: \$37,239

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. Costs of Police Staff based on Sonoma County Fee Schedule. Round down to the nearest dollar.

CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
Salaries:	Administrative Services Director	0.00	\$88.71	\$0.00
	Accounting Technician	1.00	\$41.22	<u>\$41.22</u>
	City Salary			\$41.22
Benefits:		Salary	Percent	
		\$41.22	44.28%	<u>\$18.25</u>
		Total City Salary Costs		\$59.47
Contracted Salary Costs:		<u>Hours</u>	<u>Rate</u>	
	Police Deputy	16.00	\$ 125.18	\$2,002.88
	Administrative Assistant	4.00	\$ 72.77	\$291.08
				<u>Total Contracted Salary Costs</u> \$2,293.96
Total Salary Costs:				<u>\$2,353.43</u>
Patrol Car (2 days)	\$57.38 per day			\$114.76
Operating Expenses:		\$2,293.96	26.64%	\$611.04
Overhead:		\$2,293.96	21.62%	\$495.97

Total **\$3,575.21**

Divided by 16 licenses to be issued in City

Previous Fee 2021: \$259.00

Fee Effective 2023: **\$275.00**
per license

% Change: 6%

BUILDING FEES

Building Division Fee Summary Sheet

Fee Name/Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
Appeal Fee	BL-11	\$966.00	\$966.00	0%
Building department hourly rate	BL-99	\$100.00	\$100.00	0%
Building department overtime hourly rate	BL-99	\$150.00	\$150.00	0%
CA Building Standards Administrative Special Revolving Fund	BL-96	See CA Health & Safety Code Section 18931.6	See CA Health & Safety Code Section 18931.6	0%
CA Strong Motion Instrumentation and Seismic Mapping Fee (CSMIP)	BL-95	See CA Public Resources Code Section 2705	See CA Public Resources Code Section 2705	0%
Capital Improvement Fee - for each added bedroom	BL-91	\$68 for each added bedroom	\$68 for each added bedroom	0%
Capital Improvement Fee - for one-bedroom dwelling	BL-91	\$410 for one-bedroom dwelling	\$410 for one-bedroom dwelling	0%
Capital Improvement Fee - for three or more bedroom dwelling	BL-91	\$614 for three or more bedroom dwelling	\$614 for three or more bedroom dwelling	0%
Capital Improvement Fee - for two-bedroom dwelling	BL-91	\$478 for two-bedroom dwelling	\$478 for two-bedroom dwelling	0%
Capital Improvement Fee - per square foot for commercial & industrial buildings	BL-91	\$0.19 per square foot for commercial & industrial buildings	\$0.19 per square foot for commercial & industrial buildings	0%
Change of Use or Occupancy Review (Building Survey)	BL-15	\$686.00	\$686.00	0%
Conditional Authorization to Proceed with Work	BL-07	\$665.00	\$665.00	0%
Construction Permit Deposit	BL-01	Varies (Deposit - Not a Fee)	Varies (Deposit - Not a Fee)	0%
Contractor's Business License Tax on Permit	BL-90	\$1.00 per \$1,000 valuation	\$1.00 per \$1,000 valuation	0%
Development Impact Fee - Affordable Housing Impact Fee, Nonresidential	BL-97	Office - \$4 ; \$Retail - \$4 ; Hotel - \$15	Office - \$4 ; \$Retail - \$4 ; Hotel - \$15	0%
Development Impact Fee - Fire	BL-98	Single Family Housing - \$1.72 ; Multi-	Single Family Housing - \$1.72 ; Multi-	0%
Development Impact Fee - Newly Constructed Residential Units	BL-92	\$966.00	\$966.00	0%
Document Preparation and Recording Fee	BL-10	\$136.00	\$136.00	0%
Document Retention Fee - 8.5x11 and 8.5x14	BL-06	\$0.60	\$0.60	0%
Document Retention Fee - Other sizes	BL-06	\$2.40	\$2.40	0%
Hourly Services, Building Department - Miscellaneous, During City Hall Business Hours	BL-05	\$118.00	\$118.00	0%
Hourly Services, Building Department - Miscellaneous, Off-Hour	BL-08	\$278.00	\$278.00	0%
Inspection Fee - Accessibility	BL-29	20% of calculated Inspection Fees in Tables BL-21-A.	20% of calculated Inspection Fees in Tables BL-21-A.	0%
Inspection Fee - Awning	BL-40	\$88.00	\$88.00	0%
Inspection Fee - Building Demolition	BL-22	\$355.00	\$355.00	0%

Building Division Fee Summary Sheet

Fee Name/Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
Inspection Fee - Building Permit	BL-21	Per Building Table BL-21-A	Per Building Table BL-21-A	0%
Inspection Fee - Building Relocation	BL-23	\$710.00	\$710.00	0%
Inspection Fee - Electric Vehicle Charging Station (EVCS) Level 1 or 2	BL-52	\$88.00	\$88.00	0%
Inspection Fee - Electrical	BL-24	Per Electrical Table BL-24-A	Per Electrical Table BL-24-A	0%
Inspection Fee - Electrical Panel, Replace Existing (under 600A)	BL-53	\$118.00	\$118.00	0%
Inspection Fee - Energy	BL-28	20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A	20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A	0%
Inspection Fee - Energy Storage System (ESS) with capacity of 27 kWh or less	BL-51	\$177.00	\$177.00	0%
Inspection Fee - Fire Sprinkler System (Building Department)	BL-75	\$118.00	\$118.00	0%
Inspection Fee - Gas Fireplace Insert	BL-61	\$177.00	\$177.00	0%
Inspection Fee - Generator Standby - Dwelling Unit Residential	BL-55	\$236.00	\$236.00	0%
Inspection Fee - Grading Permit	BL-34	Per Grading Table BL-34-A	Per Grading Table BL-34-A	0%
Inspection Fee - Hood Fire Suppression System (Building)	BL-76	\$88.00	\$88.00	0%
Inspection Fee - HVAC Equipment Replacement (less than 400k)	BL-60	\$148 Base Fee for the first piece of	\$148 Base Fee for the first piece of	0%
Inspection Fee - Mechanical	BL-27	Per Mechanical Table BL-27-A	Per Mechanical Table BL-27-A	0%
Inspection Fee - Modular and Manufactured Housing	BL-32	25% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A.	25% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A.	0%
Inspection Fee - Plumbing	BL-25	Per Plumbing Table BL-25-A	Per Plumbing Table BL-25-A	0%
Inspection Fee - Re-Roofing, 1 and 2 Family	BL-30	\$177.00	\$177.00	0%
Inspection Fee - Re-Roofing, Nonresidential and Multifamily	BL-31	\$355.00	\$355.00	0%
Inspection Fee - Residential Bathroom Renovation (No removal or adding walls).	BL-42	\$473 Fee for the first bathroom renovation; \$236 Fee for each additional bathroom renovation performed under the same permit.	\$473 Fee for the first bathroom renovation; \$236 Fee for each additional bathroom renovation performed under the same permit.	0%

Building Division Fee Summary Sheet

Fee Name/Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
Inspection Fee - Residential Heat Pump Water Heater or Tankless Water Heater Conversion	BL-71	\$148.00	\$148.00	0%
Inspection Fee - Residential Kitchen Renovation (No removal or adding walls)	BL-43	\$473.00	\$473.00	0%
Inspection Fee - Residential Solar Photovoltaic (PV) with output of 10kW or less	BL-50	\$177.00	\$177.00	0%
Inspection Fee - Residential Water Heater Replacement	BL-70	\$118.00	\$118.00	0%
Inspection Fee - Residential Window and Door Replacement	BL-41	\$148.00	\$148.00	0%
Inspection Fee - Siding Repair or Replacement	BL-44	New Fixed Fee	\$177.00	0%
Inspection Fee - Signs (Up to 2 - Illuminated)	BL-38	\$148.00	\$148.00	0%
Inspection Fee - Signs (Up to 2 - Nonilluminated)	BL-39	\$88.00	\$88.00	0%
Inspection Fee - Single Inspection Permit	BL-20	\$148.00	\$148.00	0%
Inspection Fee - Swimming Pool, Private Residential	BL-36	\$710.00	\$710.00	0%
Inspection Fee - Swimming Pool, Public	BL-37	\$947.00	\$947.00	0%
Inspection Fee - Temporary Power Pole for Construction	BL-54	\$88.00	\$88.00	0%
Inspection Fee - Water Fixture Low-Flow Verification	BL-26	\$59.00	\$59.00	0%
Investigation Fee - Minimum (Compliance Response Within 30 Days)	BL-13	\$414.00	\$414.00	0%
Investigation Fee - Standard (More than 30 Day Compliance Response)	BL-14	\$959.00	\$959.00	0%
Outside Consultant Services Fee	BL-18	Actual Cost	Actual Cost	0%
Permit Application / Permit Extension Fee	BL-09	\$77.00	\$77.00	0%
Permit Processing Fee	BL-02	\$61.00	\$61.00	0%
Plan Check Fee	BL-04	\$118.00	\$118.00	0%
Plan Printing and Reproduction Fee	BL-17	Actual Cost plus \$47; \$23.5 minimum	Actual Cost plus \$47; \$23.5 minimum	0%
Refund Processing Fee	BL-12	\$78.00	\$78.00	0%
Technology Fee (See Fee CA-01)	BL-93	\$48.00	\$48.00	0%
Temporary Use/Occupancy Fee	BL-16	\$195.00	\$195.00	0%
Training and Certification Fee	BL-03	\$11.00	\$11.00	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-01

100-00000-000-22915

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. Round down to the nearest dollar.

CALCULATION OF DEPOSIT

If Estimated Project Cost is:	Deposit Rate is:	
Design Change for an existing Permit	\$59.00	Minimum
<\$100,000	\$100 Minimum OR \$10.00 for each \$1,000 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	
>=1,000,000	\$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

100-00000-000-30112

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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Building Admin Staff Rate	0.50	\$33.94	\$16.97
Average Inspection/Plan Check Rate	0.25	\$62.33	\$15.58
		Total Salary	\$32.55
	Salary	Percent	
Benefits:	\$32.55	44.28%	\$14.41
Operating Expenses:	\$32.55	24.08%	\$7.84
Overhead:	\$32.55	21.62%	\$7.04
		Total	\$61.84
		Previous 2023 Fee:	\$61.00
		Fee Effective 2023:	\$61.00
			<i>per permit</i>
		% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-03

100-00000-000-30119

SERVICE: Training and 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.]*
Round down to the nearest dollar.

CALCULATION OF FEE

Estimated Training Costs	\$6,950.00		
Estimated Permits	600		
Cost per Permit	\$11.58	Total Cost	\$11.58
		Previous 2023 Fee:	\$11.00
		Fee Effective 2023:	\$11.00
			<i>per permit</i>
		% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-04

100-00000-000-30112

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. Round down to the nearest dollar.

SPECIAL NOTES: This fee may be charged at increments of 15 minutes or any portion thereof. 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:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	1.00	\$62.33	\$62.33
			Total Salary <u>\$62.33</u>
	Salary	Percent	
Benefits:	\$62.33	44.28%	\$27.60
Operating Expenses:	\$62.33	24.08%	\$15.01
Overhead:	\$62.33	21.62%	\$13.48
			Total <u>\$118.40</u>
			Previous 2023 Fee: \$118.00 <i>per hour</i>
			Fee Effective 2023: \$118.00 <i>per hour</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-05

100-00000-000-30112

SERVICE: Hourly Services, Building Department - Miscellaneous, During City Hall Business Hours

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) • 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; (30 minute minimum).

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. Round down to the nearest dollar.

SPECIAL NOTES: In the event that this service is outsourced, the actual vendor costs shall be passed through to the applicant with the cost of any additional time spent by City staff added as overhead to the actual vendor cost in accordance with the hourly rate indicated below.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	1.00	\$62.33	\$62.33
		Average Salary	\$62.33
	Salary	Percent	
Benefits:	\$62.33	44.28%	\$27.60
Operating Expenses:	\$62.33	24.08%	\$15.01
Overhead:	\$62.33	21.62%	\$13.48
		Total	\$118.40
		Previous 2023 Fee:	\$118.00 <i>Per Hour</i>
		Fee Effective 2023:	\$118.00 <i>Per Hour</i>
		<i>per hour</i>	
		% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-06

100-00000-000-30105

SERVICE: Document Retention Fee - 8.5x11 and 8.5x14
Document Retention Fee - Other sizes

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. Round down to the nearest dollar. Round down to the nearest dollar.

CALCULATION OF FEE

Actual Cost for Imaging/Equipment for each 8.5x11 and 8.5x14 sheet	\$0.66
Actual Cost for Imaging/Equipment for each other sized sheet	\$2.41
Previous Fee for each 8.5x11 and 8.5x14 sheet:	\$0.60
Previous Fee for each other sized sheet:	\$2.40
Fee for each 8.5x11 and 8.5x14 sheet:	\$0.60
Fee for each other sized sheet:	\$2.40
% Change:	0%

8.5x11 and 8.5x14 Documents

Image Capture Approved Plan	\$0.08
Transportation	\$0.06
Project Management	\$0.09
Re-assemble	\$0.01
OCR	\$0.01
Indexing	\$0.02
City prep time	\$0.09 1 hr. of Development Services Sup /1000 sheets or portion thereof
City Quality Control	\$0.17 2 hr. of Development Services Sup /1000 sheets or portion thereof
City Project Management	\$0.09 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 image	\$0.66

Plan size Documents

Approved Building Plans	\$1.45
Index of Building Files, Org. Permits, App.	\$0.06
Double Key Verification	\$0.06
Document Preparation	\$0.50
Database Merge	\$0.01
Output to Media	\$0.01
Installation/setup	\$0.24
Creation of Master CD	\$0.05
Creation of Duplicate Backup Copy	\$0.03
Cost per image	\$2.41

Building Department

FEE COST WORKSHEET

NUMBER : BL-07

100-00000-000-30112

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 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. Round down to the nearest dollar.

CALCULATION OF FEE			
Salaries:		Hours	Rate
	Average Inspection/Plan Check Rate	5.00	\$62.33
	Average Administrative Staff Rate	1.00	\$38.65
			Total Salary
			\$350.29
Benefits:		Salary	Percent
		\$350.29	44.28%
Operating Expenses:		\$350.29	24.08%
Overhead:		\$350.29	21.62%
			Total
			\$665.45
			Previous 2023 Fee: \$665.00
			Fee Effective 2023: \$665.00
			<i>per authorization</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-08

100-00000-000-30112

SERVICE: Hourly Services, Building Department - Miscellaneous, Off-Hour

DESCRIPTION OF SERVICE: Time and expenses involved in: Scheduling and 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). Round down to the nearest dollar.

SPECIAL NOTES: This fee may be charged at increments of 15 minutes or any portion thereof, over one hour. 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

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	1.00	\$62.33	\$62.33
Development Services Supervisor	0.25	\$43.37	\$10.84
			Total Salary <u>\$73.17</u>
Benefits:	Salary	Percent	
	\$73.17	44.28%	\$32.40
Operating Expenses:	\$73.17	24.08%	\$17.62
Overhead:	\$73.17	21.62%	\$15.82
			Sub Total \$139.00
			<u>Double Time</u> \$139.00
			Total <u>\$278.00</u>
			Previous 2023 Fee: \$278.00
			Fee Effective 2023: \$278.00
			<i>per hour</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-09

100-00000-000-30112

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 work is not commenced within 12 months or if no regular inspections are made within any 180-day period after work has commenced 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. Round down to the nearest dollar.

CALCULATION OF FEE			
Salaries:		Hours	Rate
	Average Inspection/Plan Check Rate	0.50	\$62.33
	Average Administrative Staff Rate	0.25	\$38.65
			Total Salary
			\$40.83
		Salary	Percent
Benefits:		\$40.83	44.28%
			\$18.08
Operating Expenses:		\$40.83	24.08%
			\$9.83
Overhead:		\$40.83	21.62%
			\$8.83
			Total
			\$77.56
			Previous 2023 Fee:
			\$77.00
			Fee Effective 2023:
			\$77.00
			<i>per extension</i>
			% Change:
			0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-10

100-00000-000-30112

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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	1.00	\$62.33	\$62.33
Average Administrative Staff Rate	0.25	\$38.65	\$9.66
			Total Salary <u>\$71.99</u>
	Salary	Percent	
Benefits:	\$71.99	44.28%	\$31.87
Operating Expenses:	\$71.99	24.08%	\$17.33
Overhead:	\$71.99	21.62%	\$15.56
			Total <u>\$136.76</u>
			Previous 2023 Fee: \$136.00
			Fee Effective 2023: \$136.00
			<i>per hour</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-11

100-00000-000-30112

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 of Appeals 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 Appeal fee is paid.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

CALCULATION OF FEE			
Salaries:		Hours	Rate
	Development Services Director / Building Official	6.00	\$77.57
	Development Services Supervisor	1.00	\$43.37
			Total Salary
			\$508.77
Benefits:		Salary	Percent
		\$508.77	44.28%
Operating Expenses:		\$508.77	24.08%
Overhead:		\$508.77	21.62%
			Total
			\$966.51
			Previous 2023 Fee:
			\$966.00
			Fee Effective 2023:
			\$966.00
			<i>per appeal</i>
			% Change:
			0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-12

100-00000-000-30112

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. Round down to the nearest dollar.

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

Salaries:	<u>Hours</u>	<u>Rate</u>	
Development Services Supervisor	0.5	\$43.37	\$21.68
Development Services Director / Building Official	0.25	\$77.57	\$19.39
			Total Salary <u>\$41.08</u>
	Salary	Percent	
Benefits:	\$41.08	44.28%	\$18.19
Operating Expenses:	\$41.08	24.08%	\$9.89
Overhead:	\$41.08	21.62%	\$8.88
			Total <u>\$78.03</u>
			Previous 2023 Fee: \$78.00
			Fee Effective 2023: \$78.00
			<i>per refund</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-13

100-00000-000-30115

SERVICE: Investigation Fee - Minimum (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 3.5 hours, the Standard Investigation Fee (BL-14) shall apply. If work is performed after normal business hours, the fee shall be 200% of the fee normally assessed. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	3.50	\$62.33	\$218.14
			Total Salary <u>\$218.14</u>
	Salary	Percent	
Benefits:	\$218.14	44.28%	\$96.58
Operating Expenses:	\$218.14	24.08%	\$52.52
Overhead:	\$218.14	21.62%	\$47.16
			Total <u>\$414.41</u>
			Previous 2023 Fee: \$414.00
			Fee Effective 2023: \$414.00
			<i>each Investigation</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-14

100-00000-000-30115

SERVICE: Investigation Fee - Standard (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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	7.00	\$62.33	\$436.28
Building Official	0.75	\$77.57	\$58.17
Development Services Supervisor	0.25	\$43.37	\$10.84
			Total Salary <u>\$505.30</u>
Benefits:	Salary	Percent	
	\$505.30	44.28%	\$223.73
Operating Expenses:	\$505.30	24.08%	\$121.65
Overhead:	\$505.30	21.62%	\$109.25
			Total <u>\$959.93</u>
			Previous 2023 Fee: \$959.00
			Fee Effective 2023: \$959.00
			<i>each Investigation</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-15

100-00000-000-30112

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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	5.00	\$62.33	\$311.63
Building Official	0.50	\$77.57	\$38.78
Development Services Supervisor	0.25	\$43.37	\$10.84
			Total Salary <u>\$361.26</u>
	Salary	Percent	
Benefits:	\$361.26	44.28%	\$159.95
Operating Expenses:	\$361.26	24.08%	\$86.97
Overhead:	\$361.26	21.62%	\$78.11
			Total <u>\$686.29</u>

Previous 2023 Fee: \$686.00

Fee Effective 2023: **\$686.00**
each review

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-16

100-00000-000-30112

SERVICE: Temporary Use/Occupancy Fee

DESCRIPTION OF SERVICE: The cost to process and document Temporary Use and/or Occupancy Authorizations when requested by a permittee.

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies for one (1) hour of activity. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:			
	Hours	Rate	
Average Inspection/Plan Check Rate	1.50	\$62.33	\$93.49
Average Administrative Staff Rate	0.25	\$38.65	\$9.66
			Total Salary \$103.15
	Salary	Percent	
Benefits:	\$103.15	44.28%	\$45.67
Operating Expenses:	\$103.15	24.08%	\$24.83
Overhead:	\$103.15	21.62%	\$22.30
			Total \$195.96

Previous 2023 Fee: \$195.00

Fee Effective 2023: \$195.00

Per Permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-17

100-00000-000-30112

SERVICE: Plan Printing and Reproduction Fee

DESCRIPTION OF SERVICE: Cost to customer for printing copies of approved plans and documents

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: These fees are based on the actual costs incurred by the City for scanning, reproducing, printing, collating, binding, shipping, delivering and other associated costs associated with the reproduction of approved plans and other documentation for building permits. The cost of the service includes all costs paid or invoiced to the City by a third-party printing company, staff time for printing, collating and binding by City staff using City printers (for printing 11" x 17" documents or smaller), plus staff time to verify document accuracy, process and handle the documents for each print or scan job. For third-party printing, City staff time shall be calculated at minimum of 30 minutes. For printing by City staff (document sizes of 11" x 17" or smaller), the minimum staff time shall be calculated at 15 minutes. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Inspection/Plan Check Rate	0.25	\$62.33	\$15.58
Average Administrative Staff Rate	0.25	\$38.65	\$9.66
			Total Salary
			\$25.25
	Salary	Percent	
Benefits:	\$25.25	44.28%	\$11.18
Operating Expenses:	\$25.25	24.08%	\$6.08
Overhead:	\$25.25	21.62%	\$5.46
			Total
			\$47.96

	Previous 2023 Fee:	
	Actual Cost of Vendor's Invoice plus This Amount:	\$47.00
	<i>For each print or scan job</i>	
	City staff time for printing of 11" x 17" or smaller plans and documentation:	\$23.50
	<i>For each print or scan job</i>	
	Effective Fee 2023:	
	Actual Cost of Vendor's Invoice plus This Amount:	\$47.00
	<i>For each print or scan job</i>	
	City staff time for printing of 11" x 17" or smaller plans and documentation:	\$23.50
	<i>For each print or scan job</i>	
	% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-18

100-00000-000-30112

SERVICE: Outside Consultant Services Fee

DESCRIPTION OF SERVICE: Performance of plan checking, preliminary site review or other required Outside Consultant 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: No refund shall be allowed for this fee since the services provided for this fee will have already been provided.

PROCESS OF COSTING SERVICE: This fee shall be a "pass-through" of the actual hourly cost billed to the City by an outside consultant for performing plan review and/or related services such as counter assistance, corresponding with applicants, design meetings, preliminary site investigations, code research, inspections, and other activities related to a building permit application.

SPECIAL NOTES: Where multiple permits will be issued under a single plan review (i.e. master plan, P.U.Ds, etc.) the Outside Consultant Services 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

Previous 2023 Fee: **Actual Cost**

Fee Effective 2023: Actual Cost

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-20

100-00000-000-30115

SERVICE: Inspection Fee - Single Inspection Permit

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 determines 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	1.25	\$62.33	\$77.91
			Average Salary \$77.91
Benefits:	Salary	Percent	
	\$77.91	44.28%	\$34.49
Operating Expenses:	\$77.91	24.08%	\$18.76
Overhead:	\$77.91	21.62%	\$16.84
			Total \$148.00
			Previous 2023 Fee: \$148.00
			Fee Effective 2023: \$148.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-21

100-00000-000-30115

SERVICE: Inspection Fee - Building Permit

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. Round down to the nearest dollar.

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-A

100-00000-000-30115

Building - Table 21-A

Inspection Fee Schedule

Building Permit Inspection System Fees

Total Valuation	Fee
\$1 to \$500	- \$118.40
\$501 to \$2,000	- \$123.91 for the first \$500 plus \$5.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	- \$208.60 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	- \$388.33 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	- \$649.80 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	- \$949.71 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	- \$2,332.17 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	- \$3,291.21 for the first \$1,000,000 plus \$.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.

**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	\$396.55	\$383.20	\$374.18	\$359.99	\$338.67	\$328.20	\$349.00	\$314.05	\$304.05
A-1 Assembly, theaters, without stage	\$362.90	\$349.54	\$340.52	\$326.33	\$305.02	\$294.54	\$315.35	\$280.39	\$270.40
A-2 Assembly, nightclubs	\$319.10	\$309.63	\$300.83	\$290.62	\$272.55	\$264.78	\$280.19	\$247.74	\$239.72
A-2 Assembly, restaurants, bars, banquet halls	\$317.94	\$308.47	\$298.51	\$289.46	\$270.23	\$263.62	\$279.03	\$245.42	\$238.56
A-3 Assembly, churches	\$368.22	\$354.86	\$345.84	\$331.65	\$310.87	\$300.39	\$320.67	\$286.24	\$276.25
A-3 Assembly, general, community halls, libraries, museums	\$314.13	\$300.78	\$290.60	\$277.57	\$255.42	\$246.11	\$266.58	\$230.80	\$221.96
A-4 Assembly, arenas	\$361.74	\$348.38	\$338.20	\$325.17	\$302.70	\$293.38	\$314.19	\$278.07	\$269.24
B Business	\$308.13	\$296.84	\$285.88	\$273.81	\$249.41	\$239.62	\$263.07	\$220.11	\$210.17
E Educational	\$327.92	\$316.70	\$308.37	\$295.08	\$275.43	\$261.52	\$284.91	\$240.74	\$233.23
F-1 Factory and industrial, moderate hazard	\$187.58	\$178.89	\$167.85	\$162.33	\$144.67	\$137.47	\$155.12	\$119.95	\$112.32
F-2 Factory and industrial, low hazard	\$186.42	\$177.73	\$167.85	\$161.17	\$144.67	\$136.31	\$153.96	\$119.95	\$111.16
H-1 High Hazard, explosives	\$174.98	\$166.29	\$156.41	\$149.74	\$133.60	\$125.24	\$142.53	\$108.88	NP
H234 High Hazard	\$174.98	\$166.29	\$156.41	\$149.74	\$133.60	\$125.24	\$142.53	\$108.88	\$100.09
H-5 HPM	\$308.13	\$296.84	\$285.88	\$273.81	\$249.41	\$239.62	\$263.07	\$220.11	\$210.17
I-1 Institutional, supervised environment	\$312.17	\$301.46	\$292.49	\$280.68	\$258.12	\$250.99	\$281.04	\$231.40	\$224.45
I-2 Institutional, hospitals	\$513.16	\$501.87	\$490.91	\$478.84	\$453.11	NP	\$468.09	\$423.82	NP
I-2 Institutional, nursing homes	\$356.96	\$345.66	\$334.70	\$322.64	\$300.01	NP	\$311.89	\$270.72	NP
I-3 Institutional, restrained	\$349.71	\$338.42	\$327.46	\$315.39	\$293.08	NP	\$304.65	\$263.79	NP
I-4 Institutional, day care facilities	\$312.17	\$301.46	\$292.49	\$280.68	\$258.12	\$250.99	\$281.04	\$231.40	\$224.45
M Mercantile	\$238.05	\$228.59	\$218.62	\$209.58	\$191.20	\$184.59	\$199.14	\$166.39	\$159.53
R-1 Residential, hotels	\$315.46	\$304.75	\$295.78	\$283.97	\$261.03	\$253.90	\$284.33	\$234.31	\$227.36
R-2 Residential, multiple family	\$264.06	\$253.36	\$244.38	\$232.58	\$211.15	\$204.02	\$232.94	\$184.43	\$177.47
R-3 Residential, one- and two-family	\$245.92	\$239.26	\$233.09	\$227.35	\$220.72	\$212.73	\$223.49	\$204.77	\$192.65
R-4 Residential, care/assisted living facilities	\$312.17	\$301.46	\$292.49	\$280.68	\$258.12	\$250.99	\$281.04	\$231.40	\$224.45
S-1 Storage, moderate hazard	\$173.82	\$165.13	\$154.09	\$148.58	\$131.28	\$124.08	\$141.37	\$106.56	\$98.93
S-2 Storage, low hazard	\$172.66	\$163.97	\$154.09	\$147.42	\$131.28	\$122.92	\$140.21	\$106.56	\$97.77
U Utility, miscellaneous (<i>Private Garages & Accessory Bldgs.</i>)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$77.11

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	\$52.68
NEW - Decks	\$26.34
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

100-00000-000-30115

SERVICE: Inspection Fee - Building Demolition

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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Average Inspection/Plan Check Rate	Hours	Rate	Total Salary
		3.00	\$62.33	\$186.98
				Total Salary
				\$186.98
Benefits:		Salary	Percent	
		\$186.98	44.28%	\$82.79
Operating Expenses:		\$186.98	24.08%	\$45.02
Overhead:		\$186.98	21.62%	\$40.43
				Total
				\$355.21

'Previous 2023 Fee: \$355.00

Fee Effective 2023: \$355.00

per permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-23

100-00000-000-30115

SERVICE: Inspection Fee - Building Relocation

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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	<u>Hours</u>	<u>Rate</u>	
Average Inspection/Plan Check Rate	6.00	\$62.33	\$373.96
			Total Salary <u>\$373.96</u>
	Salary	Percent	
Benefits:	\$373.96	44.28%	\$165.57
Operating Expenses:	\$373.96	24.08%	\$90.03
Overhead:	\$373.96	21.62%	\$80.85
			Total <u>\$710.42</u>
			'Previous 2023 Fee: \$710.00
			Fee Effective 2023: \$710.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-24

100-00000-000-30115

SERVICE: Inspection Fee - Electrical

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.
Round down to the nearest dollar.

Previous 2023 Fee: Per Electrical Table BL-24-A

Fee Effective 2023: Per Electrical Table BL-24-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

BL-24 (continued)

100-00000-000-30115

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

Electrical Permit Unit Inspection Fees	Unit	Fee
Electrical Permit Issuance Fee (Minimum Charge)	each	\$49.25

Services & Sub-Panels

For each new electrical sub-panel	each	\$29.55
For temporary and permanent services 600 volts or under and 1000 amperes or under in rating	each	\$49.25
For services over 600 volts or over 1000 amperes in rating	each	\$78.80

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 mutli outlet assemblies, each 5 feet or fraction thereof may be considered as one outlet.</i>	each	\$0.99
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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	\$7.88
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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	\$15.76
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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:

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 .

Rating in horse power (HP), kilowatts (kW), kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR):

Up to and including 1	each	\$29.55
Over 1 and not over 10	each	\$39.40
Over 10 and not over 50	each	\$49.25
Over 50 and not over 100	each	\$68.95
Over 100	each	\$88.65

Building Department

FEE COST WORKSHEET

BL-24 (continued)

100-00000-000-30115

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	\$9.85
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	\$39.40
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	\$29.55
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	\$39.40
For mechanically driven rides, and walk-through attractions or displays having electric lighting and for an area of festoon or booth lighting		
	each	\$9.85
Photovoltaic Systems		
Roof Mount Systems (including rack system)		
For the first 0-15 Kilowatts (kW) for each system		
	each	\$118.20
For each kW of a system over 15 Kilowatts and less than or equal to 50 Kilowatts		
	each	\$15.76
For each kW of a system over 50 Kilowatts and less than or equal to 250 Kilowatts		
	each	\$9.85
For each kW of a system over 250 Kilowatts		
	each	\$5.91
Ground Mount Systems (including rack & support system)		
For the first 0-15 Kilowatts (kW) for each system		
	each	\$236.40
For each kW of a system over 15 Kilowatts and less than or equal to 50 Kilowatts		
	each	\$23.64
For each kW of a system over 50 Kilowatts and less than or equal to 250 Kilowatts		
	each	\$15.76
For each kW of a system over 250 Kilowatts		
	each	\$9.85
Electric Vehicle Charging Station		
	each	\$118.20

Building Department

FEE COST WORKSHEET

NUMBER : BL-25

100-00000-000-30115

SERVICE: Inspection Fee - Plumbing

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.
Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: Per Plumbing Table BL-25-A

Effective 2023 Fee: Per Plumbing Table BL-25-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

BL-25 (continued)

100-00000-000-30115

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

Plumbing Permit "Unit" Inspection Fees	Unit	Fee
Plumbing Permit Issuance Fee (Minimum Charge)	each	\$49.25

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	\$19.70
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	\$23.64
For each kitchen-type grease trap, including its vent.	each	\$19.70
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease traps.	each	\$23.64
For installation, alteration or repair water treatment equipment.	each	\$7.88
For alteration or repair of water piping for each fixture.	each	\$7.88
For repair or alteration of drainage or vent piping for each fixture	each	\$7.88

Water Heaters (Including Solar Thermal)

For each water heater including its vent.	each	\$23.64
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Gas Piping Systems

For each fuel gas piping system of five outlets or less.	each	\$9.85
For each additional fuel gas piping outlet over five outlets.	each	\$1.97
For each medical gas piping system of five outlets or less.	each	\$39.40
For each additional medical gas piping outlet over five outlets.	each	\$3.94

Lawn Sprinklers, Backflow Devices and Graywater Disposal Systems

For each lawn sprinkler system on any one meter including backflow protection devices therefore.	each	\$9.85
For each backflow protective device not otherwise included with the lawn sprinkler system fee.	each	\$9.85
For the installation of each alternative water source (nonpotable) Clothes Washer System	each	\$19.70
For the installation of each water source (nonpotable) Simple System. Includes inspection and initial testing of supply and cross-connection of the system.	each	\$88.65
For the installation of each water source (nonpotable) Complex System. Includes inspection and initial testing of supply and cross-connection of the system.	each	\$236.40

Rainwater Systems

For the installation of each rainwater drain within a building.	each	\$9.85
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	\$19.70

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	\$9.85
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Building Department

FEE COST WORKSHEET

NUMBER: BL-26
100-00000-000-30115

SERVICE: Inspection Fee - Water Fixture Low-Flow 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Average Inspection/Plan Check Rate	Hours	Rate	
		0.50	\$62.33	\$31.16
			Total Salary	\$31.16
Benefits:		Salary	Percent	
		\$31.16	44.28%	\$13.80
Operating Expenses:		\$31.16	24.08%	\$7.50
Overhead:		\$31.16	21.62%	\$6.74
			Total	\$59.20
			Previous 2023 Fee for Self Certification:	\$59.00
			Fee for Self Certification Effective 2023:	\$59.00
			<i>each applicable permit</i>	
			% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-27

100-00000-000-30115

SERVICE: Inspection Fee - Mechanical

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. Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: **Per Mechanical Table BL-27-A**

Fee Effective 2023: Per Mechanical Table BL-27-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

BL-27 (continued)

100-00000-000-30115

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

Mechanical Permit Unit Inspection Fees	Unit	Fee
Mechanical Permit Issuance Fee	each	\$49.25
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	\$68.95
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	\$29.55
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	\$35.46
For the installation or relocation of each floor furnace, suspended heater, recessed wall heater or floor-mounted unit heater, including vent.	each	\$19.70
Appliance Vents		
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	each	\$9.85
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	\$19.70
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	\$29.55
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	\$39.40
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	\$49.25
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	\$59.10
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	\$98.50

Building Department

FEE COST WORKSHEET

BL-27 (continued)

100-00000-000-30115

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	\$19.70
For each air-handling unit over 10,000 cfm	each	\$29.55
Evaporative Coolers		
For each evaporative cooler other than portable type.	each	\$15.76
Ventilation and Exhaust		
For each ventilation fan connected to a single duct.	each	\$15.76
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	each	\$23.64
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	each	\$29.55
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	\$15.76

Building Department

FEE COST WORKSHEET

NUMBER : BL-28

100-00000-000-30115

SERVICE: Inspection Fee - Energy

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. Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: 20% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A

Fee Effective 2023: 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

100-00000-000-30115

SERVICE: Inspection Fee - Accessibility

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. Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: 20% of calculated Inspection Fees in Tables BL-21-A.

Fee Effective 2023: 20% of calculated Inspection Fees in Tables BL-21-A.
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-30

100-00000-000-30115

SERVICE: Inspection Fee - Re-Roofing, 1 and 2 Family

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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:		<u>Hours</u>	<u>Rate</u>	
	Average Inspection/Plan Check Rate	1.50	\$ 62.33	\$93.49
				Total Salary
				\$93.49
Benefits:		Salary	Percent	
		\$93.49	44.28%	\$41.39
Operating Expenses:		\$93.49	24.08%	\$22.51
Overhead:		\$93.49	21.62%	\$20.21
				Total
				\$177.60
				Previous 2023 Fee: \$177.00
				Fee Effective 2023: \$177.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-31

100-00000-000-30115

SERVICE: Inspection Fee - Re-Roofing, Nonresidential and Multifamily

DESCRIPTION OF SERVICE: Time and expenses involved in verifying compliance with various laws governing the re-roofing of an existing nonresidential and multi-family residential buildings. 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. Round down to nearest dollar.

CALCULATION OF FEE

Salaries:		<u>Hours</u>	<u>Rate</u>	
	Average Inspection/Plan Check Rate	3.00	\$ 62.33	\$186.98
				Total Salary <u>\$186.98</u>
		Salary	Percent	
Benefits:		\$186.98	44.28%	\$82.79
Operating Expenses:		\$186.98	24.08%	\$45.02
Overhead:		\$186.98	21.62%	\$40.43
				Total <u>\$355.21</u>
				Previous 2023 Fee: \$355.00
				Fee Effective 2023: \$355.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-32

100-00000-000-30115

SERVICE: Inspection Fee - Modular and Manufactured Housing

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). Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: 25% of calculated Inspection Fees in Tables BL-21-A, BL-24-A, BL-25-A and BL-27-A.

Fee Effective 2023: 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

100-00000-000-30115

SERVICE: Inspection Fee - Grading Permit

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. Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: Per Grading Table BL-34-A

Fee Effective 2023: Per Grading Table BL-34-A
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

BL-34 (continued)

100-00000-000-30115

Grading Table BL-34-A Inspection Fee Schedule

Building Permit Inspection System Fees		
Cubic Yards	Fee	Inspection Allotment
50 cubic yards or less	- \$75.00	Covers up to 1 inspection.
51 to 100 cubic yards	- \$150.00	Covers up to 2 inspections.
101 to 1,000 cubic yards	- \$300.00	Covers up to 3 inspections.
1,001 to 10,000 cubic yards	- \$600.00	Covers up to 6 inspections.
10,001 to 100,000 cubic yards	- \$1,200.00	Covers up to 12 inspections.
100,001 to 200,000 cubic yards	- \$1,800.00	Covers up to 24 inspections.
200,001 cubic yards or more	- \$2,700.00	Covers up to 36 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-36

100-00000-000-30115

SERVICE: Inspection Fee - Swimming Pool, Private Residential

DESCRIPTION OF SERVICE: Estimated 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. Round down to the nearest dollar.

CALCULATION OF FEE			
Salaries:		<u>Hours</u>	<u>Rate</u>
	Average Inspection/Plan Check Rate	6.00	\$62.33
			\$373.96
			Total Salary
			\$373.96
		Salary	Percent
Benefits:		\$373.96	44.28%
			\$165.57
Operating Expenses:		\$373.96	24.08%
			\$90.03
Overhead:		\$373.96	21.62%
			\$80.85
			Total
			\$710.42
			Previous 2023 Fee:
			\$710.00
			Fee Effective 2023:
			\$710.00
			<i>per permit</i>
			% Change:
			0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-37

100-00000-000-30115

SERVICE: Inspection Fee - Swimming Pool, Public

DESCRIPTION OF SERVICE: Estimated time and expenses involved in inspecting compliance with various laws governing the construction of public swimming pools & site constructed spas. This fee includes required grading, building, plumbing, mechanical and electrical permit fees for public or common use swimming pools and site constructed spas. This service also covers costs associated with inspecting elements required to meet State swimming pool & spa barrier regulations. California swimming pool & spa 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. Round down to the nearest dollar.

CALCULATION OF FEE				
Salaries:		Hours	Rate	
	Average Inspection/Plan Check Rate	8.00	\$62.33	\$498.61
				Total Salary <u>\$498.61</u>
		Salary	Percent	
Benefits:		\$498.61	44.28%	\$220.76
Operating Expenses:		\$498.61	24.08%	\$120.04
Overhead:		\$498.61	21.62%	\$107.80
				Total <u>\$947.22</u>
				Previous 2023 Fee: \$947.00
				Fee Effective 2023: \$947.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-38

100-00000-000-30115

SERVICE: Inspection Fee - Signs (Up to 2 - Illuminated)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of up to two (2) Illuminated Signs that do not require a foundation. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-21-A, BL-24-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	1.25	\$62.33	\$77.91
			Total Salary <u>\$77.91</u>
	Salary	Percent	
Benefits:	\$77.91	44.28%	\$34.49
Operating Expenses:	\$77.91	24.08%	\$18.76
Overhead:	\$77.91	21.62%	\$16.84
			Total <u>\$148.00</u>
			Previous 2023 Fee: \$148.00
			Fee Effective 2023: \$148.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-39

100-00000-000-30115

SERVICE: Inspection Fee - Signs (Up to 2 - Nonilluminated)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of up to two (2) Nonilluminated Signs that do not require a foundation. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the use the Unit Fee Schedule (BL-21-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	0.75	\$62.33	\$46.74
			Total Salary \$46.74
	Salary	Percent	
Benefits:	\$46.74	44.28%	\$20.70
Operating Expenses:	\$46.74	24.08%	\$11.25
Overhead:	\$46.74	21.62%	\$10.11
			Total \$88.80
			Previous 2023 Fee: \$88.00
			Fee Effective 2023: \$88.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-40

100-00000-000-30115

SERVICE: Inspection Fee - Awning

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of an awning. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Building Fee Schedule (BL-21-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Inspection/Plan Check Rate	0.75	\$62.33	\$46.74
			Total Salary <u>\$46.74</u>
	Salary	Percent	
Benefits:	\$46.74	44.28%	\$20.70
Operating Expenses:	\$46.74	24.08%	\$11.25
Overhead:	\$46.74	21.62%	\$10.11
			Total <u>\$88.80</u>
			Previous 2023 Fee: \$88.00
			Fee Effective 2023: \$88.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-41

100-00000-000-30115

SERVICE: Inspection Fee - Residential Window and Door Replacement

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of Residential Window Replacements for each dwelling unit. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Building Fee Schedule (BL-21-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Average Inspection/Plan Check Rate	Hours	Rate	
		1.25	\$62.33	\$77.91
				Total Salary <u>\$77.91</u>
Benefits:		Salary	Percent	
		\$77.91	44.28%	\$34.49
Operating Expenses:		\$77.91	24.08%	\$18.76
Overhead:		\$77.91	21.62%	\$16.84
				Total <u>\$148.00</u>
				Previous 2023 Fee: \$148.00
				Fee Effective 2023: \$148.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-42
100-00000-000-30115

SERVICE: Inspection Fee - Residential Bathroom Renovation (No removal or adding walls).

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of a Residential Bathroom Renovation that does include the removal or addition of wall framing. The fee includes any necessary finishes, plumbing, electrical and mechanical work for the bathroom renovation. If more than one bathroom is renovated under the same permit, the fee for each additional bathroom renovation shall be 50% of the base fee indicated below. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-21-A, BL-24-A, BL-25-A and BL -27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE			
Salaries:		<u>Hours</u>	<u>Rate</u>
	Average Inspection/Plan Check Rate	4.00	\$62.33
			\$249.31
			Total Salary
			\$249.31
		Salary	Percent
Benefits:		\$249.31	44.28%
			\$110.38
Operating Expenses:		\$249.31	24.08%
			\$60.02
Overhead:		\$249.31	21.62%
			\$53.90
			Total
			\$473.61

Previous 2023 Fee:
Fee (first bathroom renovation): \$473.00
Fee for the first bathroom renovation;

Fee for Each Additional Bathroom Renovation: \$236.00
Fee for each additional bathroom renovation performed under the same permit.
per permit

	Fee Effective 2023:
	Fee Effective 2023 (first bathroom renovation): \$473.00
	<i>Fee for the first bathroom renovation;</i>
	Fee for Each Additional Bathroom Renovation: \$236.00
	<i>Fee for each additional bathroom renovation performed under the same permit.</i>
	<i>per permit</i>

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-43

100-00000-000-30115

SERVICE: Inspection Fee - Residential Kitchen Renovation (No removal or adding walls)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of a Residential Kitchen Renovation that does include the removal or addition of wall framing. The fee includes any necessary finishes, plumbing, electrical and mechanical work for the kitchen renovation. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-21-A, BL-24-A, BL-25-A and BL -27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:		<u>Hours</u>	<u>Rate</u>		
	Average Inspection/Plan Check Rate	4.00	\$62.33		\$249.31
				Total Salary	\$249.31
Benefits:		Salary	Percent		
		\$249.31	44.28%		\$110.38
Operating Expenses:		\$249.31	24.08%		\$60.02
Overhead:		\$249.31	21.62%		\$53.90
				Total	<u>\$473.61</u>
				Previous 2023 Fee:	\$473.00
				Fee Effective 2023:	\$473.00
				% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-44

100-00000-000-30115

SERVICE: Inspection Fee - Siding Repair or Replacement

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of exterior siding repairs or replacement of exterior siding on an existing building. The fee includes the inspection of any necessary wall bracing, nailing, vapor barrier and final exterior materials and finishes. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-21-A, BL-24-A, BL-25-A and BL -27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	1.50	\$62.33	\$93.49
			Total Salary \$93.49
	Salary	Percent	
Benefits:	\$93.49	44.28%	\$41.39
Operating Expenses:	\$93.49	24.08%	\$22.51
Overhead:	\$93.49	21.62%	\$20.21
			Total \$177.60

Previous Fee : New Fee

Fee Effective 2023: \$177.00

% Change: New Fee

Building Department

FEE COST WORKSHEET

NUMBER : BL-50

100-00000-000-30115

SERVICE: Inspection Fee - Residential Solar Photovoltaic (PV) with output of 10kW or less

DESCRIPTION OF SERVICE: Estimated time and expenses involved in inspecting compliance with various laws governing installation and inspection of a Residential Rooftop Solar Photovoltaic (PV) with an output of 10kW or less. The fee is due and payable at time of permit issuance. If the system is more than 10kW, or if the Solar PV is combined with other work that is not assessed a Limited Scope fixed fee, use the Electrical Permit Unit Fee Schedule (BL-24-A). This fee covers up to one reinspection per inspection made.

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:		<u>Hours</u>	<u>Rate</u>	
	Average Inspection/Plan Check Rate	1.50	\$62.33	\$93.49
				Total Salary
				\$93.49
Benefits:		Salary	Percent	
		\$93.49	44.28%	\$41.39
Operating Expenses:		\$93.49	24.08%	\$22.51
Overhead:		\$93.49	21.62%	\$20.21
				Total
				\$177.60
				Previous 2023 Fee: \$177.00
				Fee Effective 2023: \$177.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-51

100-00000-000-30115

SERVICE: Inspection Fee - Energy Storage System (ESS) with capacity of 27 kWh or less

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of an Energy Storage System (ESS) with a capacity of 27 kWh or less. The fee is due and payable at time of permit issuance. If the system is more than 27kWh, or if the ESS is combined with other work that is not assessed a Limited Scope fixed fee, use the Electrical Permit Unit Fee Schedule (BL-24-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Inspection/Plan Check Rate	1.50	\$62.33	\$93.49
			Total Salary <u>\$93.49</u>
	Salary	Percent	
Benefits:	\$93.49	44.28%	\$41.39
Operating Expenses:	\$93.49	24.08%	\$22.51
Overhead:	\$93.49	21.62%	\$20.21
			Total <u>\$177.60</u>
			Previous 2023 Fee: \$177.00
			Fee Effective 2023: \$177.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-52

100-00000-000-30115

SERVICE: Inspection Fee - Electric Vehicle Charging Station (EVCS) Level 1 or 2

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of one Electric Vehicle Charging Station (EVCS) Level 1 or 2. The fee is due and payable at time of permit issuance. If the system has more than 1 EVCS or if the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Electrical Permit Unit Fee Schedule (BL-24 A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Average Inspection/Plan Check Rate	Hours	Rate	
		0.75	\$62.33	\$46.74
				Total Salary <u>\$46.74</u>
		Salary	Percent	
Benefits:		\$46.74	44.28%	\$20.70
Operating Expenses:		\$46.74	24.08%	\$11.25
Overhead:		\$46.74	21.62%	\$10.11
				Total <u>\$88.80</u>
				Previous 2023 Fee: \$88.00
				Fee Effective 2023: \$88.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-53

100-00000-000-30115

SERVICE: Inspection Fee - Electrical Panel, Replace Existing (under 600A)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of the replacement of an Existing Electrical Service Panel a with a capacity of 600 amperes or less. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Electrical Permit Unit Fee Schedule (BL-24-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Average Inspection/Plan Check Rate	Hours	Rate	
		1.00	\$62.33	\$62.33
				Total Salary
				\$62.33
		Salary	Percent	
Benefits:		\$62.33	44.28%	\$27.60
Operating Expenses:		\$62.33	24.08%	\$15.01
Overhead:		\$62.33	21.62%	\$13.48
				Total
				\$118.40
				Previous 2023 Fee: \$118.00
				Fee Effective 2023: \$118.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-54

100-00000-000-30115

SERVICE: Inspection Fee - Temporary Power Pole for Construction

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of a Temporary Power Pole for Construction. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Electrical Permit Unit Fee Schedule (BL-24-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Inspection/Plan Check Rate	0.75	\$62.33	\$46.74
			Total Salary
			\$46.74
Benefits:	Salary	Percent	
	\$46.74	44.28%	\$20.70
Operating Expenses:			
	\$46.74	24.08%	\$11.25
Overhead:			
	\$46.74	21.62%	\$10.11
			Total
			\$88.80
			Previous 2023 Fee:
			\$88.00
			Fee Effective 2023:
			\$88.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-55

100-00000-000-30115

SERVICE: Inspection Fee - Generator Standby - Dwelling Unit Residential (30kW or less)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of a Standby Generator capacity of 30 kW or less serving a dwelling unit or similar light use. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the use the Unit Fee Schedules (BL-25-A, BL-26-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	2.00	\$62.33	\$124.65
			Total Salary <u>\$124.65</u>
	Salary	Percent	
Benefits:	\$124.65	44.28%	\$55.19
Operating Expenses:	\$124.65	24.08%	\$30.01
Overhead:	\$124.65	21.62%	\$26.95
			Total <u>\$236.81</u>

Previous 2023 Fee: \$236.00

Fee Effective 2023: **\$236.00**
per permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-60

100-00000-000-30115

SERVICE: Inspection Fee - HVAC Equipment Replacement (less than 400k Btu/h and less than than 15 HP) Base Fee and HVAC Equipment Replacement (less than 400k Btu/h and less than than 15 HP)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of the replacement of each piece of HVAC Equipment (HVAC Furnace, Air Handler, Heat Pump, Air Conditioner, Condensing Unit, Compressor, Absorbion Unit, Packaged System or other HVAC equipment that is less than 400k Btu/h and less than 15 HP). If more than one piece of HVAC Equipment is replaced under the same permit, the fee for each additional HVAC Replacement shall be 50% of the base fee indicated below. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-24-A, BL-25-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Average Inspection/Plan Check Rate	1.25	\$62.33
			\$77.91
			Total Salary
			\$77.91
	Salary	Percent	
Benefits:	\$77.91	44.28%	\$34.49
Operating Expenses:	\$77.91	24.08%	\$18.76
Overhead:	\$77.91	21.62%	\$16.84
			Total
			\$148.00

	Previous 2023 Fee:	
	Base Fee for the first piece of HVAC Equipment Replaced;	\$148.00
	Fee for each additional piece of equipment replaced under the same permit.	\$74.00
	Fee Effective 2023:	
	Base Fee for the first piece of HVAC Equipment Replaced;	\$148.00
	Fee for each additional piece of equipment replaced under the same permit.	\$74.00
	% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-61

100-00000-000-30115

SERVICE: Inspection Fee - Gas Fireplace Insert

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of the replacement of each Gas Fireplace Insert serving a dwelling unit or similar light use. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-24-A, BL-25-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Hours	Rate	
Average Inspection/Plan Check Rate	1.50	\$62.33	\$93.49
			Total Salary
			\$93.49
Benefits:	Salary	Percent	
	\$93.49	44.28%	\$41.39
Operating Expenses:			
	\$93.49	24.08%	\$22.51
Overhead:			
	\$93.49	21.62%	\$20.21
			Total
			\$177.60
			Previous 2023 Fee:
			\$177.00
			Fee Effective 2023:
			\$177.00
			<i>per permit</i>
			% Change:
			0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-70

100-00000-000-30115

SERVICE: Inspection Fee - Residential Water Heater Replacement

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of the replacement of an existing water heater in a dwelling unit or similar light use with a similar type water heater. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-24-A, BL-25-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	1.00	\$62.33	\$62.33
			Total Salary <u>\$62.33</u>
	Salary	Percent	
Benefits:	\$62.33	44.28%	\$27.60
Operating Expenses:	\$62.33	24.08%	\$15.01
Overhead:	\$62.33	21.62%	\$13.48
			Total <u><u>\$118.40</u></u>

Previous 2023 Fee: \$118.00

Fee Effective 2023: \$118.00
per permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-71

100-00000-000-30115

SERVICE: Inspection Fee - Residential Heat Pump Water Heater or Tankless Water Heater Conversion

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and inspection of the replacement of an existing water heater in a dwelling unit or similar light use with a Heat Pump water heater or Tankless water heater. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-24-A, BL-25-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

Salaries:	Average Inspection/Plan Check Rate	Hours	Rate	
		1.25	\$62.33	\$77.91
				Total Salary
				\$77.91
		Salary	Percent	
Benefits:		\$77.91	44.28%	\$34.49
Operating Expenses:		\$77.91	24.08%	\$18.76
Overhead:		\$77.91	21.62%	\$16.84
				Total
				\$148.00
				Previous 2023 Fee: \$148.00
				Fee Effective 2023: \$148.00
				<i>per permit</i>
				% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-75

100-00000-000-30115

SERVICE: Inspection Fee - Fire Sprinkler System (Building Department)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and building department inspection of a fire sprinkler system in a dwelling unit or similar light use. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-24-A, BL-25-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	1.00	\$62.33	\$62.33
			Total Salary <u>\$62.33</u>
	Salary	Percent	
Benefits:	\$62.33	44.28%	\$27.60
Operating Expenses:	\$62.33	24.08%	\$15.01
Overhead:	\$62.33	21.62%	\$13.48
			Total <u>\$118.40</u>
			Previous 2023 Fee: \$118.00
			Fee Effective 2023: \$118.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-76

100-00000-000-30115

SERVICE: Inspection Fee - Hood Fire Suppression System (Building Department)

DESCRIPTION OF SERVICE: Estimated time and expenses involved in verifying compliance with various laws governing the installation and building department inspection of a fire sprinkler system in a dwelling unit or similar light use. The fee is due and payable at time of permit issuance. If the work is combined with other work that is not assessed a Limited Scope fixed fee, use the Unit Fee Schedules (BL-24-A, BL-25-A, BL-27-A).

REFUND POLICY: A refund of 100% of the 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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Average Inspection/Plan Check Rate	0.75	\$62.33	\$46.74
			Total Salary \$46.74
	Salary	Percent	
Benefits:	\$46.74	44.28%	\$20.70
Operating Expenses:	\$46.74	24.08%	\$11.25
Overhead:	\$46.74	21.62%	\$10.11
			Total \$88.80
			Previous 2023 Fee: \$88.00
			Fee Effective 2023: \$88.00
			<i>per permit</i>
			% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-90

100-00000-000-30040

SERVICE: Contractor's Business License Tax on Permit

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
Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: **\$1.00 per \$1,000 valuation**

Fee Effective 2023: \$1.00 per \$1,000 valuation
each applicable permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-91

301-00000-000-30109

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.
Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee: \$0.19 per square foot for commercial & industrial 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 2023: \$0.19 per square foot for commercial buildings & industrial 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-92**
301-00000-000-30110**SERVICE:** Development Impact Fee - Newly Constructed Residential Units**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.
No fee is applicable if the dwelling unit is an ADU less than 750 sq.ft;
If ADU is 750 sq.ft or greater – fee shall be proportionate (based on sq. ft.) to the fee for the main dwelling.
[Govt. Code 65852.2(f)(3)(A&B)]
Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Fee:	\$966.00	per residential unit
Fee Effective 2023:	\$966.00	per residential unit*
	<i>each applicable permit</i>	
% Change:		0%

* NOTE: Per Govt. Code 65852.2(f)(3)(A&B), no fee is applicable if the dwelling unit is an ADU less than 750 sq.ft;
If ADU is 750 sq.ft or greater – fee shall be proportionate (based on sq. ft.) to the fee for the main dwelling.

Building Department

FEE COST WORKSHEET

NUMBER : BL-93

100-00000-000-30205

SERVICE: Technology Fee (See Fee CA-01)

DESCRIPTION OF SERVICE: The Technology Fee is assessed to help recover the direct third party (OpenGov) vendor costs of developing, supporting, subscribing and maintaining the software required for electronic permitting and application records.

REFUND POLICY: No refund is available for this fee once an application is filed.

PROCESS OF COSTING SERVICE: The fee is based on the total annual subscription and support costs for OpenGov permitting software plus the initial development costs (amortized over 10 years) divided by the proportionate share of each record type based on the number of records issued and adjusted based on the ratio of total applications made and the complexity of the record type.

SPECIAL NOTES: Staff time is not factored into this fee. Round down to the nearest dollar.

CALCULATION OF FEE (SEE FEE CA-01)

Previous 2023 Fee: \$48.00

Fee Effective 2023 - Per CA-01: **\$48.00**
per permit

% Change: 0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-95

(See Below for Account Number)

CA Strong Motion Instrumentation and Seismic Mapping Fee (CSMIP)

Collected for The Department of Conservation - (95% goes to the Department of Conservation; 5% is retained by the City for Seismic Safety Training) - See Public Resources Code Section 2705

General Ledger Account Number

100-00000-000-30108

5% Retained by the City for Seismic Safety Training

203-00000-000-30107

95% Applied to the Department of Conservation

Building Department

FEE COST WORKSHEET

NUMBER : BL-96

CA 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

General Ledger Account Number

100-00000-000-30108

0.10 Retained by the City for administrative costs and for code enforcement education

203-00000-000-30107

0.90 Applied to CA Building Standards Commission

Building Department

FEE COST WORKSHEET

NUMBER : BL-97

732-00000-000-30120

Development Impact Fee - Affordable Housing Impact Fee, Nonresidential

Assessed per City Council Resolution 12-2020

Building Type	2020 Fee	New Fee	Change
Office	\$4.00	\$4.00	0.0%
Retail	\$4.00	\$4.00	0.0%
Hotel	\$15.00	\$17.00	13.3%

The fees shown are the original base fees. These fees are automatically adjusted annually. See the Master Fee Index or contact the City of Sonoma Finance Department for current fees. Round down to the nearest dollar.

Building Department

FEE COST WORKSHEET

NUMBER : BL-98

798-00000-000-30112

Development Impact Fee - Fire

Assessed in Accordance with Ordinance 09-2021

Building Development Type	2021 Fee	New Fee	Change
Single Family Housing	\$1.72	\$1.00	-41.9%
Multi-Family Housing	\$2.91	\$3.00	3.1%
Mobile Home	\$1.90	\$2.00	5.3%
Accessory Dwelling Unit *	\$1.72	\$1.00	-41.9%
Retail/Commercial **	\$1.95	\$2.00	2.6%
Office	\$3.23	\$3.00	-7.1%

These fees are the original base fees and are automatically adjusted annually. See the Master Fee Index or contact the City of Sonoma Finance Department for current fees. Round down to the nearest dollar.

* Note: Pursuant to Govt. Code § 65852.2(f)(3)(A), the fire impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.

** Includes retail, commercial, educational and hotel/motel construction

Building Department

FEE COST WORKSHEET

NUMBER : BL-99

100-00000-000-35005

SERVICE: Building department hourly rate

DESCRIPTION OF SERVICE: Estimated hourly fee for service where the service is general in nature and is handled by a variety of staff. The fee is due and payable at time of service.

REFUND POLICY: No refunds available.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Building Inspector II	1.00	\$52.65	\$52.65
Plans Examiner	1.00	\$56.76	\$56.76
Development Services Director/ Building Official	1.00	\$77.57	\$77.57
Permit Technician I	1.00	\$33.94	\$33.94
Development Services Supervisor	1.00	\$43.37	\$43.37
		Total Salary	\$264.29
		Average of # positions	\$52.86
	Salary	Percent	
Benefits:	\$52.86	44.28%	\$23.40
Operating Expenses:	\$52.86	24.08%	\$12.73
Overhead:	\$52.86	21.62%	\$11.43
Total Salary Costs:		Total	\$100.41
		Previous 2023 Fee:	\$100.00
		Fee Effective 2023:	\$100.00
			<i>per hour</i>
		% Change:	0%

Building Department

FEE COST WORKSHEET

NUMBER : BL-99

100-00000-000-35005

SERVICE: Building department overtime hourly rate

DESCRIPTION OF SERVICE: Estimated overtime hourly fee for service. The fee is due and payable at time of service.

REFUND POLICY: No refunds available.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Building Inspector II	1.00	\$78.98	\$78.98
Plans Examiner	1.00	\$85.14	\$85.14
Development Services Director/ Building Official	1.00	\$116.35	\$116.35
Permit Technician I	1.00	\$50.91	\$50.91
Development Services Supervisor	1.00	\$65.05	\$65.05
		Total Salary	\$396.43
		Average of # positions	\$79.29
	Salary	Percent	
Benefits:	\$79.29	44.28%	\$35.10
Operating Expenses:	\$79.29	24.08%	\$19.09
Overhead:	\$79.29	21.62%	\$17.14
Total Salary Costs:		Total	\$150.62
		Previous 2023 Fee:	\$150.00
		Fee Effective 2023:	\$150.00
			<i>per hour</i>
		% Change:	0%

FIRE FEES

**Report on the Fire Prevention
Cost of Services (User Fee) Study**

SONOMA VALLEY FIRE DISTRICT, CALIFORNIA

August 2021



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1. Introduction and Executive Summary

The report, which follows, presents the results of the Fire Prevention Fee Study conducted by the Matrix Consulting Group for the Sonoma Valley Fire District (District).

1 Project Background and Overview

The Government Finance Officers Association (GFOA) disseminates numerous best practices for governmental finance-related matters. The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should calculate the full cost of providing a service in order to provide a basis for setting the charge or fee.

The Matrix Consulting Group analyzed the cost of service relationships that exist between Fire Prevention fee for service activities, including: Land Use / Entitlement Application Review, Fire / Life Safety Review and Inspection, Sprinkler and Alarm Systems, Solar Systems, Grading / Fire Safe Standards, Vegetation Management Plans, Annual Operational Fire Permits, Occupancy Inspections, and Miscellaneous services. The results of this Study provide a tool for understanding current service levels, the cost for those services, and what fees for service can and should be charged.

2 General Project Approach and Methodology

The methodology employed by the Matrix Consulting Group is a widely accepted "bottom up" approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable District costs are then considered in the calculation of the "full" cost of providing each service. The following table provides an overview of types of costs applied in establishing the "full" cost of services provided by the District:

Table 1: Cost Components Overview

Cost Component	Description
Direct	Fiscal Year 2021 Budgeted salaries, benefits and allowable expenditures.
Indirect	District, division and departmental administration / management and clerical support.

Together, the cost components in the above table comprise the calculation of the total "full" cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Staff Interviews:** The project team interviewed Fire Prevention staff regarding their needs for clarification to the structure of existing fee items, or for the addition of new fee items.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 2021 were entered into the Matrix Consulting Group's analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.
- **Comparative Survey:** A review of surrounding jurisdiction's (identified by the District) published fee schedules and public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) was conducted in order to provide a comparative fee analysis.
- **Review and Approval of Results with Staff:** District management has reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Board members and Fire Department staff, and do not represent a recommendation for where or how the Board should act. The setting of the "rate" or "price" for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Board, with input from Fire Department staff and the community.

3 Considerations for Cost Recovery Policy and Updates

The Matrix Consulting Group recommends that the District use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, and a mechanism for the annual update of fees for service.

1 Adopt a Formal Cost Recovery Policy

The Matrix Consulting Group strongly recommends that the Board adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services,

a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice. The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge or fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction's pricing decision.

2 Adopt an Annual Fee Update / Increase Mechanism

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in the previous study, and to account for any major shifts in cost components or organizational structures. The Matrix Consulting Group believes it is a best management practice to perform a complete update of a Fee Assessment every 3 to 5 years.

In between comprehensive updates, the District could utilize published industry economic factors such as Consumer Price Index (CPI) or other regional factors to update the cost calculations established in the Study on an annual basis. Alternatively, the District could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. Utilizing an annual increase mechanism would ensure that the District receives appropriate fee and revenue increases that reflect growth in costs.

The GFOA's best practices for *Establishing Government Charges and Fees* states that governmental entities should review and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates in order to avoid large infrequent fee increases.

2. Legal Framework and Policy Considerations

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged”.

1 General Principles and Philosophies Regarding User Fees

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

Table 2: Services in Relation to Benefit Received

“Global” Community Benefit	“Global” Benefit and an Individual or Group Benefit	Individual or Private Benefit
<ul style="list-style-type: none"> • Police • Park Maintenance 	<ul style="list-style-type: none"> • Recreation / Community Services • Fire Suppression / Prevention • Facility Rentals 	<ul style="list-style-type: none"> • Building Permits • Planning and Zoning Approval • Site Plan Review • Engineering Development Review

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 2, services in the “global community benefit” section tend to be funded primarily through tax revenues. In the middle of the table are services typically funded by a mixture of taxes, user fees, and other funding sources. Finally, in the “individual or private benefit” section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- Fees should be assessed according to the degree of individual or private benefit gained from services. For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- A profit-making objective should not be included in the assessment of user fees. In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 General Policy Considerations Regarding User Fees

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why District staff or the Board may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- Limitations posed by an external agency. The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction’s ability to charge a fee at all. Examples include State Licensed Residential Care facilities, as well as Public Records Requests for charging for time spent copying and retrieving public documents in the District’s Administrative office.
- Encouragement of desired behaviors. Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- Effect on demand for a particular service. Sometimes raising the “price” charged for services might reduce the number of participants in a program. This is largely the case in Fire Prevention programs where participants may compare the District’s fees to surrounding jurisdictions or other options for support activities.

- Benefit received by user of the service and the community at large is mutual. Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include Prevention programs, event booth inspections and Fire / EMS stand-by at certain types of special events.

The Matrix Consulting Group recognizes the need for policies in which the general fund intentionally subsidizes certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and assure that the District complies with State law.

3 Summary of Legal Restrictions and Policy Considerations

Once the full cost of providing services is known, the next step is to determine the “rate” or “price” for services at a level which is up to, and typically not more than the full cost amount. The Board is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a “grey area”. However, with the resulting cost of services information from a User Fee Study, the Board can be assured that the adopted fee for service is reasonable, fair, and legal.

3. User Fee Study Methodology

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing the total cost of service. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for each service included in the study;
- Distribute the appropriate amount of the other cost components to each fee or service based on the staff time allocation basis, or another reasonable basis.

The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service. The following sections highlight critical points about the use of time estimates and the validity of the analytical model.

One of the key study assumptions utilized in the “bottom-up” approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the District developed these estimates.

The project team worked closely with Fire Prevention staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Estimates for extremely difficult or abnormally simple projects are not factored into this analysis.

- Estimates reflect the time associated with the position or positions that typically perform a service.
- Estimates provided by staff are reviewed and approved by the division / department, and often involve multiple iterations before a Study is finalized.
- Estimates are reviewed by the project team for “reasonableness” against their experience with other agencies.
- Estimates were not based on time and motion studies, as they are not practical for the scope of services and time frame for this project.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction’s fees for service, and to meet the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff’s billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Applicants may request assignment of less expensive personnel to their project.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated activity volumes.

Situations may arise where the size and complexity of a given project warrants time tracking and billing on a “time and materials” basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

4. Results Overview

The motivation behind a cost of services (User Fee) analysis is for the District Board and Departmental staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

Discussion of results in the following subsections is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. The full analytical results were provided to Fire Prevention staff under separate cover from this summary report.

1 Fee Schedule Modifications

The District's current fee schedule is comprised of five fee categories: Administration, Emergency Medical Services (EMS), Vehicle Maintenance Services, Emergency Response Services, and Fire Prevention Services. This study only focused on Fire Prevention Services, and did not assess costs associated with EMS, Vehicle Maintenance Services, or Emergency Response Services.

The District's current Fire Prevention Services fee structure has 15 fees covering general plan review and inspection, Fire Suppression Systems, and State-Regulated Building Inspections. Each of the current fees is based on a per hour rate of either \$150 or \$225, requiring staff to track hours per permit or service.

Discussions with Fire Prevention staff revealed that the current fee schedule was too simplistic, and that the practice of charging hourly created administrative issues for both prevention staff, as well as administrative staff, relating to time tracking and billing for services. Therefore, the project team worked with Prevention staff to develop a detailed fee schedule outlining the various services provided, and which has associated flat fees for nearly all services, thereby eliminating the need for time tracking and billing associated with the current fee schedule.

The proposed fee structure breaks services out into 11 major permit categories: Land Use / Entitlement Application Review, Building (Fire / Life Safety), Sprinkler Systems, Energy Systems, Fire Alarm & Detection Systems, Pre-Engineered System, Grading / Fire Standards, Vegetation Management Plan / Fire Protection Plan, Operational Fire Permits, Occupancy Inspections, and Miscellaneous. The following sections detail the services for which fees were developed, as well as the total cost calculated through this analysis.

2 Land Use / Entitlement

During the planning approval phase of a construction project, plans are submitted to the Fire Department to begin the permitting process for construction. These reviews provide an applicant with an understanding of general requirements, as well as any specific or unique requirements needed for the proposed development based on the fire code. Fire prevention services related to these reviews fall under the Land Use / Entitlement Application Review section, and have been broken out into four application types: Subdivision, Multifamily, New Commercial, and Commercial TI.

The following table details the permit title / name, fee type, and the total plan review cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 3: Total Cost Per Unit Results – Land Use / Entitlement

Fee Name	Unit	Full Cost – Plan Review
Subdivision		
2 - 49 Parcels	Flat	\$449
50 or more Parcels	Flat	\$898
Multifamily		
3 - 49 units	Flat	\$449
50 or more Units	Flat	\$898
New Commercial	Flat	\$599
Commercial TI	Flat	\$299

The service assumptions used to calculate costs for Land Use / Entitlement application review of 2 – 49 Subdivision Parcels and 3 – 49 Multifamily units were the same, resulting in the total cost of \$449. Similarly, the service assumptions for 50 or more subdivision parcels and 50 or more Multifamily units resulted in a full cost of \$499. Review of New Commercial and Commercial TI applications requires less staff time, resulting in full cost calculations of \$599 and \$299 respectively.

3 Building (Fire / Life Safety)

Fire Prevention staff are routed construction plans in order to review for fire and life safety issues, including required services and systems, as well as means to egress. Once plans have been approved, and construction begins, Prevention staff conduct inspections

during the construction phase to ensure that any required conditions are met pertaining to fire and life safety.

The following table details the permit title / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 4: Total Cost Per Unit Results – Building (Fire / Life Safety)

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
Residential Plan Review & Inspection:			
New Construction			
3,000 sq ft and less	Flat	\$225	\$274
3,001 sq ft and over	Per 1,000 sq ft	\$75	\$75
Remodel / Addition			
500 sq ft and less	Flat	\$225	\$274
501 sq ft and over	Per 500 sq ft	\$37	\$75
Multi-Family Plan Review & Inspection:			
New Construction			
10 units or less	Flat	\$449	\$499
11-49 units	Flat	\$898	\$948
Each unit over 49	Each add'l unit	\$37	\$37
Remodel / Addition			
10 units or less	Flat	\$449	\$499
11-49 units	Flat	\$898	\$948
Each unit over 49	Each add'l unit	\$37	\$37
Commercial Plan Review & Inspection:			
New Construction or Addition			
Up to 5,000 sq ft	Flat	\$449	\$349
5,001 - 10,000 sq ft	Flat	\$898	\$499
10,001 - 20,000 sq ft	Flat	\$1,123	\$649
Each additional 10,000 sqft	Flat	\$225	\$112
Alteration or Renovation (Tenant Improvement)			
Up to 2,000 sq ft	Flat	\$225	\$349
2,001 to 5,000 sq ft	Flat	\$449	\$499
5,001 - 10,000 sq ft	Flat	\$674	\$499
10,001 - 20,000 sq ft	Flat	\$898	\$649
Each additional 10,000 sqft	Flat	\$225	\$112
Certificate of Occupancy Inspection / Sign-Off	Flat	\$0	\$274

Fire and Life Safety plan review and inspection services are similar regardless of if a residential project is new construction or a remodel / addition; similarly, there is little difference between services associated with Multifamily new construction or remodel / addition. These similarities result in identical plan review and inspection fees between sub categories.

Service costs for commercial plan review and inspection range from a low of \$225 for alterations up to 2,000 sq ft to a high of \$1,123 for new construction between 10,001 and 20,000 sq ft.

4 Sprinkler, Fire Alarm, and Detection Systems

Prevention staff are responsible for reviewing plans and providing inspections to ensure sprinkler, fire alarm, pre-engineered, and other suppression systems are in compliance with the current California Fire Code, providing the appropriate prevention or suppression services needed for the building and occupancy being permitted. These reviews are separate from Building Fire and Life Safety reviews, and often occur as deferred submittals.

The following table details the permit title / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 5: Total Cost Per Unit Results – Sprinkler, Fire Alarm, and Detection Systems

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
SPRINKLER SYSTEM (Plan Check & Inspection)			
Residential - 13D			
New Construction:			
Up to 1,000 square feet	Flat	\$225	\$499
Over 1,000 square feet	Per 1,000 sqft	\$62	\$87
Modifications to Existing System			
10 or fewer heads	Flat	\$0	\$274
Greater than 10 heads	Flat	\$225	\$499
Residential - 13R			
New Construction:			
Plan Review - Per Floor Plan	Flat	\$449	\$0
Inspection			
First 5 units	Flat	\$0	\$499
Each additional unit	Flat	\$0	\$37
Modification to Existing System:			
10 or fewer heads	Flat	\$0	\$274
11 – 20 heads	Flat	\$150	\$349
Each additional 20 heads	Flat	\$37	\$75
Residential Underground	Flat	\$0	\$274
Commercial 13			
First 20 heads	Flat	\$299	\$524
Each additional 20 heads	Flat	\$37	\$112

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
Commercial Tenant Improvement			
10 or fewer heads	Flat	\$0	\$349
11 – 20 heads	Flat	\$150	\$349
Each additional 20 heads	Flat	\$37	\$75
FIRE ALARM & DETECTION SYSTEMS			
New or Tenant Improvement:			
1-25 Devices	Flat	\$374	\$100
25-50 Devices	Flat	\$524	\$175
50-100 Devices	Flat	\$674	\$387
100-250 Devices	Flat	\$748	\$499
250-500 Devices	Flat	\$1,048	\$948
500-750 Devices	Flat	\$1,198	\$1,285
750-1,000 Devices	Flat	\$1,347	\$1,509
Over 1,000 Devices	Flat	\$1,497	\$1,622
Dedicated Function Sprinkler Monitoring System	Flat	\$225	\$274
Panel Replacement	Flat	\$225	\$274
PRE-ENGINEERED SYSTEM			
Clean Agent	Flat	\$299	\$349
Hood and Duct	Flat	\$299	\$274
Spray Booth	Flat	\$225	\$162

Sprinkler systems were broken out into residential new construction and modifications, with Commercial being broken into new construction and tenant improvements. These costs range from a low of \$150 for plan review of residential modification of up to 15 heads, to a high of \$524 for inspection of the first 20 heads of commercial new construction.

Fire Alarm and Detection Systems was broken into categories that reflect ranges of device counts. Plan review costs range from \$374 to \$1,497, while inspection services range between \$100 and \$1,622.

Pre-engineered systems such as clean agent, hood and duct, and spray booth were identified separately, with full cost ranging from \$225 for plan review of spray booths, to a high of \$349 for inspection of clean agent systems.

5 Energy Systems

Prevention staff are responsible for reviewing plans and inspecting energy systems such as photovoltaic (solar) systems and other ancillary devices. In compliance with the California Fire Code, Prevention staff must ensure that access, fire protection, and other measures and general precautions are adhered to. These reviews are separate from

Building Fire and Life Safety reviews, and often occur as stand-alone submittals after a structure has been built.

The following table details the permit tile / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 6: Total Cost Per Unit Results – Energy Systems

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
Residential:			
Solar PV	Flat	\$112	\$162
Solar PV with Energy Storage System (ESS)	Flat	\$225	\$274
Energy Storage Systems	Flat	\$112	\$162
Commercial:			
Solar PV	Flat	\$225	\$274
Solar PV with Energy Storage System (ESS)	Flat	\$674	\$499
Energy Storage Systems	Flat	\$449	\$499
Commercial / Residential Generator Install	Flat	\$225	\$274

The energy system permit category includes plan review and inspection services broken out for residential and commercial systems. The full cost calculated ranges from a low of \$112 for plan review of Solar PV and Energy Storage Systems (ESS), to a high of \$499 for inspections related to commercial Solar PV with ESS and stand-alone ESS.

6 Grading / Fire Safe Standards

Prevention staff review applications and inspect project sites for grading and fire safe standards to ensure appropriate access and fire protection methods are in place, allowing for fire suppression responses should they be needed. These reviews could be submitted in conjunction with, or prior to submittal of building plans.

The following table details the permit tile / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 7: Total Cost Per Unit Results – Grading / Fire Safe Standards

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
Residential:			
One & Two Family	Flat	\$225	\$175
Multifamily (3-49 Units)			
3 - 49 units	Flat	\$337	\$249

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
50 or more Units	Flat	\$674	\$324
Subdivision (2-49 Parcels)			
2 - 49 Parcels	Flat	\$337	\$249
50 or more Parcels	Flat	\$674	\$324
Commercial:			
Up to 5,000 sq ft	Flat	\$449	\$175
5,001 - 10,000 sq ft	Flat	\$674	\$249
10,001 - 20,000 sq ft	Flat	\$898	\$324

Grading and Fire Safe Standards permits were broken out between Residential (multifamily and subdivision) and Commercial due to the varying levels of plan review and inspection services required. The full cost of plan review ranges from a low of \$225 for one and two family residential, to a high of \$898 for commercial buildings between 10,001 and 20,000 sq ft. The full cost of inspection services ranges from a low of \$175 for one and two family residential and up to 5,000 sq ft commercial to a high of \$324 for 50 or more subdivision parcels and commercial buildings between 10,001 – 20,000 sq ft.

7 Vegetation Management Plan / Fire Protection Plan

Vegetation Management Plans are required for certain construction types, residential and commercial, that are located in high and very high fire severity zones. These plans are reviewed by fire prevention staff, and site inspections are conducted to ensure that developers adhere to the plans.

The following table details the permit title / name, fee type, and the total plan review cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 8: Total Cost Per Unit Results – Vegetation Management Plan / Fire Protection Plan

Fee Name	Unit	Full Cost -Plan Review
Plan Review:		
Single Family Dwelling	Flat	\$449
Multi-Family Dwellings	Flat	\$599
Subdivision:		
2-5 residences	Flat	\$599
6-15 residences	Flat	\$823
16+ residences	Flat	\$1,048
Commercial Development	Flat	\$449
Vegetation Consultation	Hourly	\$150
Non-Compliant Properties	Hourly	\$150

Vegetation Management / Fire Protection Plan review service costs range from a low of \$449 for single family dwellings to a high of \$1,048 for subdivisions with more than 16 residences.

8 Operational Permits and Occupancy Inspections

Operational permits are required for hazardous operations or processes which are conducted within the District by the California Fire Code. Temporary and annual permitting of these establishments includes review of current fire code regulations, as well as conducting inspections to ensure code compliance. Occupancy inspections are conducted to ensure that certain occupancy types are maintaining proper suppression systems, exiting, and generally complying with the fire code.

The following table details the permit title / name, fee type, and the total plan review and inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 9: Total Cost Per Unit Results – Vegetation Management Plan / Fire Protection Plan

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
OPERATIONAL FIRE PERMITS - TEMPORARY			
Tents in excess of 400 sq. ft or canopies in excess of 700 sq. ft.	Per Tent	\$225	\$274
Seasonal Lots (X-Mas Trees, Pumpkin Patches, etc.)	Flat	\$225	\$274
Outdoor Assembly Events	Flat	\$449	\$499
OPERATIONAL FIRE PERMITS - ANNUAL			
Base Permit			
0 - 2,000 square feet	Flat		\$137
2,001 - 5,000 square feet	Flat		\$175
5,001 - 7,500 square feet	Flat		\$212
7,501 - 10,000 square feet	Flat		\$249
Greater than 10,000 square feet	Flat		\$287
Operational Hazard			
No to Low Hazard	Per Item		\$62
Medium Hazard	Per Item		\$87
High Hazard	Per Item		\$150
OCCUPANCY INSPECTIONS			
Multi-family Dwellings R-1, R-2 Occupancies	Per Hour		\$150
State Facilities, State Required Pre-Inspection (Maximum Fee Amount Permitted Under State Health & Safety Code Section 13235):			
25 People or less	Flat		\$175
26 People or more	Flat		\$175
State Licensed Care Facility Inspections:			
State Licensed Care Facility Annual Inspection 6 or less clients	Flat		\$100
I-1 ,I-2 , I-3 , I-4 , R-2.1 , R-3 , R-3.1, R-4 Occupancies	Flat		\$474

Temporary Operational permits are issued for events that have large tents, seasonal lots, or major outdoor assemblies. The costs calculated through this study for temporary operational permits range from between \$225 and \$499 for plan review, and \$274 and \$499 for inspection.

The District is not currently conducting occupancy inspections on state-mandated occupancies, nor is it issuing annual occupancy permits. However, the District wants to ensure that as they expand services provided to the community that they have a fee structure in place to account for those services. As such, services have been costed out based upon the review and inspections required should the District begin to require and permit annual operations and or conduct annual occupancy inspections.

It is important to note that if the District implements fees for State Facilities or State Required Pre-Inspections, the maximum fee under state law is set at actual cost.

9 Miscellaneous Services

Miscellaneous services include project consultations, one-time inspections, additional plan review, fire engine stand by, as well as fines for work done without permits.

The following table details the permit title / name, fee type, and the total plan review and or inspection cost calculated for each permit or service. The total cost calculated includes direct staff costs and Department and Districtwide overhead.

Table 10: Total Cost Per Unit Results – Miscellaneous Services

Fee Name	Unit	Full Cost - Plan Review	Full Cost - Inspection
Document Copy Charges	Per Page	\$0.25	
Fire / EMS Reports	Per Report	\$31	
Refund Processing	Each	\$62	
Project Consultation			
Remote Consultation (Online or phone)	Per Hour	\$150	
Onsite Consultation (Site Visit)	Flat		\$249
Alternate Materials Request	Flat	\$225	
Outside Consultant / Third Party Review	Actual + 11%		
Pre-Inspection	Flat		\$175
Partial Permit Inspection	Per Hour		\$150
Additional Plan Review	Per Hour	\$150	
Additional Inspection			
Normal Business Hours	Per Hour		\$150
After Hours	Per Hour		\$150
Fire Engine Standby (Emergency or Non-emergency)	Per Hour		\$415
Standby Fire Safety Officer	Per Hour		\$123
Work without a permit	2 x permit		

Project consultation services are provided as needed or as requested by an applicant, and can be used in order to better understand future projects, and possible conditions required by the fire code. Work done without a permit is subject to a fine of two times the cost of the permit that should have been pulled. Any services provided by an outside consultant will be charged at actual cost plus 10% to cover Fire Prevention administrative costs associated with managing and overseeing the consultant.

5. Comparative Survey

As part of the Cost of Services (User Fee) study for the Sonoma Valley Fire District, the Matrix Consulting Group conducted a comparative survey of user fees. The project team identified eleven jurisdictions to be included in the comparative survey: Novato Fire Protection District, Southern Marin Fire Protection District, Santa Rosa Fire Department, Bodega Bay Fire Protection District, Sonoma County Fire District, Central Marin Fire Authority, County of Sonoma Fire Prevention, Kentfield Fire Protection District, Napa City Fire Department, Petaluma Fire Department, and Sebastopol Fire Department. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances), and or contacted jurisdictions to get comparative information.

While this report will provide the District with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local “market rates” for services as a means for assessing what types of changes in fee levels their community can bear. While a comparative survey does not provide adequate information regarding the relationship of a jurisdiction’s cost to its fees, it does provide a reference point for consideration.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the District.

1 Economic Factors

The project team conducted a survey of how the District’s current fees and calculated full cost compare to other jurisdictions. In order to provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

Table 11: Ranking of Jurisdictions by Population

Jurisdiction	2019 Population
Bodega Bay Fire Protection District	1,200
Sebastopol Fire Department	7,786
Kentfield Fire Protection District	12,000
Southern Marin Fire Protection District	26,175
Sonoma Valley Fire & Rescue	33,000
Central Marin Fire Authority	33,769
Petaluma Fire Department	61,917
Novato Fire Protection District	65,000
Sonoma County Fire District	70,000
Napa City Fire Department	80,277
Santa Rosa Fire Department	178,488
County of Sonoma Fire Prevention	499,942

Table 12: Ranking of Jurisdictions by Budget

Jurisdiction	FY21 Budget ¹
Sebastopol Fire Department	\$1,136,180
Bodega Bay Fire Protection District	\$3,148,778
Kentfield Fire Protection District	\$6,543,996
Central Marin Fire Authority	\$9,424,420
Petaluma Fire Department	\$17,074,863
Sonoma Valley Fire & Rescue	\$19,059,253
Napa City Fire Department	\$20,337,600
Sonoma County Fire District	\$20,450,895
Southern Marin Fire Protection District	\$22,251,247
Novato Fire Protection District	\$33,838,820
Santa Rosa Fire Department	\$49,816,729
County of Sonoma Fire Prevention	\$50,675,087

Table 13: Ranking of Jurisdictions by Workforce Size

Jurisdiction	FY21 FTE ²
Bodega Bay Fire Protection District	13
Kentfield Fire Protection District	13
Sebastopol Fire Department	34.5
Central Marin Fire Authority	36
Sonoma Valley Fire & Rescue	60
Southern Marin Fire Protection District	60
Petaluma Fire Department	64
Napa City Fire Department	74
Novato Fire Protection District	78
Sonoma County Fire District	103
Santa Rosa Fire Department	146
County of Sonoma Fire Prevention	148.5

¹ FY21 budgets are reflective of Fire service budgets, including suppression, prevention, and emergency medical services..

² Includes full time and volunteer staff for suppression, prevention, and emergency medical services.

Based on the data shown in the previous tables, the District is just below average in terms of population, budget, and workforce size when compared to the surveyed jurisdictions.

2 Recency Factor

While the above comparative information can provide some perspective when comparing the District's fees with surveyed jurisdictions, other key factors to consider include when a jurisdiction's fee schedule was last updated and when the last comprehensive analysis was completed. The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule.

Table 14: Last Fee Study Conducted

Jurisdiction	Response
Bodega Bay Fire Protection District	2018
Central Marin Fire Authority	2019
Kentfield Fire Protection District	2019
Napa City Fire Department	2015
Novato Fire Protection District	2019
Petaluma Fire Department	2019
Santa Rosa Fire Department	2019
Sebastopol Fire Department	2018
County of Sonoma Fire Prevention	2019
Sonoma County Fire District	2020
Southern Marin Fire Protection District	2017

Table 15: Last Fee Schedule Update

Jurisdiction	Response
Bodega Bay Fire Protection District	2018
Central Marin Fire Authority	2019
Kentfield Fire Protection District	2019
Napa City Fire Department	Not within the last 10 years
Novato Fire Protection District	1999
Petaluma Fire Department	Not within the last 10 years
Santa Rosa Fire Department	Not within the last 10 years
Sebastopol Fire Department	2018
County of Sonoma Fire Prevention	Not within the last 10 years
Sonoma County Fire District	2020
Southern Marin Fire Protection District	2017

All surveyed jurisdictions have updated their fees within the last three years, with the exception of the Napa City Fire Department. Just over half of the surveyed jurisdictions have conducted a fee study within the last 5 years, while the others haven't conducted one in over 10 years.

It is important to note that fees are not always adopted at full cost recovery, therefore, the comparative results will only show the adopted fees for the surveyed jurisdictions, not necessarily the full cost associated with the comparable service.

3 Additional Factors

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services.
- The same “fee” with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

Market surveys can run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a reference point and a secondary decision-making tool, rather than a primary decision-making tool for establishing an acceptable price point for services.

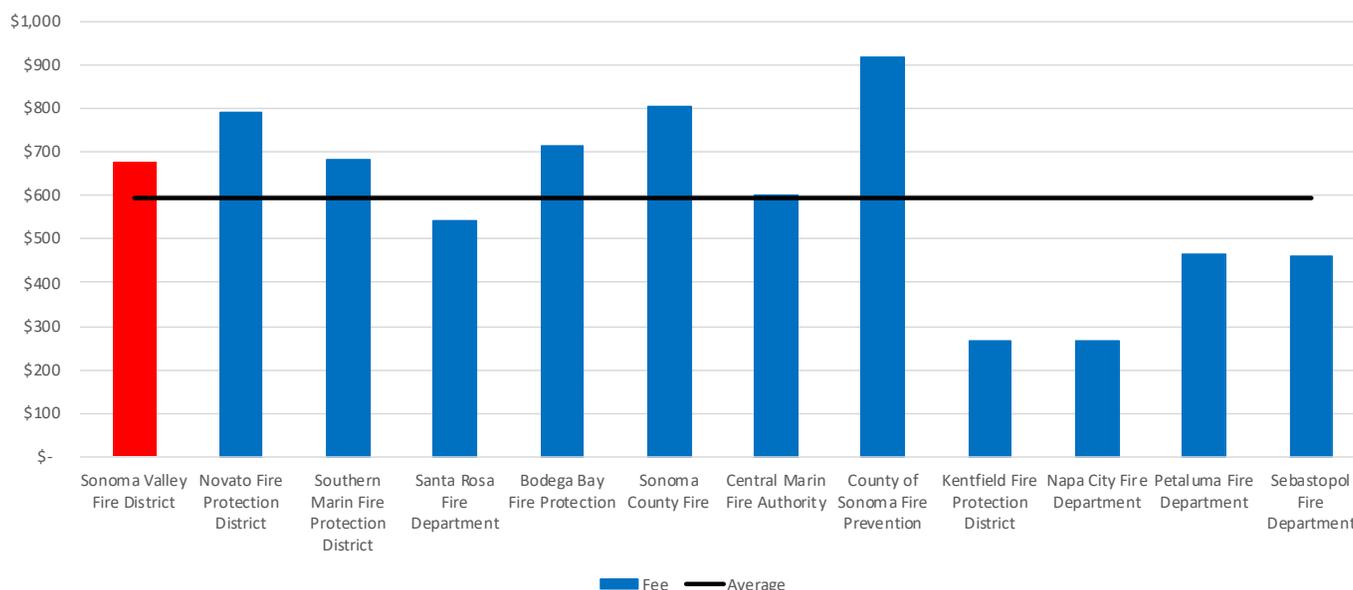
4 Comparative Survey Results

As part of this study, the project team conducted a survey of how the District’s current user fees and calculated full cost compare to other similarly sized and regionally located jurisdictions. The following subsections provide a comparative look at common fee-related services provided by the District versus the surveyed jurisdictions.

1 Residential Fire Sprinkler Over 1,000 Sq Ft

As part of this study, the project team calculated the full cost for plan review and inspection of a Residential Fire Sprinkler Over 1,000 square feet to be \$675. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.

Residential Fire Sprinkler Over 1,000 Sq Ft

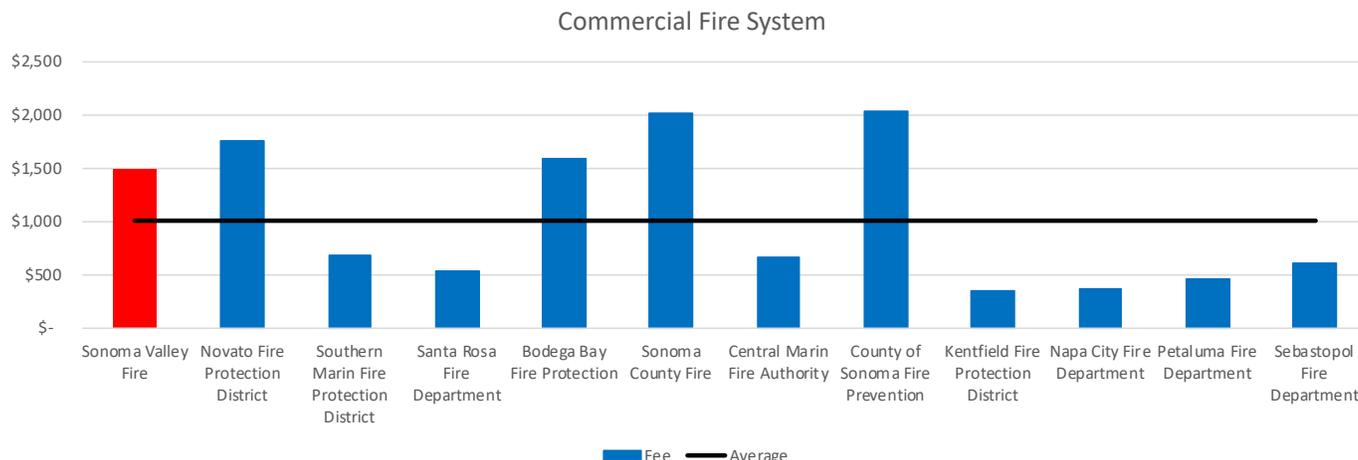


As the graph above indicates, Sonoma Valley Fire Department’s full cost is higher than the fees charged by Santa Rosa, Kentfield, Napa City, Petaluma, and Sebastopol; in line with fees charged by Southern Marin, and Bodega Bay; and lower than those charged by County of Sonoma, Sonoma County Fire District, and Novato Fire Protection District. The average fee charged by other jurisdictions is \$592. Santa Rosa’s fee is a flat fee plus a per head cost with a basis of an assumed 20 heads. Several jurisdictions³ calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

2 Commercial Fire System

As part of this study, the project team calculated the full cost for plan review and inspection of a Commercial Fire System to be \$1,500. The following graph shows how the total cost compares to current fees charged by surveyed jurisdictions.

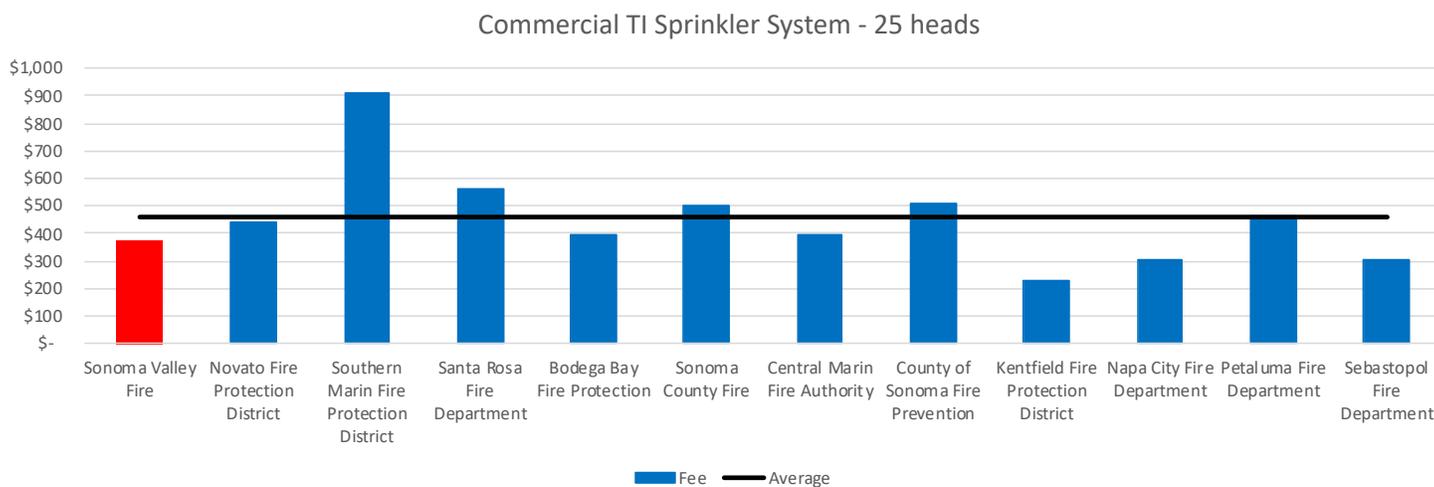
³ Fees for Novato Fire Protection District, Bodega Bay Fire Protection District, and the County of Sonoma Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.



As the graph above indicates, Sonoma Valley Fire District’s full cost is higher than most the fees charged by comparable jurisdictions, and in line with fees charged by Novato Fire Protection District and Bodega Bay. County of Sonoma Fire Prevention has the highest fee of \$2,040, while the average fee charged by jurisdictions is \$1,010. Several jurisdictions⁴ calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

3 Commercial TI Sprinkler System 25 Heads

As part of this study, the project team calculated the full cost for plan review and inspection of a Commercial Tenant Improvement Sprinkler System with 25 heads to be \$375. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.

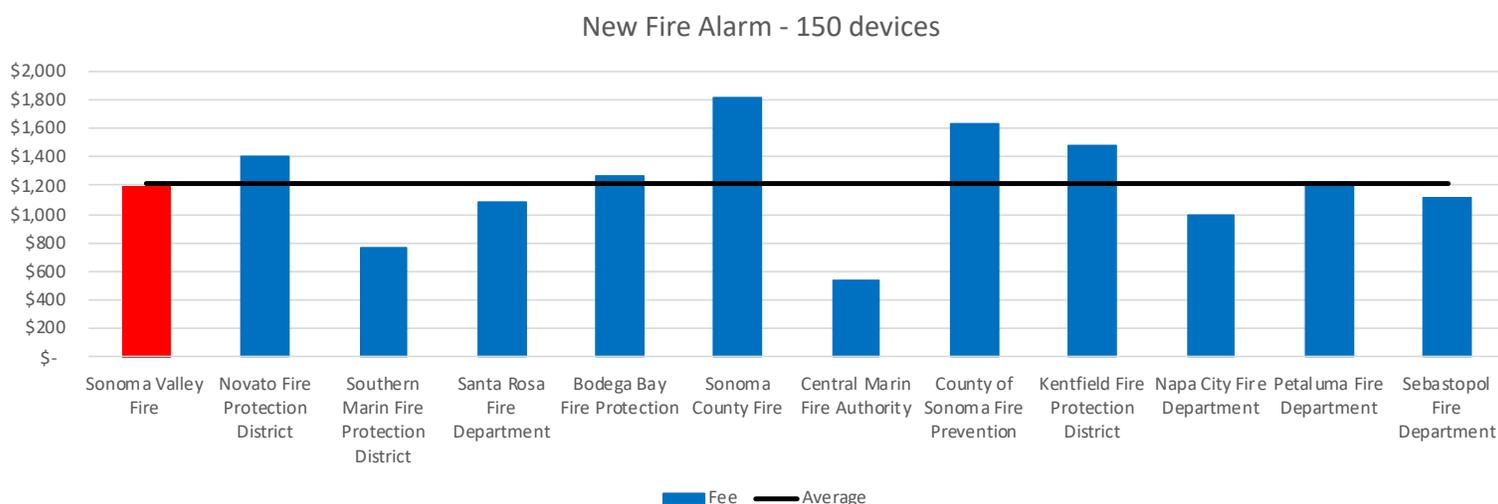


⁴ Fees for Bodega Bay Fire Protection District and Sonoma County Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.

As the graph above indicates, Sonoma Valley Fire District’s full cost is in-line with most of the comparable jurisdictions. The average fee charged by other jurisdictions is \$456. Several jurisdictions⁵ calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

4 New Fire Alarm 150 Devices

As part of this study, the project team calculated the full cost of plan review and inspection of a New Fire Alarm with 150 devices to be \$1,200. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.



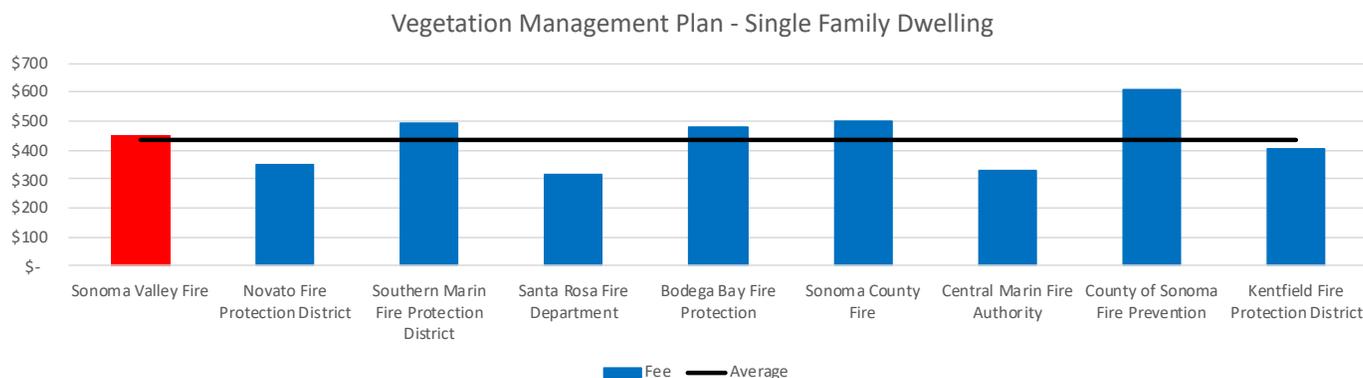
As the graph above indicates, Sonoma Valley Fire District’s full cost is on par with the average fee charged by other jurisdictions (\$1,209). Several jurisdictions⁶ calculate current fees based upon fully burdened hourly rates, and the time it takes to plan review and inspect these systems.

5 Vegetation Management Plan Single Family Dwelling

As part of this study, the project team calculated the full cost of a Vegetation Management Plan for a Single Family Dwelling to be \$450. The following graph shows how the full cost compares to current fees charged by surveyed jurisdictions.

⁵ Fees for Bodega Bay Fire Protection District and County of Sonoma Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.

⁶ Fees for Novato Fire Protection District, Bodega Bay Fire Protection District, and County of Sonoma Fire Prevention were calculated using the same number of hours as the basis for Sonoma Valley Fire District’s full cost fee.



The full cost calculated for Sonoma Valley Fire District is in line with the average fee charged (\$436).

5 Summary

Based upon the comparative survey, the District’s full cost is generally in line with current fees charged by the surveyed jurisdictions. However, as discussed earlier in this chapter, many of the jurisdictions surveyed have not conducted a formal study to assess their fee-related costs in over ten years. Furthermore, the results of this survey only show the fees adopted by councils and boards, not the cost recovery policy decisions for departments or a jurisdiction. As such, the results of this survey should only be used as a secondary decision-making tool.

6. Cost Recovery Considerations

The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

1 Fee Adjustments

This study has documented and outlined on a fee-by-fee basis the full cost associated with District services. District management will now need to review the results of the study and adopt fees in accordance with District philosophies and policies. The following dot points outline the major options the District has in adjust its fees.

- **Implement Flat Fees:** The District may choose to convert to flat fees, rather than continuing the practice of staff tracking time, and billing for services on an hourly basis after services have been provided.
- **Full Cost Recovery:** The District may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees that may have a significant impact upon the community and where the District may want to promote compliance, the District could choose to increase fees gradually over a set period of time.

The District will need to review the results of the fee study and determine how best to set and adjust fees.

Based on the permit or review type, the District may wish to increase the fee to cover the full cost of providing services. The District should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their

infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the District is recovering the full cost of its services.

Depending upon the type of fee and the level of impact of that fee upon the community, the District may want to look at developing a cost recovery policy proposing phased increases.

As an example, you may have a full cost of \$1,000. If the proposed policy is 80% cost recovery, the proposed fee would need to be \$800, in order to be in compliance. Assuming this particular service is something the District provides quite often, and affects various members of the community, an instant adoption at \$800 may not be feasible. Therefore, the District could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the District to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the District could increase the fee by \$200 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the District could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the District not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

2 Annual Adjustments

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements.

Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms.

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases

are not tied to merit or seniority, but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.

- **CPI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index. These factors are calculated by the Bureau of Labor Statistics, put out at various intervals within a year, and are specific to states and regions.

The District should review its current options internally (COLA) as well as externally (CPI) to determine which option better reflects the goals of the District. If choosing a CPI factor, the District should outline which particular CPI should be used, including specific region, and adoption date. If choosing an internal factor, again, the District should be sure to specify which factor if multiple exist.

3 Policies and Procedures

Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward.

A cost recovery policy can be broad in nature and apply to all Fire Prevention permits, or it can be specific and have different cost recovery goals for Fire Construction Permits compared to Fire Code Permits and Fire Annual Occupancy Inspections. A more specific cost recovery policy would allow the District to better control the cost recovery associated with the different types of services being provided and the benefit being received by the community.

The Matrix Consulting Group has extensive experience in analyzing local government and Fire operations across the United States and has calculated typical cost recovery levels. Based on the Matrix Consulting Group's experience, the *typical* cost recovery level observed by local adopting authorities for Fire Prevention services is between 80% - 100%.

PLANNING FEES

Planning Division Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
Accessory Dwelling Unit (ADU) Permit	PL-35	\$219.00	\$219.00	0.00%
Appeal [per appeal] - Reduced Fee Adopted by City Council Assessed Per City Council Resolution 32-2021				
<i>Major Permit Appeal (Resident)</i>	PL-18	\$1,052.00	\$500.00	
<i>Major Permit Appeal (Non-Resident)</i>		\$2,630.00	\$1,000.00	
<i>Minor Permit Appeal (Resident & Non-Resident)</i>		\$526.00	\$500.00	Varies
Planning Staff Plan Review (Hourly)	PL-27	\$170.00	\$170.00	0.00%
Deferral Agreement	PL-14	\$901.00	\$901.00	0.00%
Demolition or Relocation, Deposit	PL-25	\$849.00	\$849.00	0.00%
Design Review - Landscaping Plan	PL-24	\$390.00	\$390.00	0.00%
Design Review (Modification or Extension)	PL-21	\$390.00	\$390.00	0.00%
Design Review (Major), Deposit	PL-23	\$1,172.00	\$1,172.00	0.00%
Design Review (Minor)	PL-22	\$633.00	\$633.00	0.00%
Environmental Review, Deposit *	PL-16	\$30,555.00	\$20,000.00	-34.54%
Environmental Review (Initial Study), REMOVE	PL-15	\$16,076.00	\$0.00	-100.00%
Peer Review, Deposit *	PL-15	\$0.00	\$5,000.00	New
Extension - Planning, Deposit	PL-28	\$578.00	\$578.00	0.00%
General Plan Amendment, Deposit	PL-12	\$17,433.00	\$17,433.00	0.00%
Home Occupation Permit	PL-26	\$81.00	\$81.00	0.00%
Hourly Planning Fee REMOVE	PL-41	\$106.00	\$0.00	-100.00%
Hourly Planning OT Fee REMOVE	PL-42	\$159.00	\$0.00	-100.00%
Planning Inspection (Hourly)	PL-32	\$170.00	\$170.00	0.00%
Interpretation	PL-30	\$155.00	\$155.00	0.00%
Lot Line Adjustment/Lot Merger/Certificate of Compliance, Deposit	PL-17	\$1,318.00	\$1,318.00	0.00%
Lot Split into Two Units Permit, Deposit	PL-34	\$438.00	\$1,642.00	274.89%

Planning Division Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
Modification of an Approved Plan, Deposit	PL-13	\$2,007.00	\$2,007.00	0.00%
Music License (Annual Fee)	PL-04	\$1,293	\$1,293.00	0.00%
Planned Development Permit, Deposit	PL-09	\$10,341.00	\$10,341.00	0.00%
Prezoning/Annexation, Deposit	PL-11	\$15,823.00	\$15,823.00	0.00%
Public Notice (Fixed Fee)	PL-01	\$366.00	\$366.00	0.00%
Misc. Planning Services	PL-31	\$170.00	\$170.00	0.00%
Rezoning, Deposit	PL-10	\$1,032.00	\$17,443.00	1590.21%
Sidewalk Seating/Outdoor Display Permit	PL-29	\$390.00	\$390.00	0.00%
Sidewalk Seating/Outdoor Display Permit - Annual Renewal	PL-29	\$196.00	\$196.00	0.00%
Sign Review - Design Review Commission (DRC), Deposit	PL-20	\$390.00	\$390.00	0.00%
Sign Review (Administrative)	PL-19	\$229.00	\$229.00	0.00%
Tentative Parcel Map (four lots or fewer) Deposit	PL-02	\$3,929.00	\$3,929.00	0.00%
Tentative Subdivision Map (five or more lots) Deposit	PL-03	\$11,026.00	\$11,026.00	0.00%
Landscape Plan Review - Administrative	PL-39	\$219.00	\$219.00	0.00%
Tree Removal, Alteration, or Relocation Permit	PL-38	\$219.00	\$219.00	0.00%
Use Permit - Conditional - Major, Deposit	PL-07	\$11,187.00	\$11,187.00	0.00%
Use Permit - Conditional, Temporary	PL-05	\$552.00	\$552.00	0.00%
Use Permit/Exception - Minor, Deposit	PL-06	\$2,099.00	\$2,099.00	0.00%
Variance, Deposit	PL-08	\$2,398.00	\$2,398.00	0.00%
Wine Tasting Use Permit, Deposit	PL-37	\$2,087.00	\$2,087.00	0.00%
Wireless Telecommunications Permit, Deposit	PL-36	\$2,087.00	\$2,087.00	0.00%
Zoning Permit REMOVE	PL-33	\$81.00	\$0.00	-100.00%

* Plus 15 percent administrative fee

Planning Division

FEE COST WORKSHEET

NUMBER : PL-01
100-00000-000-30102

SERVICE: Public Notice (Fixed Fee)

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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$366.00

Fee Effective 2023: \$366.00
per hearing noticed
% Change: 0.0%

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

100-00000-000-22920

SERVICE: Tentative Parcel Map (four lots or fewer) Deposit

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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

SPECIAL NOTES: *\$415.00 per lot deposit is charged, in addition to the base deposit of \$3,929
* In addition to the base deposit, engineering time will be billed on an hourly basis. A deposit required (PW-15)

CALCULATION OF FEE

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

Previous Fee 2023: \$3,929.00

Fee Effective 2023: \$3,929.00 *
per application + \$415 per lot
% Change: 0.0%

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-03

100-00000-000-22920

SERVICE: Tentative Subdivision Map (five or more lots) Deposit

DESCRIPTION OF SERVICE: Processing and administration of an application for a tentative subdivision map (five 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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

SPECIAL NOTES: *\$763.00 per lot fee is charged , in addition to the
 * In addition to the base fee, engineering time will be billed on an hourly basis. A deposit is required (PW-15)

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$11,026.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 7/1/22:	\$11,026.00
		<i>per application + \$763 per lot</i>
	% Change:	0.0%

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
100-00000-000-30102**SERVICE:** Music License (Annual Fee)**DESCRIPTION OF SERVICE:** Processing and administration of an application for a Music License. This is an annual fee for amplified or outdoor music in an establishment.**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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$1,293.00

Fee Effective 2023: \$1,293.00
per application

% Change: 0.0%

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
100-00000-000-22920

SERVICE: Use Permit - Conditional, Temporary

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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$552.00

Fee Effective 2023: \$552.00
per permit

% Change: 0.0%

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
100-00000-000-22920

SERVICE: Use Permit/Exception - Minor, Deposit

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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$2,099.00

Fee Effective 2023: \$2,099.00
per permit

% Change: 0.0%

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

100-00000-000-22920

SERVICE: Use Permit - Conditional - Major, Deposit

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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018 Establishing a Planning Cost-Based Fee Recovery System	Previous Fee 2023:	\$11,187.00
	Fee Effective 2023:	\$11,187.00
		<i>per permit</i>
	% Change:	0.0%

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
100-00000-000-22920

SERVICE: Variance, Deposit

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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$2,398.00

Fee Effective 2023: \$2,398.00
per application

% Change: 0.0%

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

100-00000-000-22920

SERVICE: Planned Development Permit, Deposit**DESCRIPTION OF SERVICE:** Processing and administration of an application for Planned Unit Development (PUD) 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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$10,341.00

Fee Effective 2023: \$10,341.00
per application

% Change: 0.0%

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

100-00000-000-22920

SERVICE: Rezoning, Deposit**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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018

Establishing a Planning Cost-Based Fee Recovery System

Previous Fee 2021: \$16,581.00

INCORRECT Previous Fee 2023: \$1,032.00

Fee Effective 2023: \$17,443.00*per application*

% Change: 1590.2%

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

100-00000-000-22920

SERVICE: Rezoning/Annexation, Deposit**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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$15,823.00

Fee Effective 2023: \$15,823.00
per application

% Change: 0.0%

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

100-00000-000-22920

SERVICE: General Plan Amendment, Deposit

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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$17,433.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 2023:	\$17,433.00
		<i>per application</i>
	% Change:	0.0%

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

100-00000-000-22920

SERVICE: Modification of an Approved Plan, Deposit

DESCRIPTION OF SERVICE: Modification or revision to a development proposal that was previously approved by the Planning 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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City’s estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$2,007.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 2023:	\$2,007.00
	<i>per request for modification or revision</i>	
	% Change:	0.0%

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
100-00000-000-30102**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.**SPECIAL NOTES:** *Plus engineering time, which will be billed on an hourly basis. Deposit required (PW-15).

CALCULATION OF FEE

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

Previous Fee 2023: \$901.00

Fee Effective 2023: \$901.00
per application
% Change: 0.0%

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

100-00000-000-22920

SERVICE: Peer Review, Deposit ***DESCRIPTION OF SERVICE:** Peer review of an applicant provided study (e.g. Historic Resource Evaluation.)**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 deposit is an initial deposit account required to process the peer review of applicant provided studies, as required, to be set up with the City by the applicant. The applicant is responsible for the full cost of the consultant contract plus 15 percent of the final consultant cost for the costs of personnel, services and supplies associated with the activities to complete the requested services.

* Plus 15 percent administrative fee

CALCULATION OF FEE

Previous Fee 2023: \$0.00

Fee Effective 2023: \$5,000.00

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-16

100-00000-000-22920

SERVICE: Environmental Review, Deposit *

DESCRIPTION OF SERVICE: Preparation of an Initial Study and Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report in conformance with the requirements of CEQA, including 15 percent of final consultant cost for staff time for administration and support.

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

PROCESS OF COSTING SERVICE: This deposit is an initial deposit account required to process the required environmental review to be set up with the City by the applicant. The applicant is responsible for the full cost of the consultant contract plus 15 percent of the final consultant cost for the costs of personnel, services and supplies associated with the activities to complete the requested services.

* Plus 15 percent administrative fee

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$30,555.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 2023:	\$20,000.00
	% Change:	-34.5%

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

100-00000-000-22920

SERVICE: Lot Line Adjustment/Lot Merger/Certificate of Compliance, Deposit**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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.**SPECIAL NOTES:** *Plus engineering time, which will be billed on an hourly basis. Deposit required (PW-15).

CALCULATION OF FEE

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

Previous Fee 2023: \$1,318.00

Fee Effective 2023: \$1,318.00
per application

% Change: 0.0%

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
100-00000-000-30102

SERVICE: Appeal

DESCRIPTION OF SERVICE: Processing and administration of major and minor appeals for residents and non-residents.

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.
Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 32-2021

Previous Fee 2021:	Resident	Non-Resident
Major Permits Fee (Per appeal)	\$500.00	\$1,000.00
Minor Permits Fee (Per Appeal)	\$500.00	\$500.00

Fee Effective 2023:	Resident	Non-Resident
Major Permits Fee (Per appeal)	\$500.00	\$1,000.00
Minor Permits Fee (Per Appeal)	\$500.00	\$500.00

% Change:	Resident	Non-Resident
Major Permits Fee (Per appeal)	0.0%	0.0%
Minor Permits Fee (Per Appeal)	0.0%	0.0%

Planning Division

FEE COST WORKSHEET	NUMBER : PL-19
	100-00000-000-30118

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.
Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$229.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 2023:	\$229.00
		<i>per application</i>
	% Change:	0.0%

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

100-00000-000-30102

SERVICE: Sign Review - Design Review Commission (DRC), Deposit**DESCRIPTION OF SERVICE:** Processing and administration of an application for sign review subject to the review of the Design Review Commission (DRC).**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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$390.00

Fee Effective 2023: \$390.00*per application*

% Change: 0.0%

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
100-00000-000-30102**SERVICE:** Design Review (Modification or Extension)**DESCRIPTION OF SERVICE:** Modification, revision, or time extension of an approved Design Review Application.**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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

New Fee 2023: \$390.00

Fee Effective 2023: \$390.00*per application*

% Change: 0.0%

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
100-00000-000-30102

SERVICE: Design Review (Minor)

DESCRIPTION OF SERVICE: Processing and administration of an application for design 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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$633.00

Fee Effective 2023: \$633.00
per application
% Change: 0.0%

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
100-00000-000-22920

SERVICE: Design Review (Major), Deposit

DESCRIPTION OF SERVICE: Processing and administration of an application for design 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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$1,172.00

Fee Effective 2023: \$1,172.00
per application
% Change: 0.0%

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

100-00000-000-30102

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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$390.00

Fee Effective 2023: \$390.00
per application

% Change: 0.0%

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
100-00000-000-30102**SERVICE:** Demolition or Relocation, Deposit**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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Rounded down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$849.00

Fee Effective 2023: \$849.00
per application
% Change: 0.0%

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
100-00000-000-30102**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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$81.00

Fee Effective 2023: \$81.00
per application

% Change: 0.0%

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
100-00000-000-30112

SERVICE: Planning Staff Plan Review (Hourly)

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

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.
Round down to the nearest dollar.

SPECIAL NOTES: Charged in 15-minute increments

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$170.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 2023:	\$170.00
		<i>per hour*</i>
	% Change:	0.0%

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

100-00000-000-22920

SERVICE: Extension - Planning, Deposit**DESCRIPTION OF SERVICE:** Processing a request for an extension of an approved Use 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 any Planning Commission hearing on the item.**PROCESS OF COSTING SERVICE:** This deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$578.00

Fee Effective 2023: \$578.00
per request

% 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-29

100-00000-000-30102

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.
Round down to the nearest dollar.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$390.00
Establishing a Planning Cost-Based Fee Recovery System	Previous Annual Renewal Fee 2023:	\$196.00
	Fee Effective 2023:	\$390.00
	Annual Renewal Fee Effective 2023:	\$196.00
	<i>per application</i>	
	% Change:	0.0%
	%Change Renewal Fee:	0.0%

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
100-00000-000-30102**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.
Round down to the nearest dollar.

CALCULATION OF FEE

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

Previous Fee 2023: \$155.00

Fee Effective 2023: \$155.00
per application

% Change: 0.0%

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

100-00000-000-30118

SERVICE: Misc. Planning Services

DESCRIPTION OF SERVICE: Hourly rate for miscellaneous planning services not associated with an active entitlement

REFUND POLICY: Non-refundable.

PROCESS OF COSTING SERVICE: This fee is based upon the hourly rate (after overhead and expenses) of the staff person performing the review.
Round down to the nearest dollar.

SPECIAL NOTES: This fee is charged on an hourly basis, in 15 minute increments, with a 15 minute minimum.

CALCULATION OF FEE

Per City of Sonoma Resolution 86-2018	Previous Fee 2023:	\$170.00
Establishing a Planning Cost-Based Fee Recovery System		
	Fee Effective 2023:	\$170.00
		<i>per hour*</i>
	% Change:	0.0%

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
100-00000-000-30118**SERVICE:** Planning Inspection**DESCRIPTION OF SERVICE:** Carrying out required field inspections to ensure compliance with zoning regulations and**REFUND POLICY:** Non-refundable.**PROCESS OF COSTING SERVICE:** Due to the varied nature and requirements of building permit plans, this fee is based upon actual time and material costs.
Round down to the nearest dollar.**SPECIAL NOTES:** This fee is charged on an hourly basis with a 1 hour minimum at the time of issuance of a building permit. Charged in 15-minute increments

CALCULATION OF FEE

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

Previous Fee 2023: \$170.00

Fee Effective 2023: \$170.00
*per hour**

% Change: 0.0%

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-34
100-00000-000-30102

SERVICE: Lot Split into Two Units Permit, Deposit

DESCRIPTION OF SERVICE: Processing of an SB 9 application to split a lot into two 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 approval.

PROCESS OF COSTING SERVICE: This deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

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

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Associate Planner	15.00	\$ 57.64	\$864.66
				Total Salary
				\$864.66
		Salary	Percent	
Benefits:		\$864.66	44.28%	\$382.83
Operating Expenses:		\$864.66	24.08%	\$208.17
Overhead:		\$864.66	21.62%	\$186.95
				Total
				\$1,642.61
				Previous Fee 2023: \$438.00
				Fee Effective 2023: \$1,642.00
				<i>per application</i>
				% Change: 274.9%

Planning Division

FEE COST WORKSHEET

NUMBER : PL-35
100-00000-000-30102

SERVICE: Accessory Dwelling Unit (ADU) Permit

DESCRIPTION OF SERVICE: Processing of an application for an Accessory Dwelling Unit (ADU) 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.
Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Associate Planner	2.00	\$ 57.64	\$115.29
				Total Salary <u>\$115.29</u>
		Salary	Percent	
Benefits:		\$115.29	44.28%	\$51.04
Operating Expenses:		\$115.29	24.08%	\$27.76
Overhead:		\$115.29	21.62%	\$24.93
				Total <u><u>\$219.01</u></u>
				Previous Fee 2023: \$219.00
				Fee Effective 2023: \$219.00 <i>per application</i>
				% Change: \$0.00

Planning Division

FEE COST WORKSHEET

NUMBER : PL-36

100-00000-000-30102

SERVICE: Wireless Telecommunications Permit, Deposit

DESCRIPTION OF SERVICE: Processing of an application for wireless telecom permit is to add, relocate or modify a wireless facility to an existing utility pole or to add a new pole with a telecom facility.

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. Actual Costs are assessed on a hourly basis.

PROCESS OF COSTING SERVICE: This deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Associate Planner	18.75	\$57.64	\$1,080.82
				Total Salary <u>\$1,080.82</u>
		Salary	Percent	
Benefits:		\$1,080.82	44.28%	\$478.54
Operating Expenses:		\$1,080.82	26.64%	\$287.90
Overhead:		\$1,080.82	21.62%	\$233.68
Publication Fee, postage and materials				\$7.00
				Total <u><u>\$2,087.95</u></u>

Previous Fee 2023: \$2,087.00

Fee Effective 2023: \$2,087.00
per permit

% Change: 0.0%

Planning Division

FEE COST WORKSHEET

NUMBER : PL-37

100-00000-000-30102

SERVICE: Wine Tasting Use Permit, Deposit

DESCRIPTION OF SERVICE: Processing of an application for an Wine Tasting Use 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 deposit is an estimated amount and requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should the actual cost of these activities exceed the estimated deposit below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid the deposit for the services. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Associate Planner	18.75	\$57.64	\$1,080.82
				Total Salary \$1,080.82
		Salary	Percent	
Benefits:		\$1,080.82	44.28%	\$478.54
Operating Expenses:		\$1,080.82	26.64%	\$287.90
Overhead:		\$1,080.82	21.62%	\$233.68
Publication Fee, postage and materials				\$7.00
				Total <u><u>\$2,087.95</u></u>

Previous Fee 2023: \$2,087.00

Fee Effective 2023: \$2,087.00
per permit

% Change: 0.0%

Planning Division

FEE COST WORKSHEET

NUMBER : PL-38

100-00000-000-30102

SERVICE: Tree Removal, Alteration, or Relocation Permit

DESCRIPTION OF SERVICE: Processing of an application for a Tree Removal, Alteration, or Relocation 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.
Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Associate Planner	2.00	\$ 57.64	\$115.29
				Total Salary <u>\$115.29</u>
		Salary	Percent	
Benefits:		\$115.29	44.28%	\$51.04
Operating Expenses:		\$115.29	24.08%	\$27.76
Overhead:		\$115.29	21.62%	\$24.93
				Total <u><u>\$219.01</u></u>
				Previous Fee 2023: \$219.00
				Fee Effective 2023: \$219.00 <i>per application</i>
				% Change: 0.0%

Planning Division

FEE COST WORKSHEET

NUMBER : PL-39

100-00000-000-30102

SERVICE: Landscape Plan Review - Administrative

DESCRIPTION OF SERVICE: Administrative processing and administration of an application for 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 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.
Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Associate Planner	2.00	\$ 57.64	\$115.29
				Total Salary <u>\$115.29</u>
		Salary	Percent	
Benefits:		\$115.29	44.28%	\$51.04
Operating Expenses:		\$115.29	24.08%	\$27.76
Overhead:		\$115.29	21.62%	\$24.93
				Total <u><u>\$219.01</u></u>
				Previous Fee 2023: \$219.00
				Fee Effective 2023: \$219.00 <i>per application</i>
				% Change: 0.0%

POLICE FEES

Police Department Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted Fee	Current Adopted Fee	Change (%)
Animal Impound Fee	PD-11	\$60.00	\$63.00	5.00%
Animal Impound Fee - Animal Brought by Public	PD-09	\$31.00	\$26.00	-16.13%
Animal-Drawn Vehicle Permit	PD-07	\$202.00	\$219.00	8.42%
Dog License				
<i>Altered</i>	PD-04	\$25.00	\$25.00	0.00%
<i>Unaltered</i>	PD-04	\$50.00	\$50.00	0.00%
<i>Senior Citizen (62 and older), Altered *</i>	PD-04	\$10.00	\$10.00	0.00%
<i>Senior Citizen (62 and older), Unaltered*</i>	PD-04	\$25.00	\$25.00	0.00%
<i>Late Penalty (Altered)</i>	PD-04	\$15.00	\$15.00	0.00%
<i>Late Penalty (Unaltered)</i>	PD-04	\$30.00	\$30.00	0.00%
<i>Duplicate / Transfer</i>	PD-04	\$5.00	\$5.00	0.00%
Dog Show Permit	PD-06	\$56.00	\$47.00	-16.07%
Juvenile Diversion Fee	PD-10	\$297.00	\$295.95	-0.36%
Kennel Fee Per Day	PD-05	\$56.00	\$47.00	-16.07%
Letter of Public Convenience or Necessity	PD-03	\$250.00	\$258.00	3.20%
Owner surrender of animal	PD-08	\$75.00	\$63.00	-16.00%
Police Department Hourly Rate	PD-12	New fee	\$206.00	New fee
Police Department Overtime Hourly Rate	PD-13	New fee	\$310.00	New fee
Residential Parking Permit	PD-02	\$10.00	\$10.00	0.00%

Police Department

FEE COST WORKSHEET

NUMBER : PD-02

100-00000-000-31502

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. Round down to the nearest dollar.

CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
Salary, Benefits and Police Department overhead:	Administrative Aide	0.10	\$72.77	\$7.28
			Total Salary	\$7.28
Operating Expense		<u>Salary</u>	<u>Percent</u>	
		\$7.28	24.08%	\$1.75
City Overhead		\$7.28	21.62%	\$1.57
			Total	\$10.60
			Previous Fee 2021:	\$10.00
			<i>Per permit</i>	
			Fee Effective 2023:	\$10.00
			% Change:	0.00%

Police Department

FEE COST WORKSHEET

NUMBER : PD-03

100-00000-000-31502

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salary, Benefits and Police Department overhead:	Administrative Aide	0.50	\$72.77	\$36.39
	Police Chief	0.75	\$188.42	\$141.31
	Total Salary			\$177.70
		Salary	Percent	
Operating Expense		\$177.70	24.08%	\$42.78
City Overhead		\$177.70	21.62%	\$38.42
Total				\$258.90

Previous Fee 2021: \$250.00
Per request

Fee Effective 2023: \$258.00

% Change: 3.20%

Police Department

FEE COST WORKSHEET

NUMBER : PD-04

100-00000-000-30201

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.
 The City has a 50% discount for the first dog licensed to (and by) a senior citizen (62 and older).

REFUND POLICY: No refund available.

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salary, Benefits and Police Department overhead:	Community Service Officer	0.40	\$54.34	\$21.74
			Total Salary	\$21.74
		<u>Salary</u>	<u>Percent</u>	
Operating Expense		\$21.74	24.08%	\$5.23
City Overhead		\$21.74	21.62%	\$4.70
			Total	<u>\$31.67</u>

Previous Fee 2021: \$37.00

Fee Effective 2023: \$31.00

% Change: -16.22%

Dog Licenses (based on the fee for an unaltered dog)	
Altered	\$25.00 <i>per license</i>
Unaltered	\$50.00 <i>per license</i>
Duplicate/Transfer	\$5.00 <i>per license</i>
Late Penalty, Altered	\$15.00 <i>per license</i>
Late Penalty, Unaltered	\$30.00 <i>per license</i>
Senior Citizen (62 and older), Altered *	\$10.00 <i>per license</i>
Senior Citizen (62 and older), Unaltered*	\$25.00 <i>per license</i>

*applies to first license only

Police Department

FEE COST WORKSHEET

NUMBER : PD-05

100-00000-000-31503

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 the Police Department 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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salary, Benefits and Police Department overhead:	Community Service Officer	0.60	\$54.34	\$32.60
			Total Salary	\$32.60
		Salary	Percent	
Operating Expense		\$32.60	24.08%	\$7.85
City Overhead		\$32.60	21.62%	\$7.05
			Total	<u>\$47.50</u>
			Previous Fee 2021:	\$56.00
			Fee Effective 2023:	\$47.00
			<i>Per day</i>	
			% Change:	-16.07%

Police Department

FEE COST WORKSHEET

NUMBER : PD-06

100-00000-000-31503

SERVICE: Dog Show Permit

Description Of Service: Clerical time and expenses on issuing a 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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salary, Benefits and Police Department overhead:	Community Service Officer	0.60	\$54.34	\$32.60
			Total Salary	\$32.60
Operating Expense			Salary	Percent
			\$32.60	24.08%
City Overhead			\$32.60	21.62%
			Total	\$47.50
			Previous Fee 2021:	\$56.00
			Fee Effective 2023:	\$47.00
				<i>Per permit</i>
			% Change:	-16.07%

Police

FEE COST WORKSHEET

NUMBER : PD-07

100-00000-000-31503

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 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. Round down to the nearest dollar.

CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
Salary, Benefits and Police Department overhead:	Traffic Officer	0.75	\$138.01	\$103.51
	Police Chief	0.25	\$188.42	\$47.10
			Total Salary	\$150.61
		<u>Salary</u>	<u>Percent</u>	
Operating Expense		\$150.61	24.08%	\$36.26
City Overhead		\$150.61	21.62%	\$32.56
			Total	<u><u>\$219.44</u></u>

Previous Fee 2021: \$202.00

Fee Effective 2023: \$219.00*Per permit*

% Change: 8.42%

Police Department

FEE COST WORKSHEET

NUMBER : PD-08

100-00000-000-31503

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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salary, Benefits and Police Department overhead: Community Service Officer	0.80	\$54.34	\$43.47
		Total Salary	\$43.47
Operating Expense		Salary	
		\$43.47	24.08%
Overhead		\$43.47	21.62%
		Total	\$63.34

Previous Fee 2021: \$75.00

Fee Effective 2023: \$63.00
Per animal surrendered

% Change: -16.00%

Police Department

FEE COST WORKSHEET

NUMBER : PD-09

100-00000-000-31503

SERVICE: Animal Impound Fee - Animal Brought by Public

DESCRIPTION OF SERVICE: This fee is charged for animals brought into the Police Department by the 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. Round down to the nearest dollar.

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:	Community Service Officer	0.33	\$54.34	\$17.93
			Total Salary	\$17.93
			<u>Salary</u>	<u>Percent</u>
Operating Expense			\$17.93	24.08%
City Overhead			\$17.93	21.62%
			Total	\$26.13
			Previous Fee 2021:	\$31.00
			Fee Effective 2023:	\$26.00
			<i>Per animal surrendered</i>	
			% Change:	-16.13%

Police Department

FEE COST WORKSHEET

NUMBER : PD-10

100-00000-000-31502

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 #35-2012. Round down to the nearest dollar.

SPECIAL NOTES: Salary based upon YFS contract cost.
If a juvenile provides proof that family is qualify for free school lunch, fee is reduced to \$50.

CALCULATION OF FEE

		Hours	Rate	
Salary based on YFS contract cost	Youth and Family Services Manager	6.50	\$31.25	\$203.13
			Total Salary	\$203.13
		Salary	Percent	
Operating Expense		\$203.13	24.08%	\$48.90
City Overhead		\$203.13	21.62%	\$43.92
			Total Cost	\$295.95

Previous Fee 2021: \$297.00

Fee Effective 2023: \$295.95

Per incident

% Change: -0.36%

Police Department

FEE COST WORKSHEET

NUMBER : PD-11

100-00000-000-31503

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. Round down to the nearest dollar.

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:	Community Service Officer	0.80	\$54.34	\$43.47
			Total Salary	\$43.47
Operating Expense			<u>Salary</u>	<u>Percent</u>
			\$43.47	24.08%
City Overhead			\$43.47	21.62%
			Total	\$63.34
			Previous Fee 2021:	\$60.00
			Fee Effective 2023:	\$63.00
			<i>Per animal surrendered</i>	
			% Change:	5.00%

Police Department

FEE COST WORKSHEET

NUMBER : PD-12

100-00000-000-35005

SERVICE: Police Department Hourly Rate

DESCRIPTION OF SERVICE: Estimated hourly fee for service. The fee is due and payable at time of service.

REFUND POLICY: No refunds available.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

CALCULATION OF FEE

Salary and Police Department overhead:	Community Service Officer	1.00	\$54.34	\$54.34
	Youth and Family Services Manager	1.00	\$31.25	\$31.25
	Traffic Officer	1.00	\$138.01	\$138.01
	Police Chief	1.00	\$188.42	\$188.42
	Administrative Aide	1.00	\$72.77	\$72.77
	Officer	1.00	\$125.18	\$125.18
	Sergeant	1.00	\$152.68	\$152.68
			Total Salary	\$762.65
			Average # of positions	\$108.95
			<u>Salary</u>	<u>Percent</u>
Benefits		\$108.95	44.28%	\$48.24
Operating Expense		\$108.95	24.08%	\$26.23
Overhead		\$108.95	21.62%	\$23.56
			Total	\$206.97
	Previous Fee 2021:			New fee
	Fee Effective 2023:			\$206.00
				<i>Per hour</i>
	% Change:			<i>New fee</i>

Police Department

FEE COST WORKSHEET

NUMBER : PD-13

100-00000-000-35005

SERVICE: Police Department Overtime Hourly Rate

DESCRIPTION OF SERVICE: Estimated overtime hourly fee for service. The fee is due and payable at time of service.

REFUND POLICY: No refunds available.

PROCESS OF COSTING SERVICE: Fee based upon allocation of the costs of personnel, services and supplies. Round down to the nearest dollar.

CALCULATION OF FEE

Salary and Police Department overhead:	Community Service Officer	1.00	\$81.51	\$81.51
	Youth and Family Services Manager	1.00	\$46.88	\$46.88
	Traffic Officer	1.00	\$207.02	\$207.02
	Police Chief	1.00	\$282.63	\$282.63
	Administrative Aide	1.00	\$109.16	\$109.16
	Officer	1.00	\$187.77	\$187.77
	Sergeant	1.00	\$229.02	\$229.02
			Total Salary	\$1,143.98
			Average # of positions	\$163.43
			<u>Salary</u>	<u>Percent</u>
Benefits		\$163.43	44.28%	\$72.36
Operating Expense		\$163.43	24.08%	\$39.34
Overhead		\$163.43	21.62%	\$35.33
			Total	\$310.46
		Previous Fee 2021:		New fee
		Fee Effective 2023:		\$310.00
				<i>Per hour</i>
		% Change:		<i>New fee</i>

PUBLIC WORKS
and UTILITY
FEES

Public Works & Utilities Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
Public Works				
Barricading on City Streets	PW-16	\$268.00	\$268.00	0.00%
Encroachment Permit Fee (Major)	PW-07	\$438.00	\$458.00	4.57%
Encroachment Permit Fee (Minor)	PW-06	\$216.00	\$216.00	0.00%
Engineering Cost Recovery Deposit	PW-15	Varies (Deposit, not a fee)	Varies (Deposit, not a fee)	
Engineering Tech Services Fee (Hourly)	PW-03	\$112.00	\$96.00	-14.29%
Outside Consultant Services Fee	PW-04	Actual Cost	Actual Cost + \$34	Add \$34.00
Parking Barricades - Placement and Retrieval	PW-01	\$332 + \$20 per space	\$278 +\$20 per space	-16.27%
Public Works Administrative and Project Manager Services Fee (Hourly)	PW-02	None (New Fee)	\$125.00	N/A
Public Works Crew After Hour Service Charge / Sunday & Holiday Overtime	PW-08	\$311 for First 3 hours/ \$160 per hour after 3 hours	\$311 for First 3 hours/ \$160 per hour after 3 hours	0.00%
Public Works Crew After Hours Service Charge / Regular Overtime	PW-09	\$237 for First 3 hours/ \$125 per hour after 3 hours	\$237 for First 3 hours/ \$125 per hour after 3 hours	0.00%
Public Works Crew Hourly Rate Normal Business Hours	PW-14	\$89.00	\$89.00	0%
Public Works Director/Engineer Services Fee (Hourly)	PW-05	None (New Fee)	\$186.00	N/A
Public Works News rack Annual Fee	PW-13	\$40.00	\$40.00	0.00%
Public Works News Rack Initial Permit & Inspection Fee	PW-12	\$162.00	\$129.00	-20.37%
Storm Water Plan Review and Inspection Fee (Hourly)	PW-11	\$128.00	\$128.00	0.00%
Utilities				
Back Flow Device Testing (Backflow Fee)	UT-10	\$9.00	\$9.00	0.00%
Hydrant Meter Deposit	UT-16	\$3,000.00	\$3,000.00	0.00%
Meter Cut Lock Fee	UT-11	\$98.00	\$98.00	0.00%
Meter Testing Fee	UT-03	\$137.00	\$137.00	0.00%
Non-Residential Fire Line Inspection & Bacteria Testing	UT-06	\$130.00	\$145.00	11.54%
Second or Third Notice Annual Back Flow Device Testing	UT-12	\$37.00	\$37.00	0.00%
Utility Crew After Hour Service Charge / Regular Overtime	UT-04	\$237 for First 3 Hours / \$125 per hr after 3 Hours	\$237 for First 3 Hours / \$125 per hr after 3 Hours	0.00%
Utility Crew After Hour Service Charge / Sunday & Holiday Overtime	UT-05	\$311 for First 3 Hours / \$160 per hr after 3 Hours	\$311 for First 3 Hours / \$160 per hr after 3 Hours	0.00%
Utility Crew Service Charge Normal Business Hours	UT-15	\$89.00	\$89.00	0.00%
Water Flow Test	UT-08	\$374.00	\$423.00	0.00%
Water Flow Test - Administrative Only	UT-09	\$35.00	\$35.00	0.00%
Water Service Deposit	UT-13	\$150.00	\$150.00	0.00%
Water Service Payment Reminder Notice	UT-01	\$27.00	\$27.00	0.00%
Water Service Start of Service or Stop of Service (Change of Water Account Holder)	UT-14	\$27.00	\$27.00	0.00%
Water Service Turn On (Delinquent Payment) [per account turn on] Pursuant to Health & Safety Code section 116914(a)(1), if all conditions in section 3.6.1 of City Water Shutoff Policy are met.	UT-02	\$50	\$50	0.00%
		\$114	\$114	0.00%

Public Works

FEE COST WORKSHEET

NUMBER : PW-01

SERVICE: Parking Barricades - Placement and 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: This fee is based upon allocation of the costs of personnel, services and supplies and for staff time required for preparing vehicle, loading and delivery of barricades, retrieving barricades and making vehicle available for next assignment. A \$20 per space rental fee per space (including barricade) is also assessed for each space barricaded. Round down to the nearest dollar.

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	\$37.59	\$75.18
	Public Works Supervisor	1.50	\$47.55	\$71.33
			Total Salary	\$146.51
Benefits:		Salary	Percent	
		\$146.51	44.28%	\$64.87
Operating Expenses:		\$146.51	24.08%	\$35.27
Overhead:		\$146.51	21.62%	\$31.68
			Total	\$278.33
			Previous 2023 Fee: \$332 + \$20 per space	
			Amended 2023 Fee: \$278 +\$20 per space	
			Percent Change:	-16.27%

Public Works

FEE COST WORKSHEET

NUMBER : PW-02

SERVICE: Public Works Administrative and Project Manager Services Fee (Hourly)

DESCRIPTION OF SERVICE: Staff time and expenses associated with conducting Public Works Administrative and Project Manager Services including, but not limited to, improvement plan review, inspections, preliminary site reviews, document

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 for one hour of activity. Actual or estimated number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. Round down to the nearest dollar.

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	\$37.71	\$9.43
	Public Works Administrative and Project Manager	1.00	\$56.56	\$56.56
	Total Salary			\$65.99
Benefits:		Salary	Percent	
		\$65.99	44.28%	\$29.22
Operating Expenses:		\$65.99	24.08%	\$15.89
Overhead:		\$65.99	21.62%	\$14.27
	Total			\$125.36

Previous Fee : None

New 2023 Fee : \$125.00
per hour

% Change: #VALUE!

Public Works

FEE COST WORKSHEET

NUMBER : PW-03

SERVICE: Engineering Tech Services Fee (Hourly)

DESCRIPTION OF SERVICE: Staff time and expenses associated with conducting Public Works Engineering Tech services including, but not limited to, improvement plan review, inspections, preliminary site reviews, document preparation, research,

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 for one hour of activity. Actual or estimated number of hours will vary depending on the project. 1/2 hour minimum charge for any service covered by this fee. Round down to the nearest dollar.

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	\$37.71	\$9.43
	Engineering Tech I	1.00	\$41.35	\$41.35
			Total Salary	\$50.78
Benefits:		Salary	Percent	
		\$50.78	44.28%	\$22.48
Operating Expenses:		\$50.78	24.08%	\$12.22
Overhead:		\$50.78	21.62%	\$10.98
			Total	\$96.46
			Previous 2023 Fee:	\$112.00
			Amended 2023 Fee:	\$96.00
				<i>per hour</i>
			% Change:	-14.29%

Public Works

FEE COST WORKSHEET

NUMBER : PW-04

SERVICE: Outside Consultant Services Fee

DESCRIPTION OF SERVICE: This fee shall be the actual hourly cost billed to the City by an outside consultant for performing plan review and/or related services such as counter assistance, corresponding with applicants, design meetings, preliminary site investigations, code research, inspections, and other activities for building or grading permit applications, subdivision improvements, parcel maps, Lot splits, improvement plans and similar improvements.

REFUND POLICY: No refund shall be allowed for this fee since the services provided for this fee will have already been provided.

PROCESS OF COSTING This fee shall be the actual hourly cost billed to the City by an outside consultant for performing **SERVICE:** plan review and/or related services such as counter assistance, corresponding with applicants, design meetings, preliminary site investigations, code research, inspections, and other activities. In addition, staff processing time, rounded down to the nearest dollar, is added for each time this fee is assessed to cover administrative review and processing of the consultant invoice. Round down to the nearest dollar.

SPECIAL NOTES:

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Public Works Administrative and Project Manager	0.25	\$56.56	\$14.14
	Administrative Assistant	0.1	\$37.71	\$3.77
			Total Salary	\$17.91
Benefits:		Salary	Percent	
		\$17.91	44.28%	\$7.93
Operating Expenses:		\$17.91	24.08%	\$4.31
Overhead:		\$17.91	21.62%	\$3.87
			Total	\$34.03

Previous Fee : Actual Cost

The staff time is for administrative processing and accounts payable processing services. **Amended 2023 Fee: Actual Cost + \$34**

% Change: #VALUE!

Public Works

FEE COST WORKSHEET

NUMBER : PW-05

SERVICE: Public Works Director/Engineer Services Fee (Hourly)

DESCRIPTION OF SERVICE: Staff time and expenses associated with conducting Public Works
Director/Engineer services including, but not limited to, improvement plan

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. Round down to the nearest dollar.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Administrative Assistant	0.25	\$37.71	\$9.43
	Public Works Director/Engineer	1.00	\$88.71	\$88.71
			Total Salary	\$98.14
Benefits:		Salary	Percent	
		\$98.14	44.28%	\$43.45
Operating Expenses:		\$98.14	24.08%	\$23.63
Overhead:		\$98.14	21.62%	\$21.22
			Total	\$186.43

Previous 2023 Fee: None

New Fee 2023: \$186.00
per hour

% Change: #VALUE!

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 unless otherwise authorized by the Public Works Director

PROCESS OF COSTING SERVICE: This fixed fee is based upon allocation of the costs of personnel, services, and supplies. \$15.00 per permit is included in this fee for the purpose of recovering costs to maintain the City's Standard Plans. Round down to the nearest dollar.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Development Services Supervisor	1.25	\$43.37	\$54.21
	Engineering Tech I	1.25	\$41.35	\$51.69
			Total Salary	\$105.90
Benefits:		Salary	Percent	
		\$105.90	44.28%	\$46.89
Operating Expenses:		\$105.90	24.08%	\$25.50
Overhead:		\$105.90	21.62%	\$22.90
Public Works - Standard Plans Maintenance Charge				\$15.00
			Total	<u><u>\$216.18</u></u>

Previous 2023 Fee: \$216.00

Amended 2023 Fixed Fee: \$216.00
per permit

% Change: 0.00%

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 unless otherwise authorized by the Public Works

PROCESS OF COSTING SERVICE: This fixed fee is based on the estimated staff time to process, review and inspect Major Encroachment Permits. If inspections exceed 2 hours of staff time during normal business hours, those additional 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. Round down to the nearest dollar.

\$30 per permit is included for maintaining Public Works standard plans.

CALCULATION OF FEE			
		<u>Hours</u>	<u>Rate</u>
Salaries:	Development Services Supervisor	1.25	\$43.37
	Engineering Tech I	2.00	\$41.35
	Public Works Director/Engineer	1.00	\$88.71
			Total Salary
			\$225.62
		Salary	Percent
Benefits:		\$225.62	44.28%
Operating Expenses:		\$225.62	24.08%
Overhead:		\$225.62	21.62%
Public Works - Standard Plans Maintenance Charge			<u>\$30.00</u>
			Total
			\$458.62
	Previous Fee:		\$438.00
	Amended 2023 Fixed Fee:		\$458.00
			<i>per permit</i>
	% Change:		5%

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$37.71	\$9.43
	[Sunday & Holiday OT] Maintenance Worker II	1.00	\$75.18	\$75.18
			Total Salary	\$84.61
Benefits:		Salary	Percent	
		\$84.61	44.28%	\$37.46
Operating Expenses:		\$84.61	24.08%	\$20.37
Overhead:		\$84.61	21.62%	\$18.29
			Total	\$160.73

Previous Fee Effective 2023: \$311.00
for 3 hour minimum

Previous Fee Effective 2023: \$160.00
per hour after 3 hour Minimum

Fee Effective 2023: \$311.00
for 3 hour minimum

Fee Effective 2023: \$160.00
per hour after 3 hour Minimum

Percent Change: 0.00%

Appears proper based on salary table. Nitish

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. Round down to the nearest dollar.

CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
Salaries:	Administrative Assistant	0.25	\$37.71	\$9.43
	[3 hr. Mandatory OT per MOU] Maintenance Worker II	1.00	\$56.39	\$56.39
			Total Salary	\$65.81
		Salary	Percent	
Benefits:		\$65.81	44.28%	\$29.14
Operating Expenses:		\$65.81	24.08%	\$15.84
Overhead:		\$65.81	21.62%	\$14.23
			Total	\$125.03

Fee Effective 2023: \$237.00
for 3 hour minimum

Fee Effective 2023: \$125.00
per hour after 3 hour minimum

Fee Effective 2023: \$237.00
for 3 hour minimum

Fee Effective 2023: \$125.00
per hour after 3 hour minimum

Percent Change: 0.00%

Public Works

FEE COST WORKSHEET

NUMBER : PW-11

SERVICE: Storm Water Plan Review and Inspection Fee (Hourly)

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: This hourly fee is based upon allocation of the actual or estimated costs of personnel, services, and supplies. Actual and estimated number of staff hours will vary depending on the project. Fee shall be assessed at 15 minute increments after the first 30 minutes or any portion thereof. Round down to the nearest dollar.

SPECIAL NOTES: 30 minute minimum.

CALCULATION OF FEE				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Administrative Assistant	0.50	\$37.71	\$18.85
	Environmental Compliance Analyst	1.00	\$48.82	\$48.82
			Total Salary	\$67.67
Benefits:		Salary	Percent	
		\$67.67	44.28%	\$29.96
Operating Expenses:		\$67.67	24.08%	\$16.29
Overhead:		\$67.67	21.62%	\$14.63
			Total	<u>\$128.56</u>
			Previous Fee 2023:	\$128.00
			Fee Effective 2023:	\$128.00
				<i>per hour</i>
			% Change:	0.00%

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 \$20 fee for each additional rack (over 3) received as part of the same permit application. \$15.00 per permit is included in this fee for the purpose of recovering costs to maintain the City's Standard Plans. Round down to the nearest dollar.

SPECIAL NOTES: This also requires an Encroachment Permit.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$37.71	\$18.85
	Engineering Tech I	1.00	\$41.35	\$41.35
			Total Salary:	\$60.20
Benefits:		Salary	Percent	
		\$60.20	44.28%	\$26.66
Operating Expenses:		\$60.20	24.08%	\$14.49
Overhead:		\$60.20	21.62%	\$13.02
Public Works - Standard Plans Maintenance Charge				\$15.00
			Total	\$129.37

Fee For 3 Racks Effective 2023: \$162.00
for first 3 news racks on same application. \$20 for each news rack received as part of same permit application

Amended Fixed Fee For 3 Racks: \$129.00
for first 3 news racks on same application. \$20 for each news rack received as part of same permit application

% Change: -20.37%

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. Round down to the nearest dollar.

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	\$37.71	\$9.43
	Public Works Supervisor	0.25	\$47.55	\$11.89
			Total Salary	\$21.32
Benefits:		Salary	Percent	
		\$21.32	44.28%	\$9.44
Operating Expenses:		\$21.32	24.08%	\$5.13
Overhead:		\$21.32	21.62%	\$4.61
			Total	\$40.49
			Fee Effective 2023:	\$40.00
			Fee Effective 2023:	\$40.00
			% Change:	0%

Appears proper based on salary table. Nitish

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. Round down to the nearest dollar.

CALCULATION OF FEE

		<u>Hours</u>	<u>Rate</u>	
Salaries:	Administrative Assistant	0.25	\$37.71	\$9.43
	Maintenance Worker II	1.00	\$37.59	\$37.59
			Total Salary	\$47.02
		Salary	Percent	
Benefits:		\$47.02	44.28%	\$20.82
Operating Expenses:		\$47.02	24.08%	\$11.32
Overhead:		\$47.02	21.62%	\$10.17
			Total	\$89.32
			Previous Fee 2023:	\$89.00
			Fee Effective 2023:	\$89.00
				<i>per hour</i>
			% Change:	0.00%

Public Works

FEE COST WORKSHEET

NUMBER : PW-15

SERVICE: Engineering Cost Recovery Deposit

DESCRIPTION OF SERVICE: This is a deposit paid by an applicant at the time an application is made for a permit requiring engineering services when covered under a cost recovery agreement.

REFUND POLICY: Full refund, minus the calculated staff and outside services costs is allowed when all costs have been calculated and no further costs will be incurred.

PROCESS OF COSTING SERVICE: This deposit is an estimated amount of the estimated expenses needed to process a permit and provide all necessary permit services. It requires a funded deposit account to be set up with the City by the applicant. The City's estimate is based upon an average allocation of the costs of personnel, services and supplies associated with the activities to complete the requested services. Should these activities exceed the estimated fee below, the applicant will be invoiced by the City for additional monies due. At completion of the permit, a refund of any unused monies will be returned to the applicant who paid for the services.

CALCULATION OF DEPOSIT

Deposit is calculated by the Public Works Director/Engineer, the Public Works Administrative and Project Manager, or designee in advance of initiating engineering services. A 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 permit sign off and completion after all costs for services have been determined.

Public Works

FEE COST WORKSHEET

NUMBER : PW-16

SERVICE: Barricading on City Streets

DESCRIPTION OF SERVICE: Utilizing City staff and equipment to set up barricades on City streets. 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. For barricading the Plaza's 'Horseshoe' or Rear Parking Lot, see SE-07.

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. Round down to the nearest dollar.

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	\$37.71
	Public Works Supervisor	1.00	\$47.55
	Maintenance Worker II	2.00	\$37.59
		Total Salary:	\$141.59
Benefits:	Salary	Percent	
	\$141.59	44.28%	\$62.69
Operating Expenses:	\$141.59	24.08%	\$34.09
Overhead:	\$141.59	21.62%	\$30.61
		Total	\$268.98
		Previous Fee 2023:	\$268.00
		Fee Effective 2023:	\$268.00
			<i>per event</i>
		% Change:	0.00%

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Accounting Technician	0.25	\$41.22	\$10.31
			Total Salary	\$10.31
Benefits:		Salary	Percent	
		\$10.31	44.28%	\$4.56
Operating Expenses:		\$10.31	24.08%	\$2.48
Overhead:		\$10.31	21.62%	\$2.23
Mailing and Printing Costs				\$8.00
			Total	\$27.58
			Previous Fee 2023:	\$27.00
			Fee Effective 2023:	\$27.00
				<i>Per Notification</i>
			% Change:	0.00%

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 2023:	\$50.00

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. Round down to the nearest dollar.

SPECIAL NOTES: Fee Per Turn off and Per Turn On to re establish turned off service due to delinquency

CALCULATION OF FEE

	Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$37.71
	Accounting Technician	0.50	\$41.22
	Senior Maintenance Worker	0.50	\$41.35
		Total Salary	\$60.14
Benefits:	Salary	Percent	
	\$60.14	44.28%	\$26.63
Operating Expenses:	\$60.14	24.08%	\$14.48
Overhead:	\$60.14	21.62%	\$13.00
		Total	\$114.25
	Fee Effective 2023:		\$114.00
	Fee Effective 2023:	\$114.00	
		<i>Per Turn Off / Turn On</i>	
	% Change:		0.00%

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. Round down to the nearest dollar.

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	\$41.22
	Senior Maintenance Worker	1.50	\$41.35
Total Salary			\$72.33
Benefits:	Salary	Percent	
	\$72.33	44.28%	\$32.02
Operating Expenses:	\$72.33	24.08%	\$17.41
Overhead:	\$72.33	21.62%	\$15.64
Total			\$137.41
Previous Fee 2023:			\$137.00
Fee Effective 2023:			\$137.00
			<i>Per Test</i>
% Change:			0.00%

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. Round down to the nearest dollar.

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

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
Administrative Assistant	0.25	\$37.71	\$9.43
[3 hr. Mandatory OT per MOU] Maintenance Worker II	1.00	\$37.59	\$56.39
		Total Salary	\$65.81
	Salary	Percent	
Benefits:	\$65.81	44.28%	\$29.14
Operating Expenses:	\$65.81	24.08%	\$15.84
Overhead:	\$65.81	21.62%	\$14.23
		Total	\$125.03
	3 Hour Minimum		\$237.80
	Previous Fees 2023:	\$237.00	
	<i>for 3 Hour Minimum</i>	\$125.00	
	<i>per hour after 3 hour Minimum</i>		
	Fee Effective 2023:	\$237.00	
	<i>Per Hour for 3 Hour Minimum</i>	\$125.00	
	<i>per hour after 3 hour Minimum</i>		
	% Change:		0.00%

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. Round down to the nearest dollar.

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

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$37.71	\$9.43
	[Sunday & Holiday OT @ double time] Maintenance Worker II	1.00	\$37.59	\$75.18
			Total Salary	\$84.61
		Salary	Percent	
Benefits:		\$84.61	44.28%	\$37.46
Operating Expenses:		\$84.61	24.08%	\$20.37
Overhead:		\$84.61	21.62%	\$18.29
			Total	<u>\$160.73</u>

3 hour minimum \$482.20

Previous Fees 2023: \$311.00
for 3 hour minimum

\$160.00
per hour after 3 hour minimum

Fee Effective 2023: \$311.00
for 3 hour minimum

Fee Effective 2023: \$160.00
per hour after 3 hour minimum

% Change: 0.00%

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 has been 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. \$15.00 included in the fee for the purpose of recovering costs to maintain the City's Standard Plans. Round down to the nearest dollar.

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				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Administrative Assistant	0.50	\$37.71	\$18.85
	Water Supervisor	1.00	\$49.93	\$49.93
			Total Salary	\$68.78
		Salary	Percent	
Benefits:		\$68.78	44.28%	\$30.45
Operating Expenses:		\$68.78	24.08%	\$16.56
Overhead:		\$68.78	21.62%	\$14.87
Public Works - Standard Plans Maintenance Charge				\$15.00
			Total	\$145.67
			Previous Fee 2023:	\$130.00
			Amended Fee 2023:	\$145.00
				<i>Per hour</i>
			% Change:	11.54%

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.
Round down to the nearest dollar.

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	\$37.71	\$18.85
	Maintenance Worker II	4.00	\$37.59	\$150.36
			Total Salary	\$169.22
Benefits:		Salary	Percent	
		\$169.22	44.28%	\$74.92
Operating Expenses:		\$169.22	24.08%	\$40.74
Overhead:		\$169.22	21.62%	\$36.59
Water Use	(12,000 gal @ 8.53/1000 [1/2021 water rates])			\$102.36
			Total	\$423.83
			Previous Fee 2023:	\$423.00
			Fee Effective 2023:	\$423.00
				<i>Per Test</i>
			% Change:	0.00%

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.50	\$37.71	\$18.85
				Total Salary <u>\$18.85</u>
Benefits:			Salary	Percent
			\$18.85	44.28%
Operating Expenses:			\$18.85	24.08%
Overhead:			\$18.85	21.62%
			Total	<u><u>\$35.82</u></u>
			Previous Fee 2023:	\$35.00
			Fee Effective 2023:	\$35.00
				<i>per request</i>
			% Change:	0.00%

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. Round down to the nearest dollar.

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	\$37.71	\$3.77
	Water Supervisor	0.02	\$49.93	\$1.00
			Total Salary	\$4.77
		Salary	Percent	
Benefits:		\$4.77	44.28%	\$2.11
Operating Expenses:		\$4.77	24.08%	\$1.15
Overhead:		\$4.77	21.62%	\$1.03
			Total	\$9.06
			Previous Fee 2023:	\$9.00
			Fee Effective 2023:	\$9.00
				<i>per month per device</i>
			% 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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Accounting Technician	0.25	\$41.22	\$10.31
	Maintenance Worker II	1.00	\$37.59	\$37.59
			Total Salary	\$47.90
Lock Replacement:				\$8.00
		Salary	Percent	
Benefits:		\$47.90	44.28%	\$21.21
Operating Expenses:		\$47.90	24.08%	\$11.53
Overhead:		\$47.90	21.62%	\$10.36
			Total	\$98.99
			Previous Fee 2023:	\$98.00
			Fee Effective 2023:	\$98.00
				<i>per Cut Lock</i>
			% Change:	0.00%

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. Round down to the nearest dollar.

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	\$37.71	\$9.43
	Accounting Technician	0.25	\$41.22	\$10.31
			Total Salary	\$19.73
Benefits:		Salary	Percent	
		\$19.73	44.28%	\$8.74
Operating Expenses:		\$19.73	24.08%	\$4.75
Overhead:		\$19.73	21.62%	\$4.27
Supplies	Certified Mail and Printing			\$6.50
			Total	\$37.49
			Previous Fee 2023:	\$37.00
			Fee Effective 2023:	\$37.00
				<i>per Notice</i>
			% Change:	0.00%

Utilities

FEE COST WORKSHEET

NUMBER : UT-13

SERVICE: Water Service 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 a consecutive 24 months and no returned checks have been written for 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-payments have been issued by the City and no returned checks have been written for the account for a consecutive 24 months.

PROCESS OF COSTING SERVICE: Deposit is based on average 2 month residential water billing. Round down to the nearest dollar.

CALCULATION OF FEE

Previous Fee 2021:	\$150.00
Fee Effective 2023:	\$150.00
% Change:	0.00%

Utilities

FEE COST WORKSHEET

 NUMBER : UT-14

SERVICE: Water Service Start of Service or Stop of Service
(Change of Water Account Holder)

DESCRIPTION OF SERVICE: Staff time and expenses to change a water service address location from the previous account holder (owner / tenant) and set up the account for the new owner / tenant.

REFUND POLICY: No Refund

PROCESS OF COSTING SERVICE: Fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

SPECIAL NOTES: Cost of activity is divided in half to be shared between account holder stopping service and account holder starting service.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Administrative Assistant	0.25	\$37.71	\$9.43
	Accounting Technician	0.25	\$41.22	\$10.31
	Maintenance Worker II	0.25	\$37.59	\$9.40
			Total Salary	\$29.13
Benefits:		Salary	Percent	
		\$29.13	44.28%	\$12.90
Operating Expenses:		\$29.13	24.08%	\$7.01
Overhead:		\$29.13	21.62%	\$6.30
			Total	\$55.34
			Previous Fee 2023:	\$27.00
			Fee Effective 2023:	\$27.00
			<i>Per Start of Service or Stop of Service</i>	
			% Change:	0.00%

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. Round down to the nearest dollar.

CALCULATION OF FEE

	Hours	Rate	
Salaries:			
	Administrative Assistant	0.25	\$37.71
	Maintenance Worker II	1.00	\$37.59
			Total Salary
			\$47.02
Benefits:	Salary	Percent	
	\$47.02	44.28%	\$20.82
Operating Expenses:	\$47.02	24.08%	\$11.32
Overhead:	\$47.02	21.62%	\$10.17
			Total
			<u>\$89.32</u>
			Previous Fee 2023:
			\$89.00
			Fee Effective 2023:
			\$89.00
			<i>Per Hour</i>
			% Change:
			0.00%

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. Round down to the nearest dollar.

CALCULATION OF FEE

Previous 2023 Deposit: \$3,000.00

Deposit Effective 2023: \$3,000.00

SPECIAL EVENT FEES

Special Events Fee Summary Sheet

Fee Type	Fee ID	Previous Adopted 2023 Fee	Amended 2023 Fee	Change (%)
SPECIAL EVENTS: Fees & Permits				
Additional Hours - Special Events Manager	SE-10	\$ 118.00	\$ 107.00	-9.32%
Alcohol Permit	SE-01	\$ 331.00	\$ 331.00	0.00%
Barricading of City Property (excluding City streets)	SE-07	\$ 268.00	\$ 242.00	-9.70%
Electrical Bollards	SE-08	\$134 + \$19/Bollard	\$131+\$19/Bollard	-2.24%
Film Permit, Low Impact Video Production	SE-06	\$ 577.00	\$ 577.00	0.00%
Film Permit, High Impact Video Production	SE-06	\$ 1,433.00	\$ 1,433.00	0.00%
Large Scale Special Event Permit Application Processing Fee	SE-03	\$ 1,618.00	\$ 1,618.00	0.00%
PW Maintenance Staff Fees (hourly)	SE-09	See PW-08, PW-09 and PW-14	See PW-08, PW-09 and PW-14	0.00%
Small Scale Special Event Application Processing Fee	SE-04	\$ 481.00	\$ 435.00	-9.56%
Street Use Permit	SE-05	\$ 893.00	\$ 893.00	0.00%
Special event hourly rate DELETE - USE REVISED SE-10	SE-11	\$ 107.00	DELETE FEE	DELETED
Special event overtime hourly rate DELETE - USE REVISED SE-10	SE-12	\$ 161.00	DELETE FEE	DELETED FEE
Reservation of Public Parking (associated with Special Event Permits)	See PW-01		See PW-01	0.00%
SPECIAL EVENTS: Rental, Maintenance Fees & Security Deposits				
Depot Park Maintenance Fees DELETE - REVISED AND RENUMBERED THIS FEE TO SE-	SER-13	\$ 100.00		0.00%
Depot Park Parking Lot	SER-12	\$ 100.00	\$ 100.00	0.00%
Depot Park Picnic Area 1 & 2	SER-09	\$50 per section	\$50 per section	0.00%
Depot Park Picnic Area 3	SER-10	\$ 100.00	\$ 100.00	0.00%
Depot Park Security Deposit DELETE - USE REVISED SER-08	SER-14	100		
Depot Park Volleyball Area #4 (Electrical Bollards) REVISED & RE-NUMBERED to SE-08	SER-11	\$ 100.00	\$ 100.00	0.00%
Plaza Amphitheater	SER-04	\$ 200.00	\$ 200.00	0.00%
Plaza Horseshoe Pavement Only	SER-05	\$ 200.00	\$ 200.00	0.00%
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	SER-07	MAINTENANCE CHARGED BASED ON ACTUAL HOURLY RATES FOR PUBLIC WORKS STAFF	MAINTENANCE CHARGED BASED ON ACTUAL HOURLY RATES FOR PUBLIC WORKS STAFF	-
Plaza North East, North West, & South West Quadrants	SER-02	\$ 300.00	\$ 300.00	0.00%
Plaza Rear Parking Lot (only by exception)	SER-06	\$ 300.00	\$ 300.00	0.00%
Special Event Security Deposit, Per Quadrant, Section or area, per day (refundable)	SER-08	DEPOSIT AMOUNT EQUALS RENTAL FEE FOR SECTION(S) RENTED	DEPOSIT AMOUNT EQUALS RENTAL FEE FOR SECTION(S) RENTED	0.00%
Plaza South East Quadrant	SER-03	\$ 400.00	\$ 400.00	0.00%

Special Events

FEE COST WORKSHEET

NUMBER : SE-01

100-00000-000-30702

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. Round down to the nearest dollar.

SPECIAL NOTES: Costs of Police Staff based on Sonoma County Fee Schedule

CALCULATION OF FEE			
		<u>Hours</u>	<u>Rate</u>
Salaries:	City Manager	0.25	\$103.80
	Senior Management Analyst	1.00	\$56.56
			City Salary Cost
			<u>\$82.51</u>
Benefits:		Salary	Percent
		\$82.51	44.28%
			Total City Salary Cost
			<u>\$36.53</u>
			<u>\$119.04</u>
Contracted Salary Cost:		<u>Hours</u>	<u>Rate</u>
	Police Chief	0.50	\$188.42
	Administrative Aide	0.20	\$72.77
			<u>\$94.21</u>
			<u>\$14.55</u>
			Total Contracted Salary Cost
			<u>\$108.76</u>
Total Salary Costs:			<u>\$227.80</u>
Operating Expenses:		Salary	Percent
		\$227.80	24.08%
			\$54.84
Overhead:		\$227.80	21.62%
			\$49.25
			Total
			<u><u>\$331.90</u></u>

Previous 2023 Fee: \$331.00

Fee Effective 2023: **\$331.00**

Per permit

% Change: 0.00%

Special Events

FEE COST WORKSHEET

NUMBER : SE-03

100-00000-000-30702

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.
Round down to the nearest dollar.

SPECIAL NOTES: Costs of Police Staff based on Sonoma County Fee Schedule. Cost of Fire Marshall Based on Sonoma Valley Fire District Fee Schedule.

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	Senior Management Analyst	6.00	\$56.56	\$339.36
	Public Works Supervisor	3.00	\$47.55	\$142.66
				City Salary
Benefits:		Salary	Percent	
		\$482.02	44.28%	\$213.42
			Total City Salary Costs	\$695.43
Contracted Salary Costs:		Hours	Rate	
	Police Sergeant	1.50	\$152.68	\$229.02
	Administrative Aide	0.50	\$72.77	\$36.39
	Fire Marshall	1.00	\$150.00	\$150.00
	Senior Management Analyst	-	\$56.56	\$0.00
			Total Contracted Salary Costs	\$415.41
Total Salary Costs:			Total	\$1,110.84
Operating Expenses:		Salary	Percent	
		\$1,110.84	24.08%	\$267.44
Overhead:		\$1,110.84	21.62%	\$240.17
			Total	\$1,618.45

Previous 2023 Fee: \$1,618.00

Fee Effective 2023: \$1,618.00

Per Application / Event

% Change: 0.00%

Special Events

FEE COST WORKSHEET

NUMBER : SE-04

100-00000-000-30702

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, but not limited to 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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Public Works Supervisor	1.25	\$47.55	\$59.44
	Senior Management Analyst	3.00	\$56.56	\$169.68
			Total Salary:	\$229.12
Benefits:		Salary	Percent	
		\$229.12	44.28%	\$101.44
Operating Expenses:		\$229.12	24.08%	\$55.16
Overhead:		\$229.12	21.62%	\$49.54
			Total	\$435.26

Previous 2023 Fee: \$481.00

Fee Effective 2023: \$435.00

Per Application / Event

% Change: -9.56%

Special Events

FEE COST WORKSHEET

NUMBER : SE-05

100-00000-000-30702

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. Round down to the nearest dollar.

SPECIAL NOTES: Costs of Police Staff based on Sonoma County Fee Schedule

CALCULATION OF FEE				
		Hours	Rate	
Salaries:	City Clerk/Executive Assistant	0.50	\$59.39	\$29.69
	Senior Management Analyst	2.50	\$56.56	\$141.40
	Public Works Supervisor	2.00	\$47.55	\$95.11
				<u>Total Salary</u>
Benefits:		Salary	Percent	
		\$266.20	44.28%	\$117.86
			<u>Total City Salary Costs</u>	\$384.06
Contracted Salary Costs:	Police Sergeant	Hours	Rate	
		1.50	\$152.68	\$229.02
Total Salary Costs:				<u>\$613.08</u>
Operating Expenses:		Salary	Percent	
		\$613.08	24.08%	\$147.60
Overhead:		\$613.08	21.62%	\$132.55
				<u>Total</u>

Previous 2023 Fee: \$893.00

Fee Effective 2023: \$893.00

Per permit + \$20.00 per parking space made unavailable by use of street

% Change: 0.00%

Special Events

FEE COST WORKSHEET

NUMBER : SE-06
100-00000-000-30702

SERVICE: Film Permit, High and Low Impact Video Production

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. Round down to the nearest dollar.

CALCULATION OF FEE - HIGH IMPACT VIDEO PRODUCTION				
		Hours	Rate	
Salaries:	City Manager	1.50	\$103.80	\$155.70
	Senior Management Analyst	6.00	\$56.56	\$339.36
	Public Works Supervisor	0.50	\$47.55	\$23.78
				Total City Salary
				\$518.83
Benefits		Salary	Percent	
		\$518.83	44.28%	\$229.72
				Total City Salary Costs
				\$748.55
Contracted Salary Costs		Hours	Rate	
	Police Chief	1.25	\$188.42	\$235.52
	Senior Management Analyst	0.00	\$56.56	\$0.00
Total Salary Costs:				\$984.07
Operating Expenses:		Salary	Percent	
Overhead:		\$984.07	24.08%	\$236.92
Fixed Assets:		\$984.07	21.62%	\$212.77
				\$0.00
			Total	\$1,433.76
				Previous 2023 Fee:
				\$1,433.00
			Fee Effective 2023:	\$1,433.00
				<i>Per permit</i>
			% Change:	0%

FEE COST WORKSHEET

NUMBER : SE-06

CALCULATION OF FEE - LOW IMPACT VIDEO PRODUCTION				
		Hours	Rate	
Salaries:	City Manager	0.50	\$103.80	\$51.90
	Senior Management Analyst	4.00	\$56.56	\$226.24
	Public Works Supervisor	0.50	\$47.55	\$23.78
				Total City Salary
				\$301.91
Benefits:		Salary	Percent	
		\$301.91	44.28%	\$133.67
				Total City Salary Costs
				\$435.59
Contracted Salary Costs		Hours	Rate	
	Police Chief	0.50	\$188.42	\$94.21
	Senior Management Analyst	0.00	\$56.56	\$0.00
Total Salary Costs:				\$396.12
Operating Expenses:		Salary	Percent	
Overhead:		\$396.12	24.08%	\$95.37
		\$396.12	21.62%	\$85.65
			Total	\$577.14
				Previous 2023 Fee:
				\$577.00
			Fee Effective 2023:	\$577.00
				<i>Per permit</i>
			% Change:	0.00%

Special Events

FEE COST WORKSHEET

NUMBER : SE-07

100-00000-000-30702

SERVICE: Barricading of City Property (excluding City streets)

DESCRIPTION OF SERVICE: When organizations utilize the Plaza horseshoe, City parking lots or other City property, it often requires the use of barricading. If barricading is required then staff may need to re-locate Sonoma County Transit Buses to a temporary bus loading zone. It requires staff to place no parking signs, notify public transit and their drivers, work with the Visitors Bureau so notification to tour operators occurs prior to the event date and the closing of the horseshoe.

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: Fixed fee is based upon allocation of the costs of personnel, services, and supplies. Round down to the nearest dollar.

SPECIAL NOTES:

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Senior Management Analyst	1.00	\$ 56.56	\$56.56
	Public Works Supervisor	1.50	\$ 47.55	\$71.33
			Total Salary:	\$127.89
Benefits:		Salary	Percent	
		\$127.89	44.28%	\$56.62
Operating Expenses:		\$127.89	24.08%	\$30.79
Overhead:		\$127.89	21.62%	\$27.65
			Total	<u>\$242.95</u>

Previous 2023 Fee: \$268.00

Fee Effective 2023: **\$242.00**
per event

% Change: -9.70%

Special Events

FEE COST WORKSHEET

NUMBER : SE-08

100-00000-000-30702

SERVICE: Electrical Bollards

DESCRIPTION OF SERVICE: When organizations need to use electricity on the Plaza, it requires them to identify which bollards they need powered on. The Sr. Management Analyst works with the event organizer to identify their needs and what their options are for power. Public Works then needs to remove the safety plate from the bollard, turn on the circuit breaker to the bollard, and test to ensure it is working. Post event Public Works has to turn off the circuit and replace the safety plate to the bollard. The fee is determined by the initial clarification of electrical need and the cost per bollard to turn each one.

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. The base fee covers the time needed to meet with the applicant, discuss bollard locations and activation needs, perform plan review if needed and other related services. An additional \$19 per bollard is assessed for bollard opening, testing, closing, and electricity usage. Round down to the

SPECIAL NOTES: It is estimated that it takes a Maintenance Worker II approximately 20 minutes to open, turn on, test and close off one bollard.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Senior Management Analyst	0.75	\$56.56	\$42.42
	Public Works Supervisor	1.00	\$47.55	\$47.55
			Total Salary:	\$89.97
Benefits:		Salary	Percent	
		\$89.97	44.28%	\$39.84
Operating Expenses:		\$89.97	24.08%	\$21.66
Overhead:		\$89.97	21.62%	\$19.45
			Total	\$131.09

Previous 2023 Fee: \$134 + \$19/Bollard

Fee Effective 2023: \$131+\$19/Bollard

Per event + \$19 Per Bollard fee
 % Change: -2%

Special Events

FEE COST WORKSHEET

NUMBER : SE-09

100-00000-000-30702

SERVICE: PW Maintenance Staff Fees (hourly)

DESCRIPTION OF SERVICE: Staff time and expenses for Public Works Maintenance crews to provide necessary Special Event maintenance services before, after or during a special event. Fees are assessed based the actual staff time to perform the services at the fully burdened hourly rate. Weekend and overtime rates apply if applicable. See Public Works Crew Rates PW-08, PW-09 and PW-14 for application of hourly fees.

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. Round down to the nearest dollar.

CALCULATION OF FEE

See PW-08, PW-09
Previous 2023 Fee: and PW-14

See PW-08, PW-
Fee Effective 2023: 09 and PW-14
Per Hour
% Change: 0.00%

Special Events

FEE COST WORKSHEET

NUMBER : SE-10

100-00000-000-30702

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. Round down to the nearest dollar.

CALCULATION OF FEE

		Hours	Rate	
Salaries:	Senior Management Analyst	1.00	\$56.56	\$56.56
			Total Salary:	\$56.56
Benefits:		Salary	Percent	
		\$56.56	44.28%	\$25.04
Operating Expenses:		\$56.56	24.08%	\$13.62
Overhead:		\$56.56	21.62%	\$12.23
			Total	<u>\$107.45</u>

Previous 2023 Fee: \$118.00

Fee Effective 2023: \$107.00

Per Hour

% Change: -9.32%

City of Sonoma

RESOLUTION # 18 - 2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA ADOPTED CITY OF SONOMA MASTER FEE SCHEDULE OF USER FEES, LICENSES AND PERMIT CHARGES EFFECTIVE JUNE 3, 2023

WHEREAS, California Constitution, Article XI, Section 7 gives cities police power to engage in regulatory activities for which they may charge a fee for reimbursement of costs; and

WHEREAS, California Constitution, Article XIII B, Section 8 and Government Code Section 39001 provide general authority for charging fees for specific services; and

WHEREAS, various other sections of the California Constitution and Government Code provide authority for the collection of specific fees and charges; and

WHEREAS, on June 22, 2021, the City Council adopted Resolution Number 46-A-2021 adopting a schedule of user fees, licenses, and permit charges with an effective date of August 23, 2021; and

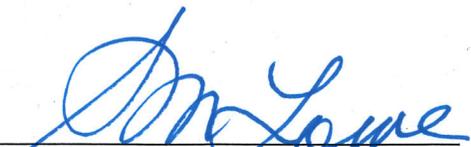
WHEREAS, on March 15, 2023, the City Council of the City of Sonoma held a duly noticed Public Hearing to allow public input and review amendments to the adopted fees and charges.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby:

1. Establishes amendments to certain fees and charges as outline in Exhibit A - Master Fee Schedule, Fiscal Year 2022-23.
2. Finds and determines that the fees and charges set forth in attachments hereto do not exceed the reasonable costs of providing the services for which the fee is charged.
3. The fees set forth in the attachments hereto shall become effective on June 3, 2023.
4. Finds and determines that pursuant to the requirements of California Government Code Section 66015(c), appropriate ordinances, permit fees, and processes are in place to streamline the submittal and approval of permits for solar energy systems in substantial conformance with the practices and policies contained in the California Solar Permitting Guidebook. Calculations related to the administrative cost of issuing a solar rooftop permit are incorporated herein by reference and any fee charged in excess of the fees prescribed in California Government Code Sections 66015(a)(1) or 66015(b)(1) result in the continuation of a quick and streamlined approval process by covering the City's actual administrative cost of providing the service.

PASSED AND ADOPTED, by the City Council of the City of Sonoma, on April 3, 2023, by the following vote:

AYES:	DING, GURNEY, WELLANDER, LOWE
NOES:	NONE
ABSENT:	FARRAR-RIVAS
ABSTAIN:	NONE



Sandra Lowe, Mayor



Rebekah Barr, MMC, City Clerk

ATTEST:

City of Sonoma

RESOLUTION # 61 - 2023

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA
ADJUSTING CITY OF SONOMA MASTER FEE SCHEDULE OF USER FEES,
LICENSES AND PERMIT CHARGES FOR PLANNING, BUILDING, PUBLIC WORKS,
AND SPECIAL EVENTS.**

WHEREAS, California Constitution, Article XI, Section 7 gives cities police power to engage in regulatory activities for which they may charge a fee for reimbursement of costs; and

WHEREAS, Article XIII C, section 1, subdivision (e) of the California Constitution provides that a "tax" does not include: (1) a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege, (2) a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product, (3) a charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, and the administrative enforcement and adjudication thereof, (4) a charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property, and (5) a charge imposed as a condition of property development; and

WHEREAS, on March 15, 2023, the City Council adopted Resolution Number 18-2023 adopting a schedule of user fees, licenses, and permit charges with an effective date of June 3, 2023; and

WHEREAS, the City Council desires to update existing charges and to establish new charges as described in the report attached as Exhibit "A" hereto including, but not limited to, those types of charges described above that do not constitute a tax; and

WHEREAS, Article XIII C, section 1, subdivision (e) of the California Constitution and Government Code section 66014 provide that fees, including, but not limited to, fees for building inspections and fees for filing and processing applications, may not exceed the estimated reasonable cost of providing the service for which the fee is charged; and

WHEREAS, Government Code section 66016 requires the City Council to hold a noticed public hearing prior to adopting a new fee or service charge, or prior to approving an increase in an existing fee or service charge; and

WHEREAS, the City Council desires to adopt and/or increase the fees and service charges included in the report analyzing the associated costs therewith and attached hereto as Exhibit "A", which has been prepared by City Staff; and

WHEREAS, on September 18, 2023, the City Council of the City of Sonoma held a duly noticed Public Hearing to allow public input and review amendments to the adopted fees and charges; and

WHEREAS, the City Council hereby determines that the proposed fees do not meet the requirements for a "project" pursuant to Sections 15378(a) and 15378(b)(2) of the California Environmental Quality Act Guidelines and the action is statutorily exempt under Public Resources Code Section 21080(b)(8) as the establishment and modification of charges by a public agency to meet operating expenses.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby:

1. Determines the recitals above are true and correct and incorporated herein by this reference.
2. Establishes amendments to certain fees and charges as outlined in Exhibit A.
3. Finds and determines that the fees and charges set forth in attachments hereto do not exceed the estimated reasonable costs of providing the services for which the fee is charged and do not recover more than the regulatory costs incurred by the City for providing the services for which they are charged.
4. The fees set forth in the attachments hereto shall become effective sixty days from and after the date of its passage.

PASSED AND ADOPTED, by the City Council of the City of Sonoma on September 18, 2023, by the following vote:

AYES: FARRAR-RIVAS, GURNEY, WELLANDER, DING, LOWE
NOES:
ABSENT:
ABSTAIN:



Sandra Lowe, Mayor

ATTEST: 

Rebekah Barr, City Clerk