

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	SER-11	\$ 100.00	\$ 100.00	0.00%
(Electrical Bollards) REVISED & RE-NUMBERED to SE-08	SER-01			
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
			\$82.51
Benefits:		Salary	Percent
		\$82.51	44.28%
			Total City Salary Cost
			\$36.53
			\$119.04
Contracted Salary Cost:		<u>Hours</u>	<u>Rate</u>
	Police Chief	0.50	\$188.42
	Administrative Aide	0.20	\$72.77
			\$94.21
			\$14.55
			Total Contracted Salary Cost
			\$108.76
Total Salary Costs:			\$227.80
Operating Expenses:		Salary	Percent
		\$227.80	24.08%
			\$54.84
Overhead:		\$227.80	21.62%
			\$49.25
			Total
			\$331.90

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				
		<u>Hours</u>	<u>Rate</u>	
Salaries:	Senior Management Analyst	6.00	\$56.56	\$339.36
	Public Works Supervisor	3.00	\$47.55	\$142.66
			City Salary	\$482.02
Benefits:		Salary	Percent	
		\$482.02	44.28%	\$213.42
			Total City Salary Costs	\$695.43
Contracted Salary Costs:		<u>Hours</u>	<u>Rate</u>	
	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	\$242.95

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

		<u>Hours</u>	<u>Rate</u>	
Salaries:	Senior Management Analyst	1.00	\$56.56	\$56.56
			Total Salary:	\$56.56
		Salary	Percent	
Benefits:		\$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%

Special Events

DELETE FEE

FEE COST WORKSHEET

NUMBER : SE-11

100-00000-000-35005

SERVICE: Special events 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

	Hours	Rate	
Salaries:	Senior Management Analyst	1.00	\$56.56
			\$56.56
		Total Salary	\$56.56
		Average of # positions	\$56.56
Benefits:		Salary	Percent
		\$56.56	44.28%
Operating Expenses:		\$56.56	24.08%
Overhead:		\$56.56	21.62%
Total Salary Costs:		Total	\$107.45

Previous 2023 Fee: \$107.00

Fee Effective 2023: DELETE FEE

per hour

% Change: DELETED

Special Events

DELETE FEE

FEE COST WORKSHEET

NUMBER : SE-12

100-00000-000-35005

SERVICE: Special events 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:	Senior Management Analyst	1.00	\$84.84
			Total Salary \$84.84
			Average of # positions \$84.84
Benefits:		Salary	Percent
		\$84.84	44.28%
Operating Expenses:		\$84.84	24.08%
Overhead:		\$84.84	21.62%
Total Salary Costs:			Total \$161.17

Previous 2023 Fee: \$161.00

Fee Effective 2023: DELETE FEE
per hour

% Change: DELETED FEE

SPECIAL EVENTS, Rental, Maintenance Fees & Security Deposits

SER-02	Plaza North East, North West, & South West Quadrants, per day	\$300.00
SER-03	Plaza South East Quadrant, per day	\$400.00
SER-04	Plaza Amphitheater, per day	\$200.00
SER-05	Plaza Horseshoe Pavement Only, per day	\$200.00
SER-06	Plaza Rear Parking Lot (only by exception), per day	\$300.00
SER-07	DELETE - REVISED AND RENUMBERED THIS FEE TO SE-09	
SER-08	Special Event Security Deposit, Per Quadrant, Section or area, per day (refundable)	DEPOSIT AMOUNT EQUALS RENTAL FEE FOR SECTION(S) RENTED
SER-09	Depot Park Picnic Area 1 & 2 per day	\$50 per section
SER-10	Depot Park Picnic Area 3, per day	\$100.00
SER-11	Depot Park Volleyball Area #4, per day	\$100.00
SER-12	Depot Park Parking Lot, per day	\$100.00
SER-13	DELETE - REVISED AND RENUMBERED THIS FEE TO SE-09	
SER-14	DELETE - USE REVISED SER-08 - Depot Park Security Deposit, Per Section or area, per day (refundable)	