

## Lemos, June

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**From:** Jacob Patterson <jacob.patterson.esq@gmail.com>  
**Sent:** Wednesday, January 23, 2019 9:11 AM  
**To:** Lemos, June  
**Cc:** Miller, Tabatha  
**Subject:** Public Comment Fee Schedule Update

June,

Please include this email and my public comments from the last update to the City's fee schedule as public comments for the public hearing on the fee schedule update currently scheduled for January 28, 2019. The submitted public comments included numerous electronic files concerning how the City's fees are calculated (e.g., spreadsheets purporting to contain source data and analysis), which should be included again. For reference, the prior comments were submitted for Item 6A at the 11/27/17 City Council meeting and Item 6A for the 12/11/17 City Council meeting.

The objections I raised to the prior fee schedule update continue to apply to the proposed fee schedule and none of the proposed fee adjustments appear to remedy the objectionable defects, in my opinion. That said, I believe the proposed mechanism of updating prior adopted fees based on an cost/inflation index can be an appropriate method for adjusting fees but only if the original analysis used to justify the fees is sound and each fee has a demonstrated reasonable basis. Unfortunately, and contrary to assertions in the agenda item summary this time, a full analysis was not completed in late 2017, at least not one that was thorough and adequate to fully justify each fee in the City's fee schedule.

I would also like to take this opportunity to allege that many of the City's fees lack the requisite supporting analysis to provide adequate justification, including the specific objectionable fees I highlighted in my prior comments and other fees associated with development, particularly those associated with utility connections and City infrastructure. This concerns me as someone who expects to request development permits from the City as well as someone who may represent people or entities seeking such permits. The City could remedy this situation by removing or reducing relevant fees but the materials available for public review concerning the proposed fee update fail to incorporate these simple corrections and remedies leaving past, current, and future fee payers on the hook for unreasonable fees as they conduct business with the City or access its services.

Please let me know if I need to do anything further to be sure the Council has all relevant information for the public hearing, including all documents I submitted in November and December of 2017.

Thank you,

--Jacob

**Lemos, June**

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**From:** Jacob Patterson [mailto:jacob.patterson.esq@gmail.com]

**Sent:** Monday, December 11, 2017 3:02 PM

**To:** Ruffing, Linda

**Subject:** Pubic Comment -- City Fee Schedule Update

Council-members [via BCC],

I reviewed the City's updated staff report for the fee schedule update. My objections remain. In particular, it is important to recognize that not all of the City's fees are regulatory fees so the analysis of the propriety of regulatory fees only applies to fees that fall into that limited category.

The City added an additional discussion to the staff report for this continued item regarding case law applicable to regulatory fees. That information is interesting but irrelevant to my earlier comments and concerns because most of the fees in the fee structure are not regulatory fees so that case law is not applicable to many of the objectionable fees. Moreover, the City mentions that responsible staff estimated their time for particular tasks to justify different fees. This might be true for some fees but not all fees in the City's fee schedule spreadsheets include worksheets with any estimated staff time and other costs (e.g., Planning and Development Services fees that are based on a percentage of the permit value). There is no data or analysis provided for these fees.

Regulatory fees have a set of procedural requirements that is different from other types of fees. For example, development fees are not regulatory fees and must be adopted pursuant to the requirements of the Mitigation Fee Act (Gov. Code §§ 66000 et seq.). Regulatory fees are adopted to achieve particular regulatory goals (e.g., achieving air quality standards and mitigating overall impacts from new development) rather than fees that are imposed as a condition of development project approval.

Some of the City's fees are regulatory fees, some are development fees, some are fees for services, some are fees for particular privileges, etc. Each of these types of fees involve different procedures and acceptable analytical approaches but the City has failed to apply the correct procedures for each category of fee that it includes in the proposed fee structure.

Based on the updated staff report, the City is taking a uniform approach to simply estimating staff time for each underlying task for a particular fee. However, there are not spreadsheets with staff time estimates for each fee that is included in the fee structure and there are additional inputs like copying charges and other non-staff time fee components that also contribute to the fee analysis. There is no support for any of these inputs.

The City's updated staff report also fails to address the bulk of my more specific questions or concerns in any way. Where is the analysis and support for these other non-staff time cost components? How do we know, for example, that it costs \$165 in copying charges to process for each appeal application (not for the review of the appeal itself, just the processing of the appeal)? What is the relationship between past appeals copying costs and the estimated amount that has been consistent in across the City's fee update spreadsheets?

Then we have the staff time components of these fees. How does the City justify charging estimated staff time to an applicant fee payer when the City's cost allocation plans already allocate the described staff members' time to the City's enterprise funds rather than the General Fund? How can the same City staff positions have their time fully allocated to the water and waste-water enterprise funds and then also have the estimated staff time included in a particular fee? Do the enterprise funds get reimbursed for this "double-counted" staff time or is the City collecting these same staff expenses from the enterprise funds and then the fee-payers as well?

How does the City justify calculating overhead expenses based on the total overhead for a particular category without accounting for the fact that the cost allocation plans already allocate much of this same underlying overhead to the enterprise funds? The City cannot justify charging both the enterprise funds and fee payers for the same expenses. The overhead components of the cost allocation plans were required to be altered because of over-allocation to the enterprise funds yet the history of the fee structure updates for this same period does not include any corresponding adjustments or changes to reflect the different cost allocation plans. However, overhead is a component of the City's fee analysis and is partially used to calculate each fee.

If you just look at the calculations for a single fee rather than the totality of all of the fees as well as the allocations in the City's cost allocation plans, the issues are not evident. But when the combined revenues of all the fees are combined with the City's costs that are allocated to the enterprise funds (and thus are otherwise reimbursed by the water and waste-water customers' utility payments), you see the issue, which is that the City is generating fee revenue for costs that are already covered by rate-payers and from other fees that duplicate the time allocated to particular fees.

Moreover, even assuming that a fee is not counting costs that have already been allocated to, and reimbursed from, an enterprise fund, the estimates of particular tasks do not appear to be reasonable based on the City's own spreadsheets for these fees. The City can assert that this is the case but asserting something does not prove that the assertion is actually true or justified. In the case of the City's fee schedule, the City has failed to carry its burden to justify all of the fees, particular those fees that are neither regulatory fees and do not include a worksheet in the City's fee schedule spreadsheets.

Regards,

--Jacob

**From:** Jacob Patterson  
**To:** [Lemos, June](#)  
**Subject:** Public Comment for 11/27/17 City Council Meeting, Item 6A  
**Date:** Monday, November 27, 2017 3:14:41 PM  
**Attachments:** [11-16-17 Letter to Patterson.pdf](#)

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June,

Please include your response letter to my Public Records Act (PRA) request, attached, as part of the public comments for tonight's fee schedule public hearing. I will bring the flash drive with the referenced electronic files to submit as well (to provide supporting backup) unless the City retained a copy and can include them in the record that way. Please let me know if I need to bring it back to City Hall before the City Council meeting tonight.

Best,

--Jacob



**From:** Jacob Patterson  
**To:** Lemos, June  
**Subject:** Continued Public Comment for 11/27/17 City Council Meeting, Item 6A  
**Date:** Monday, November 27, 2017 3:35:37 PM

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Fort Bragg City Council, c/o City Clerk,

In addition to my prior comments, I write to object to the City's proposed adoption of the City's fee structure for 2018. The staff report for this item asserts (without providing actual supporting analysis) that "fees for these activities are not taxes, but rather, they are fees for services." This statement of the standard to treat a charge as a fee rather than a tax is interesting but simply asserting the required conclusion without actually demonstrating it with supporting evidence and analysis is not adequate and does not fulfill the City's obligations to justify potential fees. The City is actually charged with demonstrating that this assertion is a justified conclusion. To do so, it must connect the evidence to the conclusion and bridge the analytical gaps between the steps in the analysis.

After reviewing the materials for tonight's agenda item, the City's response to my PRA request, and the published agenda packets for the comparable annual agenda items from November 2013 to today, it appears that not only has the City failed to demonstrate a reasonable basis of its proposed 2018 fees, it has failed to do so in past years as well.

The City's proposed updated fee structure is objectionable to the extent that it fails to comply with substantive and procedural requirements for adoption of fees and taxes set out in the California and US Constitutions, including but not limited to the provisions included by the voters' adoption of Propositions 62, 218, and 26 (regarding the requirement to submit taxes to voters even those being characterized as fees and utility rates), the applicable sections of the Government, Revenue and Taxation, and Business and Professions Codes, and interpretive case law. Please review these issues fully with the City Attorney.

In my opinion, with the exception of fees that clearly fall into an exemption from the definition of taxes or fees that are charged as/at actual costs (e.g., for Developer Deposit Accounts), the City has not performed adequate analysis of the actual costs to demonstrate a reasonable basis that the proposed fees amount to cost recovery rather than the generation of revenue to subsidize City activities. Some development fees also appear to constitute unconstitutional takings because they lack the nexus requirements (e.g., the City's prior approach to drainage fees).

The City's proposed fee structure includes numerous fees that lack adequate supporting evidence or analysis to demonstrate that they are limited to reasonable cost recovery. An evaluation and comparison of the City's cost allocation plans and fee schedule update spreadsheets and other documents demonstrates that the estimates are not based on actual data or analysis. In addition, the estimated task inputs for individual fees lack support and fail to follow a logical progression as changes were made from year to year. Even many of the permit and property development fees, which are generally exempted from the definition of "taxes" but only if they are limited to the City's reasonable costs, do not appear to include actual supporting data rather than estimates that lack factual and analytical support. The City needs to demonstrate that there is an actual basis for the reasonable costs and failure to adequately do so prevents these fees from being deemed fees rather than taxes.

I requested the supporting data and analysis for these purported fees (except that which is already publicly available on Legistar in agenda packets for the annual fee updates from November 2013 or later--packets for 2012 or earlier are not currently available) but no such supporting data is present in the 2013-2016 agenda packets nor in the documents provided in response to my PRA request. Instead, the annual fee update analysis suffers from similar shortcomings that were present in the City's cost allocation plans: the fee analysis does not appear to be based on actual data concerning costs but is based on made up estimates that often lack supporting evidence. Thus, the analysis is not based on empirical data nor are the assumptions shown to be reasonable because many of the estimated tasks and other projected costs lack adequate supporting evidence or analysis.

In many instances, the fee structure appears more as a revenue generation tool rather than a true cost recovery tool. If the City wants to generate operating revenue, it can do so but it needs to obtain voter approval for new or increased fees. It should also eliminate excessive fees that lack reasonable support, even those "grandfathered" in because they haven't been increased since November 2010.

This concern and objection is compounded by the fact that personnel and overhead costs are already being allocated to the City's special and enterprise funds and such costs are thus being paid for by rate-payers and customers of the City's water and wastewater systems. The City has already identified and began correcting some problems with its cost allocation plans but other analogous issues remain (e.g., the allocation of actual personnel expenses rather than overhead expenses without evidence and analysis of time spent by City employees in the form of time studies or other comparable analytical tools).

The balance history in the City's enterprise and special funds and past large transfers to the General Fund (as well as the reimbursement of inappropriate prior transfers) suggest that fees for water and wastewater services are excessive and being used to improperly subsidize the General Fund. (This is precisely what Propositions 218 and 26 were intended to address.) These practices appear to extend to the City's fee structure.

A few examples of particular fees that are troubling and objectionable:

#### BUILDING PERMIT SURCHARGE

Building Permit Surcharge that exceeds the amounts charged by the County to actually perform inspection and review services. The actual costs of reviewing and implementing building permits are being separately charged to project applicants by the County and the City's costs are limited to their contract costs with the County for providing those services as well as minimal staff time to accept the initial building permit application. In effect, project applicants are double-paying for building permit processing because it cannot reasonably be established that the City incurs more costs to accept and initially process building permit application than it costs the County to review the permits, inspect the work, and manage the process after initial submission.

#### PLANNING PERMITS

Planning permit fees should all be charged as costs incurred rather than flat amounts because all complex planning permits are already charged as costs incurred. (This leaves only the costs associated with processing simple permit applications yet the actual costs of processing simple planning permits are often less than the flat fees charged.) Normally, this would be permissible as a reasonable allocation of overall planning costs with some simple planning permits

effectively subsidizing other more complex planning permits. But since complex planning permits are charged as costs incurred, there are no such costs to actually subsidize with excess revenue from flat fees generated by simple planning permits. A consistent approach to planning permits should be implemented in order to demonstrate the reasonableness of the fees.

#### GENERAL PLAN MAINTENANCE FEE

General Plan Maintenance Fees that are approximately ten times as high as comparable General Plan Maintenance Fees for other jurisdictions without any evidence or analysis to support why they are so high--having two General Plans is not adequate because a parcels under development are governed by one of the two General Plans and there is no evidence that these fees are being used for General Plan maintenance purposes rather than simply subsidizing the General Fund. The relatively high percentage charged for this fee requires explanation in order to justify it as reasonable because these funds appear to just go into the General Fund.

#### APPEAL FEES

Appeal fees, which have been adjusted or supplemented since November 2010, appear excessive because they are being charged not to recover the costs of the appeal process itself. Such costs are already covered by the indemnification language of the City's planning application forms and would be recovered from project applicants, including but not limited to Developer Deposit Account deposits, that all project applicants complete to begin a project review process. However, the appeal fees are purportedly justified by estimated tasks and costs that are not limited to the costs of processing an appeal form. Also, the City fails to distinguish between appeals filed by project applicants and appeals filed by non applicants yet the fee schedule spreadsheets include tasks and other charges that are not limited to the processing of appeal forms and involve the processing and continued review of the application itself. Further, when an appeal of a staff or Planning Commission decision is filed by anyone other than the project applicant, none of the exceptions to the definition of "taxes" clearly applies to that fee and it would constitute a tax requiring voter approval when it is established or increased. Appeal fees need to be limited to the reasonable recovery of costs associated with filing appeals, rather than processing the appeals, and the City should distinguish between appeals filed by project applicants and appeals filed by non-applicants to accomplish this goal. The appeal fees for Code Enforcement actions are treated as distinct matters in the fee schedule.

As an aside, the City needs to demonstrate that appeal fees are tied to this City's appeal costs. Reviewing the existing appeal fees of other jurisdictions has nothing to do with evaluating this city's actual costs associated with accepting or processing appeals. The City of Fort Bragg needs to demonstrate that our appeal fees are tied to the local costs of appeals, not that they are in line with what other cities charge even if such data might serve as additional circumstantial evidence of the reasonableness of where Fort Bragg might set a similar fee (see, e.g., the objection to the General Plan Maintenance Fee above).

**BUSINESS LICENSE FEES** [\*also relates to the the basis for business taxes, which were removed from the fee structure]

Business license fees/taxes based on gross receipts purport to treat business located within the City limits the same as businesses that are not located within the City limits but are doing some business in the City. The City cannot calculate fees or taxes on the total gross receipts of all businesses that do any business within the City limits when they are not located in the City

limits. The calculations of the fees/taxes based on gross receipts should be limited to gross receipts that result from business that took place within the City. Even if that distinction has been made in past implementation of such fees and taxes, the distinction should be explicitly made clear in the language of the City's official enactments.

In short, our local government fees appear to exceed the reasonable costs of providing the services or regulating the covered activity, particularly when other subsidies from the City's water and wastewater enterprise funds of personnel and overhead costs are factored into the analysis--this is omitted from the fee analysis.

For these reasons, the fee structure is objectionable and the City Council should reject the proposed fee structure for 2018 on behalf of all residents, taxpayers, and people subject to the City's fees. As one of those people, I object to the proposed fees and taxes as discussed herein and based on the other comments I submitted.

The City's utility ratepayers are already subsidizing the General Fund because of cost allocation errors and inter-fund transfers. Now, any person or entity charged one of the City's fees will also be overpaying relative to the actual costs of providing such services. In many instances, these are the same people. Must the City's residents and taxpayers smile and thank the City for picking their pockets or should you all review these fees and charges and demand justification and analysis that is based on actual evidence rather than an apparent means of generating enough revenue to support the City's budget without properly seeking voter approval for back-door taxes or fees that exceed costs? I hope not. The Council should not approve the proposed fee structure until such analysis has been performed or until the voters have approved the taxes that are masquerading as fees.

Regards,

--Jacob



## CITY OF FORT BRAGG

*Incorporated August 5, 1889*  
416 N. Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

### VIA EMAIL

November 16, 2017

Mr. Jacob Patterson  
[jacob.patterson.esq@gmail.com](mailto:jacob.patterson.esq@gmail.com)

### **Re: California Public Records Act Requests of November 6, 2017**

Dear Mr. Patterson:

I serve as the City Clerk for the City of Fort Bragg ("City") and I am responsible for the determinations in response to your requests in my capacity as custodian of records for the City. The City wishes to cooperate to the fullest extent possible with the Public Records Act.

Under established California law, the City is obliged to comply with a request for public records so long as the requester makes a specific and focused request for information, that information is maintained by the City in its ordinary course of business, the information is disclosable, and the record can be located with reasonable effort. The Public Records Act provides for the inspection or copying of existing identifiable public records; it does not compel the City to create new records, lists, privilege logs, or reports in response to a request.

The City is required to determine whether the request, in whole or in part, seeks copies of disclosable public records. Normally this determination must take place within 10 days of the City's receipt of the request. On November 6, 2017, the City received two emails from you requesting public records. As your requests are closely related, I am combining my response to both requests in this one letter.

The City has reviewed your email requests of November 6, 2017 in light of City records and made the following determinations.

#### Your Request:

Records, other than those found in staff reports and agenda packets from November 2013 or later, containing the backup data and analysis for the City's adopted fee structures beginning with the fee structure that was in effect in November 2010 and for all subsequent adopted fee structures, and for the fee structure that is proposed for adoption this month or in December.

#### Our Response:

The City has identified no documents from November 2010 that are responsive to this request. Backup documents for the 2018 Fee Schedule update proposed for adoption on November 27,

2017 are in draft form and will not be produced pursuant to *Gov. Code §6254(a)*. As City Clerk and custodian of records for the City of Fort Bragg, I have made this determination.

The City has identified the following disclosable public records in response to this request, all in electronic format:

1. *2011 Fee Schedule Update*. This folder contains 11 files.
2. *2012 Fee Schedule Update*. This folder contains 12 files.
3. *2013 Fee Schedule Update*. This folder contains 12 files.
4. *2014 Fee Schedule Update*. This folder contains 10 files.
5. *2015 Fee Schedule Update*. This folder contains 8 files.
6. *2016 Fee Schedule Update*. This folder contains the following items:
  - a. *Administrative Services*. This folder contains 2 files.
  - b. *Community Development*. This folder contains 2 files.
  - c. *Finance*. This folder contains 1 file.
  - d. *Police Department*. This folder contains 2 files.
  - e. *Public Works*. This folder contains 3 files.
  - f. 2 additional files.
7. *2017 Fee Schedule Update*. This folder contains the following items:
  - a. *Administrative Services*. This folder contains 2 files.
  - b. *Community Development*. This folder contains 3 files.
  - c. *Finance*. This folder contains 2 files.
  - d. *Police Department*. This folder contains 2 files.
  - e. *Public Works*. This folder contains 3 files.
  - f. 2 additional files.

Your Request:

The electronic format spreadsheets of the City's cost allocation plans and the City's adopted fee structure that were in effect in November 2010 or thereafter (e.g., the recent updated cost allocation plan that the City prepared with the assistance of the former Assistant City Manager and all prior approved cost allocation plans the City used back to 2010).

Our Response:

In addition to the documents identified in the preceding response, the City has identified the following disclosable public records in response to this request, all in electronic format:

*Cost Allocations*. This folder contains 32 items, entitled as follows:

1. 2016-17 OMB Indirect Cost Calculations FY 16-17 Budget (PDF)
2. 2016-17 OMB Indirect Cost Calculations FY 16-17 Budget (Excel)
3. 11282016 Corrective Action Plan for Prior Year Cost Allocation Errors Report
4. Admin-PW Allocations
5. Allocation Correction 08-09 thru 15-16 v1
6. Allocation Correction 08-09 thru 15-16 v2
7. CAP FY17-18
8. CAP\_FAC\_5-3-2016
9. Central Services Allocations FY 2015-16 (revised 7.13.15)\_Ukiah
10. Copy of Equity Transfer
11. Cost Allocation Plan Introduction Ukiah 2015 2016
12. Equity Transfer
13. Facilities ISF Re-Allocation

14. Fort Bragg AUP Report
15. FY 09-10
16. FY 10-11
17. FY 11-12
18. FY 12-13
19. FY 13-14
20. FY 14-15
21. FY 15-16
22. FY 16-17 Cost Allocation Plan 2016-04-28
23. FY17 Allocations-Pers & Overhead 2016-0\_wCAP
24. FY 17 Allocations-Pers & Overhead
25. Insurance Allocation FY 2015-16\_Ukiah
26. Interfund Loan Agreement Wastewater to GF\_FY2017
27. Non-Personnel Allocation Options (PDF)
28. Non-Personnel Allocation Options (Excel)
29. Over Allocation
30. Re-allocate Facilities
31. Schedule of Fixed Assets to be transferred
32. Staffing Allocations\_As of 4-5-16

Your Request:

Documents that reflect the data and analysis the City relied upon in creating the two most recent cost allocation plans concerning how staff time is allocated between special funds and the General Fund. For example, records showing how the formula allocating staff expenses between the General Fund and Enterprise Fund was developed, including all time studies for departments or individual employees that were used to develop time allocations for each City employee.

Our Response: Any disclosable documents responsive to this request are included in the City's response to the preceding request.

Please contact me at 707.961.1694 to make arrangements to review the information I have pulled in response to your request.

If you wish to obtain copies of the documents, the City's duplication fees are as follows:

Black & White Copies:		
	8 ½ x 11 & 8 ½ x 14 (per page)	\$0.15
	11 x 17 (per page)	\$0.30
Color Copies:		
	8 ½ x 11 & 8 ½ x 14 (per page)	\$0.30
	11 x 17 (per page)	\$0.60

We can also provide the documents electronically for a fee of \$15.00 if you provide the electronic media or \$20.00 for documents on media provided by the City. There is no cost for transmitting the digital documents via email; however, the file size of these documents is too large for our email server.

Jacob Patterson  
November 16, 2017  
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If you have any questions regarding this response, please feel free to contact me.

Sincerely,

June Lemos, CMC  
City Clerk



# ANIMAL CARE CONTROL FEE SCHEDULE

Animal Care & Control Fees					
2011 fee analysis					
Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Vicious Potentially Dangerous Animal Hearing	322.86	\$ 300.00	\$ 320.00	\$ 20.00	Recalculated based on current weighted salary of employees

ANIMAL CARE CONTROL  
FEE SCHEDULE

<b>Vicious Potentially Dangerous Animal Hearing</b>						
		City Clerk	City Manager	Office Asst.		Total Costs
Receive/Review Request		0.25				
Prepare Notice of Hearing		0.50				
Mail Notice of Hearing				0.25		
Prepare for Hearing			0.50			
Conduct Hearing			0.75			
Prepare Letter of Results		0.50				
Mail Letter				0.25		
			0.00			
		1.25	1.25	0.50		
<i>Total salary &amp; benefits</i>		<i>110.73</i>	<i>185.76</i>	<i>25.05</i>		<i>\$321.54</i>
Postage/copying						1.32
					Total Costs	322.86
					<b>Current Fee</b>	<b>\$ 300.00</b>
					<b>Proposed fee</b>	<b>\$ 320.00</b>

# Finance Department 2011 Fee Anal

Fee Type					Finance			Other			Copy Charge	
	Actual Cost	Current Fee	New Fee	Cost Diff.	Total Staff Cost	Hrly Rate	Staff Time	Total Staff Cost	Hrly Rate	Staff Time	Total Copy Cost	Per Pg
Budget Document	\$ 51.36	\$ 51.00	\$ 51.00	\$ -	\$ 17.91	\$ 54.27	0.33	\$ -		0.00	\$ 33.45	\$ 0.15
Audit Reports - Complete	\$ 32.14	\$ 30.00	\$ 32.00	\$ 2.00	\$ 8.14	\$ 54.27	0.15	\$ -		0.00	\$ 24.00	\$ 0.15
Audit Reports - Subsets	\$ 13.54	\$ 13.00	\$ 13.00	\$ -	\$ 8.14	\$ 54.27	0.15	\$ -		0.00	\$ 5.40	\$ 0.15
Returned Check/ACH Fee	\$ 37.64	\$ 35.00	\$ 37.00	\$ 2.00	\$ 27.14	\$ 54.27	0.50	\$ -		0.00	\$ -	
Replace lost AP check	\$ 37.23	\$ 21.00	\$ 37.00	\$ 16.00	\$ 31.23	\$ 62.45	0.50	\$ -		0.00	\$ -	
Utility Profiles (one free in 12 month period)	\$ 22.12	\$ 25.00	\$ 22.00	\$ (3.00)	\$ 12.23	\$ 48.91	0.25	\$ 9.89	\$ 39.55	0.25		

## Business License Fees - These are the basic fees; Business License Tax will be added base

### Initial Issue (not home based)

City Fee	\$ 61.56	\$ 63.00	\$ 61.00	\$ (2.00)	\$ 12.23	\$ 48.91	0.25	\$ 18.83	\$ 75.33	0.25	\$ 0.20	\$ 0.15
					\$ 29.86	\$ 59.71	0.50					
Fire Inspection Fee	\$ 36.41	\$ 36.00	\$ 36.00	\$ -				\$ 36.41	\$ 36.41	1.00	\$ -	\$ 0.15
Total	\$ 97.97	\$ 100.00	\$ 97.00	\$ (3.00)								

### Renewal (not home based)

City Fee	\$ 49.55	\$ 46.00	\$ 49.00	\$ 3.00	\$ 48.91	\$ 48.91	1.00	\$ -	\$ 75.33		\$ 0.20	\$ 0.15
Annual Fire Inspec. Fee	\$ 18.21	\$ 18.00	\$ 18.00	\$ -				\$ 18.21	\$ 36.41	0.50	\$ -	\$ 0.15
Total	\$ 67.76	\$ 64.00	\$ 67.00	\$ 3.00								

### Change in location (not home base)

City Fee	\$ 61.56	\$ 63.00	\$ 61.00	\$ (2.00)	\$ 12.23	\$ 48.91	0.25	\$ 18.83	\$ 75.33	0.25	\$ 0.20	\$ 0.15
					\$ 29.86	\$ 59.71	0.50					
Fire Inspection Fee	\$ 36.41	\$ 36.00	\$ 36.00	\$ -				\$ 36.41	\$ 36.41	1.00	\$ -	\$ 0.15
Total	\$ 97.97	\$ 100.00	\$ 97.00	\$ (3.00)								

### Change of Ownership (not home base)

# Finance Department 2011 Fee Anal

Fee Type					Finance			Other			Copy Charge	
	Actual Cost	Current Fee	New Fee	Cost Diff.	Total Staff Cost	Hrly Rate	Staff Time	Total Staff Cost	Hrly Rate	Staff Time	Total Copy Cost	Per Pg
City Fee	\$ 61.56	\$ 63.00	\$ 61.00	\$ (2.00)	\$ 12.23	\$ 48.91	0.25	\$ 18.83	\$ 75.33	0.25	\$ 0.20	\$ 0.15
					\$ 29.86	\$ 59.71	0.50					
Fire Inspection Fee	\$ 36.41	\$ 36.00	\$ 36.00	\$ -				\$ 36.41	\$ 36.41	1.00	\$ -	\$ 0.15
Total	\$ 97.97	\$ 100.00	\$ 97.00	\$ (3.00)								

## Change of Name (all)

Business Name Change	\$ 12.87	\$ 15.00	\$ 12.00	\$ (3.00)	\$ 12.23	\$ 48.91	0.25	\$ -	\$ 70.92		\$ 0.20	\$ 0.15
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## Home Based Business

Initial Issue - City Fee	\$ 61.56	\$ 63.00	\$ 61.00	\$ (2.00)	\$ 12.23	\$ 48.91	0.25	\$ 18.83	\$ 75.33	0.25	\$ 0.20	\$ 0.15
					\$ 29.86	\$ 59.71	0.50					
Renewel	\$ 61.56	\$ 63.00	\$ 61.00	\$ (2.00)	\$ 27.69	\$ 55.38	0.50	\$ -	\$ 77.30		\$ -	\$ 0.15

## Non-Profit

Initial Issue - City Fee	\$ 61.56		Waived		\$ 12.23	\$ 48.91	0.25	\$ 18.83	\$ 75.33	0.25	\$ 0.20	\$ 0.15
					\$ 29.86	\$ 59.71	0.50					
Fire Inspection Fee	\$ 36.41	\$ 36.00	\$ 36.00	\$ -				\$ 36.41	\$ 36.41	1.00	\$ -	\$ 0.15
Renewel	\$ 97.97	\$ 36.00	\$ 36.00	\$ -	\$ 27.69	\$ 55.38	0.50	\$ -	\$ 77.30		\$ -	\$ 0.15
Duplicate License	\$ 6.36	\$ 8.50	\$ 6.00	\$ (2.50)	\$ 5.72	\$ 38.10	0.15	\$ -			\$ 0.20	\$ 0.15
Business License Fee for Contractors		.04% of building permit valuation			\$ -			\$ -				

Analysis		
Pages		Details - Staff Time
# Pgs	Fees Pd by City	
223		Approximately 20 minutes to run copies & bind pages
160		Approximately 10 minutes to run copies
36		Approximately 10 minutes to run copies
	\$ 10.50	Look up account, reverse charge, contact customer, process replacement payment. Minimum - 30 min.
	\$ 6.00	Verify check has not cleared & place stop pymt, pull invoice, void check, issue replacement-30 min
		Prepare workorder; Download account information from meter; Download information from handheld to computer; Print off information (copy charges apply); Close workorder

### **Based on either the Gross Receipts or Employee Formula**

	\$ 0.44	Planning Dept - 15 min. to review paperwork      Finance - 15 minutes to process fee and answer questions at counter
		30 min for processing paperwork & issuing license
		Performed by Fire Inspector

	\$ 0.44	Finance - 1 hour to process fee & paperwork, issue license and follow up on delinquent licenses & calculation errors
		Fire Inspection is done at least every two years..

Based on)

	\$ 0.44	Planning Dept - 15 min. to review paperwork      Finance - 15 minutes to process fee and answer questions at counter
		30 min for processing paperwork & issuing license
		Performed by Fire Inspector

Based on)

Analysis		
Pages		
	Fees	
# Pgs	Pd by City	Details - Staff Time
	\$ 0.44	Planning Dept - 15 min. to review paperwork    Finance - 15 minutes to process fee and answer questions at counter
		30 min for processing paperwork & issuing license
		Performed by Fire Inspector
	\$ 0.44	Approximately 15 minutes to process change & print new license
	\$ 0.44	Planning Dept - 15 min. to review paperwork    Finance - 15 minutes to process fee and answer questions at counter
		30 min for processing paperwork & issuing license
	\$ 0.44	Planning Dept - 15 min. to review paperwork    Finance - 15 minutes to process fee and answer questions at counter
		30 min for processing paperwork & issuing license
		Performed by Fire Inspector
	\$ 0.44	Approximately 10 minutes to process

<b>DEPARTMENT</b>	<b>FEE</b>	<b>SUGGESTED CHANGE - 2011</b>
Public Works	Treated Wastewater Disposal Fee	\$0.17/gallon for public agencies \$0.25/gallon for all others
Public Works	Water/Sewer Capacity & Connection Fees	Changed Municipal Code – no longer based on ENR increase – can adjust for actual cost

MISCELLANEOUS FEE SCHEDULE

Miscellaneous Fees					
2011 fee analysis					
Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
<b>Town Hall Use Fees:</b>					
Custodian Charge - cleaning (per hour)	\$ 56.73	\$ 50.00	\$ 55.00	\$ 5.00	Recalculated based on current weighted salary of employee
Custodian Charge - at event (per hour)	\$ 56.73	\$ 50.00	\$ 55.00	\$ 5.00	Recalculated based on current weighted salary of employee
Custodian Charge - Overtime Rate (per hour)	\$ 85.10	\$ 80.00	\$ 85.00	\$ 5.00	Recalculated based on current weighted salary of employee
Letter of Public Convenience or Necessity	\$ 343.58	\$ 325.00	\$ 340.00	\$ 15.00	Recalculated based on current weighted salary of employees
Public Hearing for Letter of Public Convenience	\$ 523.85	\$ 500.00	\$ 520.00	\$ 20.00	Recalculated based on current weighted salary of employees
Appeal of Administrative Decision	\$ 356.42	\$ -	\$ 350.00	\$ 350.00	NEW FEE



MISCELLANEOUS FEE SCHEDULE

<b>Custodian Fee - Town Hall</b>						
		Maint. Worker II				Total Costs
Cleaning facility (per hour)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		<i>56.73</i>				<i>56.73</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>56.73</i>
		0	0		Total OT Costs	<i>85.10</i>
					<b>Current Fee</b>	<b>\$ 50.00</b>
					<b>Current OT Fee</b>	<b>\$ 80.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 55.00</b>
					<b>Proposed OT Fee</b>	<b>\$ 85.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Appeal (to City Council) of Contested Water Bill</b>						
	Finance Tech	City Clerk	City Manager	Office Asst.		Total Costs
Research	0.50					
Prepare Agenda Item Summary		1.00				
Review Agenda Item Summary			1.00			
Copy/Distribute Agenda Item		0.00		1.00		
Attend meeting		0.50		0.50		
Prepare Minutes		0.50				
Notify appellant of action		0.25	0.00			
Total hours	0.50	2.25	1.00	1.50		
<i>Total salary &amp; benefits</i>	<i>19.05</i>	<i>199.31</i>	<i>148.61</i>	<i>75.15</i>		<i>\$442.12</i>
Postage/copying						1.34
					Total Costs	443.46
					<b>Current Fee</b>	<b>\$ 100.00</b>
					<b>Proposed fee</b>	<b>\$ 100.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Certification of Documents</b>						
		City Clerk				Total Costs
Retrieve & copy document		0.125				
Certify & seal document		0.125				
Total hours		0.25				
<i>Total salary &amp; benefits</i>		<i>11.07</i>				<i>11.07</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>11.07</i>
		0	0		<b>Current Fee</b>	<b>\$ 10.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 10.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Taxicab Permit Application</b>						
		City Clerk	Office Asst.			Total Costs
Receive/Review Application		0.500				
Prepare Public Hearing Notice		0.250				
Place on Agenda/Distribute Agenda		0.250	0.50			
Prepare Minutes		0.250				
Notify applicant of results		0.250				
Total hours		1.50	0.50			
<i>Total salary &amp; benefits</i>		<i>132.87</i>	<i>25.05</i>			<i>157.92</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>157.92</i>
					<b>Current Fee</b>	<b>\$ 155.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 155.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Letter of Public Convenience or Necessity</b>									
		City Clerk	Office Asst.	Sr. Planner	Fire Dept.	City Manager	Police Chief		Total Costs
Receive/Review Application		0.250							
Prepare notice to property owners		0.250							
Mail notice			0.25						
Review of Application by C.D.D. & Fire				1.00	0.25				
Review of Application by Administrator (City Manager/ Police Chief)						0.50	0.50		
Write Letter		0.250							
Mail Letter			0.25						
Total hours		0.75	0.50	1.00	0.25	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>66.44</i>	<i>25.05</i>	<i>75.33</i>	<i>9.49</i>	<i>74.31</i>	<i>67.98</i>		<i>318.58</i>
Postage/copying									25.00
								Total Costs	343.58
								Current Fee	\$ 325.00
	0	0	0					Proposed fee	\$ 340.00

MISCELLANEOUS FEE SCHEDULE

<b>Public Hearing for Letter of Public Convenience</b>							
	City Clerk	Office Asst.	City Manager	Police Chief			Total Costs
Prepare Hearing Notice/Agenda	0.50						
Post/Mail hearing notice/agenda		0.50					
Prepare Staff Report	0.50						
Review Staff Report			0.50				
Copy/Distribute Packet		0.50					0.50
Attend Hearing	0.50		0.50	0.50			
Prepare Minutes	0.50						
Total hours	2.00	1.00	1.00	0.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>177.16</i>	<i>50.10</i>	<i>148.61</i>	<i>67.98</i>	<i>0.00</i>	<i>0.00</i>	<i>443.85</i>
<i>Legal ad for public notice</i>							<i>50.00</i>
<i>Copying/postage</i>							<i>30.00</i>
						<b>Total Costs</b>	<b>\$ 523.85</b>
						<b>Existing</b>	<b>\$ 500.00</b>
						<b>Proposed</b>	<b>\$ 520.00</b>

MISCELLANEOUS FEE SCHEDULE

Copy Charges						
	B&W			Color		
	8 1/2 x 11	8 1/2 x 14	11 x 14	8 1/2 x 11	8 1/2 x 14	11 x 14
Paper	0.007	0.011	0.009	0.007	0.011	0.009
Maintenace Fee	0.008	0.008	0.008	0.070	0.070	0.070
Employee Cost	0.24515	0.20626	0.20626	0.20626	0.20626	0.20626
TOTAL	0.26015	0.22526	0.22326	0.28326	0.28726	0.28526
<i>Employee cost based on average of Admin Asst (all areas), Police Serve Tech. &amp; Office Asst salary</i>	49.03					
	0	0	0	0		

MISCELLANEOUS FEE SCHEDULE

<b>Appeal of Administrative Decision</b>							
	City Clerk	Office Asst.	City Manager	Admin Assist - CDD			Total Costs
Receive Request for Hearing				0.25			
Prepare Notice of Hearing	0.25						
Mail Notice of Hearing		0.25					
Conduct Hearing			1.00				
Deliberate & Prepare Response			1.00				
Mail Response		0.25					
Total hours	0.25	0.50	2.00	0.25	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>22.15</i>	<i>25.05</i>	<i>297.22</i>	<i>11.42</i>	<i>0.00</i>	<i>0.00</i>	<i>355.83</i>
<i>Copying/postage</i>							<i>0.59</i>
					<b>Total Costs</b>		<b>\$ 356.42</b>
					<b>Existing</b>		<b>\$ -</b>
					<b>Proposed</b>		<b>\$ 350.00</b>



Employee rates

Community Development Director	100.76
Admin Assist	45.67
Senior Planner	75.33
Dir Public Works	105.77
Engineering Tech	60.59
Office Assistant	50.1
CSO	43.74
City Manager	148.61
City Attorney	280
City Clerk	88.58
PW SUPERINTENDENT	91.12
SERGEANT, average rate of APC/IPC	62.62
LIEUTENANT	93.24
OFFICER, average rate of APC/IPC/BPC	72.35

<b>CITY OF FORT BRAGG</b> <b>EE FULLY LOADED HOURLY RATES FY11/12</b> <b>UPDATED 10/04/11</b>		
<b>POSITION</b>	<b>SAL/WAGES PLUS BENEFITS</b>	<b>OVERTIME</b>
CITY MANAGER	120.92	
HR MNGR/ASST TO CM	63.83	
ADMINISTRATIVE ASSISTANT-ADMIN	44.75	31.55
CITY CLERK	72.07	
OFFICE ASSISTANT	44.75	27.71
FINANCE DIRECTOR	71.20	
SR GOV ACCT	52.88	
GOV ACCT I	48.58	39.91
FINANCE TECH I	31.00	22.98
COMM DEV DIRECTOR	81.98	
SENIOR PLANNER	61.29	
ADMINISTRATIVE ASSISTANT-CD	37.16	31.55
ECONOMIC DEV COORDINATOR	55.14	40.78

CHIEF	110.62	
LIEUTENANT	75.87	
ADMINISTRATIVE ASSISTANT-PD	34.37	26.13
SERGEANT, APC	79.83	48.68
SERGEANT, IPC	73.03	45.01
OFFICER, APC	65.37	38.76
OFFICER, IPC	56.40	36.33
OFFICER, BPC	54.62	34.43
COMM SERVICE OFFICER	35.59	25.16
POLICE SERVICE TECH	39.02	28.26
PUBLIC WORKS DIRECTOR	86.06	
PW PROJECT ANALYST	44.24	36.22
ENGINEERING TECH	49.30	37.88
WATER PROJECT COORDINATOR	43.83	37.92
PW SUPERINTENDENT	74.14	
LEAD MAINT WORKER	53.18	37.00
MAINT WORKER IV	50.67	33.39
MAINT WORKER III	43.04	31.81
MAINT WORKER II	46.16	30.93
MAINT WORKER I	32.18	22.91
MECHANIC	47.50	32.90
TREATMENT OPR LEAD	50.47	38.95
OPERATOR II	46.98	34.13
LAB DIRECTOR	58.10	44.69

\*Overhead rate calculated from results of A87 study.

**SAL/WAGES/  
BENEFITS  
WITH OVERHEAD  
AT 22.9% \***

148.61  
78.44  
54.99

88.58  
50.10

87.51  
64.99  
59.71  
38.10

100.76  
75.33  
45.67  
67.76

135.95
93.24
42.25
98.12
89.75
80.37
69.32
67.37
43.74
47.96

62.62

72.35

105.77
54.37
60.59
53.86
91.12
65.36
62.27
52.90
56.73
39.55
58.38
62.02
57.74
71.40

Community Development Department - 2011					
Planning & Development Fees					
fee type	actual cost	current fee	proposed fee	cost difference	justification
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$22.84	20		\$0	No change proposed.
<b><u>Administrative Permits:</u></b> - Admin. Design Review, - Admin. Variance, - Minor Use Permit (does not include Medical Marijuana Cultivation MUPs) - Admin. Coastal Dev. Permit - Amendment to Admin. Permit - Certificate of Appropriateness	570.76	\$560	\$570	\$10	Recalculated staff time and wages spent processing application.
Administrative Design Review for 2nd residential units	\$134.77	\$140	\$130	(\$10)	Recalculated staff time and wages & overhead spent processing application.
Administrative Design Review for pre-approved 2nd residential unit designs	\$135.83	\$100	\$100	\$0	A/DR for 2nd units when using City's pre-approved designs
Limited Term Permit not requiring TAC review	\$183.86	\$150	\$180	\$30	Recalculated staff time and wages & overhead spent processing application.
Public hearing (when member of public requests public hearing for administrative permit)	924.98	\$880	\$920	\$40	Recalculated staff time and wages & overhead spent processing application.

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$471.30	\$645	\$470	(\$175)	Recalculated staff time and wages & overhead spent processing application.
Annexation		costs incurred		\$0	
Appeal to City Council or Planning Commission	\$1,763.44	\$1,000	\$1,000	\$0	No change proposed.
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
Certificate of Compliance	\$750.60	\$745	\$750	\$5	Recalculated staff time and wages & overhead spent processing application.
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$166.97	\$160	\$165	\$5	Recalculated staff time and wages & overhead spent processing application.

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$230.20	\$275	\$230	(\$45)	Recalculated staff time and wages & overhead spent processing application.
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$362.03	\$450	\$360	(\$90)	Recalculated staff time and wages & overhead spent processing application.
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$1,034.71	\$450	\$1,030	\$580	New category to recover Police Department costs associated with these types of violations.
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition Waste Recycling Deposit:</u></b>					
new construction		.35/sf	.37/sf	.02/sf	price based on Consumer Price Index, which has risen 4.3% since 2007 when fee was initiated
remodel or renovation		.45/sf	.47/sf	.02/sf	price based on Consumer Price Index, which has risen 4.3% since 2007 when fee was initiated
demolition		.50/sf	.53/sf	.02/sf	price based on Consumer Price Index, which has risen 4.3% since 2007 when fee was initiated
road, sidewalk, or driveway		.25/sf	.26/sf	.01/sf	price based on Consumer Price Index, which has risen 4.3% since 2007 when fee was initiated
Development Agreement		costs incurred		0	No change proposed.
Emergency Permit	\$323.70	\$300	\$320	\$20	Recalculated staff time and wages/overhead spent processing application.
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	No change proposed.
General Plan Amendment		costs incurred		0	No change proposed.
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	No change proposed.



fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	No change proposed.
affordable housing units		The City Council may grant exemptions upon written request.		0	No change proposed.
GIS site map	\$20.00	n/a	\$20	\$20	New fee category to cover staff time preparing site-specific GIS (geographic information system) maps.
Inclusionary Housing Fees		Determined at time of application.		0	Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred		0	No change proposed.
Lot Line Adjustment	\$602.51	\$600	\$600	\$0	No change proposed.
Medical Marijuana Cultivation Minor Use Permit	\$394.90	\$ 380.00	\$390.00	\$10.00	Recalculated staff time and wages & overhead spent processing application.
Mitigation Monitoring		costs incurred		\$0	No change proposed.
<b>Parking in-lieu fees:</b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$2,105	\$0.00	No change proposed.
New commercial bldg.	\$8,427.70	\$4,212	\$4,212	\$0.00	No change proposed.

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Permits Requiring Planning Commission Review:</u></b> - Adult-Oriented Business Permit - Certificate of Appropriateness - Coastal Development Permit - Design Review - Use Permit - Variance	1672.32	\$1,630	\$1,670	\$40	Recalculated staff time and wages & overhead spent processing application.
Planned Development		costs incurred		\$0	No change proposed.
Planning Permit Extension (non subdivision)	\$183.80	\$160	\$180	\$20	Recalculated staff time and wages & overhead spent processing application.
Pre-application analysis		minimum \$750 deposit		\$0	No change proposed.
Research fee		n/a	\$40/hour	\$40/hour	New fee category to cover staff time researching properties for customers.
Rezoning		costs incurred		\$0	No change proposed.
<u>Sign Permit:</u> permanent & temporary	51.63	\$50	\$50	\$0	Recalculated staff time and wages & overhead spent processing application.
Specific Plan		costs incurred		0	No change proposed.
<u>Subdivision Map:</u>					
Extension of Time	\$206.34	\$245	\$205	(\$40)	Recalculated staff time and wages & overhead spent processing application.
Final Map	\$559.19	\$550 & \$20/parcel	\$555 & \$20/parcel	\$5	No change proposed.

fee type	actual cost	current fee	proposed fee	cost difference	justification
Improvement Plan, Plan Check & Construction Inspections		costs incurred		0	No change proposed.
Minor Subdivision (< 5 parcels)	\$1,692.71	costs incurred	costs incurred	n/a	No change proposed.
Major Subdivision (5+ parcels)		costs incurred		\$0	No change proposed.
Parcel Merger	\$1,692.71	\$1,700	\$1,690	(\$10)	Recalculated staff time and wages & overhead spent processing application.
Parcel Map	\$559.19	\$550 & \$20/parcel	\$555 & \$20/parcel	\$5	No change proposed.
Reversion to Acreage	\$1,692.71	\$1,700	\$1,690	(\$10)	Recalculated staff time and wages & overhead spent processing application.
Technical Advisory Committee Review - Minor	\$637.72	\$685	\$635	(\$50)	TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.
Technical Advisory Committee Review - Major		costs incurred		\$0	No change proposed.
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.		\$0	Marie: I'm not exactly sure when this fee applies unless it's for when someone should have got a permit (building, planning, or sign) but didn't. Can we word this more clearly? Should it be moved to the code enforcement section on this list? -Nancy
Waste Management Checklist Processing Fee		\$25		\$0	No change proposed.
Zoning letter	\$101.52	\$100/hour	100/hour		No change proposed.

PLANNING FEE SCHEDULE

<b>zoning letter</b>									
	AA-CD	<b>Senior Planner</b>	CDD	Eng. Tech	PWD		Attorney	City Mgr	Total Costs
Research		0.50							
Prepare letter with findings		0.50	0.25						
Total hours		1.00	0.25		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>75.33</i>	<i>25.19</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>100.52</i>
Postage/copying									1.00
								Total Costs	101.52
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.								<b>Current Fee</b>	<b>90/hour</b>
								Proposed fee	\$100
								difference	\$10
Does MJ review zoning letters?									

<b>PLANNING COMMISSION REVIEW (CEQA Exempt Projects, All Other Projects Require Establishment of a Deposit Account with the City):</b> <b>Design Review (DR)</b> <b>Variance (VAR)</b> <b>Use Permit (USP)</b> <b>Coastal Development Permit (CDP)</b> <b>Cert. of Appropriateness (COA)</b> <b>Adult Oriented Business Permit</b>								
	AA-CD	Senior Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review		0.50			1.00			
Correction Letter		1.50						
Secondary Review		1.00						
Prepare staff report		5.00	3.00					
Review staff report	0.5						0.25	
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							
Close-out		0.50						
Total hours	6.25	10.00	3.50	0.00	1.00	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>285.44</i>	<i>753.30</i>	<i>352.66</i>		<i>105.77</i>	<i>0.00</i>	<i>37.15</i>	<i>1534.32</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1672.32</b>
							<b>Current Fee</b>	<b>1630.00</b>

							<b>Proposed Fee</b>	<b>\$1,670</b>
							difference	<b>\$40</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2  
pages photos = 12 pages x 18 sets of staff  
reports

40 neighbors x 2 sided notice =

80

216

296

0.15 \$ 44.40

postage for notices

40

0.44 \$ 17.60

Lot Line Adjustment								
	AA-CD	Senior Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		0.50	0.50					
Referrals		0.50						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		0.25		1.00			
Review Final Deeds								
Close-out		0.50						
Total hours	0.75	3.50	1.25	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>34.25</i>	<i>263.66</i>	<i>125.95</i>		<i>158.66</i>	<i>0.00</i>	<i>0.00</i>	<i>582.51</i>
Postage								10.00
Copying								10.00
							Total Costs	602.51
							<b>Current Fee</b>	<b>\$ 580</b>
							<b>Proposed Fee</b>	<b>\$ 600</b>
							difference	<b>\$20</b>

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS (Standard):</b> Admin. Design Review (does not include signs, which are exempt from ADR fees) Admin. Variance Minor Use Permit Admin. Coastal Devel. Permit Admin COA Floodplain Dev Permit Amendment to Admin. Approval								
	AA-CD	Senior Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.25						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.00	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.25	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>114.18</i>	<i>244.82</i>	<i>100.76</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>459.76</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	570.76
							<b>Current Fee</b>	<b>\$ 560.00</b>



# PLANNING FEE SCHEDULE

							<b>Proposed Fee</b>	<b>\$570.00</b>
							<b>difference</b>	<b>\$10</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Senior Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00	0.25				
Prepare documentation	0.50	0.25					
Total hours	1.00	1.50	0.25	0.00	0.00	0.00	
Total salary & benefits	45.67	113.00	25.19		0.00	0.00	183.86
						Total Costs	183.86
						<b>Current Fee</b>	<b>\$ 150</b>
						<b>Proposed Fee</b>	<b>\$ 180</b>
						difference	<b>\$30</b>
<b>Administrative Design Review for Second Residential Unit</b>							
	AA-CD	Senior Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Review/Analysis		0.50	0.25				
Prepare documentation		0.50					
Assign address	0.25						
Total hours	0.75	1.00	0.25	0.00	0.00	0.00	
Total salary & benefits	34.25	75.33	25.19		0.00	0.00	134.77
						Total Costs	134.77
						<b>Current Fee</b>	<b>\$ 140</b>
						<b>Proposed Fee</b>	<b>\$ 130</b>

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>Administrative Review (Minor)</b>							
<b>Planning permit extension of time</b>							
	AA-CD	Senior Planner	CDD	Eng. Tech.	Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50	0.25					
Review/Analysis		0.50	0.50				
Prepare documentation	0.25	0.50					
Total hours	0.75	1.25	0.50	0.00	0.00	0.00	
Total salary & benefits	34.25	94.16	50.38	0.00	0.00	0.00	178.80
postage/copying costs							5.00
						Total Costs	183.80
						<b>Current Fee</b>	<b>\$ 160</b>
						<b>Proposed Fee</b>	<b>\$ 180</b>
						difference	<b>\$20</b>
<b>Sign Permit</b>							
	AA-CD	Senior Planner	CDD	Eng. Tech.	Attorney	City Mgr	Total Costs
Accept application		0.15					
Initial Review/Analysis		0.25	0.10				
Prepare documentation	0.25						
Total hours	0.25	0.40	0.10	0.00	0.00	0.00	
Total salary & benefits	11.42	30.13	10.08	0.00	0.00	0.00	51.63
						Total Costs	51.63
						<b>Current Fee</b>	<b>\$ 50</b>
						<b>Proposed Fee</b>	<b>\$ 50</b>
						difference	<b>\$0</b>

PLANNING FEE SCHEDULE

<b>Administrative Review (Minor) Medical Marijuana Cultivation Minor Use Permit</b>	AA-CD	Senior Planner	CDD	Eng. Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		1.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	0.50							
Close-out		0.50						
Total hours	1.00	3.50	0.75	0.00	0.00	0.00	0.00	
Total salary & benefits	45.67	263.66	75.57	0.00		0.00	0.00	384.90
Copying/postage								10.00
							Total Costs	394.90
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 360.00</b>
							<b>Proposed Fee</b>	<b>\$360.00</b>
							difference	<b>\$0</b>

# PLANNING FEE SCHEDULE

Only need LUDC setback check and site visit to assess whether slope of property necessitates site-specific, engineered plans.		
We've never had one someone submit an application for the pre-approved plans. Wait until first test case to see how much time it actually takes to review permit.		

PLANNING FEE SCHEDULE

Marie: Do you want to revise to allow option to bill for Director's time to review murals?		

PLANNING FEE SCHEDULE

public noticing prohibited, FBMC 9.32.020 (C )(3)		
We've never had one someone submit an application. Wait until first test case to see how much time it actually takes to review permit. PD spends an average of ten officer hours on illegal grow complaints. Don't know if it would take same amount of time for legal grow, but if so, would add another \$800+ to cost of processing this permit.		



PLANNING FEE SCHEDULE

<b>Minor Division Parcel Merger Reversion to Acreage</b>									
	AA-CD	Senior Planner	CDD	Eng. Tech	PWD	Attorney	City Mgr	Total Costs	
Accept application/set-up file	0.25								
Initial review		0.50							
Referrals		0.50		0.25					
Site inspection		0.50	0.50		0.50				
Review maps and deeds					1.50				
Prepare staff report		5.00	2.00						
Prepare and post hearing notice/agenda	1.00		0.25						
Prepare mailing/ labels	0.75								
PC packet	0.50		0.00				0.25		
Attend hearing	0.50	0.50	0.50						
Post meeting wrap-up*	1.25								
Prepare minutes	1.00								
Review final deeds					1.00				
Close-out		0.50			0.50				
Total hours	5.25	7.50	3.25	0.25	3.50	0.00	0.25		
<i>Total salary &amp; benefits</i>	<i>239.77</i>	<i>564.98</i>	<i>327.47</i>	<i>15.15</i>	<i>370.20</i>	<i>0.00</i>	<i>37.15</i>	<i>1554.71</i>	
Legal ad for public notice								76.00	
Postage								17.60	
Copying								44.40	
							<b>Total Costs</b>	<b>1692.71</b>	
							<b>Existing Fee</b>	<b>DDA</b>	
							<b>Proposed Fee</b>	<b>DDA</b>	
							difference	n/a	

## PLANNING FEE SCHEDULE

[illegible]

<b>Deposit Account (Amount Determined By Director, Minimum \$2,000 unless noted)</b>
Annexation All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc) Development Agreement General Plan Amendment Local Coastal Plan Amendment Major or Minor Subdivision Mitigation Monitoring Planned Development Permit Pre-Application Analysis <b>(Minimum \$750 deposit)</b> Specific Plan Subdivision Map Improvement Plan, Plan Check, Construction Inspections Technical Advisory Committee Review - Major* Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	Senior Planner	CDD	PWD	Eng. Tech.	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation			1.00						
Close-out									Emergency permits should be and are handled by CDD
Total hours	0.25	0.00	3.00	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>11.42</i>	<i>0.00</i>	<i>302.28</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>313.70</i>	
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>323.70</b>	
							<b>Existing Fee</b>	<b>\$ 300</b>	
							<b>Proposed Fee</b>	<b>\$ 320</b>	
							difference	<b>\$20</b>	

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	Senior Planner	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50				
City Council packet	0.25	0.25		0.50				
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00		4.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>12.53</i>	<i>88.58</i>	<i>0.00</i>	<i>423.08</i>		<i>0.00</i>	<i>0.00</i>	<i>524.19</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>559.19</b>
							<b>Existing Fee</b>	<b>\$550 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>\$555 &amp; \$20/parcel</b>
							difference	\$5

PLANNING FEE SCHEDULE

<b>Subdivision Map: Extension of Time</b>							
	AA-CD	Senior Planner	CDD	City Clerk	Attorney	City Mgr	Total Costs
Accept request	0.25						
Analysis and Staff Report		1.00	1.00				
Prepare CC Packet				0.25			
Prepare Minutes				0.25			
Close-out		0.25					
Total hours	0.25	1.25	1.00	0.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>11.42</i>	<i>94.16</i>	<i>100.76</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>206.34</i>
						<b>Total Costs</b>	<b>206.34</b>
						<b>Existing Fee</b>	<b>245.00</b>
						<b>Proposed Fee</b>	<b>205.00</b>
						difference	<b>(\$40)</b>

PLANNING FEE SCHEDULE

Certificate of Compliance							
	AA-CD	Senior Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.00	3.50				
Prepare Documentation	1.25	0.25	1.50				
Close-out		0.50					
Total hours	1.75	1.75	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>79.92</i>	<i>131.83</i>	<i>528.85</i>		<i>0.00</i>	<i>0.00</i>	<i>740.60</i>
Copying							10.00
						<b>Total Costs</b>	<b>750.60</b>
						<b>Existing Fee</b>	<b>760.00</b>
						<b>Recommended Fee</b>	<b>\$750</b>
						difference	<b>(\$10)</b>

PLANNING FEE SCHEDULE

<b>Appeal to City Council or Planning Commission</b>								
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs	
Initial review			0.25					
Accept or reject appeal			0.25					
Forward to CDD and attorney			0.25					
Compile information/files	0.50		0.00					
Prepare notice			0.50					
Publish, post, mail				0.50				
Prepare or review staff report		4.00			1.50	0.50		
Attend hearing		1.00	1.00		1.00	1.00		
Prepare minutes			1.50					
Certification of action	0.50		0.50					
Total Hours	1.00	5.00	4.25	0.50	2.50	1.50		
<i>Total salary &amp; benefits</i>	<i>45.67</i>	<i>503.80</i>	<i>0.00</i>	<i>25.05</i>	<i>700.00</i>	<i>222.92</i>	<i>1497.44</i>	
Legal ad for public notice							76.00	
Postage							25.00	
Copying							165.00	
						<b>Total Costs</b>	<b>1763.44</b>	
						<b>Existing Fee</b>	<b>1000</b>	
						<b>Proposed Fee</b>	<b>no recommendation</b>	
						difference		
We bill City Attorney time at the same rate as Meyers Nave does for DDAs.								



AMENDMENTS (MINOR)

Amendments (Minor, No Environmental Review, No Public Hearing Required)								
	AA-CD	Senior Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		1.00	0.50					
Prepare and post hearing notice/agenda	1.00		0.10					
Prepare mailing/ labels	0.75							
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up	1.25							
Close-out		0.25						
Total hours	3.50	1.50	0.60	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>159.85</i>	<i>113.00</i>	<i>60.46</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>333.30</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>471.30</b>
							<b>Existing Fee</b>	<b>645.00</b>
							<b>Proposed Fee</b>	<b>\$470</b>
							difference	<b>\$ (175)</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING PERMIT

<b>Public Hearing</b>							
	AA-CD	Senior Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		4.00	1.00				
Review Staff Report	0.50						
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50						
Total hours	6.50	4.50	1.50	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>296.86</i>	<i>338.99</i>	<i>151.14</i>		<i>0.00</i>	<i>0.00</i>	<i>786.98</i>
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>17.60</i>
						<b>Total Costs</b>	<b>924.98</b>
						<b>Existing Fee</b>	<b>\$ 880</b>
						<b>Proposed Fee</b>	<b>\$ 920</b>
						<b>difference</b>	<b>\$ 40</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							
copying costs							
PH notice	140 neighbors x 2 sided notice =			80			

# PLANNING PERMIT

staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				40	0.44	\$ 17.60	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Senior Planner	Public Works Supt.	Eng. Tech.	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.25							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.25	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	320.15	91.12	60.59	62.62	93.24	0.00	627.72	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>637.72</b>	
				fee waived for non-profit events			current fee	\$685	
							<b>proposed fee</b>	<b>\$635</b>	
							difference	<b>\$ (50)</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

<b>Address listing compilation</b>						
	AA-CD	Senior Planner	PWD			
plot adjacent properties	0.25					
Prepare address list	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>22.84</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
<i>22.84</i>
<b>22.84</b>
\$ 20
\$ 20
n/a

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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$4,213.85
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

PLANNING FEE SCHEDULE  
Summary Table

Code Enforcement Fee															
	Admin. Assist.	Senior Planner	CDD	CSO Police Dept.	Police Officer	City Atty	Total Costs	Proposed Fee	Existing Fee	price difference	Reason for Adjustment				
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.															
Taking the code complaint;	0.10	0.10													
set up file; log onto spreadsheet(s)	0.50														
Investigation and documentation of the code complaint				0.50											
Composition of code enforcement certified letter	0.50	0.25													
Follow up efforts to ensure compliance with violation letter.	0.50														
Dialogue with violator responding to a complaint		0.50													
Total	1.60	0.85	0.00	0.50	0.00	0.00	0.00								
<i>Total salary &amp; benefits</i>	<i>73.07</i>	<i>64.03</i>	<i>0.00</i>	<i>21.87</i>	<i>0.00</i>	<i>0.00</i>	<i>158.97</i>								
<i>Postage &amp; copying costs</i>							<i>8.00</i>								
<b>Total Fee</b>							<b>166.97</b>	165.00	160.00	5.00	Cost reimbursement for staff time expended				
Nuisance condition is listed as a Type 2 violation, but overgrown vegetation, broken windows, which are nuisance conditions are listed in Type I category. Should this be reworded as "nuisance" vs. "egregious nuisance" or something like that? Lesley's response on how much time she averages on code enforcement complaint: It varies. Sometimes, it can take just a few minutes to take the photos, and then upload them. Other times the initial visit may take longer, especially if you go out and vi															
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities															
Taking the code complaint;		0.50													
set up file; log onto spreadsheet(s)	0.50														
Investigation and documentation of the code complaint				0.50											
Composition of code enforcement certified letter	0.50	0.25													
Follow up efforts to ensure compliance with violation letter.	0.50	0.50													
Dialogue with violator responding to a complaint		0.50													
Total	1.50	1.75	0.00	0.50	0.00	0.00	0.00								
<i>Total salary &amp; benefits</i>	<i>68.51</i>	<i>131.83</i>	<i>0.00</i>	<i>21.87</i>	<i>0.00</i>	<i>0.00</i>	<i>222.20</i>								
<i>Postage &amp; copying costs</i>							<i>8.00</i>								
<b>Total Fee</b>							<b>230.20</b>	230.00	275.00	-45.00	Cost reimbursement for staff time expended				
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.															
Taking the code complaint;		0.50													
set up file; log onto spreadsheet(s)	0.50														
Investigation and documentation of the code complaint		0.25		0.50											
Evidence collection, report writing															
Composition of code enforcement certified letter	0.50	0.25													
Follow up efforts to ensure compliance with violation letter.	0.50	1.50													
Dialogue with violator responding to a complaint		1.00													
Total	1.50	3.50	0.00	0.50	0.00	0.00	0.00								
<i>Total salary &amp; benefits</i>	<i>68.51</i>	<i>263.66</i>	<i>0.00</i>	<i>21.87</i>	<i>0.00</i>	<i>0.00</i>	<i>354.03</i>								
<i>Postage &amp; copying costs</i>							<i>8.00</i>								
<b>Total Fee</b>							<b>362.03</b>	360.00	450.00	-90.00	Cost reimbursement for staff time expended				
Propose a new category for serious violations such as illegal grows or squatters in abandoned buildings that take a lot of police time. PD time adds \$800 to the cost that probably doesn't apply to other violations. Should we add time for City Attorney to re															
<b>new category</b>															
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity															
Taking the code complaint		0.25													
set up file; log onto spreadsheet(s)	0.50														
Investigation and documentation of the code complaint		0.25			6.00										
Evidence collection, report writing					4.00										
Composition of code enforcement certified letter	0.50	0.25													
Follow up efforts to ensure compliance with violation letter.		1.00	0.50												
Dialogue with violator responding to a complaint		1.00													
Total	1.00	2.75	0.50	0.00	10.00	0.00	0.00								
<i>Total salary &amp; benefits</i>	<i>45.67</i>	<i>207.16</i>	<i>50.38</i>	<i>0.00</i>	<i>723.50</i>	<i>0.00</i>	<i>1026.71</i>								
<i>Postage &amp; copying costs</i>							<i>8.00</i>								
<b>Total Fee</b>							<b>1034.71</b>	1030.00	450.00	580.00	Cost reimbursement for staff time expended				

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.





<b>Fort Bragg Police Schedule of Fees - 2011</b>	<b>Police Personnel</b>	<b>Time/Hours</b>	<b>Pay Rate</b>	<b>Stipulated Fee</b>	<b>Calculated Fee</b>
Accident Reports/Insurance Reports	PST	0.6	\$47.96		\$28.78
First page *			\$47.96	\$0.10	
Pages 2 thru 9 *			\$47.96	\$.20 to \$1.80	
Pages 10 thru 20 *			\$47.96	\$2.00 to \$4.00	
Additional pages (per page) *			\$47.96	\$0.10	
Administrative Fee (no handicap placard displayed)	SGT	0.25	93.94		\$23.49
	PST	0.25	\$47.96		\$11.99
Alarm Fees – FBMC 5.36.030 (annual fee)	PST	0.6	\$47.96		\$28.78
Excess False Alarms- after 3 #	PST	0.6	\$47.96		\$28.78
Excess False Alarms - after 4 #	PST	0.6	\$47.96		\$28.78
Excess False Alarms - after 5 #	PST	0.6	\$47.96		\$28.78
Audio Tape Recording Copy - Requestor provides tape or CD	PST	0.6	\$47.96		\$28.78
Audio Tape Recording Copy - City provides tape or CD	PST	0.6	\$47.96		\$28.78
Bicycle License	PST	0.5	\$47.96		\$23.98
Civil Subpoena Appearance Fee ***				\$150.00	
Conference Room use during non-business hours or by Non-City sponsored events	PST	1	\$47.96		\$47.96
Fingerprinting **	PST	0.3	\$47.96	\$12.00	\$14.39
			\$47.96		
Found Property Claimant	PST	0.6	\$47.96		\$28.78
Gun Storage Fee	PST	1.6	\$47.96		\$76.74
Insurance Letter for Crime Report	PST	0.6	\$47.96		\$28.78
Photographs - Evidence (digital)	PST	0.6	\$47.96		\$28.78
Photographs - Evidence (commerical film developing)	PST	1.1	\$47.96		\$52.76
Record Clearance Letter (research & prepare letter)	PST	0.5	\$47.96		\$23.98
(approve letter)	CHIEF	0.25	\$135.95		\$33.99
Repossessed Vehicle Release **	PST	0.25	\$47.96	\$15.00	
Stored Vehicle Storage fee (onsite) #	PST	0.25	\$47.96		\$11.99

Taxi Driver Background Check **	PST	0.5	\$47.96		\$23.98
Background check	SGT	1	\$93.94		\$93.94
Vehicle Releases (towed)	PST	1	\$47.96		\$47.96
Issue CHP180	Officer	0.5	\$72.35		\$36.18
30 day Vehicle Releases Review (towed)	Lieutenant	0.25	\$93.24		\$23.31
Video Tape Copy - City Provides Tape	PST	0.6	\$47.96		\$28.78
Video Tape Copy - Requestor provides Tape	PST	0.6	\$47.96		\$28.78
<u>Parking Citation Penalties for Violation</u>	These are penalties, not fees and do not require wage/time justification - listed here				
- Blocking a Driveway					
- Disabled parking space w/o disabled plate or placard					
- Double Parking					
- No Parking					
- Off Street Parking Violation					
- Parking more than 18" from curb					
- Parked on Sidewalk					
- Parking in Alley					
- Parking Space Markings					
- Permit Parking Only					
- Registration Tabs					
- Red Zone					
- 72-Hour Continuous Parking					
- Timed Parking Zone					
- Wrong Side of Road					
- Yellow Loading Zone					
* A Legal Decision in 1994 (per North County Parents Organization v. Dept. of Education)					
** Mandated by State					
***4 HR Minimum used as deposit					
# Resolution by City of FB					
Not currently in use					
Proposed increase of fees					
REVISION DATE: 11/14/11 RevA					

Materials/Supplies	Current Fee Schedule	Proposed Fee Schedule
	\$25.00	\$25.00
	\$0.00	\$25.00
	\$25.00	\$28.00
	\$50.00	\$50.00
	\$100.00	\$100.00
	\$200.00	\$200.00
	\$25.00	\$28.00
Plus CD or tape cost \$1	\$26.00	\$29.00
	\$0.00 (max. per DMV is \$4)	\$0.00 (max. per DMV is \$4)
Plus any differential cost for type of police personnel and time spent	\$150 +	\$150 +
	\$50.00/HR	\$50.00/HR
	\$12.00	\$12.00
Plus advertising fees (if incurred)	\$25.00	\$28.00
Per Gun	\$75.00	\$75.00
	\$25.00	\$25.00
PLUS cost of photo supplies (\$1 per sheet of photo paper or \$1 for digital CD copy) PLUS postage if mailed	\$25+	\$25+
PLUS fee charge by commerical film developer PLUS postage if mailed	\$50+	\$50+
	\$54.00	\$54.00
	\$15.00	\$15.00
	\$10.00	\$10.00

[illegible]

Excessive False Alarms						
		PST				Total Costs
Respond to alarm		0.5				
Total hours		0.5				
Total salary & benefits		16.175				16.18
					Total Costs	16.18
					Current Fee	\$50
					Proposed fee	

Advertising Found Property						
		PST				Total Costs
Time to prepare ad		0.5				
Total hours		0.5				
Total salary & benefits		16.175				16.175
Cost of Ad						0
					Total Costs	16.175
					Current Fee	\$5
					Proposed fee	

PUBLIC WORKS FEE SCHEDULE

Public Works Department					
2011 fee analysis					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
<u>Backflow Prevention Device Fees:</u>					
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	90.89	\$ 90.00	\$ 90	\$ -	
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)		\$ 225.00	\$ 225.00	\$ -	
Building Permit for Driveway or Ramp	\$ 70.33	\$ 70.00	\$ 70.00	\$ -	Recalculated staff time & wages spent processing application
Construction Cost Estimates	\$ 45.56	Actual cost with \$40 minimum	Actual cost with \$45 minimum	\$5 increase in minimum fee	Recalculated staff time & wages spent processing application
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of Public Works Superintendent	Current rate of Public Works Superintendent	\$ -	
<u>Deposit to Borrow City-owned Equipment:</u>					
Barricades	\$ 35.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of barricades
36" Reflective Traffic Cone	\$ 25.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones
28" Standard Traffic Cone	\$ 15.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones



PUBLIC WORKS FEE SCHEDULE

18" Standard Traffic Cone	\$ 10.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones
12" Standard Traffic Cone	\$ 8.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones
No Parking Tripod	\$ 30.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of tripod
Preparation Fee	\$ 70.91	\$ 65.00	\$ 70.00	\$ 5	Cost of employee time to use forklift to get items out of loft and put them back
Preparation fee - Parade (Main Street Closure)	\$ 241.10	\$ 230.00	\$ 240.00	\$ 10	Cost of employee time to use forklift to get items out of loft and put them back
<b>Encroachment Permits:</b>					
<u>Performance Bond:</u>					
Deposit		\$ 500.00	\$ 500.00	\$ -	
For excavation within paved roadway, alley, or easement area		\$2/square foot	\$2/square foot	\$ -	
For excavation within unpaved roadway, alley, or easement areas		\$1/square foot	\$1/square foot	\$ -	
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk		\$5/square foot	\$5/square foot	\$ -	
For all other public improvements		Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	\$ -	

PUBLIC WORKS FEE SCHEDULE

Encroachment Permit Issuance Fee	\$ 86.16	\$ 85.00	\$ 85.00	\$ -	
Driveway - Commercial		\$ 95.00	\$ 95.00	\$ -	
Driveway - Residential		\$ 55.00	\$ 55.00	\$ -	
Excavation - less than 50 lf		\$75 + 0.25/lf	\$75 + 0.25/lf	\$ -	
Excavation - more than 50 lf		\$ 200.00	\$ 200.00	\$ -	
Excavation - additional charge over 100 lf		0.50/lf	0.50/lf	\$ -	
Inspection - Repairs & Replacements	\$ 70.70	\$ 70.00	\$ 70.00	\$ -	
Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$ 87.34	\$ 85.00	\$ 85.00	\$ -	
Miscellaneous Permits (not covered elsewhere; per location)		\$ 100.00	\$ 100.00	\$ -	
Parking (per day; per space)		\$ 25.00	\$ 25.00	\$ -	
Sidewalk, curb & Gutter, Ramp & Conform Paving		0.25/sf	0.25/sf	\$ -	
Street Closure		\$ 150.00	\$ 150.00	\$ -	
Street Closure - Recurring		\$ 50.00	\$ 50.00	\$ -	
Fine for working w/o encroachment permit		\$ -	Double cost of permit	Varies	
<u>Food Service Establishment Wastewater Discharge Permit Fees:</u>					
Annual Inspection Fee	\$ 75.74	\$ 75.00	\$ 75.00	\$ -	
Initial Application Fee	\$ 106.03	\$ 105.00	\$ 105.00	\$ -	
Grading Permit Fee	\$ 317.31	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$ -	
<u>Grease Trap/Interceptors:</u>					

PUBLIC WORKS FEE SCHEDULE

Initial Application Fee	\$ 106.03	\$ 105.00	\$ 105.00	\$ -	
Annual Inspection Fee	\$ 75.74	\$ 75.00	\$ 75.00	\$ -	
Hot Tap Machine Use (per tap; plus preparation cost)		\$ 400.00	\$ 400.00	\$ -	
Pot Holing		Cost Incurred	Cost Incurred	\$ -	
<u>Sanitary Sewer Fees:</u>				\$ -	
Permit and inspection of connections to the sanitary sewer system	\$ 55.19	\$ 55.00	\$ 55.00	\$ -	
Permit and inspection of apartment connections to the sanitary sewer system	\$ 55.19	\$55 + \$10 per each unit in excess of 5 units	\$55 + \$10 per each unit in excess of 5 units	\$ -	
Alteration of existing sewer installations	\$ 55.19	\$ 55.00	\$ 55.00	\$ -	
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$ 45.56	Actual cost of work - \$40 for written cost estimate	Actual cost of work - \$45 for written cost estimate	\$5 increase for cost estimate	
<u>Septic Tank Dump Fees:</u>					
Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
Up to 1500 gallons	\$ 176.13	\$ 180.00	\$ 175.00	\$ (5)	
For each additional 500 gallons	\$ 33.87	\$ 30.00	\$ 30.00	\$ -	
<u>Service Calls (if due to customer fault or private line failure)</u>					

PUBLIC WORKS FEE SCHEDULE

During Normal Operation Hours		Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	\$ -	
If after hours		Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	\$ -	
Treated Wastewater Disposal Fee					
Public Agencies		0.25/gallon	0.17/gallon	(0.08/gallon)	
Others		0.25/gallon	0.25/gallon	\$ -	

PUBLIC WORKS FEE SCHEDULE

Water Deposit		\$ 150.00	\$ 150.00	\$ -	
Water Hydrant Meter Rental Deposit		\$ 750.00	\$ 750.00	\$ -	
Water Line Testing and Forms		Cost Incurred	Cost Incurred		
Water Meter Split Evaluation	\$ 45.56	\$ 40.00	\$ 45.00	\$ 5	
Water turn off/on at customer request	\$ 28.37	\$ 25.00	\$ 25.00	\$ -	

## PUBLIC WORKS FEE SCHEDULE

[illegible]

PUBLIC WORKS FEE SCHEDULE

<b>Building Permit for driveway</b>							
	Planner	Office Asst.	Eng. Tech	PWD			Total Costs
Review Application	0.25	0.50	0.00	0.25			
Total hours	0.25	0.50	0.00	0.25			
<i>Total salary &amp; benefits</i>	<i>18.83</i>	<i>25.05</i>	<i>0.00</i>	<i>26.44</i>			<i>70.33</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>70.33</i>
						<b>Current Fee</b>	<b>\$ 70</b>
						<b>Proposed fee</b>	<b>\$ 70</b>

PUBLIC WORKS FEE SCHEDULE

<b>Construction Cost Estimates</b>							
	PWS	Office Asst.	Eng. Tech	PWD			Total Costs
Preparation of Estimate	0.50	0.00	0.00	0.00			
Total hours	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>45.56</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>			<i>45.56</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>45.56</i>
						<b>Current Fee</b>	<b>\$ 40</b>
						<b>Proposed fee</b>	<b>\$ 45</b>



PUBLIC WORKS FEE SCHEDULE

<b>Encroachment Permit Issuance</b>							
	Office Asst.	City Clerk	Eng. Tech	PWD			Total Costs
Receive, Review App. Work with applicants as needed on ins. Issues	0.75	0.25		0.25			
Total hours	0.75	0.25	0.00	0.25			
<i>Total salary &amp; benefits</i>	37.58	22.15	0.00	26.44			86.16
Postage/copying							0.00
						Total Costs	86.16
						<b>Current Fee</b>	<b>\$ 85</b>
						<b>Proposed fee</b>	<b>\$ 85</b>

PUBLIC WORKS FEE SCHEDULE

Encroachment Permit - Sidewalk Closure							
	Office Asst.	City Clerk	Eng. Tech or PWD	PWD			Total Costs
Communicate Safety Requirements			0.50				
Inspect site for safety			0.55				
Total hours	0.00	0.00	1.05	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>87.34</i>	<i>0.00</i>			<i>87.34</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>87.34</i>
						<b>Current Fee</b>	<b>\$ 85</b>
						<b>Proposed fee</b>	<b>\$ 85</b>
Used average of Engineering Tech & PWD salary = \$83.18							

PUBLIC WORKS FEE SCHEDULE

<b>Encroachment Permit Inspection</b>							
	Office Asst.	City Clerk	Eng. Tech or PWD	PWD			Total Costs
Communicate Safety Requirements			0.25				
Inspect Site for compliance			0.60				
Total hours	0.00	0.00	0.85	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>70.70</i>	<i>0.00</i>			<i>70.70</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>70.70</i>
						<b>Current Fee</b>	<b>\$ 70</b>
						<b>Proposed fee</b>	<b>\$ 70</b>
Used average of Engineering Tech & PWD salary = \$83.18							

PUBLIC WORKS FEE SCHEDULE

<b>Food Service - Initial Application</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Process Application		0.50				
Perform Inspection		1.25				
Total hours		1.75		0.00		
<i>Total salary &amp; benefits</i>		<i>106.03</i>	<i>0.00</i>	<i>0.00</i>		<i>106.03</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>106.03</i>
					<b>Current Fee</b>	<b>\$ 100</b>
					<b>Proposed fee</b>	<b>\$ 100</b>

PUBLIC WORKS FEE SCHEDULE

<b>Food Service - Annual Inspection</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Inspection		1.25				
Total hours		1.25		0.00		
<i>Total salary &amp; benefits</i>		<i>75.74</i>	<i>0.00</i>	<i>0.00</i>		<i>75.74</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>75.74</i>
					<b>Current Fee</b>	<b>\$ 75</b>
					<b>Proposed fee</b>	<b>\$ 75</b>

PUBLIC WORKS FEE SCHEDULE

<b>Grading Permit</b>							
	Office Asst.	City Clerk	Eng. Tech	PWD			Total Costs
Inspect Site for compliance				3.00			
Total hours	0.00	0.00	0.00	3.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>317.31</i>			<i>317.31</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>317.31</i>
						<b>Current Fee</b>	<b><i>Actual Cost</i></b>
						<b>Proposed fee</b>	<b><i>Actual Cost</i></b>
<b>Same fee will apply for first and additional inspections</b>							

PUBLIC WORKS FEE SCHEDULE

<b>Grease Trap - Initial Application</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Process Application		0.50				
Perform Inspection		1.25				
Total hours		1.75		0.00		
<i>Total salary &amp; benefits</i>		<i>106.03</i>	<i>0.00</i>	<i>0.00</i>		<i>106.03</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>106.03</i>
					<b>Current Fee</b>	<b>\$ 105</b>
					<b>Proposed fee</b>	<b>\$ 105</b>

PUBLIC WORKS FEE SCHEDULE

<b>Grease Trap - Annual Inspection</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Inspection		1.25				
Total hours		1.25		0.00		
<i>Total salary &amp; benefits</i>		<i>75.74</i>	<i>0.00</i>	<i>0.00</i>		<i>75.74</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>75.74</i>
					<b>Current Fee</b>	<b>\$ 75</b>
					<b>Proposed fee</b>	<b>\$ 75</b>



PUBLIC WORKS FEE SCHEDULE

<b>Preparation Fee - Barricades, etc.</b>						
		Maint Worker II	PWD			Total Costs
Preparation Fee		1.25				
Total hours		1.25				
<i>Total salary &amp; benefits</i>		<i>70.91</i>	<i>0.00</i>			<i>70.91</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>70.91</i>
					<b>Current Fee</b>	<b>\$ 65</b>
					<b>Proposed fee</b>	<b>\$ 70</b>
<b>Preparation Fee - Barricades, etc. - Parades</b>						
		Maint Worker II	PWD			Total Costs
Preparation Fee		4.25				
Total hours		4.25				
<i>Total salary &amp; benefits</i>		<i>241.10</i>	<i>0.00</i>			<i>241.10</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>241.10</i>
					<b>Current Fee</b>	<b>\$ 230</b>
					<b>Proposed fee</b>	<b>\$ 240</b>

PUBLIC WORKS FEE SCHEDULE

Sanitary Sewer Fees - Permit & inspection & Alteration						
		Gov Acct I	PWD	PW Supt		Total Costs
Form Preparation		0.10				
Review Application			0.25			
Inspection				0.25		
Total hours		0.10	0.25	0.25		
<i>Total salary &amp; benefits</i>		<i>5.97</i>	<i>26.44</i>	<i>22.78</i>		<i>55.19</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>55.19</i>
					Current Fee	\$ 55
					Proposed fee	\$ 55

PUBLIC WORKS FEE SCHEDULE

<b>Sanitary Sewer Fees - Extension of Mains - Estimate</b>						
		Gov Acct I	PWD	PW Supt		Total Costs
Prepare Estimate				0.50		
Review Application			0.00			
Inspection						
Total hours		0.00	0.00	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>0.00</i>	<i>45.56</i>		<i>45.56</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>45.56</i>
					Current Fee	\$ 40
					Proposed fee	\$ 45

## PUBLIC WORKS FEE SCHEDULE

<b>Septic Dump Fees - first 1500 gallons</b>						
		Operator II	Lead Op	Finance Tech I	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		2.00				
Oversee Operation			0.50			
Process Invoice/Paperwork				0.50		
Non-labor treatment						
Total hours		2.00	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>115.48</i>	<i>31.01</i>	<i>19.05</i>	<i>10.00</i>	<i>175.54</i>
Postage/copying						0.59
					Total Costs	176.13
					<b>Current Fee</b>	<b>\$ 180</b>
					<b>Proposed fee</b>	<b>\$175</b>
<b>Septic Dump Fees - additional 500 gallons</b>						
		Operator II		Finance Tech	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		0.50				
Oversee Operation						
Process Invoice/Paperwork						
Non-labor treatment						
Total hours		0.50		0.00		
<i>Total salary &amp; benefits</i>		<i>28.87</i>		<i>0.00</i>	<i>5.00</i>	<i>33.87</i>
Postage/copying						0.00
					Total Costs	33.87
					<b>Current Fee</b>	<b>\$ 30</b>
					<b>Proposed fee</b>	<b>\$ 30</b>

PUBLIC WORKS FEE SCHEDULE

<b>Water Meter Split</b>						
		Public Works Super.	PWD			Total Costs
Turn off/on water		0.50				
Total hours		0.50				
<i>Total salary &amp; benefits</i>		<i>45.56</i>	<i>0.00</i>			<i>45.56</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>45.56</i>
					<b>Current Fee</b>	<b>\$ 40</b>
					<b>Proposed fee</b>	<b>\$ 45</b>

PUBLIC WORKS FEE SCHEDULE

Water Turn-off (customer Request)						
		Maint Worker II	PWD	Assoc. City Engineer		Total Costs
Turn off/on water		0.50				
Total hours		0.50		0.00		
<i>Total salary &amp; benefits</i>		<i>28.37</i>	<i>0.00</i>	<i>0.00</i>		<i>28.37</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>28.37</i>
					Current Fee	\$ 25
					Proposed fee	\$ 25

**WATER CAPACITY CHARGE**

2011	ENR CCI	2012
\$3,764.92	3.20%	\$3,885.40

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50'/\$ per foot	
	2011	2012	2011	2012
3/4" Single Service	\$2,858.05	\$2,949.51	\$29.36	\$30.30
1" Single Service	\$3,087.33	\$3,186.12	\$31.33	\$32.33
1" Single Service Split into 2 5/8" x 3/4"	\$3,398.80	\$3,507.56	\$31.78	\$32.80
1 1/2" Single Service	\$3,662.24	\$3,779.43	\$28.20	\$29.10
2" Single Service Split into 5 5/8" x 3/4"	\$4,665.51	\$4,814.81	\$28.20	\$29.10
2" Service Disc Meter Low Demand	\$4,191.35	\$4,325.47	\$28.20	\$29.10
2" Service Compound High Demand	\$5,635.20	\$5,815.53	\$28.20	\$29.10
3" Service	\$8,751.20	\$9,031.24	\$33.09	\$34.15
4" Service	\$9,821.39	\$10,135.67	\$33.09	\$34.15
6" Service *	\$13,260.55	\$13,684.89	\$36.38	\$37.54

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

<u>Size</u>	<u>Fee</u>
5/8" x 3/4"	\$ 340.38
1"	\$ 495.41
1.5"	\$ 875.08
2" Disc Meter Low Demand	\$ 1,095.51
2" Compound	\$ 2,585.57
3"	\$ 3,022.98
4"	\$ 4,386.52
6"	Time & Materials

**METER SPLIT**

<u>Size</u>	<u>Fee</u>
2 5/8" x 3/4" meters on existing service	\$ 996.91
Meter split with street crimp in cement sidewalk	\$ 1,298.83

<b>SEWER CAPACITY CHARGE</b>		
2011	ENR CCI	2012
\$2,958.59	3.20%	\$3,053.26

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2011	2012	2011	2012
4" Lateral, 4' Deep	\$2,518.60	\$2,599.20	\$37.66	\$38.87
4" Lateral, 6' Deep	\$2,792.00	\$2,881.34	\$43.47	\$44.86
4" Lateral, 8' Deep	\$3,284.00	\$3,389.09	\$54.79	\$56.54
4" Lateral, 10' Deep	\$3,750.62	\$3,870.64	\$63.44	\$65.47
6" Lateral, 4' Deep	\$2,644.81	\$2,729.44	\$38.93	\$40.18
6" Lateral, 6' Deep	\$2,918.21	\$3,011.59	\$44.74	\$46.17
6" Lateral, 8' Deep	\$3,410.24	\$3,519.37	\$56.05	\$57.84
6" Lateral, 10' Deep	\$3,876.83	\$4,000.89	\$64.70	\$66.77

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2011	2012	2011	2012
4" Lateral, 4' Deep	\$870.31	\$898.16	\$22.18	\$22.89
4" Lateral, 6' Deep	\$1,087.52	\$1,122.32	\$22.18	\$22.89
4" Lateral, 8' Deep	\$1,803.59	\$1,861.30	\$37.98	\$39.20
4" Lateral, 10' Deep	\$2,277.91	\$2,350.80	\$48.38	\$49.93
6" Lateral, 4' Deep	\$1,507.94	\$1,556.19	\$26.21	\$27.05
6" Lateral, 6' Deep	\$1,539.81	\$1,589.08	\$26.21	\$27.05
6" Lateral, 8' Deep	\$2,389.54	\$2,466.01	\$42.57	\$43.93
6" Lateral, 10' Deep	\$2,404.11	\$2,481.04	\$49.64	\$51.23



FEES CHARGED BY COUNTY TO CONSIDER IN DECEMBER

Fee Type	Amount	
Facsimile Fees		
* First Page	\$ 1.50	Not sure whey there are different rates for different departments
* Local - each additional page	\$ 0.75	
* Long Distance - each additional page	\$ 1.00	
Facsimile Fees		
* Within County		
* First Page	\$ 1.00	
* Each additional page	\$ 0.50	
* Outside County		
* First Page	\$ 2.00	
* Each additional page	\$ 0.50	
Land Use Fees		
* Modification of Conditions	\$ 96.00	
* Use Permit Renewal	\$ 40.00	
* Conditional Certificate of Compliance	\$ 224.00	
* Fee for Review of Documentation		Not sure if this might be part of our application fee
* CDP Application Review	\$ 224.00	
* Development Review	\$ 99.00	
* Building Permit Application Review	\$ 84.00	
* Use Permit Modification Application Review	\$ 125.00	
* Administrative Permit Application Review	\$ 69.00	
* EIR Review	\$ 370.00	
Planning Fees		
* Application Update Fee	\$ 160.00	
* Pre-application Conference for any planning app	\$ 80.00	
* Records Management Fee (attached to various application fees)	\$5-\$40	
Encroachment Permits		
* Annual Permit for Utility Companies	\$ 400.00	(seems high for us but we do several of these a year)
* Permit Time Extension	\$ 150.00	
<u>Fees that would require providing additional services:</u>		
Passport Fees	\$30-\$33	



**CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

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**MEMORANDUM**

**DATE:** October 6, 2011  
**TO:** Management Team  
**FROM:** Cindy VanWormer, City Clerk  
**SUBJECT:** Annual Fee Schedule Update

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Well, it's that time again – time to update the fee schedule based on annual employee “fully loaded” rates. Please be sure to also look at the estimated time to complete each task to make sure that it accurately reflects the time it takes to do the job. And don't forget to add any fees that aren't currently on the list.

Attached to this e-mail are the employee rates prepared by Finance Manager Rosana Cimolino and the spreadsheets to use to complete the evaluation (these are the final 2010 spreadsheets, renamed for 2011).

We want to take this item to the City Council on December 12<sup>th</sup>, which means the staff report needs to be completed by November 30<sup>th</sup>. Since the City Manager likes to review all of the rates prior to preparation of the resolution, I will need to get everyone's updated spreadsheets by **November 10<sup>th</sup>**.

Thanks to everyone for helping to get this task done once again! ☺

Cc: Administrative Assistant – Community Development  
Administrative Assistant – Police Department  
Public Works Analyst

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY11/12**  
**UPDATED 10/04/11**

POSITION	HOURLY RATE		
	SAL/WAGES PLUS BENEFITS	OVERTIME	SAL/WAGES/ BENEFITS WITH OVERHEAD AT 22.9% *
<b>4130 CITY MANAGER</b>			
CITY MANAGER	120.92		148.61
HR MNGR/ASST TO CM	63.83		78.44
ADMINISTRATIVE ASSISTANT-ADMIN	44.75	31.55	54.99
<b>4131 CITY CLERK</b>			
CITY CLERK	72.07		88.58
OFFICE ASSISTANT	44.75	27.71	50.10
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	71.20		87.51
SR GOV ACCT	52.88		64.99
GOV ACCT I	48.58	39.91	59.71
FINANCE TECH I	31.00	22.98	38.10
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	81.98		100.76
SENIOR PLANNER	61.29		75.33
ADMINISTRATIVE ASSISTANT-CD	37.16	31.55	45.67
ECONOMIC DEV COORDINATOR	55.14	40.78	67.76
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	110.62		135.95
LIEUTENANT	75.87		93.24
ADMINISTRATIVE ASSISTANT-PD	34.37	26.13	42.25
SERGEANT, APC	79.83	48.68	98.12
SERGEANT, IPC	73.03	45.01	89.75
OFFICER, APC	65.37	38.76	80.37
OFFICER, IPC	56.40	36.33	69.32
OFFICER, BPC	54.62	34.43	67.37
COMM SERVICE OFFICER	35.59	25.16	43.74
POLICE SERVICE TECH	39.02	28.26	47.96
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	86.06		105.77
PW PROJECT ANALYST	44.24	36.22	54.37
ENGINEERING TECH	49.30	37.88	60.59
WATER PROJECT COORDINATOR	43.83	37.92	53.86
PW SUPERINTENDENT	74.14		91.12
LEAD MAINT WORKER	53.18	37.00	65.36
MAINT WORKER IV	50.67	33.39	62.27
MAINT WORKER III	43.04	31.81	52.90
MAINT WORKER II	46.16	30.93	56.73
MAINT WORKER I	32.18	22.91	39.55
MECHANIC	47.50	32.90	58.38
TREATMENT OPR LEAD	50.47	38.95	62.02
OPERATOR II	46.98	34.13	57.74
LAB DIRECTOR	58.10	44.69	71.40

\*Overhead rate calculated from results of A87 study.

# ANIMAL CARE CONTROL FEE SCHEDULE

Animal Care & Control Fees					
2012 fee analysis					
Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Vicious Potentially Dangerous Animal Hearing	325.56	\$ 320.00	\$ 325.00	\$ 5.00	Recalculated based on current weighted salary of employees

ANIMAL CARE CONTROL  
FEE SCHEDULE

<b>Vicious Potentially Dangerous Animal Hearing</b>						
		City Clerk	City Manager	Office Asst.		Total Costs
Receive/Review Request		0.25				
Prepare Notice of Hearing		0.50				
Mail Notice of Hearing				0.25		
Prepare for Hearing			0.50			
Conduct Hearing			0.75			
Prepare Letter of Results		0.50				
Mail Letter				0.25		
			0.00			
		1.25	1.25	0.50		
<i>Total salary &amp; benefits</i>		<i>107.33</i>	<i>191.53</i>	<i>25.39</i>		<i>\$324.24</i>
Postage/copying						1.32
					Total Costs	325.56
					<b>Current Fee</b>	<b>\$ 320.00</b>
					<b>Proposed fee</b>	<b>\$ 325.00</b>

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

AGENDA PACKET FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
City Council Agendas (per year)		\$35.00	\$35.00	\$0.00	
City Council Packets (per year)	Between \$200-\$600 per year	\$200.00	\$200.00	\$0.00	
Council Committee Agendas (per year)		\$9.00	\$9.00	\$0.00	
Council Committee Packets (per year)		\$20.00	\$20.00	\$0.00	
Planning Commission Agenda (public and quasi-public agencies excluded) (per year)		\$18.00	\$18.00	\$0.00	
Planning Commission Packets (per year)		\$140.00	\$140.00	\$0.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

ANIMAL CARE CONTROL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Adoption Fees		Set by MCHS	Set by MCHS		
Dog Licenses:					
– Altered		\$20.00	\$20.00	\$0.00	
– Unaltered		\$50.00	\$50.00	\$0.00	
– Duplicate License/ Tag		\$5.00	\$5.00	\$0.00	
– Delinquent Licensing Penalty - Altered		Double license fee	Double license fee	No change	
– Delinquent Licensing Penalty - Unaltered		Double license fee	Double license fee	No change	
– Potentially Dangerous/ Vicious Dog license		\$100.00	\$100.00	\$0.00	
Feed & Care Fees		Set by MCHS	Set by MCHS	No change	
Impound/Redemption Fee - Unaltered					
– 1 <sup>st</sup> Offense		\$35.00	\$35.00	\$0.00	
– 2 <sup>nd</sup> Offense		\$50.00	\$50.00	\$0.00	
– 3 <sup>rd</sup> and subsequent Offenses		\$100.00	\$100.00	\$0.00	
Impound/Redemption Fee - Altered				\$0.00	
– 1 <sup>st</sup> Offense		\$10.00	\$10.00	\$0.00	
– 2 <sup>nd</sup> Offense		\$25.00	\$25.00	\$0.00	
– 3 <sup>rd</sup> and subsequent Offenses		\$50.00	\$50.00	\$0.00	
Protective Custody Hold		Set by County	Set by County	No change	
Spay/Neuter Fees		Set by MCHS	Set by MCHS	No change	
Surrender Fees					
– Stray Animals		Set by MCHS	Set by MCHS	No change	
– Owner Surrendered		Set by MCHS	Set by MCHS	No change	
Vaccinations/Medications/Tests/Microchip		Set by MCHS	Set by MCHS	No change	
Veterinary Services		Set by MCHS	Set by MCHS	No change	
Vicious/Potentially Dangerous Animal Hearing Fee	\$325.56	\$320.00	\$325.00	\$5.00	



CONSOLIDATED FEE SCHEDULE UPDATE - 2012

FILM PERMIT FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
<u>Permit Processing Fee:</u>					
– Minor Events (up to 7 days)		\$50.00	\$50.00	\$0.00	
– Major Events (over 7 days)		\$100.00	\$100.00	\$0.00	
<u>Deposit Account:</u>	A deposit				
– Minor Events (up to 7 days)		\$5,000.00	\$5,000.00	\$0.00	
– Major Events (over 7 days)		\$10,000.00	\$10,000.00	\$0.00	
Employee Rates		Current straight or overtime hourly rate of employee	Current straight or overtime hourly rate of employee	No Change	
<u>Equipment Rates (per hour):</u>		Equipment must at all times be operated by a City employee.	Equipment must at all times be operated by a City employee.	No Change	
– Police Car		\$15.00	\$15.00	\$0.00	
– Public Works Light Vehicle		\$15.00	\$15.00	\$0.00	
– Public Works Heavy Vehicle (depending on vehicle used)		\$25-\$80	\$25-\$80	No Change	
Buildings/Parks		City buildings and parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	City buildings and parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	No Change	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

FILM PERMIT FEES

<u>Other Rates</u>				\$0.00	
- Water		As established by City Manager	As established by City Manager	No Change	
- Deposit to borrow City-owned barricades (per barricade)		30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	No Change	Actual cost of barricade
- Other small equipment (not specified herein)		As established by City Manager	As established by City Manager	No Change	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

FINANCE FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Audit Reports – Complete Set	\$32.10	\$32.00	\$32.00	\$0.00	
Audit Reports – Subsets	\$12.75	\$13.00	\$12.00	(\$1.00)	
Bingo License (6 month period)		\$10.00	\$10.00	\$0.00	
Budget Document	\$53.06	\$51.00	\$53.00	\$2.00	
<u>Business License Fees</u>					
– Initial License	\$94.03	\$97.00	\$94.00	(\$3.00)	
– Initial License for Home Occupation	\$56.06	\$61.00	\$56.00	(\$5.00)	
– Change of Name	\$10.53	\$12.00	\$10.00	(\$2.00)	
– Change of Ownership	\$94.03	\$97.00	\$94.00	(\$3.00)	
– Change of Business Location	\$94.03	\$97.00	\$94.00	(\$3.00)	
– Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation	\$0.00	
– Duplicate License	\$6.53	\$6.00	\$6.00	\$0.00	
– License Renewal (Annual)	\$66.77	\$67.00	\$66.00	(\$1.00)	
– License Renewal for Home Occupancy (Annual)	\$47.19	\$49.00	\$47.00	(\$2.00)	
– Non-Profit Business License	\$86.97	\$36.00	\$36.00	\$0.00	City fee waived – only fee for fire inspection charged
– Peddler (regular route with truck)		\$75.00	\$75.00	\$0.00	
– Peddler (Solicitor peddling goods & wares from a temporary location)		\$20.00	\$20.00	\$0.00	
– Small, one-time jobs (under \$1,000)		\$0.00	\$20.00	\$20.00	NEW FEE
Return check fee (charge for return of bad check from bank or financial institution)	\$33.47	\$37.00	\$33.00	(\$4.00)	
Replace lost AP Check	\$36.37	\$37.00	\$36.00	(\$1.00)	
<u>Tobacco Seller's License Fees:</u>					
– Initial License	\$183.91	\$0.00	\$183.00	\$183.00	NEW FEE
– Change of Business Location	\$37.24	\$0.00	\$35.00	\$35.00	NEW FEE
– Change of Name	\$10.05	\$0.00	\$10.05	\$10.05	NEW FEE
– Change of Ownership	\$37.24	\$0.00	\$35.00	\$35.00	NEW FEE
– Duplicate License	\$6.18	\$0.00	\$6.00	\$6.00	NEW FEE
Utility Bill - Final Notice Penalty		\$40.00	\$40.00	\$0.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

FINANCE FEES

Utility Profile Fee (one free in 12-month period)	\$19.32	\$22.00	\$19.00	(\$3.00)	
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CONSOLIDATED FEE SCHEDULE UPDATE - 2012

GYM RENTAL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Basic use fee (per hour)		\$20	\$20	\$0	
Daily Use fee (12 hours)		\$100	\$100	\$0	For events such as quilt show or crafts fair
Extended Use Fee		Fee established on case-by-case basis by City Manager	Fee established on case-by-case basis by City Manager	Varies	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

MISCELLANEOUS FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Aerial Photographs		\$80.00	Cost of Reproduction + 15%		This is something that would need to be outsourced - should just be actual cost of Printing + 15% like Publications & Reports
Appeal Fee for Appeal of Administrative Decision	\$365.62	\$350.00	\$365.00	\$15.00	Chapter 1.08
<u>Certification of Documents:</u>					
– First page (includes copy)	\$10.73	\$10.00	\$10.00	\$0.00	
– Each additional page		\$0.15	\$0.15	\$0.00	
<u>Copy fees charged to the public:</u>					
– Black & White Copies:					
– 8 ½ x 11 & 8 ½ x 14 (per page)		\$0.15	\$0.15	\$0.00	
– 11 x 17		\$0.30	\$0.30	\$0.00	
– Color Copies:					
– 8 ½ x 11 & 8 ½ x 14 (per page)		\$0.30	\$0.30	\$0.00	
– 11 x 17		\$0.60	\$0.60	\$0.00	
Electronic Response to Records Request	\$5.37	\$0.00	\$5.00	\$5.00	NEW FEE - This request is coming more frequently.
Letter of Public Convenience or Necessity	\$341.20	\$340.00	\$340.00	\$0.00	
Letter of Public Convenience or Necessity – Public Hearing	\$529.65	\$520.00	\$525.00	\$5.00	
Parking Permit Fees (monthly)		\$17.00	\$0.00	(\$17.00)	This was eliminated by Council action but is still in our Fee Schedule
Publications and Reports		Cost of Printing + 15%	Cost of Printing + 15%	No Change	
Transferring Electronic Files to CD/DVD (per CD/DVD)		\$15	\$15	\$0.00	
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 25%	Cost of Reproduction + 25%	No Change	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Address listing fee	\$23.47	\$20.00	\$20.00	\$0.00	
<u>Administrative Permits:</u>					
– Admin. Design Review,	\$547.09	\$570.00	\$545.00	(\$25.00)	
– Admin. Variance,					
– Minor Use Permit (does not include Medical Marijuana Cultivation MUP)					
– Admin. Coastal Dev. Permit					
– Amendment to Admin. Permit (major/minor)					
– Certificate of Appropriateness					
– Floodplain Development Permit					
– Administrative Design Review for 2 <sup>nd</sup> residential units	\$127.34	\$130.00	\$125.00	(\$5.00)	
– Administrative Design Review for pre-approved 2 <sup>nd</sup> residential unit designs	\$123.05	\$100.00	\$120.00	\$20.00	
– Limited Term Permit not requiring TAC review	\$172.27	\$180.00	\$170.00	(\$10.00)	
– Public Hearing (when requested for Admin. Permit)	\$1,081.30	\$920.00	\$1,080.00	\$160.00	
Amendment to Design Review, CDP, Use Permit (Minor – no environmental and no public hearing)	\$563.91	\$470.00	\$550.00	\$80.00	
Annexation	Varies	*Costs incurred	*Costs incurred	No Change	
Appeal to Planning Commission or City Council	\$1,931.15	\$1,000.00	\$1,000.00	\$0.00	No change proposed
Building Permit Surcharge on Construction Permits (fee is not assessed for utility permits, demolition permits (with no valuation), re-roof permits, foundation permits (for existing structures), or siding permits)		1% of valuation of building permit	1% of valuation of building permit	No Change	
Certificate of Compliance	\$752.06	\$750.00	\$750.00	\$0.00	
<u>Code Enforcement Fees</u>					

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

– <b>Type 1 Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows and other similar code enforcement activities	\$0.00	\$165.00	\$265.00	\$100.00	
– <b>Type 2 Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$0.00	\$230.00	\$280.00	\$50.00	
– <b>Type 3 Activity:</b> illegal second unit construction without permits, change of use without permit, establishment of an unpermitted use, and other similar code enforcement activities	\$0.00	\$360.00	\$390.00	\$30.00	
– <b>Type 4 Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$0.00	\$1,030.00	\$720.00	(\$310.00)	
– <b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		
<u>Construction &amp; Demolition Waste Recycling Deposit:</u>					
– New construction projects of more than 1,000 square feet		0.37/sf	0.37/sf	No Change	
– Remodel or renovation projects of more than 500 sq. ft.		0.47/sf	0.47/sf	No Change	
– Demolition projects of more than 1,000 sq. ft.		0.52/sf	0.52/sf	No Change	
– Road, sidewalk, or driveway renovation/demolition projects that result in removal of 200 sq. ft. or more of asphalt or concrete		0.26/sf	0.26/sf	No Change	
– Waste Management Checklist Processing Fee		\$25.00	\$25.00	\$0.00	



CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

Development Agreement	Varies	*Costs incurred	*Costs incurred		
Emergency Permit	\$520.43	\$320.00	\$520.00	\$200.00	
Environmental Review: Negative Declaration; Environmental Impact Report	Varies	*Costs incurred	*Costs incurred	No Change	
General Plan Amendment	Varies	*Costs incurred	*Costs incurred	No Change	
<u>General Plan Maintenance Fee:</u>	This fee is not assessed for utility permits, demolition permits (with no valuation), re-roof permits, foundation permits (for existing structures) or siding permits				
– Construction Permits		1.5% of total permit valuation	1.5% of total permit valuation	No Change	
– Residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile home times \$51 per square foot	1.5% of assigned valuation based on gross floor area of mobile home times \$51 per square foot	No Change	
– Affordable housing units (as defined by Fort Bragg Municipal Code Title 18)		The City Council may grant exemptions upon written request	The City Council may grant exemptions upon written request	No Change	
Geographic Information System (GIS) Site Map	\$20.00	\$20.00	\$20.00	\$0.00	
Inclusionary Housing Fees (Interim)		Determined at time of application	Determined at time of application	No Change	
Local Coastal Plan Amendment		*Costs incurred	*Costs incurred	No Change	
Lot Line Adjustment	\$712.82	\$600.00	\$710.00	\$110.00	
Medical Marijuana Cultivation Minor Use Permit	\$432.94	\$390.00	\$430.00	\$40.00	
Mitigation Monitoring		*Costs incurred	*Costs incurred	No Change	
<u>Parking In-lieu Fees:</u>					

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

- Existing commercial building	\$4,213.85	\$2,105/space	\$2,105/space	No Change	This fee was reduced by Resolution 3467-2011 adopted 7/25/11; fee for changes in use in CBD waived per Resolution 3576-2012 adopted 10/22/12.
- New commercial building	\$8,427.70	\$4,212/space	\$4,212/space	No Change	This fee was reduced by Resolution 3467-2011 adopted 7/25/11.
<u>Permits Requiring Planning Commission Review:</u>					
- Adult-Oriented Business Permit	\$1,974.95	\$1,670.00	\$1,845.00	\$175.00	
- Certificate of Appropriateness					
- Coastal Development Permit					
- Design Review					
- Use Permit					
- Variance					
Planned Development Permit		*Costs incurred	*Costs incurred	No Change	
Planning Permit Extension (non-subdivision)	\$174.69	\$180.00	\$170.00	(\$10.00)	
Pre-Application Analysis		*Costs incurred	*Costs incurred	No Change	
		Minimum Deposit: \$750	Minimum Deposit: \$750	No Change	
Research Fee		\$40/hour	\$60/hour	\$20/hour	To cover staff time researching properties for customers
Rezoning		*Costs incurred	*Costs incurred	No Change	
<u>Sign Permit:</u>					
- Permanent & Temporary	\$55.23	\$50.00	\$55.00	\$5.00	
- Political		\$100 (refundable deposit)	\$100 (refundable deposit)	No Change	
Specific Plan		*Costs incurred	*Costs incurred	No Change	
<u>Subdivision Map:</u>					
- Extension of Time	\$126.47	\$205.00	\$125.00	(\$80.00)	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

- Final Map	\$570.16	\$555 plus \$20/parcel	\$570 plus \$20/parcel	\$15.00	
- Improvement Plan, Plan Check, Construction Inspections		*Costs incurred	*Costs incurred	No Change	
- Minor Subdivision (<5 Parcels)		*Costs incurred	*Costs incurred	No Change	
- Major Subdivision (5+ Parcels)		*Costs incurred	*Costs incurred	No Change	
- Parcel Merger	\$1,799.06	\$1,690.00	Cost Incurred	n/a	Convert to Developer Deposit Account
- Parcel Map	\$570.16	\$555 plus \$20/parcel	\$570 plus \$20/parcel	\$15.00	
- Reversion to Acreage	\$1,799.06	\$1,690.00	Cost Incurred	n/a	Convert to Developer Deposit Account
<u>Technical Advisory Committee Review</u>					
- Minor	\$669.11	\$635.00	\$650.00	\$15.00	Fee waived for non-profit events.
- Major		*Costs incurred	*Costs incurred	No Change	Developer deposit account
Zoning letter	\$100.59	\$100/hour	\$100/hour	No Change	

**NOTE:** When more than one application is processed concurrently and a deposit account is not required, the full fee will be charged for the highest priced application, and the fee for the other applications will be reduced by 50%. Only one fee shall be charged for the concurrent processing of Design Review, Variance, Use Permit and/or Coastal Development Permit applications.

**NOTE:** At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.

**NOTE:** For applications requiring payment of "costs incurred", a deposit account will be established for the project. The opening deposit will be determined based upon the estimated cost to complete the permitting process. The minimum deposit will be \$2,000. Costs for staff time will be based on fully-loaded hourly rates. City Attorney costs will be based on the City's actual costs incurred and vary depending on which attorney is providing services. Costs of consultants are based on the City's actual costs incurred in accordance with professional service agreements for said services.

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC SAFETY FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$34.70	\$25.00	\$25.00	\$0.00	\$25 max. allowed under 40226 of the California Vehicle Code
Alarm Fee – for alarms terminating at Police Department, Annually	\$27.09	\$28.00	\$27.00	(\$1.00)	
<u>Audio Tape Recording Copy</u>					
– Requestor provides tape	\$31.61	\$28.00	\$31.00	\$3.00	
– City provides tape	\$32.61	\$29.00	\$32.00	\$3.00	
Bicycle License		\$0.00		\$0.00	\$4 maximum allowed by DMV
Civil Subpoena Appearance Fee		\$150 + additional time/rate adjustment	\$150 + additional time/rate adjustment	No change	Stipulated Fee of \$150 allowed
Conference Room use during non-business hours (per hour)		\$50/hour	\$50/hour		
Dance Permit Fees:					
– Public dance, per event		\$75.00	\$75.00	\$0.00	
– Dances at a fixed place of business where alcoholic beverages are sold, annually		\$300.00	\$300.00	\$0.00	
– Dances at fixed place of business where alcoholic beverages are not sold, annually		\$150.00	\$150.00	\$0.00	
– Dances, as defined in Section 5.12.080		No fee	No fee		
Fingerprinting		\$12.00	\$12.00	\$0.00	State stipulated fee is \$12
Found Property Claimant	\$31.61	\$28.00	\$31.00	\$3.00	Plus advertising fees (if incurred)
Gun Storage Fee (per gun)	\$76.76	\$75.00	\$75.00	\$0.00	
Insurance Letter for Crime Report	\$27.09	\$25.00	\$25.00	\$0.00	
<u>Evidence Photographs:</u>					

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC SAFETY FEES

- Digital	\$27.09	\$25 + cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed	\$25 + cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed	No change	
- Commercial film developing	\$54.18	\$50 + charge by commercial film developer + postage if mailed	\$50 + charge by commercial film developer + postage if mailed	No change	
<u>Parking Citation Penalties for Violation:</u>					
- Blocking a Driveway		\$35.00	\$35.00	\$0.00	
- Disabled parking space w/o disabled plate or placard		\$285.00	\$285.00	\$0.00	
- Double Parking		\$35.00	\$35.00	\$0.00	
- No Parking		\$35.00	\$35.00	\$0.00	
- Off Street Parking Violation		\$35.00	\$35.00	\$0.00	
- Parking more than 18" from curb		\$35.00	\$35.00	\$0.00	
- Parked on Sidewalk		\$35.00	\$35.00	\$0.00	
- Parking in Alley		\$35.00	\$35.00	\$0.00	
- Parking Space Markings		\$35.00	\$35.00	\$0.00	
- Permit Parking Only		\$35.00	\$35.00	\$0.00	
- Registration Tabs		\$35.00	\$35.00	\$0.00	
- Red Zone		\$35.00	\$35.00	\$0.00	
- 72-Hour Continuous Parking		\$75.00	\$75.00	\$0.00	
- Timed Parking Zone		\$35.00	\$35.00	\$0.00	
- Wrong Side of Road		\$35.00	\$35.00	\$0.00	
- Yellow Loading Zone		\$35.00	\$35.00	\$0.00	
Record Clearance Checks	\$59.54	\$54.00	\$59.00	\$5.00	
Repossessed Vehicle Release		\$15.00	\$15.00	\$0.00	State stipulates \$15 maximum

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC SAFETY FEES

Stored Vehicle Storage Fee (when stored onsite; per day)	\$11.29	\$10.00	\$10.00	\$0.00	Not currently in use
<u>Taxicab Fees:</u>					
– <u>License Fee, per year</u>					
– For first vehicle		\$50.00	\$50.00	\$0.00	
– Per vehicle additional		\$10.00	\$10.00	\$0.00	
– Permit Application Fee	\$154.18	\$155.00	\$150.00	(\$5.00)	
– Taxi Driver Background Check	\$116.20	\$115 + DOJ Fee	\$115 + DOJ Fee	\$0.00	
Vehicle Accident Report	\$27.09	\$25.00	\$25.00	\$0.00	
Vehicle Release (for towed vehicle) – normal release	\$81.15	\$84.00	\$81.00	(\$3.00)	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$108.97	\$107.00	\$108.00	\$1.00	
<u>Video Tape Copy:</u>					
– Requestor provides tape	\$27.09	\$25.00	\$27.00	\$2.00	
– City provides tape	\$32.09	\$30.00	\$32.00	\$2.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
<u>Backflow Prevention Device Fees:</u>					
– Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$102.53	\$90	\$100	\$10	
– Annual fee for private business who wish to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City Clerk)		\$225	\$225	\$0	
– Temporary backflow device for special events	\$61.39	\$0	\$60	\$60	NEW FEE
Building Permit for driveway and/or handicap ramp	\$74.73	\$70	\$70	\$0	
Construction cost estimates	\$43.56	Actual cost with \$40 minimum	Actual cost with \$40 minimum	\$0	
D-2 Rate for hourly supervision of contractors modifying City water system	Varies	Current rate of Public Works Superintendent	Current rate of Public Works Superintendent		
<u>Deposit to borrow City-owned Equipment:</u>					
– Barricades (deposit per barricade)	\$35	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	Varies	Deposit based on actual cost of barricade
– 36" Reflective Traffic Cone (deposit per cone)	\$25	30% of cost of borrowed ones (i.e. number borrowed x \$25 x 30%)	30% of cost of borrowed ones (i.e. number borrowed x \$25 x 30%)	Varies	Deposit based on actual cost of cone
– 28" Reflective Traffic Cone (deposit per cone)	\$15	30% of cost of borrowed cones (i.e. number borrowed x \$15 x 30%)	30% of cost of borrowed cones (i.e. number borrowed x \$15 x 30%)	Varies	Deposit based on actual cost of cone

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

- 18" Reflective Traffic Cone (deposit per cone)	\$10	30% of cost of borrowed cones (i.e. number borrowed x \$10 x 30%)	30% of cost of borrowed cones (i.e. number borrowed x \$10 x 30%)	Varies	Deposit based on actual cost of cone
- 12" Reflective Traffic Cone (deposit per cone)	\$8	30% of cost of borrowed cones (i.e. number borrowed x \$8 x 30%)	30% of cost of borrowed cones (i.e. number borrowed x \$8 x 30%)	Varies	Deposit based on actual cost of cone
- No Parking Tripod (deposit per tripod)	\$30	30% of cost of borrowed tripods (i.e. number borrowed x \$30 x 30%)	30% of cost of borrowed tripods (i.e. number borrowed x \$30 x 30%)	Varies	Deposit based on actual cost of tripod
- Rental Fee for City-owned Equipment	\$68.03	\$70	\$65	(\$5)	Cost to use forklift to get items out of loft and put them back.
- Rental Fee for City-owned Equipment/Street Closure	\$231.29	\$240	\$230	(\$10)	Same as above, only more time.
<u>Encroachment Permit Fees:</u>					
- <u>Performance Bond</u>					
- Deposit		\$500	\$500	\$0	
- For excavation within paved roadway, alley, or easement areas		\$2 per square foot	\$2 per square foot	\$0	
- For excavation within unpaved roadway, alley, or easement areas		\$1 per square foot	\$1 per square foot	\$0	
- For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk		\$5 per square foot	\$5 per square foot	\$0	



CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

- For all other public improvements		Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer		
- Permit issuance fee	\$86.84	\$85	\$85	\$0	
- <u>Permit Fee</u>					
- Driveway –Commercial		\$95	\$95	\$0	
- Driveway – Residential		\$55	\$55	\$0	
- Excavation – Less than 50 lineal feet (lf)		\$75 + 0.25/lf	\$75 + 0.25/lf	\$0	
- Excavation – More than 50 lf		\$200	\$200	\$0	
- Excavation – Additional charge over 100 lf		0.50/lf	0.50/lf		
- Inspection – Repairs & Replacements	\$75.44	\$70	\$75	\$5	
- Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$85.44	\$85	\$85	\$0	
- Miscellaneous permits (not covered elsewhere; per location)		\$100	\$100	\$0	
- Parking (per day; per space)		\$25	\$25	\$0	
- Sidewalk, curb & gutter, ramp & conform paving)		0.25/sf	0.25/sf		
- Street Closure		\$150	\$150	\$0	
- Street Closure – Recurring		\$50	\$50	\$0	
- Fine for working without encroachment permit		Double cost of permit	Double cost of permit	Varies	
<u>Food Service Establishment Wastewater Discharge Permit Fees</u>					
- Annual Inspection Fee	\$85.44	\$75	\$85	\$10	
- Application Fee	\$119.61	\$105	\$115	\$10	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

Grading Permit Fee	327.45	Actual cost incurred for staff review & approval; \$300 deposit	Actual cost incurred for staff review & approval; \$300 deposit		
<u>Grease Traps/Interceptors:</u>					
– Initial application fee	\$119.61	\$105	\$115	\$10	
– Annual inspection fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other products as approved by the District)	\$85.44	\$75	\$85	\$10	
Hot Tap Machine Use, per tap; plus preparation cost		\$400 (does not include preparation costs)	400	\$0	
Pot Holing	Varies	*Cost incurred	*Cost incurred		
<u>Sanitary Sewer Fees:</u>					
– Permit and inspection of connections to the sanitary sewer system per residential or nonresidential unit	\$55.14	\$55	\$55	\$0	
– Permit and inspection of apartment connections to the sanitary sewer system	\$55.14	\$55 + \$10 per each unit in excess of 5 units	\$55 + \$10 per each unit in excess of 5 units	\$0	
– Alterations of existing sewer installations	\$55.14	\$55	\$55	\$0	
– Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$43.56	Actual cost of work; \$40 for written cost estimate	Actual cost of work; \$40 for written cost estimate	\$0	
<u>Septic Tank Dump Fees:</u>					
Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
– Up to 1500 gallons	\$180.73	\$175	\$180	\$5	
– For each additional 500 gallons	\$36.60	\$30	\$35	\$5	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

<u>Service Calls (if due to customer fault or private line failure):</u>		Both MID & City			
- During normal operation hours		Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead.	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead.		
- If after hours		Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead.	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead.		
		Hourly charge thereafter, hourly rate is based on the current overtime rate of employee, including benefits & overhead.	Hourly charge thereafter, hourly rate is based on the current overtime rate of employee, including benefits & overhead.		
Treated Wastewater Disposal Fee					
- Public Agencies		\$0.17/gallon	\$0.17/gallon	0	
- Others		\$0.25/gallon	\$0.25/gallon	\$0	
Water deposit		\$150	\$150	\$0	
Water hydrant meter rental deposit		\$750	\$750	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

Water line testing and forms (New)	Varies	*Cost incurred	*Cost incurred	No Change	
Water meter split evaluation	\$47.91	\$45	\$45	\$0	
Water Distribution System Permit and Inspection of Connections	\$55.14	\$0	\$55	\$55	NEW FEE
Water turn on/off at customer request	\$27.21	\$25	\$25	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

TOWN HALL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Additional use beyond basic 12 hours (per hour)		\$10	\$10	\$0	
Basic use fee (each 12 hours)		\$120	\$120	\$0	
Custodian Charge (per hour during normal hours of work)	\$54.42	\$55	\$50	(\$5)	
Custodian Charge (per hour; overtime rate)	\$81.63	\$85	\$80	(\$5)	
Deposit for Alcohol Use		\$500	\$500	\$0	
Non-Profit use fee (each 12 hours)		\$60	\$60	\$0	
Security/Cleaning & Key Deposit		\$200	\$200	\$0	
Sound Equipment Use (per day)		\$30	\$30	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

SEWER CAPACITY CONNECTION FEES

**SEWER CAPACITY CHARGE**

2012	ENR CCI	2013
\$3,053.26	2.50%	\$3,129.59

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
4" Lateral, 4' Deep	\$2,599.20	\$2,664.18	\$38.87	\$39.84
4" Lateral, 6' Deep	\$2,881.34	\$2,953.38	\$44.86	\$45.98
4" Lateral, 8' Deep	\$3,389.09	\$3,473.82	\$56.54	\$57.96
4" Lateral, 10' Deep	\$3,870.64	\$3,967.41	\$65.47	\$67.11
6" Lateral, 4' Deep	\$2,729.44	\$2,797.68	\$40.18	\$41.18
6" Lateral, 6' Deep	\$3,011.59	\$3,086.88	\$46.17	\$47.33
6" Lateral, 8' Deep	\$3,519.37	\$3,607.35	\$57.84	\$59.29
6" Lateral, 10' Deep	\$4,000.89	\$4,100.91	\$66.77	\$68.44

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
4" Lateral, 4' Deep	\$898.16	\$920.61	\$22.89	\$23.46
4" Lateral, 6' Deep	\$1,122.32	\$1,150.38	\$22.89	\$23.46
4" Lateral, 8' Deep	\$1,861.30	\$1,907.84	\$39.20	\$40.18
4" Lateral, 10' Deep	\$2,350.80	\$2,409.57	\$49.93	\$51.18
6" Lateral, 4' Deep	\$1,556.19	\$1,595.10	\$27.05	\$27.72
6" Lateral, 6' Deep	\$1,589.08	\$1,628.81	\$27.05	\$27.72
6" Lateral, 8' Deep	\$2,466.01	\$2,527.66	\$43.93	\$45.03
6" Lateral, 10' Deep	\$2,481.04	\$2,543.07	\$51.23	\$52.51

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

WATER CAPACITY CONNECTION FEES

**WATER CAPACITY CHARGE**

<u>2012</u>	<u>ENR CCI</u>	<u>2013</u>
\$3,885.40	2.50%	\$3,982.54

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
3/4" Single Service	\$2,949.51	\$3,023.25	\$30.30	\$31.06
1" Single Service	\$3,186.12	\$3,265.77	\$32.33	\$33.14
1" Single Service Split into 2 5/8" x 3/4"	\$3,507.56	\$3,595.25	\$32.80	\$33.62
1 1/2" Single Service	\$3,779.43	\$3,873.92	\$29.10	\$29.83
2" Single Service Split into 5 5/8" x 3/4"	\$4,814.81	\$4,935.18	\$29.10	\$29.83
2" Service Disc Meter Low Demand	\$4,325.47	\$4,433.61	\$29.10	\$29.83
2" Service Compound High Demand	\$5,815.53	\$5,960.92	\$29.10	\$29.83
3" Service	\$9,031.24	\$9,257.02	\$34.15	\$35.00
4" Service	\$10,135.67	\$10,389.06	\$34.15	\$35.00
6" Service *	\$13,684.89	\$14,027.01	\$37.54	\$38.48

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

<u>Size</u>	<u>Fee</u>	
	<u>2012</u>	<u>2013</u>
5/8" x 3/4"	\$ 340.38	\$ 348.89
1"	\$ 495.41	\$ 507.80
1.5"	\$ 875.08	\$ 896.96
2" Disc Meter Low Demand	\$ 1,095.51	\$ 1,122.90
2" Compound	\$ 2,585.57	\$ 2,650.21
3"	\$ 3,022.98	\$ 3,098.55
4"	\$ 4,386.52	\$ 4,496.18
6"	Time & Materials	

**METER SPLIT**

<u>Size</u>	<u>Fee</u>	
	<u>2012</u>	<u>2013</u>
2 5/8" x 3/4" meters on existing service	\$ 996.91	\$ 1,021.83
Meter split with street crimp in cement sidewalk	\$ 1,298.83	\$ 1,331.30

Finance Department 2012 Fee Analysis																
Fee Type					Finance			Other			Copy Charges			Fees Pd by City	Details - Staff Time	
	Actual Cost	Current Fee	New Fee	Cost Diff.	Total Staff Cost	Hrly Rate	Staff Time	Total Staff Cost	Hrly Rate	Staff Time	Total Copy Cost	Per Pg	# Pgs			
Budget Document	\$ 53.06	\$ 51.00	\$ 53.00	\$ 2.00	\$ 16.16	\$ 48.97	0.33	\$ -		0.00	\$ 36.90	\$ 0.15	246		Approximately 20 minutes to run copies & bind pages	
Audit Reports - Complete	\$ 32.10	\$ 32.00	\$ 32.00	\$ -	\$ 7.35	\$ 48.97	0.15	\$ -		0.00	\$ 24.75	\$ 0.15	165		Approximately 10 minutes to run copies	
Audit Reports - Partial	\$ 12.75	\$ 13.00	\$ 12.00	\$ (1.00)	\$ 7.35	\$ 48.97	0.15	\$ -		0.00	\$ 5.40	\$ 0.15	36		Copy costs plus staff time spent; average \$10 - \$12	
Returned Check/ACH Fee	\$ 33.47	\$ 37.00	\$ 33.00	\$ (4.00)	\$ 22.57	\$ 45.13	0.50	\$ -		0.00	\$ -			\$ 10.90	Look up account, reverse charge, contact customer, process replacement payment. Minimum - 30 min.	
Replace lost AP check	\$ 36.37	\$ 37.00	\$ 36.00	\$ (1.00)	\$ 30.37	\$ 60.73	0.50	\$ -		0.00	\$ -			\$ 6.00	Verify check has not cleared & place stop pymt, pull invoice, void check, issue replacement-30 min	
Utility Profiles (one free in 12 month period)	\$ 19.32	\$ 22.00	\$ 19.00	\$ (3.00)	\$ 9.89	\$ 39.56	0.25	\$ 9.43	\$ 37.72	0.25					Prepare workorder; Download account information from meter; Download information from handheld to computer; Print off information (copy charges apply); Close workorder	
Business License Fees - These are the basic fees; Business License Tax will be added based on either the Gross Receipts or Employee Formula																
Initial Issue (not home based)																
City Fee	\$ 56.06	\$ 61.00	\$ 56.00	\$ (5.00)	\$ 14.07	\$ 56.29	0.25	\$ 16.60	\$ 66.39	0.25	\$ 0.45	\$ 0.15	3	\$ 0.45	Planning Dept - 15 min. to review paperwork Finance - 15 minutes to process fee and answer questions at counter/on phone	
					\$ 24.49	\$ 48.97	0.50								30 min for processing paperwork, setting up LP account & issuing license	
Fire Inspection Fee	\$ 37.97	\$ 36.00	\$ 37.00	\$ 1.00				\$ 37.97	\$ 37.97	1.00	\$ -	\$ 0.15			Performed by Fire Inspector	
Total	\$ 94.03	\$ 97.00	\$ 93.00	\$ (4.00)												
Renewel (not home based)																
City Fee	\$ 47.79	\$ 49.00	\$ 47.00	\$ (2.00)	\$ 46.29	\$ 39.56	1.17	\$ -	\$ 66.39		\$ 0.60	\$ 0.15	4	\$ 0.90	Finance - 1 hour to process fee & paperwork, issue license and follow up on delinquent licenses & calculation errors; 10 minutes to process fee & answer questions at counter/on phone	
Annual Fire Inspec. Fee	\$ 18.99	\$ 18.00	\$ 18.00	\$ -				\$ 18.99	\$ 37.97	0.50	\$ -	\$ 0.15			Fire Inspection is done at least every two years..	
Total	\$ 66.77	\$ 67.00	\$ 65.00	\$ (2.00)												
Change in location (not home based)																
City Fee	\$ 56.06	\$ 61.00	\$ 56.00	\$ (5.00)	\$ 14.07	\$ 56.29	0.25	\$ 16.60	\$ 66.39	0.25	\$ 0.45	\$ 0.15	3	\$ 0.45	Planning Dept - 15 min. to review paperwork Finance - 15 minutes to process fee and answer questions at counter	
					\$ 24.49	\$ 48.97	0.50								30 min for processing paperwork & issuing license	
Fire Inspection Fee	\$ 37.97	\$ 36.00	\$ 37.00	\$ 1.00				\$ 37.97	\$ 37.97	1.00	\$ -	\$ 0.15			Performed by Fire Inspector	
Total	\$ 94.03	\$ 97.00	\$ 93.00	\$ (4.00)												
Change of Ownership (not home based)																
City Fee	\$ 56.06	\$ 61.00	\$ 56.00	\$ (5.00)	\$ 14.07	\$ 56.29	0.25	\$ 16.60	\$ 66.39	0.25	\$ 0.45	\$ 0.15	3	\$ 0.45	Planning Dept - 15 min. to review paperwork Finance - 15 minutes to process fee and answer questions at counter	
					\$ 24.49	\$ 48.97	0.50								30 min for processing paperwork & issuing license	
Fire Inspection Fee	\$ 37.97	\$ 36.00	\$ 37.00	\$ 1.00				\$ 37.97	\$ 37.97	1.00	\$ -	\$ 0.15			Performed by Fire Inspector	
Total	\$ 94.03	\$ 97.00	\$ 93.00	\$ (4.00)												
Change of Name																
Business Name Change	\$ 10.53	\$ 15.00	\$ 10.00	\$ (5.00)	\$ 9.89	\$ 39.56	0.25	\$ -	\$ 66.39		\$ 0.20	\$ 0.15		\$ 0.44	Approximately 15 minutes to process change & print new license	
Home Based Business																
Initial Issue - City Fee	\$ 56.06	\$ 61.00	\$ 56.00	\$ (5.00)	\$ 14.07	\$ 56.29	0.25	\$ 16.60	\$ 66.39	0.25	\$ 0.45	\$ 0.15	3	\$ 0.45	Planning Dept - 15 min. to review paperwork Finance - 15 minutes to process fee and answer questions at counter	
					\$ 24.49	\$ 48.97	0.50								30 min for processing paperwork & issuing license	
Total	\$ 56.06	\$ 61.00	\$ 56.00	\$ (5.00)												
Renewel	\$ 47.19	\$ 49.00	\$ 47.00	\$ (2.00)	\$ 46.29	\$ 39.56	1.17	\$ -			\$ 0.45	\$ 0.15	3	\$ 0.45	Finance - 1 hour to process fee & paperwork, issue license and follow up on delinquent licenses & calculation errors; 10 minutes to process fee & answer questions at counter/on phone	
Non-Profit																
Initial Issue - City Fee	\$ 49.00		Waived		\$ 9.89	\$ 39.56	0.25	\$ 16.60	\$ 66.39	0.25	\$ 0.45	\$ 0.15	3	\$ 0.45	Planning Dept - 15 min. to review paperwork Finance - 15 minutes to process fee and answer questions at counter	
					\$ 19.78	\$ 39.56	0.50								30 min for processing paperwork & issuing license	
Fire Inspection Fee	\$ 37.97	\$ 36.00	\$ 37.00	\$ 1.00				\$ 37.97	\$ 37.97	1.00	\$ -	\$ 0.15			Performed by Fire Inspector	
Total	\$ 37.97	\$ 36.00	\$ 37.00	\$ 1.00												
Renewel	\$ 86.97	\$ 36.00	\$ 37.00	\$ 1.00	\$ 46.29	\$ 39.56	1.17	\$ -			\$ -	\$ 0.15			Finance - 1 hour to process fee & paperwork, issue license and follow up on delinquent licenses & calculation errors; 10 minutes to process fee & answer questions at counter/on phone	



Finance Department 2012 Fee Analysis															
Fee Type					Finance			Other			Copy Charges			Fees Pd by City	Details - Staff Time
	Actual Cost	Current Fee	New Fee	Cost Diff.	Total Staff Cost	Hrly Rate	Staff Time	Total Staff Cost	Hrly Rate	Staff Time	Total Copy Cost	Per Pg	# Pgs		
Duplicate License	\$ 6.53	\$ 6.00	\$ 6.00	\$ -	\$ 5.93	\$ 39.56	0.15	\$ -			\$ 0.15	\$ 0.15	1	\$ 0.45	Approximately 10 minutes to process
Business License Fee for Contractors		permit valuation			\$ -			\$ -							

Other Business Types															
Peddler ( regular route with truck)		\$ 75.00	\$ 75.00	Per year											
Peddler (Solicitor peddling goods & wares from a temporary location)		\$ 20.00	\$ 20.00	Per day											
Small, one time jobs (under \$1,000)		\$ -	\$ 20.00	per year											

Utility Bill - 48 Hour Notice Penalty	\$ 18.61			\$ -	\$ 18.61	\$ 37.21	0.50	\$ -	\$ -	0.00		\$ 0.15			Finance - prepare & mail 48 hr notices; set up robo-calls; print & verify/edit turn-off list; monitor turn-offs for customer inquiries & turn-ons after payment
	\$ 0.45													\$ 0.45	Postage - no pre-sort rate on quantities under 500
	\$ 0.25													\$ 0.25	Robo-call service
	\$ 11.52				\$ -			\$ 11.52	\$ 46.07	0.25					Maint Worker I/II - time in Finance reviewing list with Finance Tech
	\$ 11.52			\$ -				\$ 11.52	\$ 46.07	0.25	\$ -	\$ 0.15			Maint Worker I/II - Water turn-off/on
Total	\$ 42.34	\$ 40.00	\$ 40.00	\$ -											

TOBACCO SELLER'S LICENSE FEES																
Fee Type					Finance			Other Charges			Copy Charges				Details - Staff Time	
	Actual Cost	Current Fee	New Fee	Cost Diff.	Total Staff Cost	Hrly Rate	Staff Time	County Survey MOU			Total Copy Cost	Per Pg	# Pgs			
Annual License Fee																
City Fee	\$ 183.91	\$ -	\$ 180.00	\$ 180.00	\$ 17.74	\$ 70.94	0.25	\$ 146.67				\$ 0.45	\$ 0.15	3	\$ 0.45	
					\$ 18.61	\$ 37.21	0.50									
Total	\$ 183.91	\$ -	\$ 180.00	\$ 180.00												
Change in location																
City Fee	\$ 37.24	\$ -	\$ 35.00	\$ 35.00	\$ 17.74	\$ 70.94	0.25				\$ 0.45	\$ 0.15	3	\$ 0.45		
					\$ 18.61	\$ 37.21	0.50									
Total	\$ 37.24	\$ -	\$ 35.00	\$ 35.00												
Change of Ownership																
City Fee	\$ 37.24	\$ -	\$ 35.00	\$ 35.00	\$ 17.74	\$ 70.94	0.25				\$ 0.45	\$ 0.15	3	\$ 0.45		
					\$ 18.61	\$ 37.21	0.50									
Total	\$ 37.24	\$ -	\$ 35.00	\$ 35.00												
Change of Name																
Business Name Change	\$ 10.05	\$ -	\$ 10.00	\$ 10.00	\$ 9.30	\$ 37.21	0.25	\$ -			\$ 0.30	\$ 0.15	2	\$ 0.45	Approximately 15 minutes to process change & print new license	
Duplicate License	\$ 6.18	\$ 6.00	\$ 6.00	\$ -	\$ 5.58	\$ 37.21	0.15	\$ -			\$ 0.15	\$ 0.15	1	\$ 0.45	Approximately 10 minutes to process	

MISCELLANEOUS FEE SCHEDULE

Miscellaneous Fees					
2012 fee analysis					
Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Aerial Photographs		\$ 80.00	Cost of Reproduction + 15%	-	This is something that would need to be outsourced - should just be actual cost of Printing + 15% like Publications & Reports
Appeal of Administrative Decision	\$ 365.62	\$ 350.00	\$ 365.00	\$ 15.00	Recalculated based on current weighted salary of employees
<b><u>Certification of Documents:</u></b>					
* First Page (includes copy)	\$ 10.73	\$ 10.00	\$ 10.00	\$ -	No Change
* Each Additional Page		\$ 0.15	\$ 0.15	\$ -	No Change - cost of copy
Electronic Response to Records Request	\$ 5.37	\$ -	\$ 5.00	\$ 5.00	NEW FEE - This request is coming more frequently. We cannot charge for
Letter of Public Convenience or Necessity	\$ 341.20	\$ 340.00	\$ 340.00	\$ -	No Change
Letter of Public Convenience or Necessity - Public Hearing	\$ 529.65	\$ 520.00	\$ 525.00	\$ 5.00	Recalculated based on current weighted salary of employees
Parking Permit (monthly)		\$ 17.00	\$ -	\$ (17.00)	This was eliminated by Council action but is still in our Fee Schedule
Publications and Reports		Cost of Printing +15%	Cost of Printing +15%	\$ -	No change
Taxicab Permit Application	\$ 154.18	\$ 155.00	\$ 150.00	\$ (5.00)	Recalculated based on current weighted salary of employees
<b><u>Town Hall Use Fees:</u></b>					
Custodian Charge - cleaning (per hour)	\$ 54.42	\$ 55.00	\$ 50.00	\$ (5.00)	Recalculated based on current weighted salary of employee
Custodian Charge - at event (per hour)	\$ 54.42	\$ 55.00	\$ 50.00	\$ (5.00)	Recalculated based on current weighted salary of employee

# MISCELLANEOUS FEE SCHEDULE

Custodian Charge - Overtime Rate (per hour)	\$ 81.63	\$ 85.00	\$ 80.00	\$ (5.00)	Recalculated based on current weighted salary of employee
Transferring Electronic Files to CD (per CD)		\$ 15.00	\$ 15.00	\$ -	No Change
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 15%	Cost of Reproduction + 15%	\$ -	No Change

MISCELLANEOUS FEE SCHEDULE

<b>Appeal of Administrative Decision</b>							
	City Clerk	Office Asst.	City Manager	Admin Assist - CDD			Total Costs
Receive Request for Hearing				0.25			
Prepare Notice of Hearing	0.25						
Mail Notice of Hearing		0.25					
Conduct Hearing			1.00				
Deliberate & Prepare Response			1.00				
Mail Response		0.25					
Total hours	0.25	0.50	2.00	0.25	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>21.47</i>	<i>25.39</i>	<i>306.44</i>	<i>11.73</i>	<i>0.00</i>	<i>0.00</i>	<i>365.03</i>
<i>Copying/postage</i>							<i>0.59</i>
					<b>Total Costs</b>		<b>\$ 365.62</b>
					<b>Existing</b>		<b>\$ 350.00</b>
					<b>Proposed</b>		<b>\$ 365.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Appeal (to City Council) of Contested Water Bill</b>						
	Finance Tech	City Clerk	City Manager	Office Asst.		Total Costs
Research	0.50					
Prepare Agenda Item Summary		1.00				
Review Agenda Item Summary			1.00			
Copy/Distribute Agenda Item		0.00		1.00		
Attend meeting		0.50		0.50		
Prepare Minutes		0.50				
Notify appellant of action		0.25	0.00			
Total hours	0.50	2.25	1.00	1.50		
<i>Total salary &amp; benefits</i>	<i>18.61</i>	<i>193.19</i>	<i>153.22</i>	<i>76.17</i>		<i>\$441.18</i>
Postage/copying						1.34
					Total Costs	442.52
					<b>Current Fee</b>	<b>\$ 100.00</b>
					<b>Proposed fee</b>	<b>\$ 100.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Certification of Documents</b>						
		City Clerk				Total Costs
Retrieve & copy document		0.125				
Certify & seal document		0.125				
Total hours		0.25				
<i>Total salary &amp; benefits</i>		<i>10.73</i>				<i>10.73</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>10.73</i>
		0	0		<b>Current Fee</b>	<b>\$ 10.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 10.00</b>

MISCELLANEOUS FEE SCHEDULE

Copy Charges						
	B&W			Color		
	8 1/2 x 11	8 1/2 x 14	11 x 14	8 1/2 x 11	8 1/2 x 14	11 x 14
Paper	0.007	0.011	0.009	0.007	0.011	0.009
Maintenace Fee	0.008	0.008	0.008	0.070	0.070	0.070
Employee Cost	0.24472	0.20626	0.20626	0.20626	0.20626	0.20626
TOTAL	0.25972	0.22526	0.22326	0.28326	0.28726	0.28526
<i>Employee cost based on average of Admin Asst (all areas), Police Serve Tech. &amp; Office Asst salary</i>	48.94					
	0	0	0	0		

MISCELLANEOUS FEE SCHEDULE

<b>Custodian Fee - Town Hall</b>						
		Maint. Worker II				Total Costs
Cleaning facility (per hour)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		<i>54.42</i>				<i>54.42</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>54.42</i>
		0	0		Total OT Costs	<i>81.63</i>
					<b>Current Fee</b>	<b>\$ 55.00</b>
					<b>Current OT Fee</b>	<b>\$ 85.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 50.00</b>
					<b>Proposed OT Fee</b>	<b>\$ 80.00</b>



MISCELLANEOUS FEE SCHEDULE

<b>Electronic response to Records Request</b>						
		City Clerk				Total Costs
Scan Document		0.0625				
Transmit Document		0.0625				
Total hours		0.1250				
<i>Total salary &amp; benefits</i>		<i>5.37</i>				<i>5.37</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>5.37</i>
		0	0		<b>Current Fee</b>	<b>\$ -</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 5.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Letter of Public Convenience or Necessity</b>									
		City Clerk	Office Asst.	Asst Plan	Fire Dept.	City Manager	Police Chief		Total Costs
Receive/Review Application		0.250							
Prepare notice to property owners		0.250							
Mail notice			0.25						
Review of Application by C.D.D. & Fire				1.00	0.25				
Review of Application by Administrator (City Manager/ Police Chief)						0.50	0.50		
Write Letter		0.250							
Mail Letter			0.25						
Total hours		0.75	0.50	1.00	0.25	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>64.40</i>	<i>25.39</i>	<i>66.39</i>	<i>9.49</i>	<i>76.61</i>	<i>73.93</i>		<i>316.20</i>
Postage/copying									25.00
								Total Costs	341.20
								Current Fee	\$ 340.00
	0	0	0					Proposed fee	\$ 340.00

MISCELLANEOUS FEE SCHEDULE

<b>Public Hearing for Letter of Public Convenience</b>							
	City Clerk	Office Asst.	City Manager	Police Chief			Total Costs
Prepare Hearing Notice/Agenda	0.50						
Post/Mail hearing notice/agenda		0.50					
Prepare Staff Report	0.50						
Review Staff Report			0.50				
Copy/Distribute Packet		0.50					0.50
Attend Hearing	0.50		0.50	0.50			
Prepare Minutes	0.50						
Total hours	2.00	1.00	1.00	0.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>171.72</i>	<i>50.78</i>	<i>153.22</i>	<i>73.93</i>	<i>0.00</i>	<i>0.00</i>	<i>449.65</i>
<i>Legal ad for public notice</i>							<i>50.00</i>
<i>Copying/postage</i>							<i>30.00</i>
						<b>Total Costs</b>	<b>\$ 529.65</b>
						<b>Existing</b>	<b>\$ 520.00</b>
						<b>Proposed</b>	<b>\$ 525.00</b>

MISCELLANEOUS FEE SCHEDULE

<b>Taxicab Permit Application</b>						
		City Clerk	Office Asst.			Total Costs
Receive/Review Application		0.500				
Prepare Public Hearing Notice		0.250				
Place on Agenda/Distribute Agenda		0.250	0.50			
Prepare Minutes		0.250				
Notify applicant of results		0.250				
Total hours		1.50	0.50			
<i>Total salary &amp; benefits</i>		<i>128.79</i>	<i>25.39</i>			<i>154.18</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>154.18</i>
					<b>Current Fee</b>	<b>\$ 155.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 150.00</b>

Employee rates

Community Development Director	103.00
Admin Assist - CDD	46.93
Asst Planner	66.39
Dir Public Works	109.15
Engineering Tech	68.35
Office Assistant	50.78
CSO	41.12
City Manager	153.22
City Attorney	280.00
City Clerk	85.86
PW SUPERINTENDENT	87.11
SERGEANT	93.62
LIEUTENANT	111.27
OFFICER	72.00

CITY OF FORT BRAGG FULLY LOADED HOURLY RATES FY11/12 UPDATED 10/04/11			
POSITION	HOURLY RATE		
	SAL/WAGES PLUS BENEFITS	VERTIM	SAL/WAGES/ BENEFITS WITH OVERHEAD T 22.9% *
<b>4130 CITY MANAGER</b>			
CITY MANAGER	120.92		148.61
HR MNGR/ASST TO CM	63.83		78.44
ADMINISTRATIVE ASSISTANT-ADMIN	44.75	31.55	54.99
<b>4131 CITY CLERK</b>			
CITY CLERK	72.07		88.58
OFFICE ASSISTANT	44.75	27.71	50.10
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	71.20		87.51
SR GOV ACCT	52.88		64.99
GOV ACCT I	48.58	39.91	59.71
FINANCE TECH I	31.00	22.98	38.10
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	81.98		100.76
SENIOR PLANNER	61.29		75.33
ADMINISTRATIVE ASSISTANT-CD	37.16	31.55	45.67
ECONOMIC DEV COORDINATOR	55.14	40.78	67.76

4200-4202 POLICE DEPARTMENT			
CHIEF	110.62		135.95
LIEUTENANT	75.87		93.24
ADMINISTRATIVE ASSISTANT-PD	34.37	26.13	42.25
SERGEANT, APC	79.83	48.68	98.12
SERGEANT, IPC	73.03	45.01	89.75
OFFICER, APC	65.37	38.76	80.37
OFFICER, IPC	56.40	36.33	69.32
OFFICER, BPC	54.62	34.43	67.37
COMM SERVICE OFFICER	35.59	25.16	43.74
POLICE SERVICE TECH	39.02	28.26	47.96
4330, 4570, 4712 PUBLIC WORKS			
PUBLIC WORKS DIRECTOR	86.06		105.77
PW PROJECT ANALYST	44.24	36.22	54.37
ENGINEERING TECH	49.30	37.88	60.59
WATER PROJECT COORDINATOR	43.83	37.92	53.86
PW SUPERINTENDENT	74.14		91.12
LEAD MAINT WORKER	53.18	37.00	65.36
MAINT WORKER IV	50.67	33.39	62.27
MAINT WORKER III	43.04	31.81	52.90
MAINT WORKER II	46.16	30.93	56.73
MAINT WORKER I	32.18	22.91	39.55
MECHANIC	47.50	32.90	58.38
TREATMENT OPR LEAD	50.47	38.95	62.02
OPERATOR II	46.98	34.13	57.74
LAB DIRECTOR	58.10	44.69	71.40

\*Overhead rate calculated from results of A87 study.

CITY OF FORT BRAGG  
EMPLOYEE FULLY LOADED HOURLY RATES FY12/13  
UPDATED 06/22/12

	HOURLY RATE			RATE WITH BENEFITS & OVRHEAD*
	BASE HRLY RATE	RATE WITH BENEFITS	OVRTIME RATE	
*Overhead at OMB rate of 22.9%				
4130 CITY MANAGER				
CITY MANAGER	92.17	124.67	-	153.22
HR MNGR/ASST TO CM	50.97	62.7	-	77.06
TECHNOLOGY INFO TECH	30.69	41.78	46.04	51.35
ADMINISTRATIVE ASSISTANT-ADMIN	28.76	45.38	43.13	55.77
4131 CITY CLERK				
CITY CLERK	53.69	69.86	-	85.86
OFFICE ASSISTANT	25.23	41.32	37.84	50.78
4150 FINANCE				
FINANCE DIRECTOR	59.1	76.28	-	93.75
SR GOV ACCT	42.38	57.72	-	70.94
GOV ACCT I	37.21	49.41	55.81	60.73
FINANCE TECH I	22.45	30.27	33.67	37.21
4320 COMMUNITY DEVELOPMENT				
COMM DEV DIRECTOR	62.29	83.81	-	103
ASSISTANT PLANNER	36.5	54.02	54.75	66.39
ADMINISTRATIVE ASSISTANT-CD	29.41	38.18	44.12	46.93
ECONOMIC DEV COORDINATOR	40.08	60.18	42.44	73.96

4200-4202 POLICE DEPARTMENT				
CHIEF	77.67	120.3 -		147.85
LT	56.78	90.54 -		111.27
ADMINISTRATIVE ASSISTANT-PD	24.87	37.5	37.3	46.09
SERGEANT	48.14	76.17	72.21	93.62
OFFICER	37.89	58.59	56.84	72
COMM SERVICE OFFICER	22.34	33.46	33.51	41.12
POLICE SERVICE TECH	25.78	36.74	38.67	45.15
4330, 4570, 4712 PUBLIC WORKS				
PUBLIC WORKS DIRECTOR	65.39	88.81 -		109.15
PW PROJECT ANALYST	34.49	46.77	51.74	57.48
ENGINEERING TECH	36.55	55.61	54.83	68.35
WATER PROJECT MGR	40.89	55.12	61.34	67.74
PW SUPERINTENDENT	47.44	70.88 -		87.11
MAINT WORKER IV	30.24	48.64	45.36	59.78
MAINT WORKER III	28.97	40.64	43.46	49.95
MAINT WORKER II	28.07	44.28	42.11	54.42
MAINT WORKER I	20.87	30.69	31.31	37.72
MECHANIC	30.07	45.46	45.11	55.88
WATER - LEAD	37.19	49.75	55.79	61.15
WW - LEAD	36.68	57.2	55.03	70.3
OPERATOR II	30.75	47.35	46.13	58.19
LAB DIRECTOR	41.23	59.99	61.84	73.73



Community Development Department - 2012					
Planning & Development Fees					
fee type	actual cost	current fee	proposed fee	cost difference	justification
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$23.47	\$20	\$20	\$0	No change proposed.
<b>Administrative Permits:</b> - Admin. Design Review, - Admin. Variance, - Minor Use Permit (does not include Medical Marijuana Cultivation MUPs) - Admin. Coastal Dev. Permit - Amendment to Admin. Permit - Certificate of Appropriateness	\$547.09	\$570	\$545	(\$25)	Recalculated staff time and wages spent processing application.
Administrative Design Review for 2nd residential units	\$127.34	\$130	\$125	(\$5)	Recalculated staff time and wages & overhead spent processing application.
Administrative Design Review for pre-approved 2nd residential unit designs	\$123.05	\$100	\$120	\$20	A/DR for 2nd units when using City's pre-approved designs
Limited Term Permit not requiring TAC review	\$172.27	\$180	\$170	(\$10)	Recalculated staff time and wages & overhead spent processing application.
Public hearing (when member of public requests public hearing for administrative permit)	1081.30	\$920	\$1,080	\$160	Recalculated staff time and wages & overhead spent processing application.

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$563.91	\$470	\$550	\$80	Recalculated staff time and wages & overhead spent processing application.
Annexation		costs incurred		\$0	
Appeal to City Council or Planning Commission	\$1,931.15	\$1,000	\$1,000	\$0	No change proposed.
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
Certificate of Compliance	\$752.06	\$750	\$750	\$0	No change proposed.
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$265.57	\$165	\$265	\$100	Recalculated staff time and wages & overhead spent processing application.

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$281.01	\$230	\$280	\$50	Recalculated staff time and wages & overhead spent processing application.
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$391.27	\$360	\$390	\$30	Recalculated staff time and wages & overhead spent processing application.
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$722.00	\$1,030	\$720	(\$310)	Recalculated staff time and wages & overhead spent processing application.
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Construction &amp; Demolition Waste Recycling Deposit:</b>					
new construction		.37/sf	.37/sf	0	No change proposed.
remodel or renovation		.47/sf	.47/sf	0	No change proposed.
demolition		.52/sf	.52/sf	0	No change proposed.
road, sidewalk, or driveway		.26/sf	.26/sf	0	No change proposed.
Development Agreement		costs incurred		0	No change proposed.
Emergency Permit	\$520.43	\$320	\$520	\$200	Recalculated staff time and wages/overhead spent processing application.
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	No change proposed.
General Plan Amendment		costs incurred		0	No change proposed.
<b>General Plan Maintenance Fee:</b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	No change proposed.
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	No change proposed.

fee type	actual cost	current fee	proposed fee	cost difference	justification
affordable housing units		The City Council may grant exemptions upon written request.		0	No change proposed.
GIS site map	\$20.00	\$20	\$20	\$0	No change proposed.
Inclusionary Housing Fees		Determined at time of application.		0	Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred		0	No change proposed.
Lot Line Adjustment	\$712.82	\$600	\$710	\$110	Recalculated staff time and wages/overhead spent processing application.
Medical Marijuana Cultivation Minor Use Permit	\$432.94	\$390	\$430	\$40	Recalculated staff time and wages/overhead spent processing
Mitigation Monitoring		costs incurred		\$0	No change proposed.
<b><u>Parking in-lieu fees:</u></b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$2,105	\$0.00	No change proposed.
New commercial bldg.	\$8,427.70	\$4,212	\$4,212	\$0.00	No change proposed.

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Permits Requiring Planning Commission Review:</b> - Adult-Oriented Business Permit - Certificate of Appropriateness - Coastal Development Permit - Design Review - Use Permit - Variance	\$1,974.95	\$1,670	\$1,845	\$175	Recalculated staff time and wages/overhead spent processing application. Currently "only one fee shall be charged for the concurrent processing of Design Review, Variance, Use Permit and/or Coastal Development Permit applications." Recommend eliminating that discount because the Code requires that analysis and findings be made for each planning permit type. Recommend that when more than one application is processed concurrently and a deposit account is not required, the full fee will be charged for the highest priced application, and the fee for the other application(s) will be reduced by 50%. Alternate recommendations: multiple permits establish developer deposit accounts; or establish a DDA when the City's cost of processing planning permit exceeds the flat fee charged.
Planned Development		costs incurred		\$0	No change proposed.
Planning Permit Extension (non subdivision)	\$174.69	\$180	\$170	(\$10)	Recalculated staff time and wages/overhead spent processing application.
Pre-application analysis		minimum \$750 deposit		\$0	No change proposed.
Research fee		\$40/hour	\$60/hour	\$20/hour	
Rezoning		costs incurred		\$0	No change proposed.

fee type	actual cost	current fee	proposed fee	cost difference	justification
Sign Permit: permanent & temporary	\$55.23	\$50	\$55	\$5	Recalculated staff time and wages & overhead spent processing application.
Specific Plan		costs incurred		0	No change proposed.
Subdivision Map:					
Extension of Time	\$126.47	\$205	\$125	(\$80)	Recalculated staff time and wages & overhead spent processing application.
Final Map	\$570.16	\$555 & \$20/parcel	\$570 & \$20/parcel	\$15	Recalculated staff time and wages & overhead spent processing application.
Improvement Plan, Plan Check & Construction Inspections		costs incurred		0	No change proposed.
Minor Subdivision (< 5 parcels)		costs incurred	costs incurred	n/a	No change proposed.
Major Subdivision (5+ parcels)		costs incurred		\$0	No change proposed.
Parcel Merger		\$1,690	costs incurred	n/a	Convert to developer deposit account.
Parcel Map	\$570.16	\$555 & \$20/parcel	\$570 & \$20/parcel	\$15	Recalculated staff time and wages & overhead spent processing application.
Reversion to Acreage	\$1,799.06	\$1,690	costs incurred	n/a	Convert to developer deposit account.
Technical Advisory Committee Review - Minor	\$669.11	\$635	\$650	\$15	TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.
Technical Advisory Committee Review - Major		costs incurred		\$0	No change proposed.

fee type	actual cost	current fee	proposed fee	cost difference	justification
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.		\$0	
Waste Management Checklist Processing Fee		\$25	\$25	\$0	No change proposed.
Zoning letter	\$100.59	\$100/hr	\$100/hr	(\$10/hr)	Recalculated staff time and wages & overhead spent processing application.



PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS</b> <b>(Standard):</b> <b>Admin. Design Review (does not</b> <b>include signs, which are exempt</b> <b>from ADR fees)</b> <b>Admin. Variance</b> <b>Minor Use Permit</b> <b>Admin. Coastal Devel. Permit</b> <b>Admin COA</b> <b>Floodplain Dev Permit</b> <b>Amendment to Admin. Approval</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.25						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.00	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.25	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>117.33</i>	<i>215.77</i>	<i>103.00</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>436.09</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	547.09
							<b>Current Fee</b>	<b>\$ 570.00</b>

# PLANNING FEE SCHEDULE

							<b>Proposed Fee</b>	<b>\$545.00</b>
							difference	<b>(\$25)</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00	0.25				
Prepare documentation	0.50	0.25					
Total hours	1.00	1.50	0.25	0.00	0.00	0.00	
Total salary & benefits	46.93	99.59	25.75		0.00	0.00	172.27
						Total Costs	172.27
						<b>Current Fee</b>	<b>\$ 180</b>
						<b>Proposed Fee</b>	
						difference	<b>(\$180)</b>
<b>Administrative Design Review for Second Residential Unit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Review/Analysis		0.50	0.25				
Prepare documentation		0.50					
Assign address	0.25						
Total hours	0.75	1.00	0.25	0.00	0.00	0.00	
Total salary & benefits	35.20	66.39	25.75		0.00	0.00	127.34
						Total Costs	127.34
						<b>Current Fee</b>	<b>\$ 130</b>
						<b>Proposed Fee</b>	

PLANNING FEE SCHEDULE

						difference	<b>(\$130)</b>	
<b>Administrative Design Review for City's Free Second Unit Designs</b>								
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs	
Accept application, set-up file	0.25	0.25						
Review/Analysis		0.25						
site visit or review photo documentation		0.50						
Prepare documentation		0.50						
Assign address	0.25							
Total hours	0.50	1.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>23.47</i>	<i>99.59</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>123.05</i>	
						Total Costs	<i>123.05</i>	
						<b>Current Fee</b>	<b>\$ 100</b>	
						<b>Proposed Fee</b>		
						difference	<b>(\$100)</b>	

PLANNING FEE SCHEDULE

<b>Administrative Review (Minor)</b>								
<b>Planning permit extension of time</b>								
	AA-CD	Asst Planner	CDD	Eng. Tech.	Attorney	City Mgr	Total Costs	
Accept application, set-up file	0.50	0.25						
Review/Analysis		0.50	0.50					
Prepare documentation	0.25	0.50						
Total hours	0.75	1.25	0.50	0.00	0.00	0.00		
Total salary & benefits	35.20	82.99	51.50	0.00	0.00	0.00	169.69	
postage/copying costs							5.00	
						Total Costs	174.69	
						<b>Current Fee</b>	<b>\$ 180</b>	
						<b>Proposed Fee</b>	<b>\$ 170</b>	
						difference	<b>(\$10)</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Eng. Tech.	Attorney	City Mgr	Total Costs	
Accept application		0.25						
Initial Review/Analysis		0.25	0.10					
Prepare documentation	0.25							
Total hours	0.25	0.50	0.10	0.00	0.00	0.00		
Total salary & benefits	11.73	33.20	10.30	0.00	0.00	0.00	55.23	
						Total Costs	55.23	
						<b>Current Fee</b>	<b>\$ 50</b>	
						<b>Proposed Fee</b>	<b>\$ 55</b>	
						difference	<b>\$5</b>	

PLANNING FEE SCHEDULE

<b>Administrative Review (Minor) Medical Marijuana Cultivation Minor Use Permit</b>	AA-CD	Asst Planner	CDD	Eng. Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	0.50							
Close-out		0.50						
Total hours	1.00	4.50	0.75	0.00	0.00	0.00	0.00	
Total salary & benefits	46.93	298.76	77.25	0.00		0.00	0.00	422.94
Copying/postage								10.00
							Total Costs	432.94
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 390.00</b>
							<b>Proposed Fee</b>	<b>\$430.00</b>
							difference	<b>\$40</b>

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]



AMENDMENTS (MINOR)

<b>Administrative Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda			0.10					
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	5.50	1.10	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>23.47</i>	<i>365.15</i>	<i>113.30</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>501.91</i>
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>563.91</b>
							<b>Existing Fee</b>	<b>470.00</b>
							<b>Proposed Fee</b>	<b>\$550</b>
							difference	<b>\$ 80</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Appeal to City Council or Planning Commission</b>								
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs	
Initial review			0.25					
Accept or reject appeal			0.25					
Forward to CDD and attorney			0.25					
Compile information/files	0.50		0.00					
Prepare notice			0.50					
Publish, post, mail				0.50				
Prepare or review staff report		5.00			1.50	0.50		
Attend hearing		1.00	1.00		1.00	1.00		
Prepare minutes			1.50					
Certification of action	0.50		0.50					
Total Hours	1.00	6.00	4.25	0.50	2.50	1.50		
<i>Total salary &amp; benefits</i>	<i>46.93</i>	<i>618.00</i>	<i>0.00</i>	<i>25.39</i>	<i>700.00</i>	<i>229.83</i>	<i>1620.15</i>	
Legal ad for public notice							76.00	
Postage							25.00	
MCTV							45.00	
Copying							165.00	
						<b>Total Costs</b>	<b>1931.15</b>	
						<b>Existing Fee</b>	<b>1000</b>	
						<b>Proposed Fee</b>	<b>no recommendation</b>	
						difference		
We bill City Attorney time at the same rate as Meyers Nave does for DDAs.								

PLANNING FEE SCHEDULE

Certificate of Compliance							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>46.93</i>	<i>149.38</i>	<i>545.75</i>		<i>0.00</i>	<i>0.00</i>	<i>742.06</i>
Copying							10.00
						<b>Total Costs</b>	<b>752.06</b>
						<b>Existing Fee</b>	<b>750.00</b>
						<b>Recommended Fee</b>	<b>\$750</b>
						difference	<b>\$0</b>

Code Enforcement Fee																			
	Admin. Assist.	Asst Planner	CDD	CSO Police Dept.	Police Officer	City Atty	Total Costs	Proposed Fee	Existing Fee	price difference	Reason for Adjustment								
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.																			
Taking the code complaint;		0.25																	
set up file; log onto spreadsheet(s)	0.25																		
Investigation and documentation of the code complaint				1.00															
Compose/document code enforcement certified letter	0.50	0.50	0.25																
Follow up efforts to ensure compliance with violation letter.		0.25																	
Dialogue with violator responding to a complaint		0.50																	
Total	0.75	1.50	0.25	1.00	0.00	0.00	0.00												
Total salary & benefits	35.20	154.50	25.75	41.12	0.00	0.00	256.57												
Postage & copying costs							9.00												
Total Fee							265.57	265.00	165.00	100.00									
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities																			
Taking the code complaint;		0.50																	
set up file; log onto spreadsheet(s)	0.25																		
Investigation and documentation of the code complaint		0.25		1.50															
Compose/document code enforcement certified letter	0.25	0.50	0.25																
Follow up efforts to ensure compliance with violation letter.	0.25	0.50																	
Dialogue with violator responding to a complaint		0.50																	
Total	0.75	2.25	0.25	1.50	0.00	0.00	0.00												
Total salary & benefits	35.20	149.38	25.75	61.68	0.00	0.00	272.01												
Postage & copying costs							9.00												
Total Fee							281.01	280.00	230.00	50.00									
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.																			
Taking the code complaint;		0.50																	
set up file; log onto spreadsheet(s)	0.50																		
Investigation and documentation of the code complaint		0.25		0.50															
Evidence collection, report writing																			
Compose/document code enforcement certified letter	0.50	0.75	0.25																
Follow up efforts to ensure compliance with violation letter.	0.50	1.50																	
Dialogue with violator responding to a complaint		1.00																	
Total	1.50	4.00	0.25	0.50	0.00	0.00	0.00												
Total salary & benefits	70.40	265.56	25.75	20.56	0.00	0.00	382.27												
Postage & copying costs							9.00												
Total Fee							391.27	390.00	360.00	30.00									
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity																			
Taking the code complaint		0.25																	
set up file; log onto spreadsheet(s)	0.50																		
Investigation and documentation of the code complaint		0.25			3.00														
Evidence collection, report writing					3.00														
Compose/document code enforcement certified letter	0.50	0.25																	
Follow up efforts to ensure compliance with violation letter.		1.00	0.50																
Dialogue with violator responding to a complaint		1.00																	
Total	1.00	2.75	0.50	0.00	6.00	0.00	0.00												
Total salary & benefits	46.93	182.57	51.50	0.00	432.00	0.00	713.00												
Postage & copying costs							9.00												
Total Fee							722.00	720.00	1030.00	-310.00									

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

[illegible]

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$2,000 unless noted)**

Annexation  
All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)  
Development Agreement  
General Plan Amendment  
Local Coastal Plan Amendment  
Major or Minor Subdivision  
Mitigation Monitoring  
Parcel Merger  
Planned Development Permit  
Pre-Application Analysis **(Minimum \$750 deposit)**  
Reversion to Acreage  
Specific Plan  
Subdivision Map Improvement Plan, Plan Check, Construction Inspections  
Technical Advisory Committee Review - Major\*  
Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division  
Parcel Merger  
Reversion to Acreage

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50				
City Council packet	0.25	0.25		0.50				
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00		4.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>12.70</i>	<i>85.86</i>	<i>0.00</i>	<i>436.60</i>		<i>0.00</i>	<i>0.00</i>	<i>535.16</i>
<i>Copying</i>								<i>35.00</i>
<i>MCTV</i>								<i>45.00</i>
							<b>Total Costs</b>	<b>570.16</b>
							<b>Existing Fee</b>	<b>\$555 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>\$570 &amp; \$20/parcel</b>
							difference	\$15

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>								
	AA-CD	Asst Planner	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels								
Analysis and Staff Report			1.00					
Prepare CC Packet								
Prepare Minutes								
Close-out	0.25							
Total hours	0.50	0.00	1.00	0.00	0.00	0.00		
Total salary & benefits	23.47	0.00	103.00	0.00	0.00	0.00	126.47	
MCTV							45.00	
						<b>Total Costs</b>	<b>126.47</b>	
						<b>Existing Fee</b>	<b>205.00</b>	
						<b>Proposed Fee</b>	<b>125.00</b>	
						difference	<b>(\$80)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>								
	AA-CD	Assist. Planner	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels	0.50							
post hearing notice	0.25							
Analysis and Staff Report		0.50	1.00					



PLANNING FEE SCHEDULE

Review staff report					0.25			
Prepare Minutes development permit	0.50							
Close-out		0.25						
Total hours	1.50	0.75	1.00	0.00	0.25	0.00		
Total salary & benefits	70.40	49.79	103.00	0.00	70.00	0.00	293.19	
MCTV							45.00	
						Total Costs	293.19	
						Existing Fee	205.00	
						Proposed Fee	275.00	
						difference	\$70	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>								
	AA-CD	Assist. Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review		0.50			1.00			
Correction Letter		1.50						
Secondary Review		1.00						
Prepare staff report		5.00						
Review staff report	0.5		3.00			0.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							

PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	6.25	10.00	3.50	0.00	1.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>663.90</i>	<i>156.63</i>		<i>109.15</i>	<i>15.50</i>	<i>0.00</i>	<i>945.18</i>
Legal ad for public notice								76.00
Postage								0.00
MCTV								45.00
Copying								0.00
							<b>Total Costs</b>	<b>1066.18</b>
							<b>Current Fee</b>	<b>1670.00</b>
							<b>Proposed Fee</b>	<b>\$1,075</b>
							difference	<b>(\$595)</b>
<b>Subdivision Map: Extension of Time</b>								
	AA-CD	0	CDD	City Clerk	Attorney	Dir Public Works	Total Costs	
Accept request	0.25							
Analysis and Staff Report		1.00	2.00					
Prepare CC Packet				0.25	0.25			
Prepare Minutes				0.25				
Close-out		0.25						
Total hours	0.25	1.25	2.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>103.00</i>	<i>60.46</i>	<i>70.00</i>	<i>0.00</i>	<i>233.46</i>	
MCTV							45.00	
						<b>Total Costs</b>	<b>233.46</b>	
						<b>Existing Fee</b>	<b>205.00</b>	
						<b>Proposed Fee</b>	<b>240.00</b>	
						difference	<b>\$35</b>	

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	Asst Planner	CDD	PWD	Eng. Tech.	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should be and are handled by CDD
Close-out	0.25								
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>46.93</i>	<i>0.00</i>	<i>463.50</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>510.43</i>	
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>520.43</b>	
							<b>Existing Fee</b>	<b>\$ 320</b>	
							<b>Proposed Fee</b>	<b>\$ 520</b>	
							difference	<b>\$200</b>	

Lot Line Adjustment								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		0.25		1.00			
Review Final Deeds								
Close-out		0.50						
Total hours	0.75	5.50	1.25	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>35.20</i>	<i>365.15</i>	<i>128.75</i>		<i>163.73</i>	<i>0.00</i>	<i>0.00</i>	<i>692.82</i>
Postage								10.00
Copying								10.00
							Total Costs	712.82
							<b>Current Fee</b>	<b>\$ 600</b>
							<b>Proposed Fee</b>	<b>\$ 700</b>
							difference	<b>\$100</b>

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst Planner	CDD	Eng. Tech	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		2.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	2.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	9.00	3.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>246.38</i>	<i>597.51</i>	<i>334.75</i>	<i>17.09</i>	<i>382.03</i>	<i>0.00</i>	<i>38.31</i>	<i>1616.06</i>
Legal ad for public notice								76.00
Postage								17.60
MCTV								45.00
Copying								44.40
							<b>Total Costs</b>	<b>1799.06</b>
							<b>Existing Fee</b>	<b>\$1,690</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

<b>Address listing compilation</b>						
	AA-CD	Assist Planner	PWD			
plot adjacent properties	0.25					
Prepare address list	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.47</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	Assist Planner	PWD			
identify property on GIS	0.10					
export/print map	0.10					
Total hours	0.20	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>9.39</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	Assist Planner				
explain program	0.25					
track deposit	0.08					
calculate refund	0.25					
Total hours	0.58	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>27.22</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference



<b>Research fee</b>						
	AA-CD	Assist Planner	PWD			
Total hours	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>66.39</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
23.47
<b>23.47</b>
\$ 20
\$ 20
n/a

Total Costs
9.39
<b>9.39</b>
\$ 20
\$ 20
n/a

Total Costs
27.22
<b>27.22</b>
\$ 25
\$ 25
n/a

Total Costs
66.39
<b>66.39</b>
<b>\$ 25</b>
<b><i>\$66/Hour</i></b>
n/a

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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2014

<b>PLANNING COMMISSION REVIEW (CEQA Exempt Projects, All Other Projects Require Establishment of a Deposit Account with the City):</b> <b>Design Review (DR)</b> <b>Variance (VAR)</b> <b>Use Permit (USP)</b> <b>Coastal Development Permit (CDP)</b> <b>Cert. of Appropriateness (COA)</b> <b>Adult Oriented Business Permit</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review		2.00			1.00			
Correction Letter		1.50						
Secondary Review		1.00						
Prepare staff report		5.00						
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							
Close-out		0.50						
Total hours	6.25	11.50	2.00	0.00	1.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>293.31</i>	<i>763.49</i>	<i>206.00</i>		<i>109.15</i>	<i>420.00</i>	<i>0.00</i>	<i>1791.95</i>
Legal ad for public notice								76.00
Postage								17.60
MCTV								45.00
Copying								44.40
							<b>Total Costs</b>	<b>1974.95</b>

							<b>Current Fee</b>	<b>1670.00</b>
							<b>Proposed Fee</b>	<b>\$1,800</b>
							<b>difference</b>	<b>\$130</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff  
reports

40 neighbors x 2 sided notice 80

216

296

postage for notices

40

0.15 \$ 44.40

0.44 \$ 17.60

PLANNING PERMIT

<b>Public Hearing</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		4.00	1.00				
Review Staff Report	0.50				0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50						
Total hours	6.50	4.50	1.50	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>305.05</i>	<i>298.76</i>	<i>154.50</i>		<i>140.00</i>	<i>0.00</i>	<i>898.30</i>
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>MCTV</i>							<i>45.00</i>
<i>Postage</i>							<i>17.60</i>
						<b>Total Costs</b>	<b>1081.30</b>
						<b>Existing Fee</b>	<b>\$ 920</b>
						<b>Proposed Fee</b>	<b>\$ 1,050</b>
						<b>difference</b>	<b>\$ 130</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							
copying costs							



# PLANNING PERMIT

PH notice	\40 neighbors x 2 sided notice =			80			
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				40	0.44	\$ 17.60	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Supt.	Eng. Tech.	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	298.76	87.11	68.35	93.62	111.27	0.00	659.11	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>669.11</b>	
				fee waived for non-profit events			current fee	\$635	
							<b>proposed fee</b>	<b>\$650</b>	
							difference	<b>\$ 15</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>zoning letter</b>									
	AA-CD	<b>Asst Planner</b>	CDD	Eng. Tech	PWD		Attorney	City Mgr	Total Costs
Research		0.50							
Prepare letter with findings		1.00	0.00						
Total hours		1.50	0.00		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>99.59</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>99.59</i>
Postage/copying									1.00
								Total Costs	100.59
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.								<b>Current Fee</b>	<b>\$100/hr</b>
								Proposed fee	\$100/hr
								difference	\$0
Does MJ review zoning letters?									

<b>Fort Bragg Police Schedule of Fees - 2012</b>	<b>Police Personnel</b>	<b>Time/Hours</b>	<b>Pay Rate</b>	<b>Stipulated Fee</b>	<b>Calculated Fee</b>
Accident Reports/Insurance Reports per VC	PST	0.6	\$45.15		\$27.09
First page *			\$45.15	\$0.10	
Pages 2 thru 9 *			\$45.15	\$.20 to \$1.80	
Pages 10 thru 20 *			\$45.15	\$2.00 to \$4.00	
Additional pages (per page) *			\$45.15	\$0.10	
Administrative Fee (no handicap placard displayed)	SGT	0.25	\$93.62		\$23.41
	PST	0.25	\$45.15		\$11.29
Alarm Fees – FBMC 5.36.030 (annual fee)	PST	0.6	\$45.15		\$27.09
Excess False Alarms- after 3 #	PST	0.6	\$45.15		\$27.09
Excess False Alarms - after 4 #	PST	0.6	\$45.15		\$27.09
Excess False Alarms - after 5 #	PST	0.6	\$45.15		\$27.09
Audio Tape Recording Copy - Requestor provides tape or CD	PST	0.7	\$45.15		\$31.61
Audio Tape Recording Copy - City provides tape or CD	PST	0.7	\$45.15		\$31.61
Bicycle License	PST	0.5	\$45.15		\$22.58
Civil Subpoena Appearance Fee ***			\$45.15	\$150.00	
Conference Room use during non-business hours or by Non-City sponsored events	PST	1	\$45.15		\$45.15
Fingerprinting **	PST	0.3	\$45.15	\$12.00	\$13.55
			\$45.15		
Found Property Claimant	PST	0.7	\$45.15		\$31.61
Gun Storage Fee	PST	1.7	\$45.15		\$76.76
Insurance Letter for Crime Report	PST	0.6	\$45.15		\$27.09
Photographs - Evidence (digital)	PST	0.6	\$45.15		\$27.09
Photographs - Evidence (commerical film developing)	PST	1.2	\$45.15		\$54.18
Record Clearance Letter (research & prepare letter)	PST	0.5	\$45.15		\$22.58
(approve letter)	CHIEF	0.25	\$147.85		\$36.96
Repossessed Vehicle Release **	PST	0.25	\$45.15	\$15.00	
Stored Vehicle Storage fee (onsite) #	PST	0.25	\$45.15		\$11.29

Taxi Driver Background Check **	PST	0.5	\$45.15		\$22.58
Background check	SGT	1	\$93.62		\$93.62
Vehicle Releases (towed)	PST	1	\$45.15		\$45.15
Issue CHP180	Officer	0.5	\$72.00		\$36.00
30 day Vehicle Releases Review (towed)	Lieutenant	0.25	\$111.27		\$27.82
Video Tape Copy - City Provides Tape	PST	0.6	\$45.15		\$27.09
Video Tape Copy - Requestor provides Tape	PST	0.6	\$45.15		\$27.09
<u>Parking Citation Penalites for Violation</u>	These are penalties, not fees and do not require wage/time justification - listed here				
- Blocking a Driveway					
- Disabled parking space w/o disabled plate or placard					
- Double Parking					
- No Parking					
- Off Street Parking Violation					
- Parking more than 18" from curb					
- Parked on Sidewalk					
- Parking in Alley					
- Parking Space Markings					
- Permit Parking Only					
- Registration Tabs					
- Red Zone					
- 72-Hour Continuous Parking					
- Timed Parking Zone					
- Wrong Side of Road					
- Yellow Loading Zone					
* A Legal Decision in 1994 (per North County Parents Organization v. Dept. of Education)					
** Mandated by State					
***4 HR Minimum used as deposit					
# Resolution by City of FB					
Not currently in use					
Proposed increase of fees					
REVISION DATE: 11/14/11 RevA					

Materials/Supplies	Current Fee Schedule	Proposed Fee Schedule
	\$25.00	\$25.00
	\$25.00	\$25.00
	\$28.00	\$28.00
	\$50.00	\$50.00
	\$100.00	\$100.00
	\$200.00	\$200.00
	\$28.00	\$28.00
Plus CD or tape cost \$1	\$29.00	\$29.00
	\$0.00 (max. per DMV is \$4)	\$0.00 (max. per DMV is \$4)
Plus any differential cost for type of police personnel and time spent	\$150 +	\$150 +
	\$50.00/HR	\$50.00/HR
	\$12.00	\$12.00
Plus advertising fees (if incurred)	\$28.00	\$28.00
Per Gun	\$75.00	\$75.00
	\$25.00	\$25.00
PLUS cost of photo supplies (\$1 per sheet of photo paper or \$1 for digital CD copy) PLUS postage if mailed	\$25+	\$25+
PLUS fee charge by commercial film developer PLUS postage if mailed	\$50+	\$50+
	\$54.00	\$54.00
	\$15.00	\$15.00
	\$10.00	\$10.00



Excessive False Alarms						
		PST				Total Costs
Respond to alarm		0.5				
Total hours		0.5				
Total salary & benefits		16.175				16.18
					Total Costs	16.18
					Current Fee	\$50
					Proposed fee	



Advertising Found Property						
		PST				Total Costs
Time to prepare ad		0.5				
Total hours		0.5				
Total salary & benefits		16.175				16.175
Cost of Ad						0
					Total Costs	16.175
					Current Fee	\$5
					Proposed fee	

PUBLIC WORKS FEE SCHEDULE

Public Works Department					
2012 fee analysis					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
<u>Backflow Prevention Device Fees:</u>					
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	102.53	\$ 90.00	\$ 100.00	10.00	
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)		\$ 225.00	\$ 225.00	0.00	
Temporary backflow device for special events	\$ 61.39	\$ -	\$ 60.00	60.00	NEW FEE
Building Permit for Driveway or Ramp	\$ 74.73	\$ 70.00	\$ 70.00	0.00	Recalculated staff time & wages spent processing application
Construction Cost Estimates	\$ 43.56	Actual cost with \$40 minimum	Actual cost with \$40 minimum	\$5 increase in minimum fee	Recalculated staff time & wages spent processing application
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of Public Works Superintendent	Current rate of Public Works Superintendent	0.00	
<u>Deposit to Borrow City-owned Equipment:</u>					
Barricades	\$ 35.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of barricades
36" Reflective Traffic Cone	\$ 25.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones

PUBLIC WORKS FEE SCHEDULE

28" Standard Traffic Cone	\$ 15.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones
18" Standard Traffic Cone	\$ 10.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones
12" Standard Traffic Cone	\$ 8.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of cones
No Parking Tripod	\$ 30.00	30% of cost of items borrowed	30% of cost of items borrowed	Varies	Actual cost of tripod
Preparation Fee	\$ 68.03	\$ 70.00	\$ 65.00	(5.00)	Cost of employee time to use forklift to get items out of loft and put them back
Preparation fee - Parade (Main Street Closure)	\$ 231.29	\$ 240.00	\$ 230.00	(10.00)	Cost of employee time to use forklift to get items out of loft and put them back
<b>Encroachment Permits:</b>					
<u>Performance Bond:</u>					
Deposit		\$ 500.00	\$ 500.00	0.00	
For excavation within paved roadway, alley, or easement area		\$2/square foot	\$2/square foot	0.00	
For excavation within unpaved roadway, alley, or easement areas		\$1/square foot	\$1/square foot	0.00	
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk		\$5/square foot	\$5/square foot	0.00	

PUBLIC WORKS FEE SCHEDULE

For all other public improvements		Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	0.00	
Encroachment Permit Issuance Fee	\$ 86.84	\$ 85.00	\$ 85.00	0.00	
Driveway - Commercial		\$ 95.00	\$ 95.00	0.00	
Driveway - Residential		\$ 55.00	\$ 55.00	0.00	
Excavation - less than 50 lf		\$75 + 0.25/lf	\$75 + 0.25/lf	0.00	
Excavation - more than 50 lf		\$ 200.00	\$ 200.00	0.00	
Excavation - additional charge over 100 lf		0.50/lf	0.50/lf	0.00	
Inspection - Repairs & Replacements	\$ 75.44	\$ 70.00	\$ 75.00	5.00	
Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$ 85.44	\$ 85.00	\$ 85.00	0.00	
Miscellaneous Permits (not covered elsewhere; per location)		\$ 100.00	\$ 100.00	0.00	
Parking (per day; per space)		\$ 25.00	\$ 25.00	0.00	
Sidewalk, curb & Gutter, Ramp & Conform Paving		0.25/sf	0.25/sf	0.00	
Street Closure		\$ 150.00	\$ 150.00	0.00	
Street Closure - Recurring		\$ 50.00	\$ 50.00	0.00	
Fine for working w/o encroachment permit		\$ -	Double cost of permit	Varies	

PUBLIC WORKS FEE SCHEDULE

<u>Food Service Establishment</u>					
<u>Wastewater Discharge Permit</u>					
<u>Fees:</u>					
Annual Inspection Fee	\$ 85.44	\$ 75.00	\$ 85.00	10.00	
Initial Application Fee	\$ 119.61	\$ 105.00	\$ 115.00	10.00	
Grading Permit Fee	\$ 327.45	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	0.00	
<u>Grease Trap/Interceptors:</u>					
Initial Application Fee	\$ 119.61	\$ 105.00	\$ 115.00	10.00	
Annual Inspection Fee	\$ 85.44	\$ 75.00	\$ 85.00	10.00	
Hot Tap Machine Use (per tap; plus preparation cost)		\$ 400.00	\$ 400.00	0.00	
Pot Holing		Cost Incurred	Cost Incurred	0.00	
<u>Sanitary Sewer Fees:</u>				0.00	
Permit and inspection of connections to the sanitary sewer system	\$ 55.14	\$ 55.00	\$ 55.00	0.00	
Permit and inspection of apartment connections to the sanitary sewer system	\$ 55.14	\$55 + \$10 per each unit in excess of 5 units	\$55 + \$10 per each unit in excess of 5 units	0.00	
Alteration of existing sewer installations	\$ 55.14	\$ 55.00	\$ 55.00	0.00	
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$ 43.56	Actual cost of work - \$40 for written cost estimate	Actual cost of work - \$40 for written cost estimate		
<u>Septic Tank Dump Fees:</u>					

PUBLIC WORKS FEE SCHEDULE

Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
Up to 1500 gallons	\$ 180.73	\$ 180.00	\$ 180.00	0.00	
For each additional 500 gallons	\$ 36.60	\$ 30.00	\$ 35.00	5.00	
<u>Service Calls (if due to customer fault or private line failure)</u>					
During Normal Operation Hours		Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	0.00	

PUBLIC WORKS FEE SCHEDULE

		Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	0.00	
If after hours					
Treated Wastewater Disposal Fee					
Public Agencies		0.17/gallon	0.17/gallon	0.00	
Others		0.25/gallon	0.25/gallon	0.00	
Water Deposit		\$ 150.00	\$ 150.00	0.00	
Water Hydrant Meter Rental Deposit		\$ 750.00	\$ 750.00	0.00	
Water Line Testing and Forms		Cost Incurred	Cost Incurred		
Water Meter Split Evaluation	\$ 47.91	\$ 45.00	\$ 45.00	0.00	
Water turn off/on at customer request	\$ 27.21	\$ 25.00	\$ 25.00	0.00	

PUBLIC WORKS FEE SCHEDULE

Permit and inspection of connections to the water distribution system	\$ 55.14	\$ -	\$ 55.00	55.00	
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PUBLIC WORKS FEE SCHEDULE

<b>Backflow Prevention Device Annual Test Fee</b>						
		Eng. Tech	PWD			Total Costs
Perform Annual Test		1.50				
Total hours		1.50	0.00			
<i>Total salary &amp; benefits</i>		<i>102.53</i>	<i>0.00</i>			<i>102.53</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>102.53</i>
					<b>Current Fee</b>	<b>\$ 90</b>
					<b>Proposed fee</b>	<b>\$ 100</b>
Currently don't have equipment or personnel						
<b>Temporary Backflow Device for Special Events</b>						
		Eng. Tech	MWII			Total Costs
Perform Annual Test		0.50	0.50			
Total hours		0.50	0.50			
<i>Total salary &amp; benefits</i>		<i>34.18</i>	<i>27.21</i>			<i>61.39</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>61.39</i>
					<b>Current Fee</b>	<b>\$ -</b>

PUBLIC WORKS FEE SCHEDULE

					Proposed fee	\$	60
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PUBLIC WORKS FEE SCHEDULE

<b>Building Permit for driveway</b>							
	Planner	Office Asst.	Eng. Tech	PWD			Total Costs
Review Application	0.25	0.50	0.00	0.30			
Total hours	0.25	0.50	0.00	0.30			
<i>Total salary &amp; benefits</i>	<i>16.60</i>	<i>25.39</i>	<i>0.00</i>	<i>32.75</i>			<i>74.73</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>74.73</i>
						<b>Current Fee</b>	<b>\$ 70</b>
						<b>Proposed fee</b>	<b>\$ 70</b>

PUBLIC WORKS FEE SCHEDULE

<b>Construction Cost Estimates</b>							
	PWS	Office Asst.	Eng. Tech	PWD			Total Costs
Preparation of Estimate	0.50	0.00	0.00	0.00			
Total hours	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>43.56</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>			<i>43.56</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>43.56</i>
						<b>Current Fee</b>	<b>\$ 40</b>
						<b>Proposed fee</b>	<b>\$ 45</b>

PUBLIC WORKS FEE SCHEDULE

<b>Encroachment Permit Issuance</b>							
	Office Asst.	City Clerk	Eng. Tech	PWD			Total Costs
Receive, Review App. Work with applicants as needed on ins. Issues	0.75	0.25		0.25			
Total hours	0.75	0.25	0.00	0.25			
<i>Total salary &amp; benefits</i>	<i>38.09</i>	<i>21.47</i>	<i>0.00</i>	<i>27.29</i>			<i>86.84</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>86.84</i>
						<b>Current Fee</b>	<b>\$ 85</b>
						<b>Proposed fee</b>	<b>\$ 85</b>

PUBLIC WORKS FEE SCHEDULE

Encroachment Permit - Sidewalk Closure							
	Office Asst.	City Clerk	Eng. Tech or PWD	PWD			Total Costs
Communicate Safety Requirements			0.50				
Inspect site for safety			0.75				
Total hours	0.00	0.00	1.25	0.00			
Total salary & benefits	0.00	0.00	85.44	0.00			85.44
Postage/copying							0.00
						Total Costs	85.44
						Current Fee	\$ 85
						Proposed fee	\$ 85
Used average of Engineering Tech & PWD salary = \$83.18							

PUBLIC WORKS FEE SCHEDULE

<b>Encroachment Permit Inspection</b>							
	Office Asst.	City Clerk	Eng. Tech or PWD	PWD			Total Costs
Communicate Safety Requirements			0.25				
Inspect Site for compliance			0.60				
Total hours	0.00	0.00	0.85	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>75.44</i>	<i>0.00</i>			<i>75.44</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>75.44</i>
						<b>Current Fee</b>	<b>\$ 70</b>
						<b>Proposed fee</b>	<b>\$ 75</b>
Used average of Engineering Tech & PWD salary = \$88.75							

PUBLIC WORKS FEE SCHEDULE

<b>Food Service - Initial Application</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Process Application		0.50				
Perform Inspection		1.25				
Total hours		1.75		0.00		
<i>Total salary &amp; benefits</i>		<i>119.61</i>	<i>0.00</i>	<i>0.00</i>		<i>119.61</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>119.61</i>
					<b>Current Fee</b>	<b>\$ 100</b>
					<b>Proposed fee</b>	<b>\$ 120</b>



PUBLIC WORKS FEE SCHEDULE

<b>Food Service - Annual Inspection</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Inspection		1.25				
Total hours		1.25		0.00		
<i>Total salary &amp; benefits</i>		<i>85.44</i>	<i>0.00</i>	<i>0.00</i>		<i>85.44</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>85.44</i>
					<b>Current Fee</b>	<b>\$ 75</b>
					<b>Proposed fee</b>	<b>\$ 85</b>

PUBLIC WORKS FEE SCHEDULE

<b>Grading Permit</b>							
	Office Asst.	City Clerk	Eng. Tech	PWD			Total Costs
Inspect Site for compliance				3.00			
Total hours	0.00	0.00	0.00	3.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>327.45</i>			<i>327.45</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>327.45</i>
						<b>Current Fee</b>	<b><i>Actual Cost</i></b>
						<b>Proposed fee</b>	<b><i>Actual Cost</i></b>
<b>Same fee will apply for first and additional inspections</b>							

PUBLIC WORKS FEE SCHEDULE

<b>Grease Trap - Initial Application</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Process Application		0.50				
Perform Inspection		1.25				
Total hours		1.75		0.00		
<i>Total salary &amp; benefits</i>		<i>119.61</i>	<i>0.00</i>	<i>0.00</i>		<i>119.61</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>119.61</i>
					<b>Current Fee</b>	<b>\$ 105</b>
					<b>Proposed fee</b>	<b>\$ 120</b>

PUBLIC WORKS FEE SCHEDULE

<b>Grease Trap - Annual Inspection</b>						
		Eng. Tech	PWD	Assoc. City Engineer		Total Costs
Inspection		1.25				
Total hours		1.25		0.00		
<i>Total salary &amp; benefits</i>		<i>85.44</i>	<i>0.00</i>	<i>0.00</i>		<i>85.44</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>85.44</i>
					<b>Current Fee</b>	<b>\$ 75</b>
					<b>Proposed fee</b>	<b>\$ 85</b>

PUBLIC WORKS FEE SCHEDULE

<b>Preparation Fee - Barricades, etc.</b>						
		Maint Worker II	PWD			Total Costs
Preparation Fee		1.25				
Total hours		1.25				
<i>Total salary &amp; benefits</i>		68.03	0.00			68.03
Postage/copying						0.00
					Total Costs	68.03
					<b>Current Fee</b>	<b>\$ 65</b>
					<b>Proposed fee</b>	<b>\$ 70</b>
<b>Preparation Fee - Barricades, etc. - Parades</b>						
		Maint Worker II	PWD			Total Costs
Preparation Fee		4.25				
Total hours		4.25				
<i>Total salary &amp; benefits</i>		231.29	0.00			231.29
Postage/copying						0.00
					Total Costs	231.29
					<b>Current Fee</b>	<b>\$ 230</b>
					<b>Proposed fee</b>	<b>\$ 235</b>

PUBLIC WORKS FEE SCHEDULE

Sanitary Sewer Fees - Permit & inspection & Alteration						
		Gov Acct I	PWD	PW Supt		Total Costs
Form Preparation		0.10				
Review Application			0.25			
Inspection				0.25		
Total hours		0.10	0.25	0.25		
<i>Total salary &amp; benefits</i>		<i>6.07</i>	<i>27.29</i>	<i>21.78</i>		<i>55.14</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>55.14</i>
					Current Fee	\$ 55
					Proposed fee	\$ 55

PUBLIC WORKS FEE SCHEDULE

<b>Sanitary Sewer Fees - Extension of Mains - Estimate</b>						
		Gov Acct I	PWD	PW Supt		Total Costs
Prepare Estimate				0.50		
Review Application			0.00			
Inspection						
Total hours		0.00	0.00	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>0.00</i>	<i>43.56</i>		<i>43.56</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>43.56</i>
					<b>Current Fee</b>	<b>\$ 40</b>
					<b>Proposed fee</b>	<b>\$ 45</b>

PUBLIC WORKS FEE SCHEDULE

<b>Septic Dump Fees - first 1500 gallons</b>						
		Operator II	Lead Op	Finance Tech I	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		2.00				
Oversee Operation			0.50			
Process Invoice/Paperwork				0.50		
Non-labor treatment						
Total hours		2.00	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>116.38</i>	<i>35.15</i>	<i>18.61</i>	<i>10.00</i>	<i>180.14</i>
Postage/copying						0.59
					Total Costs	180.73
					<b>Current Fee</b>	<b>\$ 180</b>
					<b>Proposed fee</b>	<b>\$180</b>
<b>Septic Dump Fees - additional 500 gallons</b>						
		Operator II		Finance Tech	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		0.50				
Oversee Operation						
Process Invoice/Paperwork						
Non-labor treatment						
Total hours		0.50		0.00		
<i>Total salary &amp; benefits</i>		<i>29.10</i>		<i>0.00</i>	<i>7.50</i>	<i>36.60</i>
Postage/copying						0.00
					Total Costs	36.60
					<b>Current Fee</b>	<b>\$ 30</b>
					<b>Proposed fee</b>	<b>\$ 35</b>



PUBLIC WORKS FEE SCHEDULE

<b>Water Meter Split</b>						
		Public Works Super.	PWD			Total Costs
Turn off/on water		0.55				
Total hours		0.55				
<i>Total salary &amp; benefits</i>		<i>47.91</i>	<i>0.00</i>			<i>47.91</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>47.91</i>
					<b>Current Fee</b>	<b>\$ 45</b>
					<b>Proposed fee</b>	<b>\$ 45</b>

PUBLIC WORKS FEE SCHEDULE

Water Turn-off (customer Request)						
		Maint Worker II	PWD	Assoc. City Engineer		Total Costs
Turn off/on water		0.50				
Total hours		0.50		0.00		
<i>Total salary &amp; benefits</i>		<i>27.21</i>	<i>0.00</i>	<i>0.00</i>		<i>27.21</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>27.21</i>
					Current Fee	\$ 25
					Proposed fee	\$ 25

**WATER CAPACITY CHARGE**

2012	ENR CCI	2013
\$3,885.40	2.50%	\$3,982.54

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
3/4" Single Service	\$2,949.51	\$3,023.25	\$30.30	\$31.06
1" Single Service	\$3,186.12	\$3,265.77	\$32.33	\$33.14
1" Single Service Split into 2 5/8" x 3/4"	\$3,507.56	\$3,595.25	\$32.80	\$33.62
1 1/2" Single Service	\$3,779.43	\$3,873.92	\$29.10	\$29.83
2" Single Service Split into 5 5/8" x 3/4"	\$4,814.81	\$4,935.18	\$29.10	\$29.83
2" Service Disc Meter Low Demand	\$4,325.47	\$4,433.61	\$29.10	\$29.83
2" Service Compound High Demand	\$5,815.53	\$5,960.92	\$29.10	\$29.83
3" Service	\$9,031.24	\$9,257.02	\$34.15	\$35.00
4" Service	\$10,135.67	\$10,389.06	\$34.15	\$35.00
6" Service *	\$13,684.89	\$14,027.01	\$37.54	\$38.48

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

Size	Fee	
	2012	2013
5/8" x 3/4"	\$ 340.38	\$ 348.89
1"	\$ 495.41	\$ 507.80
1.5"	\$ 875.08	\$ 896.96
2" Disc Meter Low Demand	\$ 1,095.51	\$ 1,122.90
2" Compound	\$ 2,585.57	\$ 2,650.21
3"	\$ 3,022.98	\$ 3,098.55
4"	\$ 4,386.52	\$ 4,496.18
6"	Time & Materials	

**METER SPLIT**

Size	Fee	
	2012	2013
2 5/8" x 3/4" meters on existing service	\$ 996.91	\$ 1,021.83
Meter split with street crimp in cement sidewalk	\$ 1,298.83	\$ 1,331.30

<b>SEWER CAPACITY CHARGE</b>		
2012	ENR CCI	2013
\$3,053.26	2.50%	\$3,129.59

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
4" Lateral, 4' Deep	\$2,599.20	\$2,664.18	\$38.87	\$39.84
4" Lateral, 6' Deep	\$2,881.34	\$2,953.38	\$44.86	\$45.98
4" Lateral, 8' Deep	\$3,389.09	\$3,473.82	\$56.54	\$57.96
4" Lateral, 10' Deep	\$3,870.64	\$3,967.41	\$65.47	\$67.11
6" Lateral, 4' Deep	\$2,729.44	\$2,797.68	\$40.18	\$41.18
6" Lateral, 6' Deep	\$3,011.59	\$3,086.88	\$46.17	\$47.33
6" Lateral, 8' Deep	\$3,519.37	\$3,607.35	\$57.84	\$59.29
6" Lateral, 10' Deep	\$4,000.89	\$4,100.91	\$66.77	\$68.44

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
4" Lateral, 4' Deep	\$898.16	\$920.61	\$22.89	\$23.46
4" Lateral, 6' Deep	\$1,122.32	\$1,150.38	\$22.89	\$23.46
4" Lateral, 8' Deep	\$1,861.30	\$1,907.84	\$39.20	\$40.18
4" Lateral, 10' Deep	\$2,350.80	\$2,409.57	\$49.93	\$51.18
6" Lateral, 4' Deep	\$1,556.19	\$1,595.10	\$27.05	\$27.72
6" Lateral, 6' Deep	\$1,589.08	\$1,628.81	\$27.05	\$27.72
6" Lateral, 8' Deep	\$2,466.01	\$2,527.66	\$43.93	\$45.03
6" Lateral, 10' Deep	\$2,481.04	\$2,543.07	\$51.23	\$52.51



**CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

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**MEMORANDUM**

**DATE:** September 12, 2012  
**TO:** Management Team  
**FROM:** Cindy VanWormer, City Clerk  
**SUBJECT:** Annual Fee Schedule Update

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As discussed yesterday, it's that time again – time to update the fee schedule based on annual employee “fully loaded” rates. Please be sure to also look at the estimated time to complete each task to make sure that it accurately reflects the time it takes to do the job. And don't forget to add any fees that aren't currently on the list.

Attached to this e-mail are the employee rates prepared by Finance Director Rosana Cimolino and some suggested changes that came up over the year for your department. In the spirit of not having multiple copies of documents on the z-drive, the spreadsheet to use to complete the evaluation can be found at \_\_\_\_\_. Please make your changes directly to this document and send me an e-mail when you are done.

We want to take this item to the City Council on December 10<sup>th</sup>, which means the staff report needs to be completed by November 28<sup>th</sup>. Since the City Manager likes to review all of the rates prior to preparation of the resolution, I will need to get everyone's updated spreadsheets by **November 9<sup>th</sup>**.

Thanks for helping to get this task done once again! ☺

Cc: Administrative Assistant – Community Development  
Administrative Assistant – Police Department  
Public Works Analyst

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

ANIMAL CARE CONTROL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Vicious/Potentially Dangerous Animal Hearing Fee	\$325.56	\$320.00	\$325.00	\$5.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

FINANCE FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Audit Reports – Subsets	\$12.75	\$13.00	\$12.00	(\$1.00)	
Budget Document	\$53.06	\$51.00	\$53.00	\$2.00	
<u>Business License Fees</u>					
– Initial License	\$94.03	\$97.00	\$94.00	(\$3.00)	
– Initial License for Home Occupation	\$56.06	\$61.00	\$56.00	(\$5.00)	
– Change of Name	\$10.53	\$12.00	\$10.00	(\$2.00)	
– Change of Ownership	\$94.03	\$97.00	\$94.00	(\$3.00)	
– Change of Business Location	\$94.03	\$97.00	\$94.00	(\$3.00)	
– License Renewal (Annual)	\$66.77	\$67.00	\$66.00	(\$1.00)	
– License Renewal for Home Occupancy (Annual)	\$47.19	\$49.00	\$47.00	(\$2.00)	
– Small, one-time jobs (under \$1,000)		\$0.00	\$20.00	\$20.00	NEW FEE
Return check fee (charge for return of bad check from bank or financial institution)	\$33.47	\$37.00	\$33.00	(\$4.00)	
Replace lost AP Check	\$36.37	\$37.00	\$36.00	(\$1.00)	
<u>Tobacco Seller's License Fees:</u>					
– Initial License	\$183.91	\$0.00	\$183.00	\$183.00	NEW FEE
– Change of Business Location	\$37.24	\$0.00	\$35.00	\$35.00	NEW FEE
– Change of Name	\$10.05	\$0.00	\$10.05	\$10.05	NEW FEE
– Change of Ownership	\$37.24	\$0.00	\$35.00	\$35.00	NEW FEE
– Duplicate License	\$6.18	\$0.00	\$6.00	\$6.00	NEW FEE
Utility Profile Fee (one free in 12-month period)	\$19.32	\$22.00	\$19.00	(\$3.00)	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

MISCELLANEOUS FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Aerial Photographs		\$80.00	Cost of Reproduction + 15%		This is something that would need to be outsourced - should just be actual cost of Printing + 15% like Publications & Reports
Appeal Fee for Appeal of Administrative Decision	\$365.62	\$350.00	\$365.00	\$15.00	Chapter 1.08
Electronic Response to Records Request	\$5.37	\$0.00	\$5.00	\$5.00	NEW FEE - This request is coming more frequently.
Letter of Public Convenience or Necessity – Public Hearing	\$529.65	\$520.00	\$525.00	\$5.00	
Parking Permit Fees (monthly)		\$17.00	\$0.00	(\$17.00)	This was eliinated by Council action but is still in our Fee Schedule



CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
<u>Administrative Permits:</u>					
– Admin. Design Review,	\$547.09	\$570.00	\$545.00	(\$25.00)	
– Admin. Variance,					
– Minor Use Permit (does not include Medical Marijuana Cultivation MUP)					
– Admin. Coastal Dev. Permit					
– Amendment to Admin. Permit (major/minor)					
– Certificate of Appropriateness					
– Floodplain Development Permit					
– Administrative Design Review for 2 <sup>nd</sup> residential units	\$127.34	\$130.00	\$125.00	(\$5.00)	
– Administrative Design Review for pre-approved 2 <sup>nd</sup> residential unit designs	\$123.05	\$100.00	\$120.00	\$20.00	
– Limited Term Permit not requiring TAC review	\$172.27	\$180.00	\$170.00	(\$10.00)	
– Public Hearing (when requested for Admin. Permit)	\$1,081.30	\$920.00	\$1,080.00	\$160.00	
Amendment to Design Review, CDP, Use Permit (Minor – no environmental and no public hearing)	\$563.91	\$470.00	\$550.00	\$80.00	
<u>Code Enforcement Fees</u>					
– <b>Type 1 Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows and other similar code enforcement activities	\$0.00	\$165.00	\$265.00	\$100.00	
– <b>Type 2 Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$0.00	\$230.00	\$280.00	\$50.00	
– <b>Type 3 Activity:</b> illegal second unit construction without permits, change of use without permit, establishment of an unpermitted use, and other similar code enforcement activities	\$0.00	\$360.00	\$390.00	\$30.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

– <b>Type 4 Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$0.00	\$1,030.00	\$720.00	(\$310.00)	
Emergency Permit	\$520.43	\$320.00	\$520.00	\$200.00	
Lot Line Adjustment	\$712.82	\$600.00	\$710.00	\$110.00	
Medical Marijuana Cultivation Minor Use Permit	\$432.94	\$390.00	\$430.00	\$40.00	
<u>Parking In-lieu Fees:</u>					
– Existing commercial building	\$4,213.85	\$2,105/space	\$2,105/space	No Change except see note	This fee was reduced by Resolution 3467-2011 adopted 7/25/11; fee for changes in use in CBD waived per Resolution 3576-2012 adopted 10/22/12.
<u>Permits Requiring Planning Commission Review:</u>					
– Adult-Oriented Business Permit	\$1,974.95	\$1,670.00	\$1,845.00	\$175.00	
– Certificate of Appropriateness					
– Coastal Development Permit					
– Design Review					
– Use Permit					
– Variance					
Planning Permit Extension (non-subdivision)	\$174.69	\$180.00	\$170.00	(\$10.00)	
Research Fee		\$40/hour	\$60/hour	\$20/hour	To cover staff time researching properties for customers
<u>Sign Permit:</u>					
– Permanent & Temporary	\$55.23	\$50.00	\$55.00	\$5.00	
<u>Subdivision Map:</u>					
– Extension of Time	\$126.47	\$205.00	\$125.00	(\$80.00)	
– Final Map	\$570.16	\$555 plus \$20/parcel	\$570 plus \$20/parcel	\$15.00	
– Parcel Merger	\$1,799.06	\$1,690.00	Cost Incurred	n/a	Convert to Developer Deposit Account
– Parcel Map	\$570.16	\$555 plus \$20/parcel	\$570 plus \$20/parcel	\$15.00	
– Reversion to Acreage	\$1,799.06	\$1,690.00	Cost Incurred	n/a	Convert to Developer Deposit Account

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PLANNING DEVELOPMENT FEES

Technical Advisory Committee Review					
— Minor	\$669.11	\$635.00	\$650.00	\$15.00	Fee waived for non-profit events.
<b>NOTE:</b> When more than one application is processed concurrently and a deposit account is not required, the full fee will be charged for the highest priced application, and the fee for the other applications will be reduced by 50%. Only one fee shall be charged for the concurrent processing of Design Review, Variance, Use Permit and/or Coastal Development Permit applications.					
<b>NOTE:</b> At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
<b>NOTE:</b> For applications requiring payment of "costs incurred", a deposit account will be established for the project. The opening deposit will be determined based upon the estimated cost to complete the permitting process. The minimum deposit will be \$2,000. Costs for staff time will be based on fully-loaded hourly rates. City Attorney costs will be based on the City's actual costs incurred and vary depending on which attorney is providing services. Costs of consultants are based on the City's actual costs incurred in accordance with professional service agreements for said services.					

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC SAFETY FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Alarm Fee – for alarms terminating at Police Department, Annually	\$27.09	\$28.00	\$27.00	(\$1.00)	
<u>Audio Tape Recording Copy</u>					
– Requestor provides tape	\$31.61	\$28.00	\$31.00	\$3.00	
– City provides tape	\$32.61	\$29.00	\$32.00	\$3.00	
Found Property Claimant	\$31.61	\$28.00	\$31.00	\$3.00	Plus advertising fees (if incurred)
Record Clearance Checks	\$59.54	\$54.00	\$59.00	\$5.00	
<u>Taxicab Fees:</u>					
– Permit Application Fee	\$154.18	\$155.00	\$150.00	(\$5.00)	
Vehicle Release (for towed vehicle) – normal release	\$81.15	\$84.00	\$81.00	(\$3.00)	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$108.97	\$107.00	\$108.00	\$1.00	
<u>Video Tape Copy:</u>					
– Requestor provides tape	\$27.09	\$25.00	\$27.00	\$2.00	
– City provides tape	\$32.09	\$30.00	\$32.00	\$2.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012  
PUBLIC SAFETY FEES


CONSOLIDATED FEE SCHEDULE UPDATE - 2012

PUBLIC WORKS FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
<u>Backflow Prevention Device Fees:</u>					
0	\$102.53	\$90	\$100	\$10	
– Temporary backflow device for special events	\$61.39	\$0	\$60	\$60	NEW FEE
<u>Deposit to borrow City-owned Equipment:</u>					
– Rental Fee for City-owned Equipment	\$68.03	\$70	\$65	(\$5)	Cost to use forklift to get items out of loft and put them back.
– Rental Fee for City-owned Equipment/Street Closure	\$231.29	\$240	\$230	(\$10)	Same as above, only more time.
<u>Encroachment Permit Fees:</u>					
– Inspection – Repairs & Replacements	\$75.44	\$70	\$75	\$5	
<u>Food Service Establishment Wastewater Discharge Permit Fees</u>					
– Annual Inspection Fee	\$85.44	\$75	\$85	\$10	
– Application Fee	\$119.61	\$105	\$115	\$10	
<u>Grease Traps/Interceptors:</u>					
– Initial application fee	\$119.61	\$105	\$115	\$10	
– Annual inspection fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other produces as approved by the District	\$85.44	\$75	\$85	\$10	
<u>Septic Tank Dump Fees:</u>					
Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
– Up to 1500 gallons	\$180.73	\$175	\$180	\$5	
– For each additional 500 gallons	\$36.60	\$30	\$35	\$5	
Water Distribution System Permit and Inspection of Connections	\$55.14	\$0	\$55	\$55	NEW FEE

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

TOWN HALL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Custodian Charge (per hour during normal hours of work)	\$54.42	\$55	\$50	(\$5)	
Custodian Charge (per hour; overtime rate)	\$81.63	\$85	\$80	(\$5)	

CONSOLIDATED FEE SCHEDULE UPDATE - 2012

SEWER CAPACITY CONNECTION FEES

**SEWER CAPACITY CHARGE**

2012	ENR CCI	2013
\$3,053.26	2.50%	\$3,129.59

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
4" Lateral, 4' Deep	\$2,599.20	\$2,664.18	\$38.87	\$39.84
4" Lateral, 6' Deep	\$2,881.34	\$2,953.38	\$44.86	\$45.98
4" Lateral, 8' Deep	\$3,389.09	\$3,473.82	\$56.54	\$57.96
4" Lateral, 10' Deep	\$3,870.64	\$3,967.41	\$65.47	\$67.11
6" Lateral, 4' Deep	\$2,729.44	\$2,797.68	\$40.18	\$41.18
6" Lateral, 6' Deep	\$3,011.59	\$3,086.88	\$46.17	\$47.33
6" Lateral, 8' Deep	\$3,519.37	\$3,607.35	\$57.84	\$59.29
6" Lateral, 10' Deep	\$4,000.89	\$4,100.91	\$66.77	\$68.44

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2012	2013	2012	2013
4" Lateral, 4' Deep	\$898.16	\$920.61	\$22.89	\$23.46
4" Lateral, 6' Deep	\$1,122.32	\$1,150.38	\$22.89	\$23.46
4" Lateral, 8' Deep	\$1,861.30	\$1,907.84	\$39.20	\$40.18
4" Lateral, 10' Deep	\$2,350.80	\$2,409.57	\$49.93	\$51.18
6" Lateral, 4' Deep	\$1,556.19	\$1,595.10	\$27.05	\$27.72
6" Lateral, 6' Deep	\$1,589.08	\$1,628.81	\$27.05	\$27.72
6" Lateral, 8' Deep	\$2,466.01	\$2,527.66	\$43.93	\$45.03
6" Lateral, 10' Deep	\$2,481.04	\$2,543.07	\$51.23	\$52.51



CONSOLIDATED FEE SCHEDULE UPDATE - 2012

WATER CAPACITY CONNECTION FEES

**WATER CAPACITY CHARGE**

<u>2012</u>	<u>ENR CCI</u>	<u>2013</u>
\$3,885.40	2.50%	\$3,982.54

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50'/\$ per foot	
	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>
3/4" Single Service	\$2,949.51	\$3,023.25	\$30.30	\$31.06
1" Single Service	\$3,186.12	\$3,265.77	\$32.33	\$33.14
1" Single Service Split into 2 5/8" x 3/4"	\$3,507.56	\$3,595.25	\$32.80	\$33.62
1 1/2" Single Service	\$3,779.43	\$3,873.92	\$29.10	\$29.83
2" Single Service Split into 5 5/8" x 3/4"	\$4,814.81	\$4,935.18	\$29.10	\$29.83
2" Service Disc Meter Low Demand	\$4,325.47	\$4,433.61	\$29.10	\$29.83
2" Service Compound High Demand	\$5,815.53	\$5,960.92	\$29.10	\$29.83
3" Service	\$9,031.24	\$9,257.02	\$34.15	\$35.00
4" Service	\$10,135.67	\$10,389.06	\$34.15	\$35.00
6" Service *	\$13,684.89	\$14,027.01	\$37.54	\$38.48

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

<u>Size</u>	<u>Fee</u>	
	<u>2012</u>	<u>2013</u>
5/8" x 3/4"	\$ 340.38	\$ 348.89
1"	\$ 495.41	\$ 507.80
1.5"	\$ 875.08	\$ 896.96
2" Disc Meter Low Demand	\$ 1,095.51	\$ 1,122.90
2" Compound	\$ 2,585.57	\$ 2,650.21
3"	\$ 3,022.98	\$ 3,098.55
4"	\$ 4,386.52	\$ 4,496.18
6"	Time & Materials	

**METER SPLIT**

<u>Size</u>	<u>Fee</u>	
	<u>2012</u>	<u>2013</u>
2 5/8" x 3/4" meters on existing service	\$ 996.91	\$ 1,021.83
Meter split with street crimp in cement sidewalk	\$ 1,298.83	\$ 1,331.30

Fort Bragg Youth Tobacco Buy Survey				
2 surveys per year	Number of Staff	Hours	Salary Rate/Hr	Total
<b>Personnel Costs</b>				
<b>Preparation</b>				
Recruit/train youth and chaperones (Sr Program Specialist) \$27.41/hr + benefits (51%)	1	6	\$ 41.39	\$ 248
Coordinate with Police (Sr Program Specialist)	1	2	\$ 41.39	\$ 83
<b>Conducting the operation</b>				
HHSA Staff (various averaged) \$28.73/hr x 1.5*	1	16	\$ 43.10	\$ 690
Youth Decoys	2	16	\$ 10.00	\$ 320
<b>Follow up</b>				
Document Cases (SPS)	1	2	\$ 41.39	\$ 83
Communicate w/city and Report Outcomes (SPS)	1	4	\$ 41.39	\$ 166
<b>Personnel Subtotal</b>				<b>\$ 1,589</b>
<b>Other Expenses</b>				
Tobacco Products				\$ 59
Decoy Purchases				\$ 120
Food for Participants				\$ 45
Rental Car				\$ 100
<b>Other Subtotal</b>				<b>\$ 324</b>
<b>Indirect Costs 15%</b>				<b>\$ 287</b>
<b>Grand Total</b>				<b>\$ 2,200</b>
<b>Approximate cost per survey =</b>			\$	1,100.01
<b>Cost per retailer for 15 retailers x 2 surveys/year:</b>			\$	146.67
<b>Cost per retailer for 15 retailers x 1 surveys/year:</b>			\$	73.33
<b>* rate at time and a half for weekend work (overtime). Includes training time</b>				

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY12/13**  
**UPDATED 06/22/12**

	HOURLY RATE			
	BASE HRLY RATE	RATE WITH BENEFITS	OVRTIME RATE	RATE WITH BENEFITS & OVRHEAD*
<b>4130 CITY MANAGER</b>				
CITY MANAGER	92.17	124.67	-	153.22
HR MNGR/ASST TO CM	50.97	62.70	-	77.06
TECHNOLOGY INFO TECH	30.69	41.78	46.04	51.35
ADMINISTRATIVE ASSISTANT-ADMIN	28.76	45.38	43.13	55.77
<b>4131 CITY CLERK</b>				
CITY CLERK	53.69	69.86	-	85.86
OFFICE ASSISTANT	25.23	41.32	37.84	50.78
<b>4150 FINANCE</b>				
FINANCE DIRECTOR	59.10	76.28	-	93.75
SR GOV ACCT	42.38	57.72	-	70.94
GOV ACCT I	37.21	49.41	55.81	60.73
FINANCE TECH I	22.45	30.27	33.67	37.21
<b>4320 COMMUNITY DEVELOPMENT</b>				
COMM DEV DIRECTOR	62.29	83.81	-	103.00
ASSISTANT PLANNER	36.50	54.02	54.75	66.39
ADMINISTRATIVE ASSISTANT-CD	29.41	38.18	44.12	46.93
ECONOMIC DEV COORDINATOR	40.08	60.18	42.44	73.96
<b>4200-4202 POLICE DEPARTMENT</b>				
CHIEF	77.67	120.30	-	147.85
LT	56.78	90.54	-	111.27
ADMINISTRATIVE ASSISTANT-PD	24.87	37.50	37.30	46.09
SERGEANT	48.14	76.17	72.21	93.62
OFFICER	37.89	58.59	56.84	72.00
COMM SERVICE OFFICER	22.34	33.46	33.51	41.12
POLICE SERVICE TECH	25.78	36.74	38.67	45.15
<b>4330, 4570, 4712 PUBLIC WORKS</b>				
PUBLIC WORKS DIRECTOR	65.39	88.81	-	109.15
PW PROJECT ANALYST	34.49	46.77	51.74	57.48
ENGINEERING TECH	36.55	55.61	54.83	68.35
WATER PROJECT MGR	40.89	55.12	61.34	67.74
PW SUPERINTENDENT	47.44	70.88	-	87.11
MAINT WORKER IV	30.24	48.64	45.36	59.78
MAINT WORKER III	28.97	40.64	43.46	49.95
MAINT WORKER II	28.07	44.28	42.11	54.42
MAINT WORKER I	20.87	30.69	31.31	37.72
MECHANIC	30.07	45.46	45.11	55.88
WATER - LEAD	37.19	49.75	55.79	61.15
WW - LEAD	36.68	57.20	55.03	70.30
OPERATOR II	30.75	47.35	46.13	58.19
LAB DIRECTOR	41.23	59.99	61.84	73.73

**ANIMAL CARE CONTROL FEES  
2013 ANALYSIS**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Vicious Potentially Dangerous Animal Hearing	373.74	\$ 325.00	\$ 370.00	\$ 45.00	Recalculated based on current weighted salary of employees

**ANIMAL CARE CONTROL FEES  
2013 ANALYSIS**

<b>Vicious Potentially Dangerous Animal Hearing</b>						
		City Clerk	City Manager	Office Asst.		Total Costs
Receive/Review Request		0.25				
Prepare Notice of Hearing		0.50				
Mail Notice of Hearing				0.25		
Prepare for Hearing			0.50			
Conduct Hearing			0.75			
Prepare Letter of Results		0.50				
Mail Letter				0.25		
			0.00			
		1.25	1.25	0.50		
<i>Total salary &amp; benefits</i>		<i>114.98</i>	<i>231.51</i>	<i>25.72</i>		<i>\$372.20</i>
Postage/copying						<i>1.54</i>
					Total Costs	<i>373.74</i>
					<b>Current Fee</b>	<b>\$ 325.00</b>
					<b>Proposed fee</b>	<b>\$ 370.00</b>

<b>4130 CITY MANAGER</b>			
CITY MANAGER	150.70	-	185.21
HR MNGR/ASST TO CM	65.16	-	80.09
TECHNOLOGY INFO TECH	49.07	38.66	60.30
ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
<b>4131 CITY CLERK</b>			
CITY CLERK	74.84	-	91.98
OFFICE ASSISTANT	41.85	27.99	51.43
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	81.22	-	99.82
SR GOV ACCT	55.98	-	68.80
GOV ACCT I	49.24	40.92	60.52
FINANCE TECH I	32.12	26.62	39.47
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	85.33	-	104.86
ASSISTANT PLANNER	56.62	42.94	69.58
ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	123.56	-	151.86
LT	88.26	-	108.47
ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
SERGEANT	76.76	48.95	94.34
OFFICER	56.19	34.99	68.60
COMM SERVICE OFFICER	36.79	23.05	45.22
POLICE SERVICE TECH	37.13	28.94	45.63
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	112.88	-	138.73
PW PROJECT ANALYST	46.72	39.15	57.42
ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
WATER PROJECT MGR	48.79	41.28	59.97
PW MANAGER	74.34	-	91.64
PW OPERATIONS MANAGER	67.57	-	83.04
LEAD MAINTENANCE WORKER	51.76	36.69	63.61
MAINT WORKER IV	50.32	34.23	61.85
MAINT WORKER III	42.51	33.36	52.24
MAINT WORKER II	468.14	32.04	56.70
MAINT WORKER I	31.69	23.49	38.95
MECHANIC	46.61	33.72	57.28
TREATMENT PLANT - LEAD	51.78	41.20	63.63
OPERATOR II	48.00	33.99	59.00
ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

AGENDA PACKET FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
City Council Agendas (per year)		\$35.00	\$35.00	\$0.00	
City Council Packets (per year)	Between \$200-\$600 per year	\$200.00	\$200.00	\$0.00	
Council Committee Agendas (per year)		\$9.00	\$9.00	\$0.00	
Council Committee Packets (per year)		\$20.00	\$20.00	\$0.00	
Planning Commission Agenda (public and quasi-public agencies excluded) (per year)		\$18.00	\$18.00	\$0.00	
Planning Commission Packets (per year)		\$140.00	\$140.00	\$0.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

ANIMAL CARE CONTROL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Adoption Fees		Set by MCHS	Set by MCHS		
Dog Licenses:					
– Altered		\$20.00	\$20.00	\$0.00	
– Unaltered		\$50.00	\$50.00	\$0.00	
– Duplicate License/ Tag		\$5.00	\$5.00	\$0.00	
– Delinquent Licensing Penalty - Altered		Double license fee	Double license fee	No change	
– Delinquent Licensing Penalty - Unaltered		Double license fee	Double license fee	No change	
– Potentially Dangerous/ Vicious Dog license		\$100.00	\$100.00	\$0.00	
Feed & Care Fees		Set by MCHS	Set by MCHS	No change	
Impound/Redemption Fee - Unaltered					
– 1 <sup>st</sup> Offense		\$35.00	\$35.00	\$0.00	
– 2 <sup>nd</sup> Offense		\$50.00	\$50.00	\$0.00	
– 3 <sup>rd</sup> and subsequent Offenses		\$100.00	\$100.00	\$0.00	
Impound/Redemption Fee - Altered				\$0.00	
– 1 <sup>st</sup> Offense		\$10.00	\$10.00	\$0.00	
– 2 <sup>nd</sup> Offense		\$25.00	\$25.00	\$0.00	
– 3 <sup>rd</sup> and subsequent Offenses		\$50.00	\$50.00	\$0.00	
Protective Custody Hold		Set by County	Set by County	No change	
Spay/Neuter Fees		Set by MCHS	Set by MCHS	No change	
Surrender Fees					
– Stray Animals		Set by MCHS	Set by MCHS	No change	
– Owner Surrendered		Set by MCHS	Set by MCHS	No change	
Vaccinations/Medications/Tests/Microchip		Set by MCHS	Set by MCHS	No change	
Veterinary Services		Set by MCHS	Set by MCHS	No change	
Vicious/Potentially Dangerous Animal Hearing Fee	\$373.74	\$ 325.00	\$ 370.00	\$45.00	



CONSOLIDATED FEE SCHEDULE UPDATE - 2013

FILM PERMIT FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
<u>Permit Processing Fee:</u>					
– Minor Events (up to 7 days)		\$50.00	\$50.00	\$0.00	
– Major Events (over 7 days)		\$100.00	\$100.00	\$0.00	
<u>Deposit Account:</u>	A deposit				
– Minor Events (up to 7 days)		\$5,000.00	\$5,000.00	\$0.00	
– Major Events (over 7 days)		\$10,000.00	\$10,000.00	\$0.00	
Employee Rates		Current straight or overtime hourly rate of employee	Current straight or overtime hourly rate of employee	No Change	
<u>Equipment Rates (per hour):</u>		Equipment must at all times be operated by a City employee.	Equipment must at all times be operated by a City employee.	No Change	
– Police Car		\$15.00	\$15.00	\$0.00	Plus cost of employee operating vehicle
– Public Works Light Vehicle		\$15.00	\$15.00	\$0.00	Plus cost of employee operating vehicle
– Public Works Heavy Vehicle (depending on vehicle used)		\$25-\$80	\$25-\$80	No Change	Plus cost of employee operating vehicle

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

FILM PERMIT FEES

Buildings/Parks		City buildings and parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	City buildings and parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	No Change	
<u>Other Rates</u>				\$0.00	
- Water		As established by City Manager	As established by City Manager	No Change	
- Deposit to borrow City-owned barricades (per barricade)		30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	No Change	Actual cost of barricade
- Other small equipment (not specified herein)		As established by City Manager	As established by City Manager	No Change	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

FINANCE DEPARTMENT FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Audit Reports – Complete Set	\$32.10	\$32.00	\$32.00	\$0.00	
Audit Reports – Subsets	\$12.75	\$12.00	\$12.00	\$0.00	
Bingo License (6 month period)		\$10.00	\$10.00	\$0.00	
Budget Document	\$53.06	\$53.00	\$53.00	\$0.00	
<u>Business License Fees</u>					
Initial License	\$96.15	\$94.00	\$96.00	\$2.00	
Initial License for Home Occupation	\$57.09	\$56.00	\$56.00	\$0.00	
Change of Business Location	\$96.15	\$94.00	\$96.00	\$2.00	
Change of Name	\$11.41	\$10.00	\$11.00	\$1.00	
Change of Ownership	\$96.15	\$94.00	\$96.00	\$2.00	
Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation	\$0.00	
Duplicate License	\$6.69	\$6.00	\$6.00	\$0.00	
License Renewal (Annual)	\$68.35	\$66.00	\$68.00	\$2.00	
License Renewal for Home Occupancy (Annual)	\$48.26	\$47.00	\$48.00	\$1.00	
Non-Profit Business License	\$96.15	\$36.00	\$41.00	\$5.00	City fee waived – only fee for fire inspection charged
Peddler (regular route with truck)		\$75.00	\$75.00	\$0.00	
Peddler (Solicitor peddling goods & wares from a temporary location)		\$20.00	\$20.00	\$0.00	
Small, one-time jobs (under \$1,000)		\$20.00	\$20.00	\$0.00	
Return check fee (charge for return of bad check from bank or financial institution)	\$35.38	\$33.00	\$35.00	\$2.00	
Replace lost AP Check	\$36.36	\$36.00	\$36.00	\$0.00	
<u>Tobacco Seller's License Fees:</u>					
– Initial License	\$183.95	\$180.00	\$180.00	\$0.00	
– Change of Business Location	\$37.28	\$35.00	\$35.00	\$0.00	
– Change of Name	\$10.09	\$10.00	\$10.00	\$0.00	
– Change of Ownership	\$37.28	\$35.00	\$35.00	\$0.00	
– Duplicate License	\$6.22	\$6.00	\$6.00	\$0.00	
Utility Bill - Final Notice Penalty	\$42.28	\$40.00	\$40.00	\$0.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

FINANCE DEPARTMENT FEES

Utility Profile Fee (one free in 12-month period)	\$19.22	\$19.00	\$19.00	\$0.00	
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CONSOLIDATED FEE SCHEDULE UPDATE - 2013

GYM RENTAL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Basic use fee (per hour)		\$20	\$20	\$0	
Daily Use fee (12 hours)		\$100	\$100	\$0	For events such as quilt show or crafts fair
Extended Use Fee		Fee established on case-by-case basis by City Manager	Fee established on case-by-case basis by City Manager	Varies	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

MISCELLANEOUS FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Aerial Photographs		\$80.00	Cost of Reproduction + 15%		This is something that would need to be outsourced - should just be actual cost of Printing + 15% like Publications & Reports
Appeal Fee for Appeal of Administrative Decision	\$ 431.44	\$ 365.00	\$ 430.00	\$65.00	Chapter 1.08
<u>Certification of Documents:</u>					
– First page (includes copy)	\$ -	\$ -	\$ -	\$0.00	
– Each additional page		\$0.15	\$0.15	\$0.00	
<u>Copy fees charged to the public:</u>					
– Black & White Copies:					
8 ½ x 11 & 8 ½ x 14 (per page)		\$0.15	\$0.15	\$0.00	
11 x 17		\$0.30	\$0.30	\$0.00	
Engineering Plans	\$ 3.35	\$ -	\$ 3.00	\$3.00	NEW FEE
– Color Copies:					
8 ½ x 11 & 8 ½ x 14 (per page)		\$0.30	\$0.30	\$0.00	
11 x 17		\$0.60	\$0.60	\$0.00	
Engineering Plans	\$ 5.10	\$ -	\$ 5.00	\$5.00	NEW FEE
Electronic Response to Records Request	\$ -	\$ 0.15	\$ 0.15	\$0.00	
Letter of Public Convenience or Necessity	\$ 367.58	\$ 340.00	\$ 365.00	\$ 25.00	
Letter of Public Convenience or Necessity – Public Hearing	\$ 576.53	\$ 525.00	\$ 575.00	\$ 50.00	
Publications and Reports		Cost of Printing + 15%	Cost of Printing + 15%	No Change	
Transferring Electronic Files to CD/DVD (per CD/DVD)		\$15	\$15	\$0.00	
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 25%	Cost of Reproduction + 25%	No Change	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PLANNING FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Address listing fee	\$23.33	\$20.00	\$20.00	\$0.00	
<u>Administrative Permits:</u>					
– Admin. Design Review,	\$576.04	\$545.00	\$575.00	\$30.00	
– Admin. Variance,					
– Minor Use Permit (does not include Medical Marijuana Cultivation MUP)					
– Admin. Coastal Dev. Permit					
– Amendment to Admin. Permit (major/minor)					
– Certificate of Appropriateness					
– Floodplain Development Permit					
– Administrative Design Review for 2 <sup>nd</sup> residential units	\$130.79	\$125.00	\$0.00	(\$125.00)	Eliminating fee; Design review for second units no longer allowed by State law.
– Administrative Design Review for pre-approved 2 <sup>nd</sup> residential unit designs	\$127.70	\$120.00	\$0.00	(\$120.00)	Eliminating fee; Design review for second units no longer allowed by State law.
– Limited Term Permit not requiring TAC review	\$151.03	\$170.00	\$150.00	(\$20.00)	
– Public Hearing (when requested for Admin. Permit)	\$1,054.79	\$1,080.00	\$1,050.00	(\$30.00)	
Amendment to Design Review, CDP, Use Permit (Minor – no environmental and no public hearing required)	\$503.30	\$550.00	\$500.00	(\$50.00)	
Annexation	Varies	*Costs incurred	*Costs incurred	No Change	
Appeal to Planning Commission or City Council	\$2,336.27	\$1,000.00	\$1,000.00	\$0.00	No change proposed
Building Permit Surcharge on Construction Permits (fee is not assessed for utility permits, demolition permits (with no valuation), re-roof permits, foundation permits (for existing structures), or siding permits)		1% of valuation of building permit	1% of valuation of building permit	No Change	
Certificate of Compliance	\$906.87	\$750.00	\$900.00	\$150.00	
<u>Code Enforcement Fees</u>					

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PLANNING FEES

– <b>Type 1 Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows and other similar code enforcement activities	\$293.20	\$265.00	\$290.00	\$25.00	
– <b>Type 2 Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$446.64	\$280.00	\$440.00	\$160.00	
– <b>Type 3 Activity:</b> illegal second unit construction without permits, change of use without permit, establishment of an unpermitted use, and other similar code enforcement activities	\$610.61	\$390.00	\$600.00	\$210.00	
– <b>Type 4 Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$820.70	\$720.00	\$820.00	\$100.00	
– <b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		
<u>Construction &amp; Demolition Waste Recycling Deposit:</u>					
– New construction projects of more than 1,000 square feet		0.37/sf	0.37/sf	No Change	
– Remodel or renovation projects of more than 500 sq. ft.		0.47/sf	0.47/sf	No Change	
– Demolition projects of more than 1,000 sq. ft.		0.52/sf	0.52/sf	No Change	
– Road, sidewalk, or driveway renovation/demolition projects that result in removal of 200 sq. ft. or more of asphalt or concrete		0.26/sf	0.26/sf	No Change	
– Waste Management Checklist Processing Fee	\$25.60	\$25.00	\$25.00	\$0.00	



CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PLANNING FEES

Development Agreement	Varies	*Costs incurred	*Costs incurred		
Emergency Permit	\$528.53	\$520.00	\$525.00	\$5.00	
Environmental Review: Negative Declaration; Environmental Impact Report	Varies	*Costs incurred	*Costs incurred	No Change	
General Plan Amendment	Varies	*Costs incurred	*Costs incurred	No Change	
<u>General Plan Maintenance Fee:</u>	This fee is not assessed for utility permits, demolition permits (with no valuation), re-roof permits, foundation permits (for existing structures) or siding permits				
– Construction Permits		1.5% of total permit valuation	1.5% of total permit valuation	No Change	
– Residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile home times \$51 per square foot	1.5% of assigned valuation based on gross floor area of mobile home times \$51 per square foot	No Change	
– Affordable housing units (as defined by Fort Bragg Municipal Code Title 18)		The City Council may grant exemptions upon written request	The City Council may grant exemptions upon written request	No Change	
Geographic Information System (GIS) Site Map	\$23.33	\$20.00	\$20.00	\$0.00	
Inclusionary Housing Fees (Interim)		Determined at time of application	Determined at time of application	No Change	
Local Coastal Plan Amendment		*Costs incurred	*Costs incurred	No Change	
Lot Line Adjustment	\$776.86	\$710.00	\$775.00	\$65.00	
Medical Marijuana Cultivation Minor Use Permit	\$448.42	\$430.00	\$445.00	\$15.00	
Mitigation Monitoring		*Costs incurred	*Costs incurred	No Change	
<u>Parking In-lieu Fees:</u>					
– Existing commercial building	\$4,213.85	\$2,105/space	\$2,105/space	No Change	Temporary Moratorium

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PLANNING FEES

– New commercial building	\$8,427.70	\$4,212/space	\$4,212/space	No Change	Temporary Moratorium
<u>Permits Requiring Planning Commission Review Hearing:</u>	\$1,132.03	\$1,845.00	\$1,100.00	(\$745.00)	New Method to Calculate Fee. All permits requiring a Planning Commission hearing must pay that fee (\$1,100) <b>PLUS</b> the fee(s) associated with the specific requested permit(s).
* Adult-Oriented Business Permit	\$1,316.82	\$1,845.00	\$1,300.00	\$555.00	
* Certificate of Appropriateness	\$521.42	\$1,845.00	\$500.00	(\$245.00)	
* Coastal Development Permit	\$869.32	\$1,845.00	\$850.00	\$105.00	
* Coastal Development Permit for Second Units	\$556.21	\$1,845.00	\$550.00	(\$195.00)	
* Design Review	\$313.11	\$1,845.00	\$300.00	(\$445.00)	
* Use Permit	\$695.37	\$1,845.00	\$700.00	(\$45.00)	
* Variance	\$417.05	\$1,845.00	\$400.00	(\$345.00)	
Planned Development Permit		*Costs incurred	*Costs incurred	No Change	
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$181.32	\$170.00	\$180.00	\$10.00	
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$297.04	\$0.00	\$295.00	\$295.00	NEW FEE
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning	\$1,440.57	\$0.00	\$1,440.00	\$1,440.00	NEW FEE
Pre-Application Analysis		*Costs incurred	*Costs incurred	No Change	
		Minimum Deposit: \$750	Minimum Deposit: \$750	No Change	
Research Fee	\$64.94	\$60.00	\$60.00	\$0.00	Per Hour - To cover staff time researching properties for customers
Rezoning		*Costs incurred	*Costs incurred	No Change	
<u>Sign Permit:</u>					
– Permanent & Temporary	\$48.80	\$55.00	\$50.00	(\$5.00)	
– Political		\$100 (refundable deposit)	\$100 (refundable deposit)	No Change	
Specific Plan		*Costs incurred	*Costs incurred	No Change	
<u>Subdivision Map:</u>					
– Extension of Time	\$232.52	\$125.00	\$225.00	\$100.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PLANNING FEES

- Final Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120.00	
- Improvement Plan, Plan Check, Construction Inspections		*Costs incurred	*Costs incurred	No Change	
- Minor Subdivision (<5 Parcels)		*Costs incurred	*Costs incurred	No Change	
- Major Subdivision (5+ Parcels)		*Costs incurred	*Costs incurred	No Change	
- Parcel Merger		Cost Incurred	Cost Incurred	n/a	
- Parcel Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120.00	
- Reversion to Acreage		Cost Incurred	Cost Incurred	n/a	
<u>Technical Advisory Committee Review</u>					
- Minor	\$696.62	\$650.00	\$695.00	\$45.00	Fee waived for non-profit events.
- Major		*Costs incurred	*Costs incurred	No Change	Developer deposit account
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.			
Zoning letter	\$105.37	\$100.00	\$105.00	\$5.00	Per Hour

**NOTE:** When more than one application is processed concurrently and a deposit account is not required, the full fee will be charged for the highest priced application, and the fee for the other applications will be reduced by 50%. Only one fee shall be charged for the concurrent processing of Design Review, Variance, Use Permit and/or Coastal Development Permit applications. THIS WILL BE ELIMINATED

**NOTE:** At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PLANNING FEES

**NOTE:** For applications requiring payment of “costs incurred”, a deposit account will be established for the project. The opening deposit will be determined based upon the estimated cost to complete the permitting process. The minimum deposit will be \$2,000. Costs for staff time will be based on fully-loaded hourly rates. City Attorney costs will be based on the City’s actual costs incurred and vary depending on which attorney is providing services. Costs of consultants are based on the City’s actual costs incurred in accordance with professional service agreements for said services.

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC SAFETY FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$34.99	\$25.00	\$25.00	\$0.00	\$25 max. allowed under 40226 of the California Vehicle Code
Alarm Fee – for alarms terminating at Police Department, Annually	\$27.38	\$27.00	\$27.00	\$0.00	
<u>Audio Tape Recording Copy</u>					
– Requestor provides tape	\$31.94	\$31.00	\$31.00	\$0.00	
– City provides tape	\$32.94	\$32.00	\$32.00	\$0.00	
Bicycle License		\$0.00		\$0.00	\$4 maximum allowed by DMV
Civil Subpoena Appearance Fee		\$150 + additional time/rate adjustment	\$275 + additional time/rate adjustment	\$125.00	Stipulated Fee of \$275 allowed
Conference Room use during non-business hours (per hour)		\$50/hour	\$50/hour		
Dance Permit Fees:					
– Public dance, per event		\$75.00	\$75.00	\$0.00	
– Dances at a fixed place of business where alcoholic beverages are sold, annually		\$300.00	\$300.00	\$0.00	
– Dances at fixed place of business where alcoholic beverages are not sold, annually		\$150.00	\$150.00	\$0.00	
– Dances, as defined in Section 5.12.080		No fee	No fee		
Fingerprinting	\$13.69	\$12.00	\$12.00	\$0.00	State stipulated fee is \$12
Found Property Claimant	\$31.94	\$31.00	\$31.00	\$0.00	Plus advertising fees (if incurred)
Gun Storage Fee (per gun)	\$77.57	\$75.00	\$77.00	\$2.00	
Insurance Letter for Crime Report	\$27.99	\$25.00	\$27.00	\$2.00	
<u>Evidence Photographs:</u>					
– Digital	\$27.38	\$25.00	\$27.00	\$2.00	+ cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC SAFETY FEES

- Commercial film developing	\$54.76	\$50.00	\$54.00	\$4.00	+ cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed
<u>Parking Citation Penalties for Violation:</u>					
- Blocking a Driveway		\$35.00	\$35.00	\$0.00	
- Disabled parking space w/o disabled plate or placard		\$285.00	\$285.00	\$0.00	
- Double Parking		\$35.00	\$35.00	\$0.00	
- No Parking		\$35.00	\$35.00	\$0.00	
- Off Street Parking Violation		\$35.00	\$35.00	\$0.00	
- Parking more than 18" from curb		\$35.00	\$35.00	\$0.00	
- Parked on Sidewalk		\$35.00	\$35.00	\$0.00	
- Parking in Alley		\$35.00	\$35.00	\$0.00	
- Parking Space Markings		\$35.00	\$35.00	\$0.00	
- Permit Parking Only		\$35.00	\$35.00	\$0.00	
- Registration Tabs		\$35.00	\$35.00	\$0.00	
- Red Zone		\$35.00	\$35.00	\$0.00	
- 72-Hour Continuous Parking		\$75.00	\$75.00	\$0.00	
- Timed Parking Zone		\$35.00	\$35.00	\$0.00	
- Wrong Side of Road		\$35.00	\$35.00	\$0.00	
- Yellow Loading Zone		\$35.00	\$35.00	\$0.00	
Record Clearance Checks	\$54.86	\$59.00	\$54.00	(\$5.00)	
Repossessed Vehicle Release	\$0.00	\$15.00	\$15.00	\$0.00	State stipulates \$15 maximum
Stored Vehicle Storage Fee (when stored onsite; per day)	\$12.02	\$10.00	\$12.00	\$2.00	Not currently in use
<u>Taxicab Fees:</u>					
- <u>License Fee, per year</u>					
- For first vehicle		\$50.00	\$50.00	\$0.00	
- Per vehicle additional		\$10.00	\$10.00	\$0.00	
- Permit Application Fee	\$163.69	\$150.00	\$160.00	\$10.00	
- Taxi Driver Background Check	\$117.16	\$115.00	\$117.00	\$2.00	Plus DOJ Fee
Vehicle Accident Report	\$25.71	\$25.00	\$25.00	\$0.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC SAFETY FEES

Vehicle Release (for towed vehicle) – normal release	\$84.67	\$81.00	\$84.00	\$3.00	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$115.19	\$108.00	\$115.00	\$7.00	
<u>Video Tape Copy:</u>					
– Requestor provides tape	\$27.38	\$27.00	\$27.00	\$0.00	
– City provides tape	\$32.38	\$32.00	\$32.00	\$0.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC WORKS FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
<u>Backflow Prevention Device Fees:</u>					
– Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$117.89	\$100	\$115	\$15	
– Annual fee for private business who wish to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City Clerk)	0	\$225	\$225	\$0	
– Temporary backflow device for special events	\$67.65	\$60	\$65	\$5	
Building Permit for driveway and/or handicap ramp	\$83.61	\$70	\$80	\$10	
Construction cost estimates	\$41.52	40	40	\$0	
D-2 Rate for hourly supervision of contractors modifying City water system	Varies	Current rate of Public Works Superintendent	Current rate of Public Works Superintendent		
<u>Deposit to borrow City-owned Equipment:</u>					
– Barricades (deposit per barricade)	\$35	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	Varies	Deposit based on actual cost of barricade
– 36" Reflective Traffic Cone (deposit per cone)	\$25	30% of cost of borrowed ones (i.e. number borrowed x \$25 x 30%)	30% of cost of borrowed ones (i.e. number borrowed x \$25 x 30%)	Varies	Deposit based on actual cost of cone
– 28" Reflective Traffic Cone (deposit per cone)	\$15	30% of cost of borrowed cones (i.e. number borrowed x \$15 x 30%)	30% of cost of borrowed cones (i.e. number borrowed x \$15 x 30%)	Varies	Deposit based on actual cost of cone



CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC WORKS FEES

- 18" Reflective Traffic Cone (deposit per cone)	\$10	30% of cost of borrowed cones (i.e. number borrowed x \$10 x 30%)	30% of cost of borrowed cones (i.e. number borrowed x \$10 x 30%)	Varies	Deposit based on actual cost of cone
- 12" Reflective Traffic Cone (deposit per cone)	\$8	30% of cost of borrowed cones (i.e. number borrowed x \$8 x 30%)	30% of cost of borrowed cones (i.e. number borrowed x \$8 x 30%)	Varies	Deposit based on actual cost of cone
- No Parking Tripod (deposit per tripod)	\$30	30% of cost of borrowed tripods (i.e. number borrowed x \$30 x 30%)	30% of cost of borrowed tripods (i.e. number borrowed x \$30 x 30%)	Varies	Deposit based on actual cost of tripod
Processing Fee for borrowing City-owned Equipment	\$70.88	\$65	\$70	\$5	Cost to use forklift to get items out of loft and put them back.
Processing Fee for borrowing City-owned Equipment/Street Closure	\$240.98	\$230	\$240	\$10	Same as above, only more time.
<u>Encroachment Permit Fees:</u>					
- <u>Performance Bond</u>					
- Deposit		\$500	\$500	\$0	
- For excavation within paved roadway, alley, or easement areas		\$2 per square foot	\$2 per square foot	\$0	
- For excavation within unpaved roadway, alley, or easement areas		\$1 per square foot	\$1 per square foot	\$0	
- For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk		\$5 per square foot	\$5 per square foot	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC WORKS FEES

- For all other public improvements		Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer		
- Permit issuance fee	\$94.23	\$85	\$90	\$5	
- <u>Permit Fee</u>					
- Driveway –Commercial		\$95	\$95	\$0	
- Driveway – Residential		\$55	\$55	\$0	
- Excavation – Less than 50 lineal feet (lf)		\$75 + 0.25/lf	\$75 + 0.25/lf	\$0	
- Excavation – More than 50 lf		\$200	\$200	\$0	
- Excavation – Additional charge over 100 lf		0.50/lf	0.50/lf		
- Inspection – Repairs & Replacements	\$92.36	\$75	\$90	\$15	
- Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$108.66	\$85	\$105	\$20	
- Miscellaneous permits (not covered elsewhere; per location)		\$100	\$100	\$0	
- Parking (per day; per space)		\$25	\$25	\$0	
- Sidewalk, curb & gutter, ramp & conform paving)		0.25/sf	0.25/sf		
- Street Closure		\$150	\$150	\$0	
- Street Closure – Recurring		\$50	\$50	\$0	
- Fine for working without encroachment permit		Double cost of permit	Double cost of permit	Varies	
<u>Food Service Establishment Wastewater Discharge Permit Fees</u>					
- Annual Inspection Fee	\$98.24	\$85	\$95	\$10	
- Application Fee	\$137.53	\$115	\$135	\$20	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC WORKS FEES

Grading Permit Fee	416.19	Actual cost incurred for staff review & approval; \$300 deposit	Actual cost incurred for staff review & approval; \$300 deposit		
<u>Grease Traps/Interceptors:</u>					
– Initial application fee	\$137.53	\$115	\$135	\$20	
– Annual inspection fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other products as approved by the District)	\$117.89	\$85	\$115	\$30	
Hot Tap Machine Use, per tap; plus preparation cost		\$400 (does not include preparation costs)	\$400	\$0	
Pot Holing	Varies	*Cost incurred	*Cost incurred		
<u>Sanitary Sewer Fees:</u>					
– Permit and inspection of connections to the sanitary sewer system per residential or nonresidential unit	\$61.52	\$55	\$60	\$5	
– Permit and inspection of apartment connections to the sanitary sewer system	\$61.52	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0	
– Alterations of existing sewer installations	\$61.52	\$55	\$60	\$5	
– Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$41.52	Actual cost of work; \$40 for written cost estimate	Actual cost of work; \$40 for written cost estimate	\$0	
<u>Septic Tank Dump Fees:</u>					
Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
– Up to 1500 gallons	\$181.03	\$180	\$180	\$0	
– For each additional 500 gallons	\$39.50	\$35	\$35	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC WORKS FEES

Service Calls (if due to customer fault or private line failure):		Both MID & City			
- During normal operation hours		Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead.	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead.		
- If after hours		Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead.	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead.		
		Hourly charge thereafter, hourly rate is based on the current overtime rate of employee, including benefits & overhead.	Hourly charge thereafter, hourly rate is based on the current overtime rate of employee, including benefits & overhead.		
Treated Wastewater Disposal Fee					
- Public Agencies		\$0.17/gallon	\$0.17/gallon	0	
- Others		\$0.25/gallon	\$0.25/gallon	\$0	
Water deposit		\$150	\$150	\$0	
Water hydrant meter rental deposit		\$750	\$750	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

PUBLIC WORKS FEES

Water line testing and forms (New)	Varies	*Cost incurred	*Cost incurred	No Change	
Water meter split evaluation	\$45.67	\$45	\$45	\$0	
Water Distribution System Permit and Inspection of Connections	\$69.87	\$55	\$65	\$10	
Water turn on/off at customer request	\$28.35	\$25	\$25	\$0	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

TOWN HALL FEES

CATEGORY	ACTUAL COST	CURRENT FEE	PROPOSED FEE	DIFFERENCE	NOTES
Additional use beyond basic 12 hours (per hour)		\$10	\$10	\$0	
Basic use fee (each 12 hours)		\$120	\$120	\$0	
Custodian Charge (per hour during normal hours of work)	\$56.70	\$50.00	\$55.00	\$5	
Custodian Charge (per hour; overtime rate)	\$85.05	\$80.00	\$85.00	\$5	
Deposit for Alcohol Use		\$500	\$500	\$0	
Non-Profit use fee (each 12 hours)		\$60	\$60	\$0	
Security/Cleaning & Key Deposit		\$200	\$200	\$0	
Sound Equipment Use (per day)	\$ 100.45	\$ 30.00	\$ 100.00	\$ 70.00	

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

SEWER FEES

**SEWER CAPACITY CHARGE**

2013	ENR CCI	2014
\$3,129.59	3.30%	\$3,232.87

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2013	2014	2013	2014
4" Lateral, 4' Deep	\$2,664.18	\$2,752.10	\$39.84	\$41.15
4" Lateral, 6' Deep	\$2,953.38	\$3,050.84	\$45.98	\$47.50
4" Lateral, 8' Deep	\$3,473.82	\$3,588.46	\$57.96	\$59.87
4" Lateral, 10' Deep	\$3,967.41	\$4,098.33	\$67.11	\$69.32
6" Lateral, 4' Deep	\$2,797.68	\$2,890.00	\$41.18	\$42.54
6" Lateral, 6' Deep	\$3,086.88	\$3,188.75	\$47.33	\$48.89
6" Lateral, 8' Deep	\$3,607.35	\$3,726.39	\$59.29	\$61.25
6" Lateral, 10' Deep	\$4,100.91	\$4,236.24	\$68.44	\$70.70

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2013	2014	2013	2014
4" Lateral, 4' Deep	\$920.61	\$950.99	\$23.46	\$24.23
4" Lateral, 6' Deep	\$1,150.38	\$1,188.34	\$23.46	\$24.23
4" Lateral, 8' Deep	\$1,907.84	\$1,970.80	\$40.18	\$41.51
4" Lateral, 10' Deep	\$2,409.57	\$2,489.09	\$51.18	\$52.87
6" Lateral, 4' Deep	\$1,595.10	\$1,647.74	\$27.72	\$28.63
6" Lateral, 6' Deep	\$1,628.81	\$1,682.56	\$27.72	\$28.63
6" Lateral, 8' Deep	\$2,527.66	\$2,611.07	\$45.03	\$46.52
6" Lateral, 10' Deep	\$2,543.07	\$2,626.99	\$52.51	\$54.24

CONSOLIDATED FEE SCHEDULE UPDATE - 2013

WATER FEES

**WATER CAPACITY CHARGE**

2013	ENR CCI	2014
\$3,982.54	3.30%	\$4,113.96

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50'/\$ per foot	
	2013	2014	2013	2014
3/4" Single Service	\$3,023.25	\$3,123.02	\$31.06	\$32.08
1" Single Service	\$3,265.77	\$3,373.54	\$33.14	\$34.23
1" Single Service Split into 2 5/8" x 3/4"	\$3,595.25	\$3,713.89	\$33.62	\$34.73
1 1/2" Single Service	\$3,873.92	\$4,001.76	\$29.83	\$30.81
2" Single Service Split into 5 5/8" x 3/4"	\$4,935.18	\$5,098.04	\$29.83	\$30.81
2" Service Disc Meter Low Demand	\$4,433.61	\$4,579.92	\$29.83	\$30.81
2" Service Compound High Demand	\$5,960.92	\$6,157.63	\$29.83	\$30.81
3" Service	\$9,257.02	\$9,562.50	\$35.00	\$36.16
4" Service	\$10,389.06	\$10,731.90	\$35.00	\$36.16
6" Service *	\$14,027.01	\$14,489.90	\$38.48	\$39.75

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

<u>Size</u>	<u>Fee</u>	
	<u>2013</u>	<u>2014</u>
5/8" x 3/4"	\$ 348.89	\$ 360.40
1"	\$ 507.80	\$ 524.56
1.5"	\$ 896.96	\$ 926.56
2" Disc Meter Low Demand	\$ 1,122.90	\$ 1,159.96
2" Compound	\$ 2,650.21	\$ 2,737.67
3"	\$ 3,098.55	\$ 3,200.80
4"	\$ 4,496.18	\$ 4,644.55
6"	Time & Materials	



CONSOLIDATED FEE SCHEDULE UPDATE - 2013

WATER FEES

**METER SPLIT**

<b><u>Size</u></b>	<b><u>Fee</u></b>	
	<b><u>2013</u></b>	<b><u>2014</u></b>
2 5/8" x 3/4" meters on existing service	\$ 1,021.83	\$ 1,055.55
Meter split with street crimp in cement sidewalk	\$ 1,331.30	\$ 1,375.23

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Audit Reports – Complete Set	32.10	32.00	32.00	0.00	
Audit Reports – Subsets	12.75	12.00	12.00	0.00	
Bingo License (6 month period)		10.00	10.00	0.00	
Budget Document	53.06	53.00	53.00	0.00	
<u>Business License Fees</u>					
					SB 1186 went into effect 1/1/13; it requires a \$1 surcharge on all business licenses
* Initial License	96.15	94.00	96.00	2.00	
* Initial License for Home Occupation	57.09	56.00	57.00	1.00	
* Change of Business Location	96.15	94.00	96.00	2.00	
* Change of Name	11.41	10.00	11.00	1.00	
* Change of Ownership	96.15	94.00	96.00	2.00	
* Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation		
* Duplicate License	6.69	6.00	6.00	0.00	
* License Renewal (Annual)	68.35	66.00	68.00	2.00	
* License Renewal for Home Occupancy (Annual)	48.26	47.00	48.00	1.00	
* Non-Profit Business License	96.15	36.00	41.00	5.00	City fee waived – only fee for fire inspection charged
* Peddler (regular route with truck)		75.00	75.00	0.00	
* Peddler (Solicitor peddling goods & wares from a temporary location)		20.00	20.00	0.00	
* Small, one-time jobs (under \$1,000)		20.00	20.00	0.00	
Return check fee (charge for return of bad check)	35.38	33.00	35.00	2.00	
Replace lost AP Check	36.36	36.00	36.00	0.00	
Tobacco Seller's License Fees:				0.00	
* Initial License	183.95	180.00	180.00	0.00	
* Change of Business Location	37.28	35.00	35.00	0.00	
* Change of Name	10.09	10.00	10.00	0.00	
* Change of Ownership	37.28	35.00	35.00	0.00	
* Duplicate License	6.22	6.00	6.00	0.00	
Utility Bill - Final Notice Penalty	42.28	40.00	40.00	0.00	
Utility Profile Fee (one free in 12-month period)	19.22	19.00	19.00	0.00	

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Audit Reports - Complete</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>7.35</i>		<i>\$7.35</i>
COPYING	PAGES	COST					
	165.00	0.15					24.75
POSTAGE							0.00
						Total Costs	32.10
						Current Fee	\$ 32.00
						Proposed fee	\$ 32.00
<b>Audit Reports - Partial</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>7.35</i>		<i>\$7.35</i>
COPYING	PAGES	COST					
	36.00	0.15					5.40
POSTAGE							0.00

FINANCE DEPARTMENT  
2013 FEE SCHEDULE

						Total Costs	12.75
						Current Fee	\$ 12.00
						Proposed fee	\$ 12.00

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Budget Document</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.33		
	0.00	0.00	0.00	0.00	0.33		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>16.16</i>		<i>\$16.16</i>
COPYING	PAGES	COST					
	246.00	0.15					36.90
POSTAGE							0.00
						Total Costs	53.06
						<b>Current Fee</b>	<b>\$ 53.00</b>
						<b>Proposed fee</b>	<b>\$ 53.00</b>

## FINANCE DEPARTMENT 2013 FEE SCHEDULE

[illegible]

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

	0.00	0.00	0.00	0.00	0.50	0.25	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>24.48</i>	<i>14.07</i>	<i>16.60</i>		<i>\$55.15</i>
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
SB 1186 SURCHARGE									1.00
								Total Costs	57.09
								<b>Current Fee</b>	<b>\$ 56.00</b>
								<b>Proposed fee</b>	<b>\$ 57.00</b>
<b>Change of Name</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.02						
Process Paperwork				0.23					
	0.00	0.00	0.02	0.23	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>1.21</i>	<i>8.56</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$9.77</i>
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	1	0.15							0.15
POSTAGE									0.49
SB 1186 SURCHARGE									1.00
								Total Costs	11.41
								<b>Current Fee</b>	<b>\$ 10.00</b>

## FINANCE DEPARTMENT 2013 FEE SCHEDULE

[illegible]



## FINANCE DEPARTMENT 2013 FEE SCHEDULE

[illegible]



## FINANCE DEPARTMENT 2013 FEE SCHEDULE

[illegible]

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
SB 1186 SURCHARGE									1.00
								Total Costs	96.15
								Cost w/o City	41.00
								<b>Current Fee</b>	<b>\$ 36.00</b>
								<b>Proposed fee</b>	<b>\$ 41.00</b>

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Gov Acct 1/Finance Tech		Total Costs
Look up account, reverse charges, contact customer					0.5		
Process Replacement Payment							
	0.00	0.00	0.00	0.00	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>24.48</i>		<i>\$24.48</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							10.90
						Total Costs	35.38
						<b>Current Fee</b>	<b>\$ 33.00</b>
						<b>Proposed fee</b>	<b>\$ 35.00</b>

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Gov Acct 1/Finance Tech		Total Costs
Verify check hasn't cleared, stop payment, pull invoice, void check, issue replacement			0.50				
	0.00	0.00	0.50	0.00	0		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>30.36</i>	<i>0.00</i>	<i>0.00</i>		<i>\$30.36</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							6.00
						Total Costs	36.36
						<b>Current Fee</b>	<b>\$ 36.00</b>
						<b>Proposed fee</b>	<b>\$ 36.00</b>

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Tobacco Seller's Initial License</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??		0.25							
Process Paperwork				0.50					
	0.00	0.25	0.00	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>17.73</i>	<i>0.00</i>	<i>18.60</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$36.34</i>
County Survey Cost									<i>\$146.67</i>
COPYING	PAGES	COST							
	3	0.15							<i>0.45</i>
POSTAGE									<i>0.49</i>
								Total Costs	<i>183.95</i>
								Current Fee	<i>\$ 180.00</i>
								Proposed fee	<i>\$ 180.00</i>
<b>Change of Name</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??									
Process Paperwork				0.25					

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

	0.00	0.00	0.00	0.25	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>9.30</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$9.30</i>
Fire Inspection Fee	TIME	RATE							
	0.00	37.97							\$0.00
COPYING	PAGES	COST							
	2	0.15							0.30
POSTAGE									0.49
								Total Costs	10.09
								<b>Current Fee</b>	<b>\$ 10.00</b>
								<b>Proposed fee</b>	<b>\$ 10.00</b>
<b>Change of Ownership</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??		0.25							
Process Paperwork				0.50					
	0.00	0.25	0.00	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>17.73</i>	<i>0.00</i>	<i>18.60</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$36.34</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
								Total Costs	37.28



**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

								<b>Current Fee</b>	<b>\$ 35.00</b>
								<b>Proposed fee</b>	<b>\$ 35.00</b>
<b>Change of Business Location</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??		0.25							
Process Paperwork				0.50					
	0.00	0.25	0.00	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>17.73</i>	<i>0.00</i>	<i>18.60</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$36.34</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
								Total Costs	37.28
								<b>Current Fee</b>	<b>\$ 35.00</b>
								<b>Proposed fee</b>	<b>\$ 35.00</b>
<b>Duplicate License</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

Review Application									
Process Fee/Answer ??									
Process Paperwork				0.15					
	0.00	0.00	0.00	0.15	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>5.58</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$5.58</i>
Fire Inspection Fee	TIME	RATE							
		37.97							<i>\$0.00</i>
COPYING	PAGES	COST							
	1	0.15							<i>0.15</i>
POSTAGE									<i>0.49</i>
								Total Costs	<i>6.22</i>
								<b>Current Fee</b>	<b>\$ 6.00</b>
								<b>Proposed fee</b>	<b>\$ 6.00</b>

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Utility Bill - Final Notice Penalty</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Printing/Mailing				0.50			
Reviwing List & Turning off					0.5		
	0.00	0.00	0.00	0.50	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>18.60</i>	<i>23.03</i>		<i>\$41.64</i>
ROBOCALL SERVICE							<i>\$0.15</i>
POSTAGE							<i>0.49</i>
						Total Costs	<i>42.28</i>
						<b>Current Fee</b>	<b>\$ 40.00</b>
						<b>Proposed fee</b>	<b>\$ 40.00</b>

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>Utility Profile Fee</b>								
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1 / Finance Tech	Maint Worker I		Total Costs
Prepare Workorder					0.20			
Download Information from Handheld Computer						0.25		
	0.00	0.00	0.00	0.00	0.20	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>9.79</i>	<i>9.43</i>		<i>\$19.22</i>
ROBOCALL SERVICE								
POSTAGE								
							Total Costs	19.22
							<b>Current Fee</b>	<b>\$ 19.00</b>
							<b>Proposed fee</b>	<b>\$ 19.00</b>

**FINANCE DEPARTMENT  
2013 FEE SCHEDULE**

<b>4130 CITY MANAGER</b>			
CITY MANAGER	150.70	-	153.22
HR MNGR/ASST TO CM	65.16	-	77.06
TECHNOLOGY INFO TECH	49.07	38.66	51.35
ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	55.77
<b>4131 CITY CLERK</b>			
CITY CLERK	74.84	-	85.86
OFFICE ASSISTANT	41.85	27.99	50.78
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	81.22	-	93.75
SR GOV ACCT	55.98	-	70.94
GOV ACCT I	49.24	40.92	60.73
FINANCE TECH I	32.12	26.62	37.21
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	85.33	-	103.00
ASSISTANT PLANNER	56.62	42.94	66.39
ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.93
ECONOMIC DEV COORDINATOR	54.64	43.07	73.96
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	123.56	-	147.85
LT	88.26	-	111.27
ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	46.09
SERGEANT	76.76	48.95	93.62
OFFICER	56.19	34.99	72.00
COMM SERVICE OFFICER	36.79	23.05	41.12
POLICE SERVICE TECH	37.13	28.94	45.15
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	112.88	-	109.15
PW PROJECT ANALYST	46.72	39.15	57.48
ASSOCIATE CITY ENGINEER	63.95	47.82	68.35
WATER PROJECT MGR	48.79	41.28	67.74
PW MANAGER	74.34	-	87.11
PW OPERATIONS MANAGER	67.57	-	
LEAD MAINTENANCE WORKER	51.76	36.69	
MAINT WORKER IV	50.32	34.23	59.78
MAINT WORKER III	42.51	33.36	49.95
MAINT WORKER II	46.14	32.04	54.42
MAINT WORKER I	31.69	23.49	37.72
MECHANIC	46.61	33.72	55.88
TREATMENT PLANT - LEAD	51.78	41.20	70.30
OPERATOR II	48.00	33.99	58.19
ENV. COMPLIANCE COORDINATOR	65.58	45.81	73.73

DEPARTMENT	FEE	SUGGESTED CHANGE - 2012
Finance	Late fee for tobacco license	Penalties for violation but do we want a late fee for non-renewal
Public Works	FOG Fee	Increase staff time to 1.5 hours
Finance	SB1186 Surcharge	\$1 fee imposed on business licenses per SB 1186
Misc.	Plans	Need fee for B/W & Color

MAKE SURE HOURLY RATES FALL INTO SAME CELLS OR FIX SPREADSHEETS;  
FIGURE OUT HOW TO LOCK CELLS

**MISCELLANEOUS FEES  
2013 ANALYSIS**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Aerial Photographs		\$ 80.00	Cost of Reproduction + 15%	-	This is something that would need to be outsourced - should just be actual cost of Printing + 15% like Publications & Reports
Appeal of Administrative Decision	\$ 431.44	\$ 365.00	\$ 430.00	\$ 65.00	
Appeal of Water Bill	\$ 490.40	\$ 100.00	\$ 100.00	\$ -	
<b><u>Certification of Documents:</u></b>					
* First Page (includes copy)	\$ 11.65	\$ 10.00	\$ 10.00	\$ -	
* Each Additional Page		\$ 0.15	\$ 0.15	\$ -	
<b><u>Copy Charges:</u></b>					
<b><u>Black &amp; White Copies:</u></b>					
* 8 1/2 x 11		\$ 0.15	\$ 0.15	\$ -	
* 8 1/2 x 14		\$ 0.15	\$ 0.15	\$ -	
* 11 x 17		\$ 0.30	\$ 0.30	\$ -	
<b><u>Color Copies</u></b>					
* 8 1/2 x 11		\$ 0.30	\$ 0.30	\$ -	
* 8 1/2 x 14		\$ 0.30	\$ 0.30	\$ -	
* 11 x 17		\$ 0.60	\$ 0.60	\$ -	
<b><u>Engineering Plans</u></b>					
* Black & White	\$ 3.35	\$ -	\$ 3.00	\$ 3.00	NEW FEE
* Color	\$ 5.10	\$ -	\$ 5.00	\$ 5.00	NEW FEE
Electronic Response to Records Request	\$ 11.50	\$ 5.00	\$ 5.00	\$ -	
Letter of Public Convenience or Necessity	\$ 367.58	\$ 340.00	\$ 365.00	\$ 25.00	
Letter of Public Convenience or Necessity - Public Hearing	\$ 576.53	\$ 525.00	\$ 575.00	\$ 50.00	
Publications and Reports		Cost of Printing +15%	Cost of Printing +15%	\$ -	
<b><u>Town Hall Use Fees:</u></b>					
Custodian Charge (per hour)	\$ 56.70	\$ 50.00	\$ 55.00	\$ 5.00	
Custodian Charge -Overtime (per hour)	\$ 85.05	\$ 80.00	\$ 85.00	\$ 5.00	
Sound Equipment Use	\$ 100.45	\$ 30.00	\$ 100.00	\$ 70.00	

**MISCELLANEOUS FEES  
2013 ANALYSIS**

Transferring Electronic Files to CD (per CD)		\$ 15.00	\$ 15.00	\$ -	
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 15%	Cost of Reproduction + 15%	\$ -	



**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Appeal of Administrative Decision</b>							
	City Clerk	Office Asst.	City Manager	Admin Assist - CDD			Total Costs
Receive Request for Hearing				0.25			
Prepare Notice of Hearing	0.25						
Mail Notice of Hearing		0.25					
Conduct Hearing			1.00				
Deliberate & Prepare Response			1.00				
Mail Response		0.25					
Total hours	0.25	0.50	2.00	0.25	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>23.00</i>	<i>25.72</i>	<i>370.42</i>	<i>11.67</i>	<i>0.00</i>	<i>0.00</i>	<i>430.80</i>
Copying	NO. PGS	COST					
	1.00	0.15					0.15
Postage							0.49
					<b>Total Costs</b>		<b>\$ 431.44</b>
					<b>Existing</b>		<b>\$ 365.00</b>
					<b>Proposed</b>		<b>\$ 430.00</b>

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Appeal (to City Council) of Contested Water Bill</b>						
	Finance Tech	City Clerk	City Manager	Office Asst.		Total Costs
Research	0.50					
Prepare Agenda Item Summary		1.00				
Review Agenda Item Summary			1.00			
Copy/Distribute Agenda Item		0.00		1.00		
Attend meeting		0.50		0.50		
Prepare Minutes		0.50				
Notify appellant of action		0.25	0.00			
Total hours	0.50	2.25	1.00	1.50		
<i>Total salary &amp; benefits</i>	<i>19.74</i>	<i>206.96</i>	<i>185.21</i>	<i>77.15</i>		<i>\$489.05</i>
COPYING	NO. PGS	COST				
	3.00	0.15				\$0.45
POSTAGE						\$0.90
					Total Costs	490.40
					Current Fee	\$ 100.00
					Proposed fee	\$ 100.00

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Certification of Documents</b>						
		City Clerk				Total Costs
Retrieve & copy document		0.125				
Certify & seal document		0.125				
Total hours		0.25				
<i>Total salary &amp; benefits</i>		<i>11.50</i>				<i>11.50</i>
Postage/copying						<i>0.15</i>
					Total Costs	<i>11.65</i>
		0	0		<b>Current Fee</b>	<b>\$ 10.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 10.00</b>

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Copy Charges</b>						
	B&W			Color		
	8 1/2 x 11	8 1/2 x 14	11 x 14	8 1/2 x 11	8 1/2 x 14	11 x 14
Paper	0.007	0.011	0.009	0.007	0.011	0.009
Maintenace Fee	0.008	0.008	0.008	0.070	0.070	0.070
Employee Cost	0.24472	0.24472	0.24472	0.24472	0.24472	0.24472
TOTAL	0.25972	0.26372	0.26172	0.32172	0.32572	0.32372
<i>Employee cost based on average of Admin Asst (all areas), Police Serve Tech. &amp; Office Asst salary</i>	48.94					
	0	0	0	0		
<b>Engineer Plans</b>						
	B&W	COLOR				
	24 x 36					
Paper	0.23	0.23				
Ink	0.25	2.00				
Employee Cost	2.87	2.87				
TOTAL	3.351	5.101				

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Custodian Fee - Town Hall</b>						
		Maint. Worker II				Total Costs
Cleaning facility (per hour)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		<i>56.70</i>				<i>56.70</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>56.70</i>
		0	0		Total OT Costs	<i>85.05</i>
					<b>Current Fee</b>	<b>\$ 50.00</b>
					<b>Current OT Fee</b>	<b>\$ 80.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 55.00</b>
					<b>Proposed OT Fee</b>	<b>\$ 85.00</b>

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Electronic response to Records Request</b>						
		City Clerk				Total Costs
Scan Document		0.0625				
Transmit Document		0.0625				
Total hours		0.1250				
<i>Total salary &amp; benefits</i>		<i>11.50</i>				<i>11.50</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>11.50</i>
		0	0		<b>Current Fee</b>	<b>\$ 5.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 5.00</b>

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Letter of Public Convenience or Necessity</b>									
		City Clerk	Office Asst.	Asst Plan	Fire Dept.	City Manager	Police Chief		Total Costs
Receive/Review Application		0.250							
Prepare notice to property owners		0.250							
Mail notice			0.25						
Review of Application by C.D.D. & Fire				1.00	0.25				
Review of Application by Administrator (City Manager/ Police Chief)						0.50	0.50		
Write Letter		0.250							
Mail Letter			0.25						
Total hours		0.75	0.50	1.00	0.25	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>68.99</i>	<i>25.72</i>	<i>69.58</i>	<i>9.77</i>	<i>92.61</i>	<i>75.93</i>		<i>342.58</i>
Postage/copying									25.00
								Total Costs	367.58
								Current Fee	\$ 340.00
	0	0	0					Proposed fee	\$ 365.00

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Public Hearing for Letter of Public Convenience</b>							
	City Clerk	Office Asst.	City Manager	Police Chief			Total Costs
Prepare Hearing Notice/Agenda	0.50						
Post/Mail hearing notice/agenda		0.50					
Prepare Staff Report	0.50						
Review Staff Report			0.50				
Copy/Distribute Packet		0.50					0.50
Attend Hearing	0.50		0.50	0.50			
Prepare Minutes	0.50						
Total hours	2.00	1.00	1.00	0.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>183.96</i>	<i>51.43</i>	<i>185.21</i>	<i>75.93</i>	<i>0.00</i>	<i>0.00</i>	<i>496.53</i>
<i>Legal ad for public notice</i>							<i>50.00</i>
<i>Copying/postage</i>							<i>30.00</i>
						<b>Total Costs</b>	<b>\$ 576.53</b>
						<b>Existing</b>	<b>\$ 525.00</b>
						<b>Proposed</b>	<b>\$ 575.00</b>



**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>Sound Equipment Use (per day)</b>						
		IT				Total Costs
Set up sound equipment		1.50				
Total hours		1.50				
<i>Total salary &amp; benefits</i>		<i>90.45</i>				<i>90.45</i>
Electricity						<i>10.00</i>
					Total Costs	<i>100.45</i>
		0	0			
					<b>Current Fee</b>	<b>\$ 30.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 100.00</b>

**MISCELLANEOUS FEES  
2013 ANALYSIS**

<b>4130 CITY MANAGER</b>			
CITY MANAGER	150.70	-	185.21
HR MNGR/ASST TO CM	65.16	-	80.09
TECHNOLOGY INFO TECH	49.07	38.66	60.30
ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
<b>4131 CITY CLERK</b>			
CITY CLERK	74.84	27.99	91.98
OFFICE ASSISTANT	41.85	37.84	51.43
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	81.22	-	99.82
SR GOV ACCT	55.98	-	68.80
GOV ACCT I	49.24	40.92	60.52
FINANCE TECH I	32.12	26.62	39.47
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	85.33	-	104.86
ASSISTANT PLANNER	56.62	42.94	69.58
ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	123.56	-	151.86
LT	88.26	-	108.47
ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
SERGEANT	76.76	48.95	94.34
OFFICER	56.19	34.99	68.60
COMM SERVICE OFFICER	36.79	23.05	45.22
POLICE SERVICE TECH	37.13	28.94	45.63
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	112.88	-	138.73
PW PROJECT ANALYST	46.72	39.15	57.42
ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
WATER PROJECT MGR	48.79	41.28	59.97
PW MANAGER	74.34	-	91.64
PW OPERATIONS MANAGER	67.57	-	83.04
LEAD MAINTENANCE WORKER	51.76	36.69	63.61
MAINT WORKER IV	50.32	34.23	61.85
MAINT WORKER III	42.51	33.36	52.24
MAINT WORKER II	46.14	32.04	56.70
MAINT WORKER I	31.69	23.49	38.95
MECHANIC	46.61	33.72	57.28
TREATMENT PLANT - LEAD	51.78	41.20	63.63
OPERATOR II	48.00	33.99	59.00
ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59

	A	C	D	E
1	<b>4130 CITY MANAGER</b>			
2	CITY MANAGER	150.70	-	185.21
3	HR MNGR/ASST TO CM	65.16	-	84.08
4	TECHNOLOGY INFO TECH	49.07	38.66	60.30
5	ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
6	<b>4131 CITY CLERK</b>			
7	CITY CLERK	74.84	-	91.98
8	OFFICE ASSISTANT	41.85	27.99	51.43
9	<b>4150 FINANCE</b>			
10	FINANCE DIRECTOR	81.22	-	99.82
11	SR GOV ACCT	55.98	-	68.80
12	GOV ACCT I	49.24	40.92	60.52
13	FINANCE TECH I	32.12	26.62	39.47
14	<b>4320 COMMUNITY DEVELOPMENT</b>			
15	COMM DEV DIRECTOR	85.33	-	104.86
16	ASSISTANT PLANNER	56.62	42.94	69.58
17	ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
18	ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
19	<b>4200-4202 POLICE DEPARTMENT</b>			
20	CHIEF	123.56	-	151.86
21	LT	88.26	-	117.54
22	ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
23	SERGEANT	76.76	48.95	94.34
24	OFFICER	56.19	34.99	68.60
25	COMM SERVICE OFFICER	36.79	23.05	45.22
26	POLICE SERVICE TECH	37.13	28.94	45.63
27	<b>4330, 4570, 4712 PUBLIC WORKS</b>			
28	PUBLIC WORKS DIRECTOR	112.88	-	138.73
29	PW PROJECT ANALYST	46.72	39.15	57.42
30	ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
31	WATER PROJECT MGR	48.79	41.28	59.97
32	PW MANAGER	74.34	-	91.64
33	PW OPERATIONS MANAGER	67.57	-	83.04
34	LEAD MAINTENANCE WORKER	51.76	36.69	63.61
35	MAINT WORKER IV	50.32	34.23	61.85
36	MAINT WORKER III	42.51	33.36	52.24
37	MAINT WORKER II	46.14	32.04	56.70
38	MAINT WORKER I	31.69	23.49	38.95
39	MECHANIC	46.61	33.72	57.28
40	TREATMENT PLANT - LEAD	51.78	41.20	63.63
41	OPERATOR II	48.00	33.99	59.00
42	ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59
43				
44	CITY ATTORNEY			280.00

**PLANNING FEES  
2013 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$23.33	\$20	\$20	\$0	
<b><u>Administrative Permits:</u></b>					
- Admin. Design Review, - Admin. Variance, - Minor Use Permit (does not include Medical Marijuana Cultivation MUPs) - Admin. Coastal Dev. Permit - Amendment to Admin. Permit - Certificate of Appropriateness - Floodplain Development Permit	\$576.04	\$545	\$575	\$30	
- Administrative Design Review for 2 <sup>nd</sup> residential units	\$130.79	\$125.00	\$0.00	(\$125.00)	No longer allowed by State law
- Administrative Design Review for pre-approved 2 <sup>nd</sup> residential unit designs	\$127.70	\$120.00	\$0.00	(\$120.00)	No longer allowed by State law
Limited Term Permit not requiring TAC review	\$151.03	\$170	\$150	(\$20)	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Public hearing (when member of public requests public hearing for administrative permit)	1,054.79	\$1,080	\$1,050	(\$30)	
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$503.30	\$550	\$500	(\$50)	
Annexation		costs incurred			
Appeal to City Council or Planning Commission	\$2,336.27	\$1,000	\$1,000	\$0	
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$906.87	\$750	\$900	\$150	
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$293.20	\$265	\$290	\$25	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement	\$446.64	\$280	\$440	\$160	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$610.61	\$390	\$600	\$210	Recalculated staff time and wages & overhead spent processing application.
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$820.70	\$720	\$820	\$100	Recalculated staff time and wages & overhead spent processing application.
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition</u></b>					
<b><u>Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$528.53	\$520	\$525	\$5	
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$23.33	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred			
Lot Line Adjustment	\$776.86	\$710	\$775	\$65	
Medical Marijuana Cultivation Minor Use Permit	\$448.42	\$430	\$445	\$15	
Mitigation Monitoring		costs incurred		\$0	
<b>Parking in-lieu fees:</b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Temporary Moritorium
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Temporary Moritorium
Permits Requiring Planning Commission Review: Hearing	\$1,132.03	\$1,845	\$1,100	(\$745)	



**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
- Adult-Oriented Business Permit	\$1,316.82	\$1,845	\$1,300	\$555	New Method to Calculate Fee. All permits requiring a Planning Commisison hearing must pay that fee and the fee(s) assocaietd with the specific requested permit(s). The cost difference includes the old fee (\$1,845) - (the new fee + the hearing fee (\$1,100)).
- Certificate of Appropriateness	\$521.42	\$1,845	\$500	(\$245)	
- Coastal Development Permit	\$869.32	\$1,845	\$850	\$105	
Coastal Development Permit Second Unit	\$556.21	\$1,845	\$550	(\$195)	
- Design Review	\$313.11	\$1,845	\$300	(\$445)	
- Use Permit	\$695.37	\$1,845	\$700	(\$45)	
- Variance	\$417.05	\$1,845	\$400	(\$345)	
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$181.32	\$170	\$180	\$10	
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$297.04	\$0	\$295	\$295	NEW FEE
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,440.57	\$0	\$1,440	\$1,440	NEW FEE
Pre-application analysis		minimum \$750 deposit			
Research fee	\$64.94	\$60	\$60	\$0	Per hour
Rezoning		costs incurred		\$0	
Sign Permit: permanent & temporary	\$48.80	\$55	\$50	(\$5)	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Specific Plan		costs incurred			
Subdivision Map:					
Extension of Time	\$232.52	\$125	\$225	\$100	
Final Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120	
Improvement Plan, Plan Check & Construction Inspections		costs incurred			
Minor Subdivision (< 5 parcels)		costs incurred	costs incurred		
Major Subdivision (5+ parcels)		costs incurred			
Parcel Merger		costs incurred	costs incurred		
Parcel Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120	
Reversion to Acreage	\$1,727.05	costs incurred	costs incurred	n/a	
Technical Advisory Committee Review - Minor	\$696.62	\$650	\$695	\$45	TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.
Technical Advisory Committee Review - Major		costs incurred			
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.			

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Waste Management Checklist Processing Fee	\$25.60	\$25	\$25	\$0	
Zoning letter	\$105.37	\$100.00	\$105	\$5	Per Hour

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS</b> <b>(Standard):</b> <b>Admin. Design Review (does not</b> <b>include signs, which are exempt</b> <b>from ADR fees)</b> <b>Admin. Variance</b> <b>Minor Use Permit</b> <b>Admin. Coastal Devel. Permit</b> <b>Admin COA</b> <b>Floodplain Dev Permit</b> <b>Amendment to Admin. Approval</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.00						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.50	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>116.65</i>	<i>243.53</i>	<i>104.86</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>465.04</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	576.04
							<b>Current Fee</b>	\$545.00
							<b>Proposed Fee</b>	\$575.00
							difference	<b>\$30</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.25					
Total hours	1.00	1.50	0.00	0.00	0.00	0.00	
Total salary & benefits	46.66	104.37	0.00		0.00	0.00	151.03
						Total Costs	151.03
						<b>Current Fee</b>	<b>\$ 170</b>
						<b>Proposed Fee</b>	<b>\$ 150</b>
						difference	<b>(\$20)</b>
<b>Administrative Design Review for Second Residential Unit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Review/Analysis		0.50	0.25				
Prepare documentation		0.50					
Assign address	0.25						
Total hours	0.75	1.00	0.25	0.00	0.00	0.00	
Total salary & benefits	35.00	69.58	26.22		0.00	0.00	130.79
						Total Costs	130.79
						<b>Current Fee</b>	<b>\$ 125</b>
						<b>Proposed Fee</b>	<b>\$ -</b>

PLANNING FEE SCHEDULE

						difference	<b>(\$125)</b>	
<b>Administrative Design Review for City's Free Second Unit Designs</b>								
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs	
Accept application, set-up file	0.25	0.25						
Review/Analysis		0.25						
site visit or review photo documentation		0.50						
Prepare documentation		0.50						
Assign address	0.25							
Total hours	0.50	1.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>104.37</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>127.70</i>	
						Total Costs	127.70	
						<b>Current Fee</b>	<b>\$ 120</b>	
						<b>Proposed Fee</b>	<b>\$ -</b>	
						difference	<b>(\$120)</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Asst. Engineer	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							

PLANNING FEE SCHEDULE

Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	7.00	31.31	10.49	0.00	0.00	0.00	48.80	
						Total Costs	48.80	
						<b>Current Fee</b>	\$ 55	
						<b>Proposed Fee</b>	\$ 50	
						difference	(\$5)	
<b>Administrative Review (Minor)</b>								
<b>Medical Marijuana Cultivation</b>		Asst		Asst.				Total
<b>Minor Use Permit</b>	AA-CD	Planner	CDD	Engineer	Police	Attorney	City Mgr	Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	0.50							
Close-out		0.50						
Total hours	1.00	4.50	0.75	0.00	0.00	0.00	0.00	
Total salary & benefits	46.66	313.11	78.65	0.00		0.00	0.00	438.42
Copying/postage								10.00
							Total Costs	448.42
							<b>Current MUP-Med. Mar. Fee</b>	\$ 430.00

# PLANNING FEE SCHEDULE

							<b>Proposed Fee</b>	\$445.00
							difference	<b>\$15</b>



## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

AMENDMENTS (MINOR)

<b>Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>313.11</i>	<i>104.86</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>441.30</i>
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>503.30</b>
							<b>Existing Fee</b>	<b>550.00</b>
							<b>Proposed Fee</b>	<b>\$ 500.00</b>
							difference	<b>\$ (50.00)</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Appeal to City Council or Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review			0.25				
Accept or reject appeal			0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.50		0.00				
Prepare notice			0.50				
Publish, post, mail				0.50			
Prepare or review staff report		5.00			1.50	0.50	
Attend hearing		1.00	1.00		1.00	1.00	
Prepare minutes			1.50				
Certification of action	0.50		0.50				
Total Hours	1.00	6.00	4.25	0.50	2.50	1.50	
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>629.16</i>	<i>390.92</i>	<i>25.72</i>	<i>700.00</i>	<i>277.82</i>	<i>2070.27</i>
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>2336.27</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 1,000.00</b>
						difference	
We bill City Attorney time at the same rate as Meyers Nave does for DDAs.							

PLANNING FEE SCHEDULE

Certificate of Compliance							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>156.56</i>	<i>693.65</i>		<i>0.00</i>	<i>0.00</i>	<i>896.87</i>
Copying							<i>10.00</i>
						<b>Total Costs</b>	<b>906.87</b>
						<b>Existing Fee</b>	<b>750.00</b>
						<b>Recommended Fee</b>	<b>\$900</b>
						difference	<b>\$150</b>

Code Enforcement Fee		ASST		CSO			Total	Proposed	Existing	price					
	Admin. Assist.	PLANNER	CDD	Police Dept.	Police Officer	City Atty	Costs	Fee	Fee	difference	Reason for Adjustment				
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.															
Taking the code complaint;		0.25	0.10												
set up file; log onto spreadsheet(s)	0.25		0.10												
Investigation and documentation of the code complaint			0.25	1.00											
Compose/document code enforcement certified letter	0.50	0.50	0.50												
Follow up efforts to ensure compliance with violation letter.		0.25													
Dialogue with violator responding to a complaint		0.50													
Total	0.75	1.50	0.95	1.00	0.00	0.00	0.00								
Total salary & benefits	35.00	104.37	99.62	45.22	0.00	0.00	284.20								
Postage & copying costs							9.00								
Total Fee							293.20	290.00	265.00	25.00					
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.25		0.10												
Investigation and documentation of the code complaint		0.25	0.50	1.50											
Compose/document code enforcement certified letter	0.25	0.50	1.00												
Follow up efforts to ensure compliance with violation letter.	0.25	0.50													
Dialogue with violator responding to a complaint		0.50													
Total	0.75	2.25	1.70	1.50	0.00	0.00	0.00								
Total salary & benefits	35.00	156.56	178.26	67.83	0.00	0.00	437.64								
Postage & copying costs							9.00								
Total Fee							446.64	440.00	280.00	160.00					
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.50		0.10												
Investigation and documentation of the code complaint		0.25	0.50	0.50											
Evidence collection, report writing			0.50												
Compose/document code enforcement certified letter	0.50	0.75	1.00												
Follow up efforts to ensure compliance with violation letter.	0.50	1.50													
Dialogue with violator responding to a complaint		1.00	0.50												
Total	1.50	4.00	2.20	0.50	0.00	0.00	0.00								
Total salary & benefits	69.99	278.32	230.69	22.61	0.00	0.00	601.61								
Postage & copying costs							9.00								
Total Fee							610.61	600.00	390.00	210.00					
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity															
Taking the code complaint		0.25	0.10												
set up file; log onto spreadsheet(s)	0.50		0.10												
Investigation and documentation of the code complaint		0.25	0.50		2.00										
Evidence collection, report writing					3.00										
Compose/document code enforcement certified letter	0.50	0.25	1.00												
Follow up efforts to ensure compliance with violation letter.		1.00	0.50												
Dialogue with violator responding to a complaint		1.00													
Total	1.00	2.75	2.20	0.00	5.00	0.00	0.00								
Total salary & benefits	46.66	191.35	230.69	0.00	343.00	0.00	811.70								
Postage & copying costs							9.00								
Total Fee							820.70	820.00	720.00	100.00					

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

[illegible]

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$2,000 unless noted)**

Annexation  
All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)  
Development Agreement  
General Plan Amendment  
Local Coastal Plan Amendment  
Major or Minor Subdivision  
Mitigation Monitoring  
Parcel Merger  
Planned Development Permit  
Pre-Application Analysis **(Minimum \$750 deposit)**  
Reversion to Acreage  
Specific Plan  
Subdivision Map Improvement Plan, Plan Check, Construction Inspections  
Technical Advisory Committee Review - Major\*  
Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division  
Parcel Merger  
Reversion to Acreage



PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50				
City Council packet	0.25	0.25		0.50				
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>12.86</i>	<i>91.98</i>	<i>0.00</i>	<i>554.92</i>		<i>0.00</i>	<i>0.00</i>	<i>659.76</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>694.76</b>
							<b>Existing Fee</b>	<b>\$570 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>\$690 &amp; \$20/parcel</b>
							difference	\$120

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Assoc. Engineer	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>244.97</i>	<i>556.64</i>	<i>235.94</i>	<i>19.65</i>	<i>485.56</i>	<i>0.00</i>	<i>46.30</i>	<i>1589.05</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1727.05</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Assoc. Engineer	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>0.00</i>	<i>471.87</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>518.53</i>	
Copying/Notification								<i>10.00</i>	
							<b>Total Costs</b>	<b>528.53</b>	
							<b>Existing Fee</b>	<b>\$ 520</b>	
							<b>Proposed Fee</b>	<b>\$ 525</b>	
							difference	<b>\$5</b>	

Lot Line Adjustment								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		0.25		1.00			
Review Final Deeds								
Close-out		0.50						
Total hours	0.75	5.50	1.25	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>35.00</i>	<i>382.69</i>	<i>131.08</i>		<i>208.10</i>	<i>0.00</i>	<i>0.00</i>	<i>756.86</i>
Postage								10.00
Copying								10.00
							Total Costs	776.86
							<b>Current Fee</b>	<b>\$ 710</b>
							<b>Proposed Fee</b>	<b>\$ 775</b>
							difference	<b>\$65</b>

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	PWD			
plot adjacent properties	0.25					
Prepare address list	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	PWD			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	ASST PLANNER				
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>18.41</i>	<i>7.19</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	ENG TECH	AVERAGE Asst Planner/AA- CD/Assoc. Eng.		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>64.94</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
23.33
<b>23.33</b>
\$ 20
\$ 20
\$ -

Total Costs
23.33
<b>23.33</b>
\$ 20
\$ 20
\$ -

Total Costs
25.60
<b>25.60</b>
\$ 25
\$ 25
\$ -

Total Costs
64.94
<b>64.94</b>
<b>\$ 60</b>
<b>\$ 60</b>
n/a



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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2014

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00						
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Total hours	3.50	5.50	2.00	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>163.31</i>	<i>382.69</i>	<i>209.72</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>1175.72</i>
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1316.82</b>
							<b>Current Fee</b>	<b>1845.00</b>
							<b>Proposed Fee</b>	<b>\$1,300</b>
							difference	<b>(\$545)</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff  
reports

40 neighbors x 2 sided notice = 80

216

296

45

0.15 \$ 44.40

0.46 \$ 20.70

postage for notices

PLANNING PERMIT

<b>Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		4.00	1.00				
Review Staff Report	0.50				0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50						
Total hours	6.50	4.50	1.50	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>303.29</i>	<i>313.11</i>	<i>157.29</i>		<i>140.00</i>	<i>0.00</i>	<i>913.69</i>
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>1054.79</b>
						<b>Existing Fee</b>	<b>\$ 1,080</b>
						<b>Proposed Fee</b>	<b>\$ 1,050</b>
						<b>difference</b>	<b>\$ (30)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							
copying costs							
PH notice	140 neighbors x 2 sided notice =			80			

PLANNING PERMIT

staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Assoc. Engineer	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	313.11	83.04	78.59	94.34	117.54	0.00	686.62	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>696.62</b>	
				fee waived for non-profit events			current fee	\$650	
							<b>proposed fee</b>	<b>\$695</b>	
							difference	<b>\$ 45</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels								
Analysis and Staff Report		0.75	1.00					
Prepare CC Packet								
Prepare Minutes								
Close-out	0.25							
Total hours	0.50	0.75	1.00	0.00	0.00	0.00		
Total salary & benefits	23.33	53.13	104.86	0.00	0.00	0.00	181.32	
						<b>Total Costs</b>	<b>181.32</b>	
						<b>Existing Fee</b>	<b>170.00</b>	
						<b>Proposed Fee</b>	<b>180.00</b>	
						difference	<b>\$10</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels	0.50							
post hearing notice	0.25							
Analysis and Staff Report		0.50	1.00					

PLANNING FEE SCHEDULE

Review staff report					0.25			
Prepare Minutes development permit	0.50							
Close-out		0.25						
Total hours	1.50	0.75	1.00	0.00	0.25	0.00		
Total salary & benefits	69.99	52.19	104.86	0.00	70.00	0.00	297.04	
						<b>Total Costs</b>	<b>297.04</b>	
						<b>Existing Fee</b>	<b>0.00</b>	
						<b>Proposed Fee</b>	<b>295.00</b>	
						difference	<b>\$295</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review					1.00			
Correction Letter								
Secondary Review								
Prepare staff report		5.00						
Review staff report	0.5		2.00			0.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							



PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	6.25	7.00	2.50	0.00	1.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>291.63</i>	<i>487.06</i>	<i>262.15</i>		<i>138.73</i>	<i>140.00</i>	<i>0.00</i>	<i>1319.57</i>
Legal ad for public notice								76.00
Postage								0.00
MCTV								45.00
Copying								0.00
							<b>Total Costs</b>	<b>1440.57</b>
							<b>Current Fee</b>	<b>0.00</b>
							<b>Proposed Fee</b>	<b>\$1,440</b>
							difference	<b>\$1,440</b>
<b>Subdivision Map:</b>								
<b>Extension of Time</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	Dir Public Works	Total Costs	
Accept request	0.25							
Analysis and Staff Report			1.00					
Prepare CC Packet				0.25	0.25			
Prepare Minutes				0.25				
Close-out								
Total hours	0.25	0.00	1.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>11.67</i>	<i>0.00</i>	<i>104.86</i>	<i>45.99</i>	<i>70.00</i>	<i>0.00</i>	<i>232.52</i>	
MCTV							0.00	
						<b>Total Costs</b>	<b>232.52</b>	
						<b>Existing Fee</b>	<b>125.00</b>	
						<b>Proposed Fee</b>	<b>225.00</b>	
						difference	<b>\$100</b>	

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

zoning letter								
	AA-CD	CDD	Assoc. Eng.	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.00		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>104.37</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>104.37</i>
Postage/copying								1.00
							Total Costs	105.37
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.							<b>Current Fee</b>	<b>\$ 100</b>
							Proposed fee	\$105
							difference	\$5
Does MJ review zoning letters?								

<b>ADMINISTRATIVE Design Review</b>						
	AA-CD	Asst Planner	CDD		PWD	Attorney
Accept application; assign permit #; log-in; set-up file						
Initial review		1.00				
Referrals		0.00				
Prepare and post Notice of Pending Action	0.00					
Prepare Conditions / Findings		0.00	0.50			
Prepare mailing/ labels	0.00					
post-decision wrap-up* (see below)	0.00					
Close-out		0.00				
Total hours	0.00	0.00	0.50	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>52.43</i>		<i>0.00</i>	<i>0.00</i>
Legal ad for public notice						
Postage						
Copying						

\*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter

City Mgr	Total Costs
0.00	
0.00	52.43
	76.00
	25.00
	10.00
Total Costs	163.43
<b>Current Fee</b>	<b>\$ 545.00</b>
<b>Proposed Fee</b>	<b>\$150.00</b>
difference	<b>(\$395)</b>

Planning Commission Hearing + Permits								
Planning Commission Hearing								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Review staff report	0.5		1.50			1.50		
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							
Close-out		0.50						
Total hours	6.25	1.00	2.00	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>291.63</i>	<i>69.58</i>	<i>209.72</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>990.93</i>
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1132.03</b>
							<b>Current Fee</b>	
							<b>Proposed Fee</b>	<b>\$1,100</b>
							difference	<b>\$1,100</b>
Design Review								
Initial review		0.50						
Referral and Review		0.50						
Correction Letter		0.50						
Secondary Review								
Prepare staff report		3.00						
Total hours	0	4.50	0.00	0.00	0.00	0.00	0.00	
Total salary & benefits	0	313.11	0.00		0.00	0.00	0.00	313.11
							<b>Proposed Fee</b>	<b>\$300</b>
Use Permit								
Initial review		0.50						
Referral and Review		1.00			1.00			
Correction Letter		0.50						

Secondary Review		1.00						
Prepare staff report		5.00						
Total hours	0	8.00	0.00	0.00	1.00	0.00	0.00	
Total salary & benefits	0	556.64	0.00		138.73	0.00	0.00	695.37

<b>Proposed Fee</b>	<b>\$700</b>
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#### Coastal Development Permit

Initial review		1.00						
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		7.00						
Total hours	0.00	10.50	0.00	0.00	1.00	0.00	0.00	
Total salary & benefits	0	730.59	0.00		138.73	0.00	0.00	869.32

<b>Proposed Fee</b>	<b>\$850</b>
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#### Variance

Initial review		0.00						
Referral and Review		0.00			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00						
Total hours	0	4.00	0.00	0.00	1.00	0.00	0.00	
Total salary & benefits	0	278.32	0.00		138.73	0.00	0.00	417.05

<b>Proposed Fee</b>	<b>\$400</b>
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#### Certificate of Appropriateness

Initial review		0.50						
Referral and Review		1.00			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00						
Total hours	0	5.50	0.00	0.00	1.00	0.00	0.00	
Total salary & benefits	0	382.69	0.00		138.73	0.00	0.00	521.42

<b>Proposed Fee</b>	<b>\$500</b>
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copying costs  
PH notice

40 neighbors x 2 sided notice = 80



staff report 6 pages; attachments 4 pages; 2  
 pages photos = 12 pages x 18 sets of staff  
 reports

216		
<u>296</u>	0.15	\$ 44.40
45	0.46	\$ 20.70

postage for notices

### Coastal Development Permit (Second Unit)

Initial review		0.50						
Referral and Review		0.50			1.00			
Correction Letter		0.50						
Secondary Review		0.50						
Prepare staff report		4.00						
Total hours	0.00	6.00	0.00	0.00	1.00	0.00	0.00	
Total salary & benefits	0	417.48	0.00		138.73	0.00	0.00	556.21
							<b>Proposed Fee</b>	<b>\$550</b>

	A	C	D	E
1	<b>4130 CITY MANAGER</b>			
2	CITY MANAGER	150.70	-	185.21
3	HR MNGR/ASST TO CM	65.16	-	84.08
4	TECHNOLOGY INFO TECH	49.07	38.66	60.30
5	ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
6	<b>4131 CITY CLERK</b>			
7	CITY CLERK	74.84	-	91.98
8	OFFICE ASSISTANT	41.85	27.99	51.43
9	<b>4150 FINANCE</b>			
10	FINANCE DIRECTOR	81.22	-	99.82
11	SR GOV ACCT	55.98	-	68.80
12	GOV ACCT I	49.24	40.92	60.52
13	FINANCE TECH I	32.12	26.62	39.47
14	<b>4320 COMMUNITY DEVELOPMENT</b>			
15	COMM DEV DIRECTOR	85.33	-	104.86
16	ASSISTANT PLANNER	56.62	42.94	69.58
17	ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
18	ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
19	<b>4200-4202 POLICE DEPARTMENT</b>			
20	CHIEF	123.56	-	151.86
21	LT	88.26	-	117.54
22	ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
23	SERGEANT	76.76	48.95	94.34
24	OFFICER	56.19	34.99	68.60
25	COMM SERVICE OFFICER	36.79	23.05	45.22
26	POLICE SERVICE TECH	37.13	28.94	45.63
27	<b>4330, 4570, 4712 PUBLIC WORKS</b>			
28	PUBLIC WORKS DIRECTOR	112.88	-	138.73
29	PW PROJECT ANALYST	46.72	39.15	57.42
30	ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
31	WATER PROJECT MGR	48.79	41.28	59.97
32	PW MANAGER	74.34	-	91.64
33	PW OPERATIONS MANAGER	67.57	-	83.04
34	LEAD MAINTENANCE WORKER	51.76	36.69	63.61
35	MAINT WORKER IV	50.32	34.23	61.85
36	MAINT WORKER III	42.51	33.36	52.24
37	MAINT WORKER II	46.14	32.04	56.70
38	MAINT WORKER I	31.69	23.49	38.95
39	MECHANIC	46.61	33.72	57.28
40	TREATMENT PLANT - LEAD	51.78	41.20	63.63
41	OPERATOR II	48.00	33.99	59.00
42	ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59
43				
44	CITY ATTORNEY			280.00

**PLANNING FEES  
2013 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$23.33	\$20	\$20	\$0	
<b><u>Administrative Permits:</u></b>					
- Admin. Design Review, - Admin. Variance, - Minor Use Permit (does not include Medical Marijuana Cultivation MUPs) - Admin. Coastal Dev. Permit - Amendment to Admin. Permit - Certificate of Appropriateness	\$558.65	\$545	\$555	\$10	
Administrative Design Review for 2nd residential units	\$130.79	\$125	\$0	(\$125)	
Administrative Design Review for pre-approved 2nd residential unit designs	\$127.70	\$120	\$125	\$5	
Limited Term Permit not requiring TAC review	\$151.03	\$170	\$150	(\$20)	
Public hearing (when member of public requests public hearing for administrative permit)	1054.79	\$1,080	\$1,050	(\$30)	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$583.37	\$550	\$580	\$30	
Annexation		costs incurred			
Appeal to City Council or Planning Commission	\$2,336.27	\$1,000	\$1,000	\$0	
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
Certificate of Compliance	\$906.87	\$750	\$900	\$150	
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$219.80	\$265	\$215	(\$50)	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$294.60	\$280	\$290	\$10	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$406.14	\$390	\$400	\$10	Recalculated staff time and wages & overhead spent processing application.
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$711.04	\$720	\$700	(\$20)	Recalculated staff time and wages & overhead spent processing application.
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$528.53	\$520	\$525	\$5	
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
GIS site map	\$23.33	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred			
Lot Line Adjustment	\$776.86	\$710	\$775	\$65	
Medical Marijuana Cultivation Minor Use Permit	\$448.42	\$430	\$445	\$15	
Mitigation Monitoring		costs incurred		\$0	
<b><u>Parking in-lieu fees:</u></b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$2,105	\$0.00	
New commercial bldg.	\$8,427.70	\$4,212	\$4,212	\$0.00	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<u><b>Permits Requiring Planning Commission Review:</b></u> - Adult-Oriented Business Permit - Certificate of Appropriateness - Coastal Development Permit - Design Review - Use Permit - Variance	\$2,001.35	\$1,845	\$2,000	\$155	Currently "only one fee shall be charged for the concurrent processing of Design Review, Variance, Use Permit and/or Coastal Development Permit applications." Recommend eliminating that discount because the Code requires that analysis and findings be made for each planning permit type. Recommend that when more than one application is processed concurrently and a deposit account is not required, the full fee will be charged for the highest priced application, and the fee for the other application(s) will be reduced by 50%. Alternate recommendations: multiple permits establish developer deposit accounts; or establish a DDA when the City's cost of processing planning permit exceeds the flat fee charged.
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$181.32	\$170	\$180	\$10	
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$297.04	\$0	\$295	\$295	NEW FEE
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,754.17	\$0	\$1,750	\$1,750	NEW FEE



**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Pre-application analysis		minimum \$750 deposit			
Research fee	\$64.94	\$60	\$60	\$0	Per hour
Rezoning		costs incurred		\$0	
Sign Permit: permanent & temporary	\$56.94	\$55	\$55	\$0	
Specific Plan		costs incurred			
Subdivision Map:					
Extension of Time	\$232.52	\$125	\$225	\$100	
Final Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120	
Improvement Plan, Plan Check & Construction Inspections		costs incurred			
Minor Subdivision (< 5 parcels)		costs incurred	costs incurred		
Major Subdivision (5+ parcels)		costs incurred			
Parcel Merger		costs incurred	costs incurred		
Parcel Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120	
Reversion to Acreage	\$1,901.49	costs incurred	costs incurred	n/a	
Technical Advisory Committee Review - Minor	\$696.62	\$650	\$695	\$45	TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Technical Advisory Committee Review - Major		costs incurred			
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.			
Waste Management Checklist Processing Fee	\$25.60	\$25	\$25	\$0	
Zoning letter	\$105.37	\$100.00	\$105	\$5	Per Hour

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS</b> <b>(Standard):</b> <b>Admin. Design Review (does not</b> <b>include signs, which are exempt</b> <b>from ADR fees)</b> <b>Admin. Variance</b> <b>Minor Use Permit</b> <b>Admin. Coastal Devel. Permit</b> <b>Admin COA</b> <b>Floodplain Dev Permit</b> <b>Amendment to Admin. Approval</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.25						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.00	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.25	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>116.65</i>	<i>226.14</i>	<i>104.86</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>447.65</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	558.65
							<b>Current Fee</b>	<b>\$ 545.00</b>

# PLANNING FEE SCHEDULE

							<b>Proposed Fee</b>	<b>\$555.00</b>
							<b>difference</b>	<b>\$10</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.25					
Total hours	1.00	1.50	0.00	0.00	0.00	0.00	
Total salary & benefits	46.66	104.37	0.00		0.00	0.00	151.03
						Total Costs	151.03
						<b>Current Fee</b>	<b>\$ 170</b>
						<b>Proposed Fee</b>	<b>\$ 150</b>
						difference	<b>(\$20)</b>
<b>Administrative Design Review for Second Residential Unit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Review/Analysis		0.50	0.25				
Prepare documentation		0.50					
Assign address	0.25						
Total hours	0.75	1.00	0.25	0.00	0.00	0.00	
Total salary & benefits	35.00	69.58	26.22		0.00	0.00	130.79
						Total Costs	130.79
						<b>Current Fee</b>	<b>\$ 125</b>
						<b>Proposed Fee</b>	<b>\$ -</b>

PLANNING FEE SCHEDULE

						difference	<b>(\$125)</b>	
<b>Administrative Design Review for City's Free Second Unit Designs</b>								
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs	
Accept application, set-up file	0.25	0.25						
Review/Analysis		0.25						
site visit or review photo documentation		0.50						
Prepare documentation		0.50						
Assign address	0.25							
Total hours	0.50	1.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>104.37</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>127.70</i>	
						Total Costs	127.70	
						<b>Current Fee</b>	<b>\$ 120</b>	
						<b>Proposed Fee</b>	<b>\$ 125</b>	
						difference	<b>\$5</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Asst. Engineer	Attorney	City Mgr	Total Costs	
Accept application		0.25						
Initial Review/Analysis		0.25	0.10					
Prepare documentation	0.25							

PLANNING FEE SCHEDULE

Total hours	0.25	0.50	0.10	0.00	0.00	0.00		
Total salary & benefits	11.67	34.79	10.49	0.00	0.00	0.00	56.94	
						Total Costs	56.94	
						<b>Current Fee</b>	<b>\$ 55</b>	
						<b>Proposed Fee</b>	<b>\$ 55</b>	
						difference	<b>\$0</b>	
<b>Administrative Review (Minor)</b>								
<b>Medical Marijuana Cultivation</b>		Asst		Asst.				Total
<b>Minor Use Permit</b>	AA-CD	Planner	CDD	Engineer	Police	Attorney	City Mgr	Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	0.50							
Close-out		0.50						
Total hours	1.00	4.50	0.75	0.00	0.00	0.00	0.00	
Total salary & benefits	46.66	313.11	78.65	0.00		0.00	0.00	438.42
Copying/postage								10.00
							Total Costs	448.42
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 430.00</b>

# PLANNING FEE SCHEDULE

							<b>Proposed Fee</b>	\$445.00
							difference	<b>\$15</b>



## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

AMENDMENTS (MINOR)

<b>Administrative Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda			0.10					
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	5.50	1.10	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	23.33	382.69	115.35	0.00		0.00	0.00	521.37
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>583.37</b>
							<b>Existing Fee</b>	<b>550.00</b>
							<b>Proposed Fee</b>	<b>\$ 580.00</b>
							difference	<b>\$ 30.00</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Appeal to City Council or Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review			0.25				
Accept or reject appeal			0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.50		0.00				
Prepare notice			0.50				
Publish, post, mail				0.50			
Prepare or review staff report		5.00			1.50	0.50	
Attend hearing		1.00	1.00		1.00	1.00	
Prepare minutes			1.50				
Certification of action	0.50		0.50				
Total Hours	1.00	6.00	4.25	0.50	2.50	1.50	
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>629.16</i>	<i>390.92</i>	<i>25.72</i>	<i>700.00</i>	<i>277.82</i>	<i>2070.27</i>
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>2336.27</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 1,000.00</b>
						difference	
We bill City Attorney time at the same rate as Meyers Nave does for DDAs.							

PLANNING FEE SCHEDULE

Certificate of Compliance							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>156.56</i>	<i>693.65</i>		<i>0.00</i>	<i>0.00</i>	<i>896.87</i>
Copying							<i>10.00</i>
						<b>Total Costs</b>	<b>906.87</b>
						<b>Existing Fee</b>	<b>750.00</b>
						<b>Recommended Fee</b>	<b>\$900</b>
						difference	<b>\$150</b>

Code Enforcement Fee		ASST		CSO			Total	Proposed	Existing	price					
	Admin. Assist.	PLANNER	CDD	Police Dept.	Police Officer	City Atty	Costs	Fee	Fee	difference	Reason for Adjustment				
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.															
Taking the code complaint;		0.25													
set up file; log onto spreadsheet(s)	0.25														
Investigation and documentation of the code complaint				1.00											
Compose/document code enforcement certified letter	0.50	0.50	0.25												
Follow up efforts to ensure compliance with violation letter.		0.25													
Dialogue with violator responding to a complaint		0.50													
Total	0.75	1.50	0.25	1.00	0.00	0.00	0.00								
Total salary & benefits	35.00	104.37	26.22	45.22	0.00	0.00	210.80								
Postage & copying costs							9.00								
Total Fee							219.80	215.00	265.00	-50.00					
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities															
Taking the code complaint;		0.50													
set up file; log onto spreadsheet(s)	0.25														
Investigation and documentation of the code complaint		0.25		1.50											
Compose/document code enforcement certified letter	0.25	0.50	0.25												
Follow up efforts to ensure compliance with violation letter.	0.25	0.50													
Dialogue with violator responding to a complaint		0.50													
Total	0.75	2.25	0.25	1.50	0.00	0.00	0.00								
Total salary & benefits	35.00	156.56	26.22	67.83	0.00	0.00	285.60								
Postage & copying costs							9.00								
Total Fee							294.60	290.00	280.00	10.00					
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.															
Taking the code complaint;		0.50													
set up file; log onto spreadsheet(s)	0.50														
Investigation and documentation of the code complaint		0.25		0.50											
Evidence collection, report writing															
Compose/document code enforcement certified letter	0.50	0.75	0.25												
Follow up efforts to ensure compliance with violation letter.	0.50	1.50													
Dialogue with violator responding to a complaint		1.00													
Total	1.50	4.00	0.25	0.50	0.00	0.00	0.00								
Total salary & benefits	69.99	278.32	26.22	22.61	0.00	0.00	397.14								
Postage & copying costs							9.00								
Total Fee							406.14	400.00	390.00	10.00					
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity															
Taking the code complaint		0.25													
set up file; log onto spreadsheet(s)	0.50														
Investigation and documentation of the code complaint		0.25			3.00										
Evidence collection, report writing					3.00										
Compose/document code enforcement certified letter	0.50	0.25													
Follow up efforts to ensure compliance with violation letter.		1.00	0.50												
Dialogue with violator responding to a complaint		1.00													
Total	1.00	2.75	0.50	0.00	6.00	0.00	0.00								
Total salary & benefits	46.66	191.35	52.43	0.00	411.60	0.00	702.04								
Postage & copying costs							9.00								
Total Fee							711.04	700.00	720.00	-20.00					

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

[illegible]

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$2,000 unless noted)**

Annexation  
All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)  
Development Agreement  
General Plan Amendment  
Local Coastal Plan Amendment  
Major or Minor Subdivision  
Mitigation Monitoring  
Parcel Merger  
Planned Development Permit  
Pre-Application Analysis **(Minimum \$750 deposit)**  
Reversion to Acreage  
Specific Plan  
Subdivision Map Improvement Plan, Plan Check, Construction Inspections  
Technical Advisory Committee Review - Major\*  
Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division  
Parcel Merger  
Reversion to Acreage



PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50				
City Council packet	0.25	0.25		0.50				
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>12.86</i>	<i>91.98</i>	<i>0.00</i>	<i>554.92</i>		<i>0.00</i>	<i>0.00</i>	<i>659.76</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>694.76</b>
							<b>Existing Fee</b>	<b>\$570 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>\$690 &amp; \$20/parcel</b>
							difference	\$120

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Assoc. Engineer	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		2.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	2.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	9.00	3.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>244.97</i>	<i>626.22</i>	<i>340.80</i>	<i>19.65</i>	<i>485.56</i>	<i>0.00</i>	<i>46.30</i>	<i>1763.49</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1901.49</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Assoc. Engineer	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>0.00</i>	<i>471.87</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>518.53</i>	
Copying/Notification								<i>10.00</i>	
							<b>Total Costs</b>	<b>528.53</b>	
							<b>Existing Fee</b>	<b>\$ 520</b>	
							<b>Proposed Fee</b>	<b>\$ 525</b>	
							difference	<b>\$5</b>	

Lot Line Adjustment								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		0.25		1.00			
Review Final Deeds								
Close-out		0.50						
Total hours	0.75	5.50	1.25	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>35.00</i>	<i>382.69</i>	<i>131.08</i>		<i>208.10</i>	<i>0.00</i>	<i>0.00</i>	<i>756.86</i>
Postage								10.00
Copying								10.00
							Total Costs	776.86
							<b>Current Fee</b>	<b>\$ 710</b>
							<b>Proposed Fee</b>	<b>\$ 775</b>
							difference	<b>\$65</b>

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	PWD			
plot adjacent properties	0.25					
Prepare address list	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	PWD			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	ASST PLANNER				
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>18.41</i>	<i>7.19</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	ENG TECH	AVERAGE Asst Planner/AA- CD/Assoc. Eng.		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>64.94</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
23.33
<b>23.33</b>
\$ 20
\$ 20
\$ -

Total Costs
23.33
<b>23.33</b>
\$ 20
\$ 20
\$ -

Total Costs
25.60
<b>25.60</b>
\$ 25
\$ 25
\$ -

Total Costs
64.94
<b>64.94</b>
<b>\$ 60</b>
<b>\$ 60</b>
n/a



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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2014

<b>PLANNING COMMISSION REVIEW (CEQA Exempt Projects, All Other Projects Require Establishment of a Deposit Account with the City):</b> <b>Design Review (DR)</b> <b>Variance (VAR)</b> <b>Use Permit (USP)</b> <b>Coastal Development Permit (CDP)</b> <b>Cert. of Appropriateness (COA)</b> <b>Adult Oriented Business Permit</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review		2.00			1.00			
Correction Letter		1.50						
Secondary Review		1.00						
Prepare staff report		5.00						
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							
Close-out		0.50						
Total hours	6.25	11.50	2.00	0.00	1.00	1.50	0.00	
Total salary & benefits	291.63	800.17	209.72		138.73	420.00	0.00	1860.25
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>2001.35</b>
							<b>Current Fee</b>	<b>1845.00</b>

							<b>Proposed Fee</b>	<b>\$2,000</b>
							difference	<b>\$155</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff  
reports

40 neighbors x 2 sided notice = 80

216

296

0.15 \$ 44.40

postage for notices

45

0.46 \$ 20.70

PLANNING PERMIT

<b>Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		4.00	1.00				
Review Staff Report	0.50				0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50						
Total hours	6.50	4.50	1.50	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>303.29</i>	<i>313.11</i>	<i>157.29</i>		<i>140.00</i>	<i>0.00</i>	<i>913.69</i>
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>1054.79</b>
						<b>Existing Fee</b>	<b>\$ 1,080</b>
						<b>Proposed Fee</b>	<b>\$ 1,050</b>
						<b>difference</b>	<b>\$ (30)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							
copying costs							
PH notice	140 neighbors x 2 sided notice =			80			

PLANNING PERMIT

staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Assoc. Engineer	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	313.11	83.04	78.59	94.34	117.54	0.00	686.62	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>696.62</b>	
				fee waived for non-profit events			current fee	\$650	
							<b>proposed fee</b>	<b>\$695</b>	
							difference	<b>\$ 45</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels								
Analysis and Staff Report		0.75	1.00					
Prepare CC Packet								
Prepare Minutes								
Close-out	0.25							
Total hours	0.50	0.75	1.00	0.00	0.00	0.00		
Total salary & benefits	23.33	53.13	104.86	0.00	0.00	0.00	181.32	
						<b>Total Costs</b>	<b>181.32</b>	
						<b>Existing Fee</b>	<b>170.00</b>	
						<b>Proposed Fee</b>	<b>180.00</b>	
						difference	<b>\$10</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels	0.50							
post hearing notice	0.25							
Analysis and Staff Report		0.50	1.00					



PLANNING FEE SCHEDULE

Review staff report					0.25			
Prepare Minutes development permit	0.50							
Close-out		0.25						
Total hours	1.50	0.75	1.00	0.00	0.25	0.00		
Total salary & benefits	69.99	52.19	104.86	0.00	70.00	0.00	297.04	
						<b>Total Costs</b>	<b>297.04</b>	
						<b>Existing Fee</b>	<b>0.00</b>	
						<b>Proposed Fee</b>	<b>295.00</b>	
						difference	<b>\$295</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review		0.50			1.00			
Correction Letter		1.50						
Secondary Review		1.00						
Prepare staff report		5.00						
Review staff report	0.5		3.00			0.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							

PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	6.25	10.00	3.50	0.00	1.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>291.63</i>	<i>695.80</i>	<i>367.01</i>		<i>138.73</i>	<i>140.00</i>	<i>0.00</i>	<i>1633.17</i>
Legal ad for public notice								76.00
Postage								0.00
MCTV								45.00
Copying								0.00
							<b>Total Costs</b>	<b>1754.17</b>
							<b>Current Fee</b>	<b>0.00</b>
							<b>Proposed Fee</b>	<b>\$1,750</b>
							difference	<b>\$1,750</b>
<b>Subdivision Map:</b>								
<b>Extension of Time</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	Dir Public Works	Total Costs	
Accept request	0.25							
Analysis and Staff Report			1.00					
Prepare CC Packet				0.25	0.25			
Prepare Minutes				0.25				
Close-out								
Total hours	0.25	0.00	1.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>11.67</i>	<i>0.00</i>	<i>104.86</i>	<i>45.99</i>	<i>70.00</i>	<i>0.00</i>	<i>232.52</i>	
MCTV							0.00	
						<b>Total Costs</b>	<b>232.52</b>	
						<b>Existing Fee</b>	<b>125.00</b>	
						<b>Proposed Fee</b>	<b>225.00</b>	
						difference	<b>\$100</b>	

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>zoning letter</b>								
	AA-CD	CDD	Assoc. Eng.	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.00		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>104.37</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>104.37</i>
Postage/copying								1.00
							Total Costs	105.37
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.							<b>Current Fee</b>	<b>\$ 100</b>
							Proposed fee	\$105
							difference	\$5
Does MJ review zoning letters?								

<b>ADMINISTRATIVE Design Review</b>						
<b>Admin. Coastal Devel. Permit</b>						
<b>Admin COA</b>						
<b>Floodplain Dev Permit</b>						
<b>Amendment to Admin. Approval</b>						
	AA-CD	Asst Planner	CDD		PWD	Attorney
Accept application; assign permit #; log-in; set-up file						
Initial review		1.00				
Referrals		0.00				
Prepare and post Notice of Pending Action	0.00					
Prepare Conditions / Findings		0.00	0.50			
Prepare mailing/ labels	0.00					
post-decision wrap-up* (see below)	0.00					
Close-out		0.00				
Total hours	0.00	0.00	0.50	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>52.43</i>		<i>0.00</i>	<i>0.00</i>
Legal ad for public notice						
Postage						
Copying						

\*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter

City Mgr	Total Costs
0.00	
0.00	52.43
	76.00
	25.00
	10.00
Total Costs	163.43
<b>Current Fee</b>	<b>\$ 545.00</b>
<b>Proposed Fee</b>	<b>\$150.00</b>
difference	<b>(\$395)</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$34.99	\$25.00	\$25.00	\$0.00	\$25 max. allowed under 40226 of the California Vehicle Code
Alarm Fee – for alarms terminating at Police Department, Annually	\$27.38	\$27.00	\$27.00	\$0.00	
<u>Audio Tape Recording Copy</u>					
– Requestor provides tape	\$31.94	\$31.00	\$31.00	\$0.00	
– City provides tape	\$32.94	\$32.00	\$32.00	\$0.00	
Bicycle License		\$0.00		\$0.00	\$4 maximum allowed by DMV
Civil Subpoena Appearance Fee		\$150 + additional time/rate adjustment	\$275 + additional time/rate adjustment	\$125.00	Stipulated Fee of \$275 allowed per AB 2612 signed by Governor on 9/19/12
Conference Room use during non-business hours (per hour)		\$50/hour	\$50/hour		
Dance Permit Fees:					
– Public dance, per event		\$75.00	\$75.00	\$0.00	
– Dances at a fixed place of business where alcoholic beverages are sold, annually		\$300.00	\$300.00	\$0.00	
– Dances at fixed place of business where alcoholic beverages are not sold, annually		\$150.00	\$150.00	\$0.00	
– Dances, as defined in Section 5.12.080		No fee	No fee		
Fingerprinting	\$13.69	\$12.00	\$12.00	\$0.00	State stipulated fee is \$12
Found Property Claimant	\$31.94	\$31.00	\$31.00	\$0.00	Plus advertising fees (if incurred)
Gun Storage Fee (per gun)	\$77.57	\$75.00	\$77.00	\$2.00	
Insurance Letter for Crime Report	\$27.99	\$25.00	\$25.00	\$0.00	
<u>Evidence Photographs:</u>					
– Digital	\$27.38	\$25.00	\$27.00	\$2.00	Plus cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed



**PUBLIC SAFETY  
2013 FEE SCHEDULE**

– Commercial film developing	\$54.76	\$50.00	\$54.00	\$4.00	Plus charge by commercial film developer + postage if mailed
<u>Parking Citation Penalties for Violation:</u>					
– Blocking a Driveway		\$35.00	\$35.00	\$0.00	
– Disabled parking space w/o disabled plate or placard		\$285.00	\$285.00	\$0.00	
– Double Parking		\$35.00	\$35.00	\$0.00	
– No Parking		\$35.00	\$35.00	\$0.00	
– Off Street Parking Violation		\$35.00	\$35.00	\$0.00	
– Parking more than 18" from curb		\$35.00	\$35.00	\$0.00	
– Parked on Sidewalk		\$35.00	\$35.00	\$0.00	
– Parking in Alley		\$35.00	\$35.00	\$0.00	
– Parking Space Markings		\$35.00	\$35.00	\$0.00	
– Permit Parking Only		\$35.00	\$35.00	\$0.00	
– Registration Tabs		\$35.00	\$35.00	\$0.00	
– Red Zone		\$35.00	\$35.00	\$0.00	
– 72-Hour Continuous Parking		\$75.00	\$75.00	\$0.00	
– Timed Parking Zone		\$35.00	\$35.00	\$0.00	
– Wrong Side of Road		\$35.00	\$35.00	\$0.00	
– Yellow Loading Zone		\$35.00	\$35.00	\$0.00	
Record Clearance Checks	\$54.86	\$59.00	\$54.00	-\$5.00	
Repossessed Vehicle Release		\$15.00	\$15.00	\$0.00	State stipulates \$15 maximum
Stored Vehicle Storage Fee (when stored onsite; per day)	\$12.02	\$10.00	\$12.00	\$2.00	Not currently in use
<u>Taxicab Fees:</u>					
– License Fee, per year					
– For first vehicle		\$50.00	\$50.00	\$0.00	
– Per vehicle additional		\$10.00	\$10.00	\$0.00	
– Permit Application Fee	\$163.69	\$150.00	\$160.00	\$10.00	
– Taxi Driver Background Check	\$117.16	\$115.00	\$117.00	\$0.00	Plus DOJ Fee
Vehicle Accident Report	\$25.71	\$25.00	\$25.00	\$0.00	
Vehicle Release (for towed vehicle) – normal release	\$84.67	\$81.00	\$84.00	\$3.00	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$115.19	\$108.00	\$115.00	\$7.00	
<u>Video Tape Copy:</u>					

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

- Requestor provides tape	\$27.38	\$27.00	\$27.00	\$0.00	
- City provides tape	\$32.38	\$32.00	\$32.00	\$0.00	

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Administrative Fee</b>						
		SGT	PST			Total Costs
Receive/Review Request		0.25				
Process Request			0.25			
Total Hours		0.25	0.25			
<i>Total salary &amp; benefits</i>		<i>23.59</i>	<i>11.41</i>			<i>\$34.99</i>
Postage/copying						
					Total Costs	34.99
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Alarm Fee</b>						
		SGT	PST			Total Costs
Review alarm location; reset			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>27.38</i>			<i>\$27.38</i>
Postage/copying						
					Total Costs	27.38
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 27.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Audio Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>31.94</i>			<i>\$31.94</i>
Postage/copying						
					Total Costs	<i>31.94</i>
					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 31.00</b>
<b>Audio Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>31.94</i>			<i>\$31.94</i>
Cost of Tape						<i>1.00</i>
					Total Costs	<i>32.94</i>
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 32.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Fingerprinting Fee</b>						
		SGT	PST			Total Costs
Fingerprinting			0.30			
Total Hours		0.00	0.30			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>13.69</i>			<i>\$13.69</i>
Postage/copying						
					Total Costs	<i>13.69</i>
<b>STATE STIPULATED FEE</b>					<b>Current Fee</b>	<b>\$ 12.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Found Property Fee</b>						
		SGT	PST			Total Costs
Preparing notice of found property			0.50			
Preparing receipt			0.20			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>31.94</i>			<i>\$31.94</i>
Postage/copying						
					Total Costs	31.94
<b>Plus cost of advertising</b>					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 31.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Gun Storage Fee</b>						
		SGT	PST			Total Costs
Processing weapon for storage			0.50			
Processing paperwork			0.50			
Retrieving weapon from storage			0.50			
Preparing Receipt			0.20			
Total Hours		0.00	1.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>77.57</i>			<i>\$77.57</i>
Postage/copying						
					Total Costs	<i>77.57</i>
					Current Fee	\$ 75.00
					Proposed fee	\$ 77.00



**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Insurance Letter for Crime Report</b>						
		SGT	PST			Total Costs
Preparing/Mailing Letter			0.60			
CHANGE TO .55 HOURS NEXT YEAR - KEEP SAME AS VEHICLE ACCIDENT REPORT						
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>27.38</i>			<i>\$27.38</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>27.99</i>
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Copying photo onto CD			0.60			
			0.00			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>27.38</i>			<i>\$27.38</i>
Postage/copying						
					Total Costs	27.38
<b>Plus cost of supplies (\$1 per sheet of photo paper or \$1 for digital CD) + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 25.00</b>
					<b>Proposed fee</b>	<b>\$ 27.00</b>
<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Take photos to commercial film developer for copying			1.20			
Total Hours		0.00	1.20			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>54.76</i>			<i>\$54.76</i>
Postage/copying						
					Total Costs	54.76
<b>Plus fee charged by commercial film developer + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 50.00</b>
					<b>Proposed fee</b>	<b>\$ 54.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Record Clearance Check</b>						
	CHIEF	SGT	PST			Total Costs
Research & prepare letter			0.49			
Approve letter	0.21					
Total Hours	0.21	0.00	0.49			
<i>Total salary &amp; benefits</i>	<i>31.89</i>	<i>0.00</i>	<i>22.36</i>			<i>\$54.25</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>54.86</i>
					<b>Current Fee</b>	<b>\$ 59.00</b>
					<b>Proposed fee</b>	<b>\$ 54.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Stored Vehicle Storage Fee (Onsite)</b>						
	CHIEF	SGT	PST			Total Costs
Process paperwork			0.25			
Total Hours	0.00	0.00	0.25			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>11.41</i>			<i>\$11.41</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>12.02</i>
					<b>Current Fee</b>	<b>\$ 10.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Taxicab Permit Application</b>						
		City Clerk	Office Asst.			Total Costs
Receive/Review Application		0.500				
Prepare Public Hearing Notice		0.250				
Place on Agenda/Distribute		0.250	0.50			
Prepare Minutes		0.250				
Notify applicant of results		0.250				
Total hours		1.50	0.50			
<i>Total salary &amp; benefits</i>		<i>137.97</i>	<i>25.72</i>			<i>163.69</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>163.69</i>
					<b>Current Fee</b>	<b>\$ 150.00</b>
					<b>Proposed fee</b>	<b>\$ 160.00</b>
<b>Taxi Driver Background Check</b>						
		SGT	PST			Total Costs
Process paperwork			0.50			
Complete background check		1.000				
Total hours		1.00	0.50			
<i>Total salary &amp; benefits</i>		<i>94.34</i>	<i>22.82</i>			<i>117.16</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>117.16</i>
<b>Plus DOJ Fee</b>					<b>Current Fee</b>	<b>\$ 115.00</b>
					<b>Proposed fee</b>	<b>\$ 117.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Vehicle Accident Report</b>						
		SGT	PST			Total Costs
Copy & Mail			0.55			
Total Hours		0.00	0.55			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.10</i>			<i>\$25.10</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>25.71</i>
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Vehicle Release (normal)</b>						
		SGT	PST	OFFICER		Total Costs
Prepare release paperwork			0.97			
Issue CHP180				0.50		
Total Hours		0.00	0.97	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>44.26</i>	<i>34.30</i>		<i>\$78.56</i>
Postage/copying						6.11
					Total Costs	84.67
					<b>Current Fee</b>	<b>\$ 81.00</b>
					<b>Proposed fee</b>	<b>\$ 84.00</b>
<b>Vehicle Release (30 Day Hold)</b>						
		LT	PST	OFFICER		Total Costs
Prepare release paperwork			1.00			
Issue CHP180				0.50		
30 day Vehicle Releases Review		0.30				
Total Hours		0.30	1.00	0.50		
<i>Total salary &amp; benefits</i>		<i>35.26</i>	<i>45.63</i>	<i>34.30</i>		<i>\$115.19</i>
Postage/copying						
					Total Costs	115.19
					<b>Current Fee</b>	<b>\$ 108.00</b>
					<b>Proposed fee</b>	<b>\$ 115.00</b>

**PUBLIC SAFETY  
2013 FEE SCHEDULE**

<b>Video Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>27.38</i>			<i>\$27.38</i>
Postage/copying						
					Total Costs	27.38
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 27.00</b>
<b>Video Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>27.38</i>			<i>\$27.38</i>
Cost of Tape						5.00
					Total Costs	32.38
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 32.00</b>



<b>4130 CITY MANAGER</b>			
CITY MANAGER	150.70	-	185.21
HR MNGR/ASST TO CM	65.16	-	84.08
TECHNOLOGY INFO TECH	49.07	38.66	60.30
ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
<b>4131 CITY CLERK</b>			
CITY CLERK	74.84	-	91.98
OFFICE ASSISTANT	41.85	27.99	51.43
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	81.22	-	99.82
SR GOV ACCT	55.98	-	68.80
GOV ACCT I	49.24	40.92	60.52
FINANCE TECH I	32.12	26.62	39.47
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	85.33	-	104.86
ASSISTANT PLANNER	56.62	42.94	69.58
ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	123.56	-	151.86
LT	88.26	-	117.54
ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
SERGEANT	76.76	48.95	94.34
OFFICER	56.19	34.99	68.60
COMM SERVICE OFFICER	36.79	23.05	45.22
POLICE SERVICE TECH	37.13	28.94	45.63
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	112.88	-	138.73
PW PROJECT ANALYST	46.72	39.15	57.42
ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
WATER PROJECT MGR	48.79	41.28	59.97
PW MANAGER	74.34	-	91.64
PW OPERATIONS MANAGER	67.57	-	83.04
LEAD MAINTENANCE WORKER	51.76	36.69	63.61
MAINT WORKER IV	50.32	34.23	61.85
MAINT WORKER III	42.51	33.36	52.24
MAINT WORKER II	46.14	32.04	56.70
MAINT WORKER I	31.69	23.49	38.95
MECHANIC	46.61	33.72	57.28
TREATMENT PLANT - LEAD	51.78	41.20	63.63
OPERATOR II	48.00	33.99	59.00
ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59

**AUTOMATIC UPDATE DOESN'T SEEM TO WORK  
ON THIS SPREADSHEET**

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
<u>Backflow Prevention Device Fees:</u>					
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$117.89	\$100.00	\$115.00	\$15.00	
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)		\$225.00	\$225.00	\$0.00	
Temporary backflow device for special events	\$67.65	\$60.00	\$65.00	\$5.00	
Building Permit for Driveway or Ramp	\$83.61	\$70.00	\$80.00	\$10.00	
Construction Cost Estimates	\$41.52	\$40.00	\$40.00	\$0.00	Minimum cost
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of Public Works Superintendent	Current rate of Public Works Superintendent	Varies	
<u>Deposit to Borrow City-owned Equipment:</u>					
Barricades	\$35.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of barricades
36" Reflective Traffic Cone	\$25.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones
28" Standard Traffic Cone	\$15.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones
18" Standard Traffic Cone	\$10.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones
12" Standard Traffic Cone	\$8.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones

**AUTOMATIC UPDATE DOESN'T SEEM TO WORK  
ON THIS SPREADSHEET**

**PUBLIC WORKS FEES  
2013 ANALYSIS**

No Parking Tripod	\$30.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of tripod
Preparation Fee	\$70.88	\$65.00	\$70.00	\$5.00	Cost of employee time to use forklift to get items out of loft and put them back
Preparation fee - Parade (Main Street Closure)	\$240.98	\$230.00	\$240.00	\$10.00	Cost of employee time to use forklift to get items out of loft and put them back
<b>Encroachment Permits:</b>					
<u>Performance Bond:</u>					
Deposit		\$500.00	\$500.00	\$0.00	
For excavation within paved roadway, alley, or easement area		\$2/square foot	\$2/square foot	\$0.00	
For excavation within unpaved roadway, alley, or easement areas		\$1/square foot	\$1/square foot	\$0.00	
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk		\$5/square foot	\$5/square foot	\$0.00	
For all other public improvements		Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	\$0.00	
Encroachment Permit Issuance Fee	\$94.23	\$85.00	\$90.00	\$5.00	
Driveway - Commercial		\$95.00	\$95.00	\$0.00	
Driveway - Residential		\$55.00	\$55.00	\$0.00	
Excavation - less than 50 lf		\$75 + 0.25/lf	\$75 + 0.25/lf	\$0.00	

**AUTOMATIC UPDATE DOESN'T SEEM TO WORK  
ON THIS SPREADSHEET**

**PUBLIC WORKS FEES  
2013 ANALYSIS**

Excavation - more than 50 lf		\$200.00	\$200.00	\$0.00	
Excavation - additional charge over 100 lf		0.50/lf	0.50/lf	\$0.00	
Inspection - Repairs & Replacements	\$92.36	\$75.00	\$90.00	\$15.00	
Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$108.66	\$85.00	\$105.00	\$20.00	
Miscellaneous Permits (not covered elsewhere; per location)		\$100.00	\$100.00	\$0.00	
Parking (per day; per space)		\$25.00	\$25.00	\$0.00	
Sidewalk, curb & Gutter, Ramp & Conform Paving		0.25/sf	0.25/sf	\$0.00	
Street Closure		\$150.00	\$150.00	\$0.00	
Street Closure - Recurring		\$50.00	\$50.00	\$0.00	
Fine for working w/o encroachment permit		\$0.00	Double cost of permit	Varies	
<u>Food Service Establishment Wastewater Discharge Permit Fees:</u>					
Annual Inspection Fee	\$98.24	\$85.00	\$95.00	\$10.00	
Initial Application Fee	\$137.53	\$115.00	\$135.00	\$20.00	
Grading Permit Fee	\$416.19	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$0.00	
<u>Grease Trap/Interceptors:</u>					
Initial Application Fee	\$137.53	\$115.00	\$135.00	\$20.00	
Annual Inspection Fee	\$117.89	\$85.00	\$115.00	\$30.00	
Hot Tap Machine Use (per tap; plus preparation cost)		\$400.00	\$400.00	\$0.00	
Pot Holing		Cost Incurred	Cost Incurred	\$0.00	

**AUTOMATIC UPDATE DOESN'T SEEM TO WORK  
ON THIS SPREADSHEET**

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<u>Sanitary Sewer Fees:</u>				\$0.00	
Permit and inspection of connections to the sanitary sewer system	\$61.52	\$55.00	\$60.00	\$5.00	
Permit and inspection of apartment connections to the sanitary sewer system	\$61.52	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0.00	
Alteration of existing sewer installations	\$61.52	\$55.00	\$60.00	\$5.00	
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$41.52	Actual cost of work - \$40 for written cost estimate	Actual cost of work - \$40 for written cost estimate	\$0.00	
<u>Septic Tank Dump Fees:</u>					
Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
Up to 1500 gallons	\$181.03	\$180.00	\$180.00	\$0.00	
For each additional 500 gallons	\$39.50	\$35.00	\$35.00	\$0.00	
<u>Service Calls (if due to customer fault or private line failure)</u>					

**AUTOMATIC UPDATE DOESN'T SEEM TO WORK  
ON THIS SPREADSHEET**

**PUBLIC WORKS FEES  
2013 ANALYSIS**

During Normal Operation Hours		Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	\$0.00	
If after hours		Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	\$0.00	
Treated Wastewater Disposal Fee					
Public Agencies		0.17/gallon	0.17/gallon	\$0.00	
Others		0.25/gallon	0.25/gallon	\$0.00	

**AUTOMATIC UPDATE DOESN'T SEEM TO WORK  
ON THIS SPREADSHEET**

**PUBLIC WORKS FEES  
2013 ANALYSIS**

Water Charges for Voluntary Water Sales (per Hundred Cubic Feet "HCF")		\$14.96	\$14.96	\$0.00	
Water Deposit		\$150.00	\$150.00	\$0.00	
Water Hydrant Meter Rental Deposit		\$750.00	\$750.00	\$0.00	
Water Line Testing and Forms		Cost Incurred	Cost Incurred		
Water Meter Split Evaluation	\$45.67	\$45.00	\$45.00	\$0.00	
Water Distribution System Permit and Inspection of Connections	\$69.87	\$55.00	\$65.00	\$10.00	
Water turn off/on at customer request	\$28.35	\$25.00	\$25.00	\$0.00	
New Inspection Fee	\$127.22	\$0.00	\$125.00	\$125.00	

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Backflow Prevention Device Annual Test Fee</b>						
		Assoc. Engineer	PWD			Total Costs
Perform Annual Test		1.50				
Total hours		1.50	0.00			
<i>Total salary &amp; benefits</i>		<i>117.89</i>	<i>0.00</i>			<i>117.89</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>117.89</i>
					<b>Current Fee</b>	<b>\$ 100</b>
					<b>Proposed fee</b>	<b>\$ 115</b>
<b>Temporary Backflow Device for Special Events</b>						
		Assoc. Engineer	MWII			Total Costs
Perform Annual Test		0.50	0.50			
Total hours		0.50	0.50			
<i>Total salary &amp; benefits</i>		<i>39.30</i>	<i>28.35</i>			<i>67.65</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>67.65</i>
					<b>Current Fee</b>	<b>\$ 60</b>
					<b>Proposed fee</b>	<b>\$ 65</b>



**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Building Permit for driveway</b>							
	Planner	Office Asst.	Assoc. Engineer	PWD			Total Costs
Review Application	0.25	0.50	0.00	0.30			
Total hours	0.25	0.50	0.00	0.30			
<i>Total salary &amp; benefits</i>	<i>16.60</i>	<i>25.39</i>	<i>0.00</i>	<i>41.62</i>			<i>83.61</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>83.61</i>
						<b>Current Fee</b>	<b>\$ 70</b>
						<b>Proposed fee</b>	<b>\$ 80</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Construction Cost Estimates</b>							
	PW Ops Mgr.	Office Asst.	Assoc. Engineer	PWD			Total Costs
Preparation of Estimate	0.50	0.00	0.00	0.00			
Total hours	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>41.52</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>			<i>41.52</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>41.52</i>
						<b>Current Fee</b>	<b>\$ 40</b>
						<b>Proposed fee</b>	<b>\$ 40</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Encroachment Permit Issuance</b>							
	Office Asst.	City Clerk	Assoc. Engineer	PWD			Total Costs
Receive, Review App. Work with applicants as needed on ins. Issues	0.75	0.25		0.25			
Total hours	0.75	0.25	0.00	0.25			
Total salary & benefits	38.09	21.46	0.00	34.68			94.23
Postage/copying							0.00
						Total Costs	94.23
						Current Fee	\$ 85
						Proposed fee	\$ 90

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Encroachment Permit - Sidewalk Closure</b>							
	Office Asst.	City Clerk	Average - Assoc. Eng. or PWD	PWD			Total Costs
Communicate Safety Requirements			0.50				
Inspect site for safety			0.50				
Total hours	0.00	0.00	1.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>108.66</i>	<i>0.00</i>			<i>108.66</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>108.66</i>
						<b>Current Fee</b>	<b>\$ 85</b>
						<b>Proposed fee</b>	<b>\$ 105</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Encroachment Permit Inspection</b>							
	Office Asst.	City Clerk	Average - Assoc. Eng. or PWD	PWD			Total Costs
Communicate Safety Requirements			0.25				
Inspect Site for compliance			0.60				
Total hours	0.00	0.00	0.85	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>92.36</i>	<i>0.00</i>			<i>92.36</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>92.36</i>
						<b>Current Fee</b>	<b>\$ 75</b>
						<b>Proposed fee</b>	<b>\$ 90</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Food Service - Initial Application</b>						
		Assoc. Engineer	PWD			Total Costs
Process Application		0.50				
Perform Inspection		1.25				
Total hours		1.75				
<i>Total salary &amp; benefits</i>		<i>137.53</i>	<i>0.00</i>			<i>137.53</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>137.53</i>
					<b>Current Fee</b>	<b>\$ 115</b>
					<b>Proposed fee</b>	<b>\$ 135</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Food Service - Annual Inspection</b>						
		Assoc. Engineer	PWD			Total Costs
Inspection		1.25				
Total hours		1.25				
<i>Total salary &amp; benefits</i>		<i>98.24</i>	<i>0.00</i>			<i>98.24</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>98.24</i>
					<b>Current Fee</b>	<b>\$ 85</b>
					<b>Proposed fee</b>	<b>\$ 95</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Grading Permit</b>							
	Office Asst.	City Clerk	Eng. Tech	PWD			Total Costs
Inspect Site for compliance				3.00			
Total hours	0.00	0.00	0.00	3.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>416.19</i>			<i>416.19</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>416.19</i>
						<b>Current Fee</b>	<b>Actual Cost</b>
						<b>Proposed fee</b>	<b>Actual Cost</b>
<b>Same fee will apply for first and additional inspections</b>							



**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Grease Trap - Initial Application</b>						
		Assoc. Engineer	PWD			Total Costs
Process Application		0.50				
Perform Inspection		1.25				
Total hours		1.75				
<i>Total salary &amp; benefits</i>		137.53	0.00			137.53
Postage/copying						0.00
					Total Costs	137.53
					<b>Current Fee</b>	<b>\$ 115</b>
					<b>Proposed fee</b>	<b>\$ 135</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Grease Trap - Annual Inspection</b>						
		Assoc. Engineer	PWD			Total Costs
Inspection		1.50				
Total hours		1.50				
<i>Total salary &amp; benefits</i>		<i>117.89</i>	<i>0.00</i>			<i>117.89</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>117.89</i>
					<b>Current Fee</b>	<b>\$ 85</b>
					<b>Proposed fee</b>	<b>\$ 115</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Preparation Fee - Barricades, etc.</b>						
		Maint Worker II	PWD			Total Costs
Preparation Fee		1.25				
Total hours		1.25				
<i>Total salary &amp; benefits</i>		<i>70.88</i>	<i>0.00</i>			<i>70.88</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>70.88</i>
					<b>Current Fee</b>	<b>\$ 65</b>
					<b>Proposed fee</b>	<b>\$ 70</b>
<b>Preparation Fee - Barricades, etc. - Parades</b>						
		Maint Worker II	PWD			Total Costs
Preparation Fee		4.25				
Total hours		4.25				
<i>Total salary &amp; benefits</i>		<i>240.98</i>	<i>0.00</i>			<i>240.98</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>240.98</i>
					<b>Current Fee</b>	<b>\$ 230</b>
					<b>Proposed fee</b>	<b>\$ 240</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Sanitary Sewer Fees - Permit &amp; inspection &amp; Alteration</b>						
		Gov Acct I	PWD	PW Ops. Mgr.		Total Costs
Form Preparation		0.10				
Review Application			0.25			
Inspection				0.25		
Total hours		0.10	0.25	0.25		
<i>Total salary &amp; benefits</i>		<i>6.07</i>	<i>34.68</i>	<i>20.76</i>		<i>61.52</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>61.52</i>
					<b>Current Fee</b>	<b>\$ 55</b>
					<b>Proposed fee</b>	<b>\$ 60</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Sanitary Sewer Fees - Extension of Mains - Estimate</b>						
		Gov Acct I	PWD	PW Ops. Mgr.		Total Costs
Prepare Estimate				0.50		
Review Application			0.00			
Inspection						
Total hours		0.00	0.00	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>0.00</i>	<i>41.52</i>		<i>41.52</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>41.52</i>
					<b>Current Fee</b>	<b>\$ 40</b>
					<b>Proposed fee</b>	<b>\$ 40</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Septic Dump Fees - first 1500 gallons</b>						
		Operator II	Lead Op	Finance Tech I	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		2.00				
Oversee Operation			0.50			
Process Invoice/Paperwork				0.50		
Non-labor treatment						
Total hours		2.00	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>118.00</i>	<i>31.82</i>	<i>18.60</i>	<i>12.00</i>	<i>180.42</i>
Postage/copying						0.61
					Total Costs	181.03
					Current Fee	\$ 180
					Proposed fee	\$180
<b>Septic Dump Fees - additional 500 gallons</b>						
		Operator II		Finance Tech	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		0.50				
Oversee Operation						
Process Invoice/Paperwork						
Non-labor treatment						
Total hours		0.50		0.00		
<i>Total salary &amp; benefits</i>		<i>29.50</i>		<i>0.00</i>	<i>10.00</i>	<i>39.50</i>
Postage/copying						0.00
					Total Costs	39.50

**PUBLIC WORKS FEES  
2013 ANALYSIS**

					<b>Current Fee</b>	<b>\$ 35</b>
					<b>Proposed fee</b>	<b>\$ 35</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Water Distribution System Permit &amp; Inspection</b>											
		Public Works Ops. Mgr.	Maint. Worker II			Total Costs		DAVE - this fee was added last year but there is nothing in the paperwork showing the calculation This is my best guess - Pleaes edit as necessary - if you change who is doing the work please let me know as I need to change some of the formulas.			
Review Permit		0.50									
Perform Inspection			0.50								
Total hours		0.50	0.50								
<i>Total salary &amp; benefits</i>		41.52	28.35			69.87					
Postage/copying						0.00					
					Total Costs	69.87					
					Current Fee	\$ 55					
					Proposed fee	\$ 65					



**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Water Meter Split</b>						
		Public Works Ops. Mgr.	PWD			Total Costs
Prepare paperwork		0.55				
Total hours		0.55				
<i>Total salary &amp; benefits</i>		<i>45.67</i>	<i>0.00</i>			<i>45.67</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>45.67</i>
					<b>Current Fee</b>	<b>\$ 45</b>
					<b>Proposed fee</b>	<b>\$ 45</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Water Turn-off (customer Request)</b>						
		Maint Worker II	PWD			Total Costs
Turn off/on water		0.50				
Total hours		0.50				
<i>Total salary &amp; benefits</i>		28.35	0.00			28.35
Postage/copying						0.00
					Total Costs	28.35
					<b>Current Fee</b>	<b>\$ 25</b>
					<b>Proposed fee</b>	<b>\$ 25</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>Inspection Fee (effective ____-2014</b>						
		Lead Operator	PWD			Total Costs
Perform Inspection		2.00				
Total hours		2.00				
<i>Total salary &amp; benefits</i>		<i>127.22</i>	<i>0.00</i>			<i>127.22</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>127.22</i>
					<b>Current Fee</b>	<b>\$ -</b>
					<b>Proposed fee</b>	<b>\$ 125</b>

**PUBLIC WORKS FEES  
2013 ANALYSIS**

<b>4130 CITY MANAGER</b>			
CITY MANAGER	150.70	-	153.22
HR MNGR/ASST TO CM	65.16	-	77.06
TECHNOLOGY INFO TECH	49.07	38.66	51.35
ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	55.77
<b>4131 CITY CLERK</b>			
CITY CLERK	74.84	27.99	85.86
OFFICE ASSISTANT	41.85	37.84	50.78
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	81.22	-	93.75
SR GOV ACCT	55.98	-	70.94
GOV ACCT I	49.24	40.92	60.73
FINANCE TECH I	32.12	26.62	37.21
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	85.33	-	103.00
ASSISTANT PLANNER	56.62	42.94	66.39
ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.93
ECONOMIC DEV COORDINATOR	57.64	43.07	73.96
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	123.56	-	147.85
LT	88.26	-	111.27
ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	46.09
SERGEANT	76.76	48.95	93.62
OFFICER	56.19	34.99	72.00
COMM SERVICE OFFICER	36.79	23.05	41.12
POLICE SERVICE TECH	37.13	28.94	45.15
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	112.88	-	138.73
PW PROJECT ANALYST	46.72	39.15	57.42
ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
WATER PROJECT MGR	48.79	41.28	59.97
PW MANAGER	74.34	-	91.64
PW OPERATIONS MANAGER	67.57	-	83.04
LEAD MAINTENANCE WORKER	51.76	36.69	63.61
MAINT WORKER IV	50.32	34.23	61.85
MAINT WORKER III	42.51	33.36	52.24
MAINT WORKER II	46.14	32.04	56.70
MAINT WORKER I	31.69	23.49	38.95
MECHANIC	46.61	33.72	57.28
TREATMENT PLANT - LEAD	51.78	41.20	63.63
OPERATOR II	48.00	33.99	59.00
ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59

**WATER/SEWER FEES  
2013 ANALYSIS**

**WATER CAPACITY CHARGE**

<u>2013</u>	<u>ENR CCI</u>	<u>2014</u>
\$3,982.54	3.30%	\$4,113.96

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50'/\$ per foot	
	2013	2014	2013	2014
3/4" Single Service	\$3,023.25	\$3,123.02	\$31.06	\$32.08
1" Single Service	\$3,265.77	\$3,373.54	\$33.14	\$34.23
1" Single Service Split into 2 5/8" x 3/4"	\$3,595.25	\$3,713.89	\$33.62	\$34.73
1 1/2" Single Service	\$3,873.92	\$4,001.76	\$29.83	\$30.81
2" Single Service Split into 5 5/8" x 3/4"	\$4,935.18	\$5,098.04	\$29.83	\$30.81
2" Service Disc Meter Low Demand	\$4,433.61	\$4,579.92	\$29.83	\$30.81
2" Service Compound High Demand	\$5,960.92	\$6,157.63	\$29.83	\$30.81
3" Service	\$9,257.02	\$9,562.50	\$35.00	\$36.16
4" Service	\$10,389.06	\$10,731.90	\$35.00	\$36.16
6" Service *	\$14,027.01	\$14,489.90	\$38.48	\$39.75

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

<u>Size</u>	<u>Fee</u>	
	<u>2013</u>	<u>2014</u>
5/8" x 3/4"	\$ 348.89	\$ 360.40
1"	\$ 507.80	\$ 524.56
1.5"	\$ 896.96	\$ 926.56
2" Disc Meter Low Demand	\$ 1,122.90	\$ 1,159.96
2" Compound	\$ 2,650.21	\$ 2,737.67
3"	\$ 3,098.55	\$ 3,200.80
4"	\$ 4,496.18	\$ 4,644.55
6"	Time & Materials	

**METER SPLIT**

<u>Size</u>	<u>Fee</u>	
	<u>2013</u>	<u>2014</u>
2 5/8" x 3/4" meters on existing service	\$ 1,021.83	\$ 1,055.55
Meter split with street crimp in cement sidewalk	\$ 1,331.30	\$ 1,375.23

**WATER/SEWER FEES  
2013 ANALYSIS**

<b>SEWER CAPACITY CHARGE</b>		
2013	ENR CCI	2014
\$3,129.59	3.30%	\$3,232.87

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2013	2014	2013	2014
4" Lateral, 4' Deep	\$2,664.18	\$2,752.10	\$39.84	\$41.15
4" Lateral, 6' Deep	\$2,953.38	\$3,050.84	\$45.98	\$47.50
4" Lateral, 8' Deep	\$3,473.82	\$3,588.46	\$57.96	\$59.87
4" Lateral, 10' Deep	\$3,967.41	\$4,098.33	\$67.11	\$69.32
6" Lateral, 4' Deep	\$2,797.68	\$2,890.00	\$41.18	\$42.54
6" Lateral, 6' Deep	\$3,086.88	\$3,188.75	\$47.33	\$48.89
6" Lateral, 8' Deep	\$3,607.35	\$3,726.39	\$59.29	\$61.25
6" Lateral, 10' Deep	\$4,100.91	\$4,236.24	\$68.44	\$70.70

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2013	2014	2013	2014
4" Lateral, 4' Deep	\$920.61	\$950.99	\$23.46	\$24.23
4" Lateral, 6' Deep	\$1,150.38	\$1,188.34	\$23.46	\$24.23
4" Lateral, 8' Deep	\$1,907.84	\$1,970.80	\$40.18	\$41.51
4" Lateral, 10' Deep	\$2,409.57	\$2,489.09	\$51.18	\$52.87
6" Lateral, 4' Deep	\$1,595.10	\$1,647.74	\$27.72	\$28.63
6" Lateral, 6' Deep	\$1,628.81	\$1,682.56	\$27.72	\$28.63
6" Lateral, 8' Deep	\$2,527.66	\$2,611.07	\$45.03	\$46.52
6" Lateral, 10' Deep	\$2,543.07	\$2,626.99	\$52.51	\$54.24

## **DRAINAGE FEES**

(Last Updated 2/11/2008)

<b>LAND USE CLASSIFICATION</b>	<b>FEE PER ACRE</b>
RVH, RM	\$4,264
RH, RL	\$3,682
RS, RR	\$2,325
CN, CO, CBD, CG, CH	\$5,043
IH, IL	\$5,043
HD	\$5,043
PR, PF, OS	\$1,748

Should be updated by ENR.

ENR Rates since 2008:

2009	1.10%
2010	4.20%
2011	3.20%
2012	2.50%
2013	3.30%

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY13/14**  
**UPDATED 07/29/13**

\*Overhead at OMB rate of 22.9%

	<b>RATE WITH BENEFITS</b>	<b>OVRTIME RATE</b>	<b>RATE WITH BENEFITS &amp; OVRHEAD*</b>
<b>4130 CITY MANAGER</b>			
CITY MANAGER	150.70	-	185.21
HR MNGR/ASST TO CM	65.16	-	80.09
TECHNOLOGY INFO TECH	49.07	38.66	60.30
ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
<b>4131 CITY CLERK</b>			
CITY CLERK	74.84	-	91.98
OFFICE ASSISTANT	41.85	27.99	51.43
<b>4150 FINANCE</b>			
FINANCE DIRECTOR	81.22	-	99.82
SR GOV ACCT	55.98	-	68.80
GOV ACCT I	49.24	40.92	60.52
FINANCE TECH I	32.12	26.62	39.47
<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	85.33	-	104.86
ASSISTANT PLANNER	56.62	42.94	69.58
ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
<b>4200-4202 POLICE DEPARTMENT</b>			
CHIEF	123.56	-	151.86
LT	88.26	-	108.47
ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
SERGEANT	76.76	48.95	94.34
OFFICER	56.19	34.99	68.60
COMM SERVICE OFFICER	36.79	23.05	45.22
POLICE SERVICE TECH	37.13	28.94	45.63
<b>4330, 4570, 4712 PUBLIC WORKS</b>			
PUBLIC WORKS DIRECTOR	112.88	-	138.73
PW PROJECT ANALYST	46.72	39.15	57.42
ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
WATER PROJECT MGR	48.79	41.28	59.97
PW MANAGER	74.34	-	91.64
PW OPERATIONS MANAGER	67.57	-	83.04
LEAD MAINTENANCE WORKER	51.76	36.69	63.61
MAINT WORKER IV	50.32	34.23	61.85
MAINT WORKER III	42.51	33.36	52.24
MAINT WORKER II	46.14	32.04	56.70
MAINT WORKER I	31.69	23.49	38.95
MECHANIC	46.61	33.72	57.28
TREATMENT PLANT - LEAD	51.78	41.20	63.63
OPERATOR II	48.00	33.99	59.00
ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59



DEPARTMENT	FEE	SUGGESTED CHANGE - 2014
Community Development	\$15	<b>NEW FEE:</b> Assign Street Address
Community Development	Admin CDP - \$850 Admin DR -\$300 Admin Minor Use Permit - \$700 Admin Variance - \$400	Change all the Admin Permit Fees to the same cost as the regular fees for that category, as it take just as much time to prepare a staff report, request comments, prepare the permit, etc. The only difference is that there is no hearing before the Planning Commission
Community Development	\$200	<b>NEW FEE:</b> Planning Commission Sign Permit Fee
Finance	\$3.50	<b>NEW FEE:</b> Fee to take utility payment over the phone
Miscellaneous	\$25/event	Fee for use of Gymnasium by Non-Profit
Public Works	\$155 first year \$55 following years	Fee for street furniture needs to be included – we have a fee on the application but not in our fee schedule
Public Works	\$950 (increase from \$750)	Water Hydrant Meter Rental Deposit
Public Works	\$25/month	<b>NEW FEE:</b> Water Hydrant Meter Rental Fee
Public Works	\$127.00	<b>NEW FEE:</b> Water Turn On After Hours

DEPARTMENT	FEE	SUGGESTED CHANGE - 2014
Community Development	\$15	Assign Street Address
Community Development	Admin CDP - \$850 Admin DR -\$300 Admin Minor Use Permit - \$700 Admin Variance - \$400	Change all the admin permit fees to the same cost as the regular fees for that category, as it take just as much time to prepare a staff report, request comments, prepare the permit, etc. The only difference is that there is no hearing....
Community Development	\$200	Planning Commission Sign Permit Fee
Finance	\$3.50	Fee to take utility payment over the phone
Finance/Public Works	\$127.00	After Hours Water Turn On
Miscellaneous	\$25/event	Fee for use of Gymnasium by Non-Profit
Public Safety	\$75	Graffiti Removal Fee
Public Works	See spreadsheet	Add storm drain fees to the Fee Schedule. Last adopted in 2008 by Resolution ID 301-2008; FBMC Section 12.14.030(D) says that they will be updated per the Engineering News Record 20 City Construction Cost Index each January 1. No update has occurred since 2008. I can look back at the ENR we used for the Water Capital Improvement Fees since 2008 and do an adjustment – then you'll need to review it to be sure it isn't totally out of line.
Public Works	\$155 first year \$55 following years	Fee for street furniture needs to be included – we have a fee on the application but not in our fee schedule
Public Works/Finance	\$950 (increase from \$750)	Water Hydrant Meter Rental Deposit
Public Works/Finance	\$25/month	Water Hydrant Meter Rental Fee

This will be done with the Development Impact Fees

MAKE SURE HOURLY RATES FALL INTO SAME CELLS OR FIX SPREADSHEETS;

	A	C	D	E
1	<b>4130 CITY MANAGER</b>			
2	CITY MANAGER	150.70	-	185.21
3	HR MNGR/ASST TO CM	65.16	-	84.08
4	TECHNOLOGY INFO TECH	49.07	38.66	60.30
5	ADMINISTRATIVE ASSISTANT-ADMIN	37.32	27.56	45.86
6	<b>4131 CITY CLERK</b>			
7	CITY CLERK	74.84	-	91.98
8	OFFICE ASSISTANT	41.85	27.99	51.43
9	<b>4150 FINANCE</b>			
10	FINANCE DIRECTOR	81.22	-	99.82
11	SR GOV ACCT	55.98	-	68.80
12	GOV ACCT I	49.24	40.92	60.52
13	FINANCE TECH I	32.12	26.62	39.47
14	<b>4320 COMMUNITY DEVELOPMENT</b>			
15	COMM DEV DIRECTOR	85.33	-	104.86
16	ASSISTANT PLANNER	56.62	42.94	69.58
17	ADMINISTRATIVE ASSISTANT-CD	37.97	33.09	46.66
18	ECONOMIC DEV COORDINATOR	57.64	43.07	70.84
19	<b>4200-4202 POLICE DEPARTMENT</b>			
20	CHIEF	123.56	-	151.86
21	LT	88.26	-	117.54
22	ADMINISTRATIVE ASSISTANT-PD	39.64	29.54	48.71
23	SERGEANT	76.76	48.95	94.34
24	OFFICER	56.19	34.99	68.60
25	COMM SERVICE OFFICER	36.79	23.05	45.22
26	POLICE SERVICE TECH	37.13	28.94	45.63
27	<b>4330, 4570, 4712 PUBLIC WORKS</b>			
28	PUBLIC WORKS DIRECTOR	112.88	-	138.73
29	PW PROJECT ANALYST	46.72	39.15	57.42
30	ASSOCIATE CITY ENGINEER	63.95	47.82	78.59
31	WATER PROJECT MGR	48.79	41.28	59.97
32	PW MANAGER	74.34	-	91.64
33	PW OPERATIONS MANAGER	67.57	-	83.04
34	LEAD MAINTENANCE WORKER	51.76	36.69	63.61
35	MAINT WORKER IV	50.32	34.23	61.85
36	MAINT WORKER III	42.51	33.36	52.24
37	MAINT WORKER II	46.14	32.04	56.70
38	MAINT WORKER I	31.69	23.49	38.95
39	MECHANIC	46.61	33.72	57.28
40	TREATMENT PLANT - LEAD	51.78	41.20	63.63
41	OPERATOR II	48.00	33.99	59.00
42	ENV. COMPLIANCE COORDINATOR	65.58	45.81	80.59
43				
44	CITY ATTORNEY			280.00

**PLANNING FEES  
2013 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$23.33	\$20	\$20	\$0	
<b><u>Administrative Permits:</u></b>					
- Admin. Design Review, - Admin. Variance, - Minor Use Permit (does not include Medical Marijuana Cultivation MUPs) - Admin. Coastal Dev. Permit - Amendment to Admin. Permit - Certificate of Appropriateness - Floodplain Development Permit	#REF!	#REF!	#REF!	#REF!	
- Administrative Design Review for 2 <sup>nd</sup> residential units	\$130.79	\$125.00	\$0.00	(\$125.00)	No longer allowed by State law
- Administrative Design Review for pre-approved 2 <sup>nd</sup> residential unit designs	\$127.70	\$120.00	\$0.00	(\$120.00)	No longer allowed by State law
Limited Term Permit not requiring TAC review	\$151.03	\$170	\$150	(\$20)	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Public hearing (when member of public requests public hearing for administrative permit)	1,054.79	\$1,080	\$1,050	(\$30)	
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$503.30	\$550	\$500	(\$50)	
Annexation		costs incurred			
Appeal to City Council or Planning Commission	\$2,336.27	\$1,000	\$1,000	\$0	
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$906.87	\$750	\$900	\$150	
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$293.20	\$265	\$290	\$25	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement	\$446.64	\$280	\$440	\$160	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$610.61	\$390	\$600	\$210	Recalculated staff time and wages & overhead spent processing application.
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$820.70	\$720	\$820	\$100	Recalculated staff time and wages & overhead spent processing application.
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition</u></b>					
<b><u>Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$528.53	\$520	\$525	\$5	
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$23.33	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred			
Lot Line Adjustment	\$776.86	\$710	\$775	\$65	
Medical Marijuana Cultivation Minor Use Permit	\$448.42	\$430	\$445	\$15	
Mitigation Monitoring		costs incurred		\$0	
<b>Parking in-lieu fees:</b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Temporary Moritorium
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Temporary Moritorium
Permits Requiring Planning Commission Review: Hearing	#REF!	\$1,845	#REF!	#REF!	



**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
- Adult-Oriented Business Permit	\$1,316.82	\$1,845	\$1,300	#REF!	New Method to Calculate Fee. All permits requiring a Planning Commisison hearing must pay that fee and the fee(s) assocaietd with the specific requested permit(s). The cost difference includes the old fee (\$1,845) - (the new fee + the hearing fee (\$1,100)).
- Certificate of Appropriateness	#REF!	\$1,845	#REF!	#REF!	
- Coastal Development Permit	\$927.65	\$1,845	\$900	#REF!	
Coastal Development Permit Second Unit	#REF!	\$1,845	#REF!	#REF!	
- Design Review	\$371.44	\$1,845	\$350	#REF!	
- Use Permit	\$649.33	\$1,845	\$650	#REF!	
- Variance	\$475.38	\$1,845	\$450	#REF!	
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$181.32	\$170	\$180	\$10	
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$297.04	\$0	\$295	\$295	NEW FEE
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,440.57	\$0	\$1,440	\$1,440	NEW FEE
Pre-application analysis		minimum \$750 deposit			
Research fee	\$64.94	\$60	\$60	\$0	Per hour
Rezoning		costs incurred		\$0	
Sign Permit: permanent & temporary	\$48.80	\$55	\$50	(\$5)	

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Specific Plan		costs incurred			
Subdivision Map:					
Extension of Time	\$232.52	\$125	\$225	\$100	
Final Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120	
Improvement Plan, Plan Check & Construction Inspections		costs incurred			
Minor Subdivision (< 5 parcels)		costs incurred	costs incurred		
Major Subdivision (5+ parcels)		costs incurred			
Parcel Merger		costs incurred	costs incurred		
Parcel Map	\$694.76	\$570 & \$20/parcel	\$690 & \$20/parcel	\$120	
Reversion to Acreage	\$1,727.05	costs incurred	costs incurred	n/a	
Technical Advisory Committee Review - Minor	\$696.62	\$650	\$695	\$45	TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.
Technical Advisory Committee Review - Major		costs incurred			
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.			

**PLANNING FEES  
2013 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Waste Management Checklist Processing Fee	\$25.60	\$25	\$25	\$0	
Zoning letter	\$105.37	\$100.00	\$105	\$5	Per Hour

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.25					
Total hours	1.00	1.50	0.00	0.00	0.00	0.00	
Total salary & benefits	46.66	104.37	0.00		0.00	0.00	151.03
						Total Costs	151.03
						<b>Current Fee</b>	<b>\$ 170</b>
						<b>Proposed Fee</b>	<b>\$ 150</b>
						difference	<b>(\$20)</b>
<b>Administrative Design Review for Second Residential Unit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Review/Analysis		0.50	0.25				
Prepare documentation		0.50					
Assign address	0.25						
Total hours	0.75	1.00	0.25	0.00	0.00	0.00	
Total salary & benefits	35.00	69.58	26.22		0.00	0.00	130.79
						Total Costs	130.79
						<b>Current Fee</b>	<b>\$ 125</b>
						<b>Proposed Fee</b>	<b>\$ -</b>

PLANNING FEE SCHEDULE

						difference	(\$125)	
<b>Administrative Design Review for City's Free Second Unit Designs</b>								
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs	
Accept application, set-up file	0.25	0.25						
Review/Analysis		0.25						
site visit or review photo documentation		0.50						
Prepare documentation		0.50						
Assign address	0.25							
Total hours	0.50	1.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>104.37</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>127.70</i>	
						Total Costs	127.70	
						<b>Current Fee</b>	\$ 120	
						<b>Proposed Fee</b>	\$ -	
						difference	(\$120)	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Asst. Engineer	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							

PLANNING FEE SCHEDULE

Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	7.00	31.31	10.49	0.00	0.00	0.00	48.80	
						Total Costs	48.80	
						<b>Current Fee</b>	\$ 55	
						<b>Proposed Fee</b>	\$ 50	
						difference	(\$5)	
<b>Administrative Review (Minor)</b>								
<b>Medical Marijuana Cultivation</b>		Asst		Asst.				Total
<b>Minor Use Permit</b>	AA-CD	Planner	CDD	Engineer	Police	Attorney	City Mgr	Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	0.50							
Close-out		0.50						
Total hours	1.00	4.50	0.75	0.00	0.00	0.00	0.00	
Total salary & benefits	46.66	313.11	78.65	0.00		0.00	0.00	438.42
Copying/postage								10.00
							Total Costs	448.42
							<b>Current MUP-Med. Mar. Fee</b>	\$ 430.00

# PLANNING FEE SCHEDULE

							<b>Proposed Fee</b>	\$445.00
							difference	<b>\$15</b>

## PLANNING FEE SCHEDULE

[illegible]



## PLANNING FEE SCHEDULE

[illegible]

AMENDMENTS (MINOR)

<b>Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>313.11</i>	<i>104.86</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>441.30</i>
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>503.30</b>
							<b>Existing Fee</b>	<b>550.00</b>
							<b>Proposed Fee</b>	<b>\$ 500.00</b>
							difference	<b>\$ (50.00)</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Appeal to City Council or Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review			0.25				
Accept or reject appeal			0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.50		0.00				
Prepare notice			0.50				
Publish, post, mail				0.50			
Prepare or review staff report		5.00			1.50	0.50	
Attend hearing		1.00	1.00		1.00	1.00	
Prepare minutes			1.50				
Certification of action	0.50		0.50				
Total Hours	1.00	6.00	4.25	0.50	2.50	1.50	
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>629.16</i>	<i>390.92</i>	<i>25.72</i>	<i>700.00</i>	<i>277.82</i>	<i>2070.27</i>
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>2336.27</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 1,000.00</b>
						difference	
<b>Sign Permit Appeal to Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Compile information/files	0.25						
Prepare or review staff report		2.50			0.50		
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.25	3.00	0.00	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>48.69</i>	<i>156.72</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>205.41</i>
Legal ad for public notice							76.00
Postage							25.00

PLANNING FEE SCHEDULE

Copying							165.00
						<b>Total Costs</b>	<b>471.41</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 200.00</b>
						difference	

PLANNING FEE SCHEDULE

Certificate of Compliance							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
Total salary & benefits	46.66	156.56	693.65		0.00	0.00	896.87
Copying							10.00
						<b>Total Costs</b>	<b>906.87</b>
						<b>Existing Fee</b>	<b>750.00</b>
						<b>Recommended Fee</b>	<b>\$900</b>
						difference	<b>\$150</b>

Code Enforcement Fee		ASST		CSO			Total	Proposed	Existing	price					
	Admin. Assist.	PLANNER	CDD	Police Dept.	Police Officer	City Atty	Costs	Fee	Fee	difference	Reason for Adjustment				
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.															
Taking the code complaint;		0.25	0.10												
set up file; log onto spreadsheet(s)	0.25		0.10												
Investigation and documentation of the code complaint			0.25	1.00											
Compose/document code enforcement certified letter	0.50	0.50	0.50												
Follow up efforts to ensure compliance with violation letter.		0.25													
Dialogue with violator responding to a complaint		0.50													
Total	0.75	1.50	0.95	1.00	0.00	0.00	0.00								
Total salary & benefits	35.00	104.37	99.62	45.22	0.00	0.00	284.20								
Postage & copying costs							9.00								
Total Fee							293.20	290.00	265.00	25.00					
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.25		0.10												
Investigation and documentation of the code complaint		0.25	0.50	1.50											
Compose/document code enforcement certified letter	0.25	0.50	1.00												
Follow up efforts to ensure compliance with violation letter.	0.25	0.50													
Dialogue with violator responding to a complaint		0.50													
Total	0.75	2.25	1.70	1.50	0.00	0.00	0.00								
Total salary & benefits	35.00	156.56	178.26	67.83	0.00	0.00	437.64								
Postage & copying costs							9.00								
Total Fee							446.64	440.00	280.00	160.00					
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.50		0.10												
Investigation and documentation of the code complaint		0.25	0.50	0.50											
Evidence collection, report writing			0.50												
Compose/document code enforcement certified letter	0.50	0.75	1.00												
Follow up efforts to ensure compliance with violation letter.	0.50	1.50													
Dialogue with violator responding to a complaint		1.00	0.50												
Total	1.50	4.00	2.20	0.50	0.00	0.00	0.00								
Total salary & benefits	69.99	278.32	230.69	22.61	0.00	0.00	601.61								
Postage & copying costs							9.00								
Total Fee							610.61	600.00	390.00	210.00					
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity															
Taking the code complaint		0.25	0.10												
set up file; log onto spreadsheet(s)	0.50		0.10												
Investigation and documentation of the code complaint		0.25	0.50		2.00										
Evidence collection, report writing					3.00										
Compose/document code enforcement certified letter	0.50	0.25	1.00												
Follow up efforts to ensure compliance with violation letter.		1.00	0.50												
Dialogue with violator responding to a complaint		1.00													
Total	1.00	2.75	2.20	0.00	5.00	0.00	0.00								
Total salary & benefits	46.66	191.35	230.69	0.00	343.00	0.00	811.70								
Postage & copying costs							9.00								
Total Fee							820.70	820.00	720.00	100.00					

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

[illegible]

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$2,000 unless noted)**

Annexation  
All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)  
Development Agreement  
General Plan Amendment  
Local Coastal Plan Amendment  
Major or Minor Subdivision  
Mitigation Monitoring  
Parcel Merger  
Planned Development Permit  
Pre-Application Analysis **(Minimum \$750 deposit)**  
Reversion to Acreage  
Specific Plan  
Subdivision Map Improvement Plan, Plan Check, Construction Inspections  
Technical Advisory Committee Review - Major\*  
Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division  
Parcel Merger  
Reversion to Acreage



PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50				
City Council packet	0.25	0.25		0.50				
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>12.86</i>	<i>91.98</i>	<i>0.00</i>	<i>554.92</i>		<i>0.00</i>	<i>0.00</i>	<i>659.76</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>694.76</b>
							<b>Existing Fee</b>	<b>\$570 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>\$690 &amp; \$20/parcel</b>
							difference	\$120

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Assoc. Engineer	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>244.97</i>	<i>556.64</i>	<i>235.94</i>	<i>19.65</i>	<i>485.56</i>	<i>0.00</i>	<i>46.30</i>	<i>1589.05</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1727.05</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Assoc. Engineer	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>46.66</i>	<i>0.00</i>	<i>471.87</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>518.53</i>	
Copying/Notification								<i>10.00</i>	
							<b>Total Costs</b>	<b>528.53</b>	
							<b>Existing Fee</b>	<b>\$ 520</b>	
							<b>Proposed Fee</b>	<b>\$ 525</b>	
							difference	<b>\$5</b>	

Lot Line Adjustment								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		0.25		1.00			
Review Final Deeds								
Close-out		0.50						
Total hours	0.75	5.50	1.25	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>35.00</i>	<i>382.69</i>	<i>131.08</i>		<i>208.10</i>	<i>0.00</i>	<i>0.00</i>	<i>756.86</i>
Postage								10.00
Copying								10.00
							Total Costs	776.86
							<b>Current Fee</b>	<b>\$ 710</b>
							<b>Proposed Fee</b>	<b>\$ 775</b>
							difference	<b>\$65</b>

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	PWD			
plot adjacent properties	0.25					
Prepare address list	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Assign Address</b>						
	AA-CD	ASST PLANNER	PWD			
Prepare and send letters	0.25					
Total hours	0.25	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>14.36</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	PWD			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
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	AA-CD	ASST PLANNER				
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>18.41</i>	<i>7.19</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	ENG TECH	AVERAGE Asst Planner/AA- CD/Assoc. Eng.		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>64.94</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
23.33
<b>23.33</b>
\$ 20
\$ 20
\$ -

Total Costs
14.36
<b>14.36</b>
NA
\$ 15

Total Costs
23.33
<b>23.33</b>
\$ 20
\$ 20
\$ -

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Total Costs
25.60
<b>25.60</b>
<b>\$ 25</b>
<b>\$ 25</b>
<b>\$ -</b>

Total Costs
64.94
<b>64.94</b>
<b>\$ 60</b>
<b>\$ 60</b>
n/a



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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2014

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00						
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Total hours	3.50	5.50	2.00	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>163.31</i>	<i>382.69</i>	<i>209.72</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>1175.72</i>
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1316.82</b>
							<b>Current Fee</b>	<b>1845.00</b>
							<b>Proposed Fee</b>	<b>\$1,300</b>
							difference	<b>(\$545)</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff  
reports

40 neighbors x 2 sided notice = 80

216

296

45

0.15 \$ 44.40

0.46 \$ 20.70

postage for notices

PLANNING PERMIT

<b>Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		4.00	1.00				
Review Staff Report	0.50				0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50						
Total hours	6.50	4.50	1.50	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>303.29</i>	<i>313.11</i>	<i>157.29</i>		<i>140.00</i>	<i>0.00</i>	<i>913.69</i>
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>1054.79</b>
						<b>Existing Fee</b>	<b>\$ 1,080</b>
						<b>Proposed Fee</b>	<b>\$ 1,050</b>
						<b>difference</b>	<b>\$ (30)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							
copying costs							
PH notice	140 neighbors x 2 sided notice =			80			

PLANNING PERMIT

staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Assoc. Engineer	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	313.11	83.04	78.59	94.34	117.54	0.00	686.62	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>696.62</b>	
				fee waived for non-profit events			current fee	\$650	
							<b>proposed fee</b>	<b>\$695</b>	
							difference	<b>\$ 45</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels								
Analysis and Staff Report		0.75	1.00					
Prepare CC Packet								
Prepare Minutes								
Close-out	0.25							
Total hours	0.50	0.75	1.00	0.00	0.00	0.00		
Total salary & benefits	23.33	53.13	104.86	0.00	0.00	0.00	181.32	
						<b>Total Costs</b>	<b>181.32</b>	
						<b>Existing Fee</b>	<b>170.00</b>	
						<b>Proposed Fee</b>	<b>180.00</b>	
						difference	<b>\$10</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels	0.50							
post hearing notice	0.25							
Analysis and Staff Report		0.50	1.00					

PLANNING FEE SCHEDULE

Review staff report					0.25			
Prepare Minutes development permit	0.50							
Close-out		0.25						
Total hours	1.50	0.75	1.00	0.00	0.25	0.00		
Total salary & benefits	69.99	52.19	104.86	0.00	70.00	0.00	297.04	
						<b>Total Costs</b>	<b>297.04</b>	
						<b>Existing Fee</b>	<b>0.00</b>	
						<b>Proposed Fee</b>	<b>295.00</b>	
						difference	<b>\$295</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review					1.00			
Correction Letter								
Secondary Review								
Prepare staff report		5.00						
Review staff report	0.5		2.00			0.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							



PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	6.25	7.00	2.50	0.00	1.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>291.63</i>	<i>487.06</i>	<i>262.15</i>		<i>138.73</i>	<i>140.00</i>	<i>0.00</i>	<i>1319.57</i>
Legal ad for public notice								76.00
Postage								0.00
MCTV								45.00
Copying								0.00
							<b>Total Costs</b>	<b>1440.57</b>
							<b>Current Fee</b>	<b>0.00</b>
							<b>Proposed Fee</b>	<b>\$1,440</b>
							difference	<b>\$1,440</b>
<b>Subdivision Map:</b>								
<b>Extension of Time</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	Dir Public Works	Total Costs	
Accept request	0.25							
Analysis and Staff Report			1.00					
Prepare CC Packet				0.25	0.25			
Prepare Minutes				0.25				
Close-out								
Total hours	0.25	0.00	1.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>11.67</i>	<i>0.00</i>	<i>104.86</i>	<i>45.99</i>	<i>70.00</i>	<i>0.00</i>	<i>232.52</i>	
MCTV							0.00	
						<b>Total Costs</b>	<b>232.52</b>	
						<b>Existing Fee</b>	<b>125.00</b>	
						<b>Proposed Fee</b>	<b>225.00</b>	
						difference	<b>\$100</b>	

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>zoning letter</b>								
	AA-CD	CDD	Assoc. Eng.	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.00		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>104.37</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>104.37</i>
Postage/copying								1.00
							Total Costs	105.37
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.							<b>Current Fee</b>	<b>\$ 100</b>
							Proposed fee	\$105
							difference	\$5
Does MJ review zoning letters?								

Planning Commission Hearing + Permits						
Planning Commission Hearing						
	AA-CD	ASST PLANNER	CDD		PWD	Attorney
Accept application/stamp plans	0.25					
Assign permit #, log-in, set-up file	0.25					
Prepare and post hearing notice/agenda	1.00					
Post staff report to web	0.50					
Prepare mailing/ labels	0.50					
copy/distribute packet	0.50					
Review staff report	0.5		1.50			1.50
Attend hearing	0.50	0.50	0.50			
Post meeting wrap-up* (see below)	1.25					
Prepare minutes	1.00					
Close-out		0.50				
Total hours	6.25	1.00	2.00	0.00	0.00	1.50
Total salary & benefits	291.63	69.58	209.72		0.00	420.00
Legal ad for public notice						
Postage						
Copying						

Design Review						
Initial review		0.50				
Referral and Review		0.50				
Correction Letter		0.50				
Secondary Review						
Prepare staff report		3.00				
Total hours	0	4.50	0.00	0.00	0.00	0.00
Total salary & benefits	0	313.11	0.00		0.00	0.00
Use Permit						
Initial review		0.50				
Referral and Review		1.00			1.00	
Correction Letter		0.50				
Secondary Review		1.00				
Prepare staff report		5.00				
Total hours	0	8.00	0.00	0.00	1.00	0.00
Total salary & benefits	0	556.64	0.00		138.73	0.00

Coastal Development Permit/Administrative Coastal Development Permit						
Initial review		1.00				
Referral and Review		1.00			1.00	
Correction Letter		0.50				
Secondary Review		1.00				
Prepare staff report		7.00				
Total hours	0.00	10.50	0.00	0.00	1.00	0.00

Total salary & benefits	0	730.59	0.00		138.73	0.00
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#### Variance

Initial review		0.00				
Referral and Review		0.00			1.00	
Correction Letter		0.00				
Secondary Review		0.00				
Prepare staff report		4.00				
Total hours	0	4.00	0.00	0.00	1.00	0.00
Total salary & benefits	0	278.32	0.00		138.73	0.00

#### Certificate of Appropriateness

Initial review		0.50				
Referral and Review		1.00			1.00	
Correction Letter		0.00				
Secondary Review		0.00				
Prepare staff report		4.00				
Total hours	0	5.50	0.00	0.00	1.00	0.00
Total salary & benefits	0	382.69	0.00		138.73	0.00

copying costs

PH notice

40 neighbors x 2 sided notice = 80

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

216

296 0.15 \$ 44.40

postage for notices

45 0.46 \$ 20.70

#### Coastal Development Permit (Second Unit)

Initial review		0.50				
Referral and Review		0.50			1.00	
Correction Letter		0.50				
Secondary Review		0.50				
Prepare staff report		4.00				
Total hours	0.00	6.00	0.00	0.00	1.00	0.00
Total salary & benefits	0	417.48	0.00		138.73	0.00

City Mgr	Total Costs
0.00	
0.00	990.93
	76.00
	20.70
	44.40
Total Costs	1132.03
Current Fee	
Proposed Fee	\$1,100
difference	\$1,100
0.00	
0.00	313.11
Proposed Fee	\$300
0.00	
0.00	695.37
Proposed Fee	\$700
0.00	

0.00	869.32
<b>Proposed Fee</b>	<b>\$850</b>

0.00	
0.00	417.05
<b>Proposed Fee</b>	<b>\$400</b>

0.00	
0.00	521.42
<b>Proposed Fee</b>	<b>\$500</b>

0.00	
0.00	556.21
<b>Proposed Fee</b>	<b>\$550</b>



<b>Administrative Permits</b>						
	AA-CD	Associate PLANNER	CDD		PWD	Attorney

#### Design Review

Accept application; assign permit #; log-in; set-up file	0.25					
Prepare and post Notice of Pending Action	0.25					
Prepare mailing/ labels	0.25					
post-decision wrap-up* (see below)	0.50					
Initial review		0.50				
Referral and Review		0.50				
Correction Letter		0.50				
Prepare staff report		3.00				
Total hours	1.25	4.50	0.00	0.00	0.00	0.00
Total salary & benefits	58.325	313.11	0.00		0.00	0.00

#### Use Permit

Accept application; assign permit #; log-in; set-up file	0.25					
Prepare and post Notice of Pending Action	0.25					
Prepare mailing/ labels	0.25					
post-decision wrap-up* (see below)	0.50					
Initial review		0.50				
Referral and Review		0.50			1.00	
Correction Letter						
Secondary Review		0.50				
Prepare staff report		5.00				
Total hours	1.25	6.50	0.00	0.00	1.00	0.00
Total salary & benefits	58.325	452.27	0.00		138.73	0.00

#### Coastal Development Permit/Administrative Coastal Development Permit

Accept application; assign permit #; log-in; set-up file	0.25					
Prepare and post Notice of Pending Action	0.25					
Prepare mailing/ labels	0.25					
post-decision wrap-up* (see below)	0.50					
Initial review		1.00				
Referral and Review		1.00			1.00	
Correction Letter		0.50				
Secondary Review		1.00				
Prepare staff report		7.00				
Total hours	1.25	10.50	0.00	0.00	1.00	0.00
Total salary & benefits	58.325	730.59	0.00		138.73	0.00

#### Variance

Accept application; assign permit #; log-in; set-up file	0.25					
Prepare and post Notice of Pending Action	0.25					
Prepare mailing/ labels	0.25					
post-decision wrap-up* (see below)	0.50					

Initial review		0.00				
Referral and Review		0.00			1.00	
Correction Letter		0.00				
Secondary Review		0.00				
Prepare staff report		4.00				
Total hours	1.25	4.00	0.00	0.00	1.00	0.00
Total salary & benefits	58.325	278.32	0.00		138.73	0.00

copying costs

PH notice

40 neighbors x 2 sided notice = 80

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

216

296 0.15 \$ 44.40

postage for notices

45 0.46 \$ 20.70

City Mgr	Total Costs
0.00	
0.00	371.44
<b>Proposed Fee</b>	<b>\$350</b>
0.00	
0.00	649.33
<b>Proposed Fee</b>	<b>\$650</b>
0.00	
0.00	927.65
<b>Proposed Fee</b>	<b>\$900</b>

0.00	
0.00	475.38
<b>Proposed Fee</b>	\$450

Department	Fee Purpose	New Fee	Existing Fee	Difference
Community Development	Assign Street Address	\$ 15.00	NA	\$ 15.00
Community Development	Admin Coastal Development Permit	\$ 900.00	\$ 575.00	\$ 325.00
	Administrative Design Review	\$ 350.00	\$ 575.00	\$ (225.00)
	Minor Use Permit	\$ 650.00	\$ 575.00	\$ 75.00
	Admin Variance	\$ 450.00	\$ 575.00	\$ (125.00)
Community Development	Planning Commission Sign Permit Fee, PC Sign Permit Appeal	\$200	NA	\$200

	Actual Cost	Proposed Fee	Difference	Notes
After Hours Water Turn On				
Three hours of MW II	3.00			
OT Rate	42.59			
	127.77	127.00	0.77	Finance depratment costs are included in the Turn Off Fee

DRAINAGE FEES		2009	2010	2011	2012	2013	2014
LAND USE CLASSIFICATION	FEE PER ACRE (2009)						
RVH, RM	\$4,264	\$4,311	\$4,492	\$4,636	\$4,752	\$4,908	\$5,070
RH, RL	\$3,682	\$3,723	\$3,879	\$4,003	\$4,103	\$4,238	\$4,378
RS, RR	\$2,325	\$2,351	\$2,449	\$2,528	\$2,591	\$2,676	\$2,765
CN, CO, CBD, CG, CH	\$5,043	\$5,098	\$5,313	\$5,483	\$5,620	\$5,805	\$5,997
IH, IL	\$5,043	\$5,098	\$5,313	\$5,483	\$5,620	\$5,805	\$5,997
HD	\$5,043	\$5,098	\$5,313	\$5,483	\$5,620	\$5,805	\$5,997
PR, PF, OS	\$1,748	\$1,767	\$1,841	\$1,900	\$1,948	\$2,012	\$2,079

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**From:** Oates, Jenny  
**Sent:** Tuesday, September 23, 2014 11:44 AM  
**To:** VanWormer, Cindy  
**Subject:** City's Fee Schedule

Hi Cindy,

I have another item to add to the City's Fee Schedule.

We will be adding a fee of \$3.50 for utility billing payments taken over the phone.

Thank You,

Jenny Oates  
Finance Technician I  
City of Fort Bragg  
707-961-2825 Phone  
707-961-2913 Fax  
[joates@fortbragg.com](mailto:joates@fortbragg.com)



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**From:** Jones, Marie  
**Sent:** Tuesday, July 29, 2014 8:44 AM  
**To:** VanWormer, Cindy  
**Cc:** Lemos, June  
**Subject:** New CDD Fee

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Cindy,

We would like to establish a new CDD fee for assigning addresses. Can you add it to the fee schedule for the next update?

Thanks!

**Marie Jones**

*Community Development Director*  
**City of Fort Bragg**  
707-961-1807

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**From:** Varga, Tom  
**Sent:** Wednesday, March 26, 2014 2:41 PM  
**To:** VanWormer, Cindy  
**Cc:** Cimolino, Rosana; Jones, Marie; Ruffing, Linda  
**Subject:** RE: Drainage Fees

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Cindy-

Thanks for chasing this down. There have been no changes to Attachment A that I have seen, (since 2008). Consequently, an update would seem to be in order. We can do this over the normal course of business, no need to rush.

Rosana-

Is there anyone in Finance that is tracking the "Engineering News-Record, 20-City Constriction Cost Index"? When we have some time, I would like to update our drainage fees and the cost index would be the place to start.

Thanks for the help-

Tom Z. Varga PE, PLS  
Director of Public Works  
City of Fort Bragg  
707-961-2823 (voice/msg)  
[tvarga@fortbragg.com](mailto:tvarga@fortbragg.com)

-----Original Message-----

**From:** VanWormer, Cindy  
**Sent:** Wednesday, March 26, 2014 1:17 PM  
**To:** Varga, Tom  
**Subject:** Drainage Fees

Tom:

Attached is the last resolution I found for increasing drainage fees, in 2008. The Municipal Code (Section 12.14.030) says, in part:

D. The base fee, used to determine drainage fees, shall be established, from time to time, by City Council resolution. The fees will be adjusted annually, for implementation January 1 of each year, based on the change in the Engineering News Record 20 City Construction Cost Index over the prior year.

I have a strong suspicion that if you "Attachment A" is different than the one in the resolution that someone, likely in Finance (Linda Hilliard would be a good starting point) has been making the adjustment.

We definitely want to get this into the fee schedule so it is on the radar to update every year (we do the Water/Sewer Connection and Capacity fees by ENR rate each year. We may need to do some serious adjustment in December this year to get this rate up to where it should be if we haven't adjusted it since 2008.

Cindy

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**From:** Desmond, Debbie  
**Sent:** Thursday, March 27, 2014 2:26 PM  
**To:** VanWormer, Cindy  
**Subject:** RE: Taxi Driver Background Check

Thanks Cindy. I've asked Sally & Gretchen to try to remind me to see if we need to change this fee with the next update. We do run them for FBI also so if we are charging them for DOJ we should probably be charging them for FBI also. Thank you!

*Debbie*

Debbie Desmond  
Administrative Assistant to Chief Mayberry  
Fort Bragg Police Department  
250 Cypress Street  
Fort Bragg, CA 95437  
707-961-2808

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**From:** VanWormer, Cindy  
**Sent:** Thursday, March 27, 2014 2:17 PM  
**To:** Desmond, Debbie  
**Subject:** Taxi Driver Background Check

This is what the spreadsheet shows is how we came up with \$117. If that isn't what is being done we can change it when we do the fee scheduled update later this year.

Taxi Driver Background Check						
		SGT	PST			Total Costs
Process paperwork			0.50			
Complete background check		1.000				
Total hours		1.00	0.50			
Total salary & benefits		94.34	22.82			117.16
Postage/copying						0.00
					Total Costs	117.16
Plus DOJ Fee					Current Fee	\$ 115.00
					Proposed fee	\$ 117.00

**Cindy**

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**From:** Varga, Tom  
**Sent:** Wednesday, July 23, 2014 4:53 PM  
**To:** VanWormer, Cindy  
**Subject:** Street Furniture permit fees

Cindy-

I could not find anything in the municipal code administrative regulations, or fee schedule that specified the fees we are using on the street furniture permit form, \$155 for initial application and \$55 for annual renewals. Please add these in with the next fee schedule update.

Thanks,

**Tom Z. Varga PE, PLS**  
**Director of Public Works**  
**City of Fort Bragg**  
707-961-2823 (voice/msg)  
[tvarga@fortbragg.com](mailto:tvarga@fortbragg.com)

**ANIMAL CARE CONTROL FEES  
2015 ANALYSIS**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Vicious Potentially Dangerous Animal Hearing	343.60	\$ 370.00	\$ 340.00	\$ (30.00)	Recalculated based on current weighted salary of employees

**ANIMAL CARE CONTROL FEES  
2015 ANALYSIS**

<b>Vicious Potentially Dangerous Animal Hearing</b>						
		City Clerk	City Manager	Office Asst.		Total Costs
Receive/Review Request		0.25				
Prepare Notice of Hearing		0.50				
Mail Notice of Hearing				0.25		
Prepare for Hearing			0.50			
Conduct Hearing			0.75			
Prepare Letter of Results		0.50				
Mail Letter				0.25		
			0.00			
		1.25	1.25	0.50		
<i>Total salary &amp; benefits</i>		<i>85.15</i>	<i>227.46</i>	<i>29.45</i>		<i>\$342.06</i>
Postage/copying						<i>1.54</i>
					Total Costs	<i>343.60</i>
					<b>Current Fee</b>	<b>\$ 370.00</b>
					<b>Proposed fee</b>	<b>\$ 340.00</b>



**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Audit Reports – Complete Set	32.84	32.00	32.00	0.00	
Audit Reports – Subsets	13.49	12.00	13.00	1.00	
Bingo License (6 month period)		10.00	10.00	0.00	
Budget Document	54.70	53.00	54.00	1.00	
<u>Business License Fees</u>					
* Initial License	97.39	96.00	97.00	1.00	SB 1186 went into effect 1/1/13; it requires a \$1 surcharge on all business licenses
* Initial License for Home Occupation	58.33	56.00	58.00	2.00	
* Change of Business Location	97.39	96.00	97.00	1.00	
* Change of Name	13.57	11.00	13.00	2.00	
* Change of Ownership	97.39	96.00	97.00	1.00	
* Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation		
* Duplicate License	7.92	6.00	7.00	1.00	
* License Renewal (Annual)	77.76	68.00	77.00	9.00	Increased cost for Finance staff since 2013
* License Renewal for Home Occupancy (Annual)	57.67	48.00	57.00	9.00	Increased cost for Finance staff since 2013
* Non-Profit Business License	97.39	41.00	41.00	0.00	City fee waived – only fee for fire inspection charged
* Peddler (regular route with truck)		75.00	75.00	0.00	
* Peddler (Solicitor peddling goods & wares from a temporary location)		20.00	20.00	0.00	
* Small, one-time jobs (under \$1,000)		20.00	20.00	0.00	
Return check fee (charge for return of bad check)	37.87	35.00	37.00	2.00	
Replace lost AP Check	39.92	36.00	39.00	3.00	Increased fees from bank
Tobacco Seller's License Fees:				0.00	
* Initial License	191.78	183.00	191.00	8.00	Increased cost for Finance staff since 2013
* Change of Business Location	45.11	35.00	45.00	10.00	Increased cost for Finance staff since 2013
* Change of Name	12.42	10.00	12.00	2.00	
* Change of Ownership	45.11	35.00	45.00	10.00	Increased cost for Finance staff since 2013
* Duplicate License	7.62	6.00	7.00	1.00	

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

Utility Bill - Final Notice Penalty	45.01	40.00	45.00	5.00	Increased cost for Finance staff since 2013
Utility Bill - Payment by Phone	4.65	3.50	4.50	1.00	
Utility Profile Fee (one free in 12-month period)	20.24	19.00	20.00	1.00	

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Audit Reports - Complete</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>8.09</i>		<i>\$8.09</i>
COPYING	PAGES	COST					
	165.00	0.15					24.75
POSTAGE							0.00
						Total Costs	32.84
						Current Fee	\$ 32.00
						Proposed fee	\$ 32.00
<b>Audit Reports - Partial</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>8.09</i>		<i>\$8.09</i>
COPYING	PAGES	COST					
	36.00	0.15					5.40
POSTAGE							0.00

FINANCE DEPARTMENT  
2015 FEE SCHEDULE

						Total Costs	13.49
						Current Fee	\$ 12.00
						Proposed fee	\$ 13.00

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Budget Document</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.33		
	0.00	0.00	0.00	0.00	0.33		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>17.80</i>		<i>\$17.80</i>
COPYING	PAGES	COST					
	246.00	0.15					36.90
POSTAGE							0.00
						Total Costs	54.70
						<b>Current Fee</b>	<b>\$ 53.00</b>
						<b>Proposed fee</b>	<b>\$ 54.00</b>

## FINANCE DEPARTMENT 2015 FEE SCHEDULE

[illegible]

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

	0.00	0.00	0.00	0.00	0.50	0.25	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>26.97</i>	<i>15.96</i>	<i>13.46</i>		<i>\$56.39</i>
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
SB 1186 SURCHARGE									1.00
								Total Costs	58.33
								<b>Current Fee</b>	<b>\$ 56.00</b>
								<b>Proposed fee</b>	<b>\$ 58.00</b>
<b>Change of Name</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.02						
Process Paperwork				0.23					
	0.00	0.00	0.02	0.23	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>1.23</i>	<i>10.70</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$11.93</i>
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	1	0.15							0.15
POSTAGE									0.49
SB 1186 SURCHARGE									1.00
								Total Costs	13.57
								<b>Current Fee</b>	<b>\$ 11.00</b>

## FINANCE DEPARTMENT 2015 FEE SCHEDULE

[illegible]



## FINANCE DEPARTMENT 2015 FEE SCHEDULE

[illegible]



## FINANCE DEPARTMENT 2015 FEE SCHEDULE

[illegible]

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
SB 1186 SURCHARGE									1.00
								Total Costs	97.39
								Cost w/o City	41.00
								<b>Current Fee</b>	<b>\$ 41.00</b>
								<b>Proposed fee</b>	<b>\$ 41.00</b>

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Gov Acct 1/Finance Tech		Total Costs
Look up account, reverse charges, contact customer					0.5		
Process Replacement Payment							
	0.00	0.00	0.00	0.00	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>26.97</i>		<i>\$26.97</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							10.90
						Total Costs	37.87
						<b>Current Fee</b>	<b>\$ 35.00</b>
						<b>Proposed fee</b>	<b>\$ 37.00</b>

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Gov Acct 1/Finance Tech		Total Costs
Verify check hasn't cleared, stop payment, pull invoice, void check, issue replacement			0.50				
	0.00	0.00	0.50	0.00	0		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>30.67</i>	<i>0.00</i>	<i>0.00</i>		<i>\$30.67</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							9.25
						Total Costs	39.92
						<b>Current Fee</b>	<b>\$ 36.00</b>
						<b>Proposed fee</b>	<b>\$ 39.00</b>

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Tobacco Seller's Initial License</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??		0.25							
Process Paperwork				0.50					
	0.00	0.25	0.00	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>20.90</i>	<i>0.00</i>	<i>23.27</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$44.17</i>
County Survey Cost									\$146.67
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
								Total Costs	191.78
								Current Fee	\$ 183.00
								Proposed fee	\$ 191.00
<b>Change of Name</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??									
Process Paperwork				0.25					

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

	0.00	0.00	0.00	0.25	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>11.63</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$11.63</i>
Fire Inspection Fee	TIME	RATE							
	0.00	37.97							\$0.00
COPYING	PAGES	COST							
	2	0.15							0.30
POSTAGE									0.49
								Total Costs	12.42
								<b>Current Fee</b>	<b>\$ 10.00</b>
								<b>Proposed fee</b>	<b>\$ 12.00</b>
<b>Change of Ownership</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??		0.25							
Process Paperwork				0.50					
	0.00	0.25	0.00	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>20.90</i>	<i>0.00</i>	<i>23.27</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$44.17</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
								Total Costs	45.11



**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

								<b>Current Fee</b>	<b>\$ 35.00</b>
								<b>Proposed fee</b>	<b>\$ 45.00</b>
<b>Change of Business Location</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??		0.25							
Process Paperwork				0.50					
	0.00	0.25	0.00	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>20.90</i>	<i>0.00</i>	<i>23.27</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$44.17</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.49
								Total Costs	45.11
								<b>Current Fee</b>	<b>\$ 35.00</b>
								<b>Proposed fee</b>	<b>\$ 45.00</b>
<b>Duplicate License</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

Review Application									
Process Fee/Answer ??									
Process Paperwork				0.15					
	0.00	0.00	0.00	0.15	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>6.98</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$6.98</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	1	0.15							0.15
POSTAGE									0.49
								Total Costs	7.62
								<b>Current Fee</b>	<b>\$ 6.00</b>
								<b>Proposed fee</b>	<b>\$ 7.00</b>

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Utility Bill - Final Notice Penalty</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Printing/Mailing				0.50			
Reviwing List & Turning off					0.5		
	0.00	0.00	0.00	0.50	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>23.27</i>	<i>21.11</i>		<i>\$44.37</i>
ROBOCALL SERVICE							<i>\$0.15</i>
POSTAGE							<i>0.49</i>
						Total Costs	<i>45.01</i>
						<b>Current Fee</b>	<b>\$ 40.00</b>
						<b>Proposed fee</b>	<b>\$ 45.00</b>

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Utility Bill - Payment by Phone</b>							
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Printing/Mailing				0.10			
Reviwing List & Turning off							
	0.00	0.00	0.00	0.10	0		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>4.65</i>	<i>0.00</i>		<i>\$4.65</i>
ROBOCALL SERVICE							
POSTAGE							
						Total Costs	4.65
						<b>Current Fee</b>	<b>\$ 3.50</b>
						<b>Proposed fee</b>	<b>\$ 4.50</b>

**FINANCE DEPARTMENT  
2015 FEE SCHEDULE**

<b>Utility Profile Fee</b>								
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1 / Finance Tech	Maint Worker I		Total Costs
Prepare Workorder					0.20			
Download Information from Handheld Computer						0.25		
	0.00	0.00	0.00	0.00	0.20	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>10.79</i>	<i>9.46</i>		<i>\$20.24</i>
ROBOCALL SERVICE								
POSTAGE								
							Total Costs	20.24
							<b>Current Fee</b>	<b>\$ 19.00</b>
							<b>Proposed fee</b>	<b>\$ 20.00</b>

**MISCELLANEOUS FEES  
2015 ANALYSIS**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Aerial Photographs		\$ 80.00	Cost of Reproduction + 15%	-	This is something that would need to be outsourced - should just be actual cost of Printing + 15% like Publications & Reports
Appeal of Administrative Decision	\$ 602.83	\$ 430.00	\$500	\$ 70.00	
Appeal of Water Bill	\$ 283.59	\$ 100.00	\$ 200.00	\$ 100.00	
<b><u>Certification of Documents:</u></b>					
* First Page (includes copy)	\$ 8.67	\$ 10.00	\$ 8.00	\$ (2.00)	
* Each Additional Page		\$ 0.15	\$ 0.15	\$ -	
<b><u>Copy Charges:</u></b>					
<b><u>Black &amp; White Copies:</u></b>					
* 8 1/2 x 11		\$ 0.15	\$ 0.15	\$ -	
* 8 1/2 x 14		\$ 0.15	\$ 0.15	\$ -	
* 11 x 17		\$ 0.30	\$ 0.30	\$ -	
<b><u>Color Copies</u></b>					
* 8 1/2 x 11		\$ 0.30	\$ 0.30	\$ -	
* 8 1/2 x 14		\$ 0.30	\$ 0.30	\$ -	
* 11 x 17		\$ 0.60	\$ 0.60	\$ -	
<b><u>Engineering Plans</u></b>					
* Black & White	\$ 2.93	\$ 3.00	\$ 3.00	\$ -	
* Color	\$ 4.68	\$ 5.00	\$ 5.00	\$ -	
Electronic Response to Records Request	\$ 8.52	\$ 5.00	\$ 5.00	\$ -	
<b><u>Gymnasium Use Fees</u></b>					
Basic Use (per hour)		\$ 20.00	\$ 20.00	\$ -	
Daily Use Fee (12 hours)		\$ 100.00	\$ 100.00	\$ -	
Extended Use Fee				\$ -	Established on case-by-case basis by City Manager
Non-Profit Use Fee (for up to 3 hours of use)		\$ 25.00	\$ 25.00	\$ -	
Letter of Public Convenience or Necessity	\$ 220.54	\$ 365.00	\$ 220.00	\$ (145.00)	
Letter of Public Convenience or Necessity - Public Hearing	\$ 618.09	\$ 575.00	\$ 615.00	\$ 40.00	

**MISCELLANEOUS FEES  
2015 ANALYSIS**

Publications and Reports		Cost of Printing +15%	Cost of Printing +15%	\$ -	
<b><u>Town Hall Use Fees:</u></b>					
Custodian Charge (per hour)	\$ 55.46	\$ 55.00	\$ 55.00	\$ -	
Custodian Charge -Overtime (per hour)	\$ 83.19	\$ 85.00	\$ 80.00	\$ (5.00)	
Sound Equipment Use	\$ 25.67	\$ 100.00	\$ 25.00	\$ (75.00)	
Transferring Electronic Files to CD (per CD)		\$ 15.00	\$ 15.00	\$ -	
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 25%	Cost of Reproduction + 25%	\$ -	

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Appeal of Administrative Decision</b>							
	City Clerk	Office Asst.	City Manager	Admin Assist - CDD			Total Costs
Receive Request for Hearing				0.25			
Prepare Notice of Hearing	0.25						
Mail Notice of Hearing		0.25					
Conduct Hearing			1.00				
Deliberate & Prepare Response			2.00				
Mail Response		0.25					
Total hours	0.25	0.50	3.00	0.25	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>17.03</i>	<i>29.45</i>	<i>545.91</i>	<i>9.80</i>	<i>0.00</i>	<i>0.00</i>	<i>602.19</i>
Copying	NO. PGS	COST					
	1.00	0.15					0.15
Postage							0.49
						<b>Total Costs</b>	<b>\$ 602.83</b>
						<b>Existing</b>	<b>\$ 365.00</b>
						<b>Proposed</b>	<b>\$ 500.00</b>



**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Appeal (to City Council) of Contested Water Bill</b>						
	Finance Tech	City Clerk	City Manager	Office Asst.		Total Costs
Research	0.50					
Prepare Agenda Item Summary		1.00				
Review Agenda Item Summary			0.50			
Copy/Distribute Agenda Item		0.00		0.25		
Attend meeting		0.50				
Prepare Minutes		0.50				
Notify appellant of action		0.25	0.00			
Total hours	0.50	2.25	0.50	0.25		
<i>Total salary &amp; benefits</i>	<i>23.27</i>	<i>153.27</i>	<i>90.99</i>	<i>14.72</i>		<i>\$282.24</i>
COPYING	NO. PGS	COST				
	3.00	0.15				\$0.45
POSTAGE						\$0.90
					Total Costs	283.59
					Current Fee	\$ 100.00
					Proposed fee	\$200

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Certification of Documents</b>						
		City Clerk				Total Costs
Retrieve & copy document		0.125				
Certify & seal document		0.125				
Total hours		0.25				
<i>Total salary &amp; benefits</i>		8.52				8.52
Postage/copying						0.15
					Total Costs	8.67
		0	0		<b>Current Fee</b>	<b>\$ 10.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 8.00</b>

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Copy Charges</b>						
	B&W			Color		
	8 1/2 x 11	8 1/2 x 14	11 x 14	8 1/2 x 11	8 1/2 x 14	11 x 14
Paper	0.007	0.011	0.009	0.007	0.011	0.009
Maintenace Fee	0.008	0.008	0.008	0.070	0.070	0.070
Employee Cost	0.24472	0.24472	0.24472	0.24472	0.24472	0.24472
TOTAL	0.25972	0.26372	0.26172	0.32172	0.32572	0.32372
<i>Employee cost based on average of Admin Asst (all areas), Police Serve Tech. &amp; Office Asst salary</i>	48.94					
	0	0	0	0		
<b>Engineer Plans</b>						
	B&W	COLOR				
	24 x 36					
Paper	0.23	0.23				
Ink	0.25	2.00				
Employee Cost	2.45	2.45				
TOTAL	2.927	4.677				

MISCELLANEOUS FEES  
2015 ANALYSIS

	0					

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Custodian Fee - Town Hall</b>						
		Maint. Worker II				Total Costs
Cleaning facility (per hour)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		<i>55.46</i>				<i>55.46</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>55.46</i>
		0	0		Total OT Costs	<i>83.19</i>
					<b>Current Fee</b>	<b>\$ 50.00</b>
					<b>Current OT Fee</b>	<b>\$ 80.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 55.00</b>
					<b>Proposed OT Fee</b>	<b>\$ 80.00</b>

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Electronic response to Records Request</b>						
		City Clerk				Total Costs
Scan Document		0.0625				
Transmit Document		0.0625				
Total hours		0.1250				
<i>Total salary &amp; benefits</i>		8.52				8.52
Postage/copying						0.00
					Total Costs	8.52
		0	0		<b>Current Fee</b>	<b>\$ 5.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 5.00</b>

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Letter of Public Convenience or Necessity</b>									
		City Clerk	Office Asst.	Asst Plan	Fire Dept.	City Manager	Police Chief		Total Costs
Receive/Review Application		0.250							
Prepare notice to property owners		0.250							
Mail notice			0.25						
Review of Application by C.D.D. & Fire				0.50	0.25				
Review of Application by Administrator (City Manager/ Police Chief)						0.25	0.25		
Write Letter		0.250							
Mail Letter			0.25						
Total hours		0.75	0.50	0.50	0.25	0.25	0.25		
<i>Total salary &amp; benefits</i>		<i>51.09</i>	<i>29.45</i>	<i>26.92</i>	<i>9.77</i>	<i>45.49</i>	<i>32.82</i>		<i>195.54</i>
Postage/copying									25.00
								Total Costs	220.54
								Current Fee	\$ 365.00
	0	0	0					Proposed fee	\$ 220.00

**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Public Hearing for Letter of Public Convenience</b>							
	City Clerk	Office Asst.	City Manager	Police Chief			Total Costs
Prepare Hearing Notice/Agenda	0.50						
Post/Mail hearing notice/agenda		0.50					
Prepare Staff Report	0.50						
Review Staff Report			0.50				
Copy/Distribute Packet		0.50					0.50
Attend Hearing	0.75		0.75	0.75			
Prepare Minutes	0.50						
Total hours	2.25	1.00	1.25	0.75	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>153.27</i>	<i>58.89</i>	<i>227.46</i>	<i>98.47</i>	<i>0.00</i>	<i>0.00</i>	<i>538.09</i>
<i>Legal ad for public notice</i>							<i>50.00</i>
<i>Copying/postage</i>							<i>30.00</i>
						<b>Total Costs</b>	<b>\$ 618.09</b>
						<b>Existing</b>	<b>\$ 575.00</b>
						<b>Proposed</b>	<b>\$ 615.00</b>



**MISCELLANEOUS FEES  
2015 ANALYSIS**

<b>Sound Equipment Use (per hour)</b>						
		IT				Total Costs
Set up/operate equipment (per hr)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		<i>25.67</i>				<i>25.67</i>
					Total Costs	25.67
		0	0			
					<b>Current Fee</b>	<b>\$ 100.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$25</b>

**PLANNING FEES  
2015 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$29.41	\$20	\$20	\$0	
Assign Street Address	\$58.82	\$15	\$50	\$35	Additional Time to Process
<b><u>Administrative Permits:</u></b>					
- Amendment to Admin. Permit - Certificate of Appropriateness - Floodplain Development Permit	\$500.86	\$575	\$500	(\$75)	Reduced Staff Costs
* Admin. Design Review	\$365.28	\$300	\$365	\$65	Additional Time to Process
* Admin. Variance	\$569.22	\$400	\$565	\$165	Additional Time to Process
* Admin. Minor Use Permit (does not include Medical Marijuana Cultivation MUP)	\$704.89	\$700	\$700	\$0	Additional Time to Process
* Admin. Coastal Dev. Permit	\$891.18	\$850	\$890	\$40	Additional Time to Process
Limited Term Permit not requiring TAC review	\$145.00	\$150	\$145	(\$5)	Reduced Staff Costs
Initial Review - Mobile Vending Unit Fee	\$550.00	\$0	\$550	\$550	New fee
Annual Renewal - Mobile Vending Unit fee	\$500.00	\$0	\$500	\$500	New fee
Public hearing (when member of public requests public hearing for administrative permit)	903.19	\$1,050	\$900	(\$150)	Reduced Staff Costs

**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$427.28	\$500	\$425	(\$75)	Reduced Staff Costs
Annexation		costs incurred			
Appeal to City Council or Planning Commission	\$2,217.46	\$1,000	\$1,000	(\$1,217)	Keep appeal cost low
Appeal of Sign Permit to Planning Commission	\$765.18	\$ 1,000.00	\$ 200.00	\$ (800.00)	Keep appeal cost low
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$716.75	\$900	\$715	(\$185)	Reduced Staff Costs
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$277.07	\$290	\$275	(\$15)	Reduced Staff Costs

**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement	\$450.07	\$440	\$450	\$10	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$602.35	\$600	\$600	\$0	
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$921.42	\$820	\$920	\$100	Recalculated staff time spent processing more serious code enforcment cases.
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition</u></b>					
<b><u>Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$514.47	\$525	\$510	(\$15)	
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	

**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$19.61	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred			
Lot Line Adjustment	\$743.16	\$775	\$740	(\$35)	Reduced Staff Costs
Medical Marijuana Cultivation Minor Use Permit	\$440.33	\$445	\$440	(\$5)	Reduced Staff Costs
Mitigation Monitoring		costs incurred		\$0	
<b>Parking in-lieu fees:</b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Temporary Moritorium
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Temporary Moritorium

**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Permits Requiring Planning Commission Review: Hearing Cost (Plus cost of permits required, see below):	\$1,118.48	\$1,100	\$1,115	\$15	To Calculate Fee: All permits requiring a Planning Commisison hearing must pay that fee and the fee(s) assocaietd with the specific requested permit(s).
- Adult-Oriented Business Permit	\$1,402.85	\$1,300	\$1,400	\$100	
- Certificate of Appropriateness	\$518.59	\$500	\$515	\$15	
- Coastal Development Permit	\$891.18	\$850	\$890	\$40	Additional Time to Process
Coastal Development Permit Second Unit	\$664.95	\$550	\$660	\$110	Additional Time to Process
- Design Review	\$365.28	\$300	\$365	\$65	Additional Time to Process
- Use Permit	\$704.89	\$700	\$700	\$0	
- Variance	\$569.22	\$400	\$565	\$165	Additional Time to Process
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$165.52	\$180	\$165	(\$15)	Reduced Staff Costs
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$272.59	\$295	\$270	(\$25)	Reduced Staff Costs
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,250.70	\$1,440	\$1,250	(\$190)	Reduced Staff Costs
Pre-application analysis & meeting		minimum \$750 deposit	minimum \$550 deposit	(\$200)	Reduced Staff Costs
Research fee	\$45.43	\$60	\$45	(\$15)	Reduced Staff Costs

**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Rezoning		costs incurred		\$0	
Sign Permit: permanent & temporary	\$40.45	\$50	\$40	(\$10)	Reduced Staff Costs
Specific Plan		costs incurred			
Subdivision Map:					
Extension of Time	\$217.25	\$225	\$215	(\$10)	Reduced Staff Costs
Final Map	\$554.96	\$690 & \$20/parcel	\$550 & \$20/parcel	(\$20)	Reduced Staff Costs
Improvement Plan, Plan Check & Construction Inspections		costs incurred			
Minor Subdivision (< 5 parcels)		costs incurred	costs incurred		
Major Subdivision (5+ parcels)		costs incurred			
Parcel Merger		costs incurred	costs incurred		
Parcel Map	\$554.96	\$690 & \$20/parcel	\$550 & \$20/parcel	(\$20)	Reduced Staff Costs
Reversion to Acreage	\$1,445.98	costs incurred	costs incurred	n/a	
Technical Advisory Committee Review - Minor	\$584.06	\$695	\$580	(\$115)	Reduced Staff Costs
Technical Advisory Committee Review - Major		costs incurred			TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.



**PLANNING FEES  
2015 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.	\$1,000	\$0	
Waste Management Checklist Processing Fee	\$36.99	\$25	\$35	\$10	
Zoning letter (per hour)	\$111.51	\$105.00	\$110	\$5	

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS (Standard): Admin COA Floodplain Dev Permit Amendment to Admin. Approval; Fees for Admin. Design Review, Admin. Variance, Admin. Minor Use Permit, and Admin. Coastal Dev. Permit are charged at the same rate as regular permits (Jan 2015)</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.00						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.50	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>98.03</i>	<i>188.44</i>	<i>103.39</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>389.86</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	500.86
							<b>Current Fee</b>	\$575.00
							<b>Proposed Fee</b>	\$500.00
							difference	(\$75)
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.25					
Total hours	1.00	1.50	0.25	0.00	0.00	0.00	
Total salary & benefits	39.21	80.76	25.85			0.00	145.82
						Total Costs	145.82
						<b>Current Fee</b>	<b>\$ 150</b>
						<b>Proposed Fee</b>	<b>\$ 145</b>
						difference	<b>(\$5)</b>
<b>Administrative Design Review for Second Residential Unit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Review/Analysis		0.50	0.25				
Prepare documentation		0.50					
Assign address	0.25						
Total hours	0.75	1.00	0.25	0.00	0.00	0.00	
Total salary & benefits	29.41	53.84	25.85		0.00	0.00	109.10
						Total Costs	109.10
						<b>Current Fee</b>	
						<b>Proposed Fee</b>	<b>\$ -</b>

PLANNING FEE SCHEDULE

						difference	\$0	
<b>Administrative Design Review for City's Free Second Unit Designs</b>								
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs	
Accept application, set-up file	0.25	0.25						
Review/Analysis		0.25						
site visit or review photo documentation		0.50						
Prepare documentation		0.50						
Assign address	0.25							
Total hours	0.50	1.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>19.61</i>	<i>80.76</i>	<i>0.00</i>			<i>0.00</i>	<i>100.37</i>	
						Total Costs	100.37	
						Current Fee		
						Proposed Fee	\$ -	
						difference	\$0	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							

PLANNING FEE SCHEDULE

Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	5.88	24.23	10.34	0.00		0.00	40.45	
						Total Costs	40.45	
						Current Fee	\$ 50	
						Proposed Fee	\$ 40	
						difference	(\$10)	
<b>Administrative Review (Minor)</b>								
<b>Medical Marijuana Cultivation</b>								
<b>Minor Use Permit</b>	AA-CD	Asst Planner	CDD	Engineer Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	1.00		0.50					
Close-out		0.50						
Total hours	1.50	4.50	1.25	0.00	0.00	0.00	0.00	
Total salary & benefits	58.82	242.28	129.24	0.00		0.00	0.00	430.33
Copying/postage								10.00
							Total Costs	440.33
							Current MUP-Med. Mar. Fee	\$ 445.00
							Proposed Fee	\$440.00

PLANNING FEE SCHEDULE

							difference	(\$5)
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## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]



AMENDMENTS (MINOR)

<b>Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>19.61</i>	<i>242.28</i>	<i>103.39</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>365.28</i>
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>427.28</b>
							<b>Existing Fee</b>	<b>500.00</b>
							<b>Proposed Fee</b>	<b>\$ 425.00</b>
							difference	<b>\$ (75.00)</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Appeal to City Council or Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review			0.25				
Accept or reject appeal			0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.50		0.00				
Prepare notice			0.50				
Publish, post, mail				0.50			
Prepare or review staff report		5.00			1.50	0.50	
Attend hearing		1.00	1.00		1.00	1.00	
Prepare minutes			1.50				
Certification of action	0.50		0.50				
Total Hours	1.00	6.00	4.25	0.50	2.50	1.50	
<i>Total salary &amp; benefits</i>	<i>39.21</i>	<i>620.34</i>	<i>289.51</i>	<i>29.45</i>	<i>700.00</i>	<i>272.96</i>	<i>1951.46</i>
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>2217.46</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 1,000.00</b>
						difference	
<b>Sign Permit Appeal to Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Compile information/files	0.25						
Prepare or review staff report		2.50			0.50		
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.25	3.00	0.00	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>49.01</i>	<i>310.17</i>	<i>0.00</i>	<i>0.00</i>	<i>140.00</i>	<i>0.00</i>	<i>499.18</i>

PLANNING FEE SCHEDULE

Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>765.18</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 200.00</b>
						difference	<b>\$ (800.00)</b>

PLANNING FEE SCHEDULE

Certificate of Compliance							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>39.21</i>	<i>121.14</i>	<i>546.40</i>		<i>0.00</i>	<i>0.00</i>	<i>706.75</i>
Copying							10.00
						<b>Total Costs</b>	<b>716.75</b>
						<b>Existing Fee</b>	<b>900.00</b>
						<b>Recommended Fee</b>	<b>\$715</b>
						difference	<b>(\$185)</b>

Code Enforcement Fee				CSO			Total	Proposed	Existing	price					
	Admin. Assist.	AA-CD	CDD	Police Dept.	Police Officer	City Atty	Costs	Fee	Fee	difference	Reason for Adjustment				
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.25	0.25													
Investigation and documentation of the code complaint		0.50		1.00											
Compose/document code enforcement certified letter	0.50	1.50													
Follow up efforts to ensure compliance with violation letter.		0.50	0.25												
Dialogue with violator responding to a complaint		1.00	0.25												
Total	0.75	4.25	0.35	1.00	0.00	0.00	0.00								
Total salary & benefits	29.41	166.64	36.19	35.83	0.00	0.00	268.07								
Postage & copying costs							9.00								
Total Fee							277.07	275.00	290.00	-15.00					
<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.25	0.25													
Investigation and documentation of the code complaint		0.50	0.50	1.50											
Compose/document code enforcement certified letter	0.25	1.50	1.00												
Follow up efforts to ensure compliance with violation letter.	0.25	0.50													
Dialogue with violator responding to a complaint		1.00	0.25												
Total	0.75	4.25	1.85	1.50	0.00	0.00	0.00								
Total salary & benefits	29.41	166.64	191.27	53.75	0.00	0.00	441.07								
Postage & copying costs							9.00								
Total Fee							450.07	450.00	440.00	10.00					
<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.															
Taking the code complaint;		0.50	0.10												
set up file; log onto spreadsheet(s)	0.50	0.50													
Investigation and documentation of the code complaint		0.50		0.50											
Evidence collection, report writing		0.50													
Compose/document code enforcement certified letter	0.50	2	0.50												
Follow up efforts to ensure compliance with violation letter.	0.50	1.50													
Dialogue with violator responding to a complaint		3.00	1.00												
Total	1.50	8.50	1.60	1.00	0.00	0.00	0.00								
Total salary & benefits	58.82	333.29	165.42	35.83	0.00	0.00	593.35								
Postage & copying costs							9.00								
Total Fee							602.35	600.00	600.00	0.00					
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity															
Taking the code complaint		0.50													
set up file; log onto spreadsheet(s)	0.50	0.25													
Investigation and documentation of the code complaint		1.00	0.50		2.00										
Evidence collection, report writing		1.00			3.00										
Compose/document code enforcement certified letter	0.50	1	0.50												
Follow up efforts to ensure compliance with violation letter.		1.50	0.50												
Dialogue with violator responding to a complaint		3.00	0.50		1.00										
Total	1.00	8.25	2.00	0.00	5.00	0.00	0.00								
Total salary & benefits	39.21	323.48	206.78	0.00	342.95	0.00	912.42								
Postage & copying costs							9.00								
Total Fee							921.42	920.00	820.00	100.00					

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

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**Deposit Account (Amount Determined By Director, Minimum \$2,000 unless noted)**

Annexation  
All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)  
Development Agreement  
General Plan Amendment  
Local Coastal Plan Amendment  
Major or Minor Subdivision  
Mitigation Monitoring  
Parcel Merger  
Planned Development Permit  
Pre-Application Analysis **(Minimum \$750 deposit)**  
Reversion to Acreage  
Specific Plan  
Subdivision Map Improvement Plan, Plan Check, Construction Inspections  
Technical Advisory Committee Review - Major\*  
Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division  
Parcel Merger  
Reversion to Acreage

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50				
City Council packet	0.25	0.25		0.50				
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>14.72</i>	<i>68.12</i>	<i>0.00</i>	<i>437.12</i>		<i>0.00</i>	<i>0.00</i>	<i>519.96</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>554.96</b>
							<b>Existing Fee</b>	<b>\$690 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>\$550 &amp; \$20/parcel</b>
							<b>difference</b>	



PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Engineer Tech	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>205.85</i>	<i>430.72</i>	<i>232.63</i>	<i>10.81</i>	<i>382.48</i>	<i>0.00</i>	<i>45.49</i>	<i>1307.98</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1445.98</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						
Close-out	0.25								Emergency permits should
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		be and are handled by CDD
<i>Total salary &amp; benefits</i>	<i>39.21</i>	<i>0.00</i>	<i>465.26</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>504.47</i>	
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>514.47</b>	
							<b>Existing Fee</b>	<b>\$ 525</b>	
							<b>Proposed Fee</b>	<b>\$ 510</b>	
							difference	<b>(\$15)</b>	

Lot Line Adjustment								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		1.00		1.00			
Review Final Deeds								
Close-out		1.00						
Total hours	0.75	6.00	2.00	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>29.41</i>	<i>323.04</i>	<i>206.78</i>		<i>163.93</i>	<i>0.00</i>	<i>0.00</i>	<i>723.16</i>
Postage								10.00
Copying								10.00
							Total Costs	743.16
							<b>Current Fee</b>	<b>\$ 775</b>
							<b>Proposed Fee</b>	<b>\$ 740</b>
							difference	<b>(\$35)</b>

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	PWD			
plot adjacent properties	0.25					
Prepare address list	0.50					
Total hours	0.75	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>29.41</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Assign Address</b>						
	AA-CD	ASST PLANNER	PWD			
Prepare and send letters	1.50					
Total hours	1.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>58.82</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	PWD			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>19.61</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
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	AA-CD	ASST PLANNER				
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>23.53</i>	<i>13.46</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	ENG TECH	AVERAGE Asst Planner/AA- CD/Eng. Tech		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>45.43</i>	<i>0.00</i>	<i>0.00</i>
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
29.41
29.41
\$ 20
\$ 20
\$ -

Total Costs
58.82
58.82
\$ 15
\$ 50
\$ 35.00

Total Costs
19.61
19.61
\$ 20
\$ 20
\$ -

--

Total Costs
36.99
<b>36.99</b>
<b>\$ 25</b>
<b>\$ 35</b>
\$ 10.00

Total Costs
45.43
<b>45.43</b>
<b>\$ 60</b>
<b>\$ 45</b>
n/a

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**Construction Cost Indexing for Parking In Lieu Fee**

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	<b>2008</b>		<b>Dec-09</b>		<b>2010</b>
Engineer-News Record Construction Cost Index			1.1% Increase	4.2% increase (Nov)	
Existing Commercial Building In Lieu Parking Fee	\$	4,000	\$	4,044	\$0.00
New Construction Parking In Lieu Fee	\$	8,000	\$	8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**



Moritorium through 2017

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00	1					
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	1.00	1.00	1.00					
Total hours	4.00	6.00	3.50	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>156.84</i>	<i>323.04</i>	<i>361.87</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>1261.75</i>
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1402.85</b>
							<b>Current Fee</b>	<b>1300.00</b>
							<b>Proposed Fee</b>	<b>\$1,400</b>
							difference	<b>(\$100)</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

40 neighbors x 2 sided notice = 80

216

296

0.15 \$ 44.40

postage for notices

45

0.46 \$ 20.70

PLANNING PERMIT

<b>Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		2.00	1.00				
Review Staff Report	0.50		0.50		0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50		0.25				
Total hours	6.50	2.50	2.25	0.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>254.87</i>	<i>134.60</i>	<i>232.63</i>		<i>140.00</i>	<i>0.00</i>	<i>762.09</i>
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>903.19</b>
						<b>Existing Fee</b>	<b>\$ 1,050</b>
						<b>Proposed Fee</b>	<b>\$ 900</b>
						<b>difference</b>	<b>\$ (150)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							
copying costs							
PH notice	140 neighbors x 2 sided notice =			80			

PLANNING PERMIT

staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Engineer Tech	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	242.28	92.30	43.24	86.71	109.53	0.00	574.06	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>584.06</b>	
				fee waived for non-profit events			current fee	\$695	
							<b>proposed fee</b>	<b>\$580</b>	
							difference	<b>\$ (115)</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Analysis and Staff Report		0.75	0.50					
Prepare Letter		1.00						
Close-out	0.25							
Total hours	0.50	1.75	0.50	0.00	0.00	0.00		
Total salary & benefits	19.61	94.22	51.70	0.00	0.00	0.00	165.52	
						<b>Total Costs</b>	<b>165.52</b>	
						<b>Existing Fee</b>	<b>180.00</b>	
						<b>Proposed Fee</b>	<b>165.00</b>	
						difference	<b>(\$15)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	City Mgr	Total Costs	
Accept request	0.25							
Prepare mailing & labels	0.50							
post hearing notice	0.25							
Analysis and Staff Report		0.50	1.00					
Review staff report					0.25			

PLANNING FEE SCHEDULE

Prepare Minutes development permit	0.50							
Close-out		0.25						
Total hours	1.50	0.75	1.00	0.00	0.25	0.00		
Total salary & benefits	58.82	40.38	103.39	0.00	70.00	0.00	272.59	
						<b>Total Costs</b>	<b>272.59</b>	
						<b>Existing Fee</b>	<b>295.00</b>	
						<b>Proposed Fee</b>	<b>270.00</b>	
						difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Initial review		1.00						
Referral and Review					1.00			
Correction Letter								
Secondary Review								
Prepare staff report		5.00						
Review staff report	0.5		2.00			0.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00							
Close-out		0.50						

PLANNING FEE SCHEDULE

Total hours	6.25	7.00	2.50	0.00	1.00	0.50	0.00	
<i>Total salary &amp; benefits</i>	<i>245.06</i>	<i>376.88</i>	<i>258.48</i>		<i>109.28</i>	<i>140.00</i>	<i>0.00</i>	<i>1129.70</i>
Legal ad for public notice								76.00
Postage								0.00
MCTV								45.00
Copying								0.00
							<b>Total Costs</b>	<b>1250.70</b>
							<b>Current Fee</b>	<b>1440.00</b>
							<b>Proposed Fee</b>	<b>\$1,250</b>
							difference	<b>(\$190)</b>
<b>Subdivision Map:</b>								
<b>Extension of Time</b>								
	AA-CD	ASST PLANNER	CDD	City Clerk	Attorney	Dir Public Works	Total Costs	
Accept request	0.25							
Analysis and Staff Report			1.00					
Prepare CC Packet				0.25	0.25			
Prepare Minutes				0.25				
Close-out								
Total hours	0.25	0.00	1.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>9.80</i>	<i>0.00</i>	<i>103.39</i>	<i>34.06</i>	<i>70.00</i>	<i>0.00</i>	<i>217.25</i>	
MCTV							0.00	
						<b>Total Costs</b>	<b>217.25</b>	
						<b>Existing Fee</b>	<b>225.00</b>	
						<b>Proposed Fee</b>	<b>215.00</b>	
						difference	<b>(\$10)</b>	



## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

zoning letter								
	AA-CD	CDD	Engineer Tech	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.50		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>58.82</i>	<i>51.70</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>110.51</i>
Postage/copying								1.00
							Total Costs	111.51
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.							<b>Current Fee</b>	<b>\$ 105</b>
							Proposed fee	\$110
							difference	\$5
Does MJ review zoning letters?								

Planning Commission Hearing + Permits								
Planning Commission Hearing								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Review staff report	0.5		1.50			1.50		
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00		0.50					
Close-out		0.50						
Total hours	6.25	1.00	2.50	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>245.06</i>	<i>53.84</i>	<i>258.48</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>977.38</i>
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1118.48</b>
							<b>Current Fee</b>	<b>1100.00</b>
							<b>Proposed Fee</b>	<b>\$1,115</b>
							difference	<b>\$15</b>
Design Review								
Initial review	0.50	0.50	0.50					
Referral and Review		0.50						
Correction Letter		0.50						
Secondary Review								
Prepare staff report		3.00	0.5					
Total hours	0.5	4.50	1.00	0.00	0.00	0.00	0.00	
Total salary & benefits	<i>19.61</i>	<i>242.28</i>	<i>103.39</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>365.28</i>
							<i>Current Fee</i>	<i>300.00</i>
							<b>Proposed Fee</b>	<b>\$365</b>
							<b>difference</b>	<b>\$65</b>
Use Permit								
Initial review	0.25	0.50	0.50					

Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		5.00	1					
Total hours	0.25	8.00	1.50	0.00	1.00	0.00	0.00	
Total salary & benefits	9.80	430.72	155.09		109.28	0.00	0.00	704.89
								Current Fee 700.00
								<b>Proposed Fee</b> \$700
								<b>Difference</b> \$0

#### Coastal Development Permit

Initial review	0.25	1.00	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		7.00	1.5					
Total hours	0.25	10.50	2.00	0.00	1.00	0.00	0.00	
Total salary & benefits	9.80	565.32	206.78		109.28	0.00	0.00	891.18
								Current fee 850.00
								<b>Proposed Fee</b> \$890
								<b>Difference</b> \$40

#### Variance

Initial review	0.25	0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00	1.5					
Total hours	0.25	5.00	1.75	0.00	1.00	0.00	0.00	
Total salary & benefits	9.80	269.20	180.93		109.28	0.00	0.00	569.22
								Current Fee 400.00
								<b>Proposed Fee</b> \$565
								difference 165.00

#### Certificate of Appropriateness

Initial review	0.25	0.50						
Referral and Review		1.00			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00	1					



**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$27.58	\$25.00	\$25.00	\$0.00	\$25 max. allowed under 40226 of the California Vehicle Code
Alarm Fee – for alarms terminating at Police Department, Annually	\$30.70	\$27.00	\$30.00	\$3.00	
<u>Audio Tape Recording Copy</u>					
– Requestor provides tape	\$35.82	\$31.00	\$35.00	\$4.00	
– City provides tape	\$36.82	\$32.00	\$36.00	\$4.00	
Bicycle License		\$0.00		\$0.00	\$4 maximum allowed by DMV
Civil Subpoena Appearance Fee		\$275 + additional time/rate adjustment	\$275 + additional time/rate adjustment	\$125.00	Stipulated Fee of \$275 allowed per AB 2612 signed by Governor on 9/19/12
Conference Room use during non-business hours (per hour)		\$50/hour	\$50/hour		
Dance Permit Fees:					
– Public dance, per event		\$75.00	\$75.00	\$0.00	
– Dances at a fixed place of business where alcoholic beverages are sold, annually		\$300.00	\$300.00	\$0.00	
– Dances at fixed place of business where alcoholic beverages are not sold, annually		\$150.00	\$150.00	\$0.00	
– Dances, as defined in Section 5.12.080		No fee	No fee		
Fingerprinting	\$15.35	\$12.00	\$12.00	\$0.00	State stipulated fee is \$12
Found Property Claimant	\$35.82	\$31.00	\$35.00	\$4.00	Plus advertising fees (if incurred)
Gun Storage Fee (per gun)	\$76.76	\$77.00	\$77.00	\$0.00	
Insurance Letter for Crime Report	\$26.20	\$27.00	\$27.00	\$0.00	
<u>Evidence Photographs:</u>					
– Digital	\$25.59	\$27.00	\$27.00	\$0.00	Plus cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

– Commercial film developing	\$51.17	\$54.00	\$54.00	\$0.00	Plus charge by commercial film developer + postage if mailed
<u>Parking Citation Penalties for Violation:</u>					
– Blocking a Driveway		\$35.00	\$35.00	\$0.00	
– Disabled parking space w/o disabled plate or placard		\$285.00	\$285.00	\$0.00	
– Double Parking		\$35.00	\$35.00	\$0.00	
– No Parking		\$35.00	\$35.00	\$0.00	
– Off Street Parking Violation		\$35.00	\$35.00	\$0.00	
– Parking more than 18" from curb		\$35.00	\$35.00	\$0.00	
– Parked on Sidewalk		\$35.00	\$35.00	\$0.00	
– Parking in Alley		\$35.00	\$35.00	\$0.00	
– Parking Space Markings		\$35.00	\$35.00	\$0.00	
– Permit Parking Only		\$35.00	\$35.00	\$0.00	
– Registration Tabs		\$35.00	\$35.00	\$0.00	
– Red Zone		\$35.00	\$35.00	\$0.00	
– 72-Hour Continuous Parking		\$75.00	\$75.00	\$0.00	
– Timed Parking Zone		\$35.00	\$35.00	\$0.00	
– Wrong Side of Road		\$35.00	\$35.00	\$0.00	
– Yellow Loading Zone		\$35.00	\$35.00	\$0.00	
Record Clearance Checks	\$53.25	\$54.00	\$54.00	\$0.00	
Repossessed Vehicle Release		\$15.00	\$15.00	\$0.00	State stipulates \$15 maximum
Stored Vehicle Storage Fee (when stored onsite; per day)	\$10.84	\$12.00	\$12.00	\$0.00	Not currently in use
<u>Taxicab Fees:</u>					
– License Fee, per year					
– For first vehicle		\$50.00	\$50.00	\$0.00	
– Per vehicle additional		\$10.00	\$10.00	\$0.00	
– Permit Application Fee	\$131.63	\$160.00	\$130.00	-\$30.00	
– Taxi Driver Background Check	\$112.30	\$117.00	\$110.00	-\$7.00	Plus DOJ Fee
Vehicle Accident Report	\$28.75	\$25.00	\$25.00	\$0.00	
Vehicle Release (for towed vehicle) – normal release	\$90.04	\$84.00	\$90.00	\$6.00	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$118.32	\$115.00	\$115.00	\$0.00	
<u>Video Tape Copy:</u>					



**PUBLIC SAFETY  
2015 FEE SCHEDULE**

- Requestor provides tape	\$30.70	\$27.00	\$30.00	\$3.00	
- City provides tape	\$35.70	\$32.00	\$35.00	\$3.00	

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Administrative Fee</b>						
		SGT	PST			Total Costs
Receive/Review Request		0.20				
Process Request			0.20			
Total Hours		0.20	0.20			
<i>Total salary &amp; benefits</i>		<i>17.34</i>	<i>10.23</i>			<i>\$27.58</i>
Postage/copying						
					Total Costs	27.58
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Alarm Fee</b>						
		SGT	PST			Total Costs
Review alarm location; reset			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Postage/copying						
					Total Costs	<i>30.70</i>
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 30.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Audio Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Postage/copying						
					Total Costs	35.82
					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>
<b>Audio Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Cost of Tape						1.00
					Total Costs	36.82
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 36.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Fingerprinting Fee</b>						
		SGT	PST			Total Costs
Fingerprinting			0.30			
Total Hours		0.00	0.30			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>15.35</i>			<i>\$15.35</i>
Postage/copying						
					Total Costs	15.35
<b>STATE STIPULATED FEE</b>					<b>Current Fee</b>	<b>\$ 12.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Found Property Fee</b>						
		SGT	PST			Total Costs
Preparing notice of found property			0.50			
Preparing receipt			0.20			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Postage/copying						
					Total Costs	35.82
<b>Plus cost of advertising</b>					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Gun Storage Fee</b>						
		SGT	PST			Total Costs
Processing weapon for storage			0.50			
Processing paperwork			0.30			
Retrieving weapon from storage			0.40			
Preparing Receipt			0.30			
Total Hours		0.00	1.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>76.76</i>			<i>\$76.76</i>
Postage/copying						
					Total Costs	76.76
					<b>Current Fee</b>	<b>\$ 77.00</b>
					<b>Proposed fee</b>	<b>\$ 77.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Insurance Letter for Crime Report</b>						
		SGT	PST			Total Costs
Preparing/Mailing Letter			0.50			
CHANGE TO .55 HOURS NEXT YEAR - KEEP SAME AS VEHICLE ACCIDENT REPORT						
Total Hours		0.00	0.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.59</i>			<i>\$25.59</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>26.20</i>
					Current Fee	\$ 27.00
					Proposed fee	\$ 27.00



**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Copying photo onto CD			0.60			
			0.00			
Total Hours		0.00	0.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.59</i>			<i>\$25.59</i>
Postage/copying						
					Total Costs	25.59
<b>Plus cost of supplies (\$1 per sheet of photo paper or \$1 for digital CD) + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 27.00</b>
<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Take photos to commercial film developer for copying			1.00			
Total Hours		0.00	1.00			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>51.17</i>			<i>\$51.17</i>
Postage/copying						
					Total Costs	51.17
<b>Plus fee charged by commercial film developer + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 54.00</b>
					<b>Proposed fee</b>	<b>\$ 54.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Record Clearance Check</b>						
	CHIEF	SGT	PST			Total Costs
Research & prepare letter			0.49			
Approve letter	0.21					
Total Hours	0.21	0.00	0.49			
<i>Total salary &amp; benefits</i>	<i>27.57</i>	<i>0.00</i>	<i>25.07</i>			<i>\$52.64</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>53.25</i>
					<b>Current Fee</b>	<b>\$ 54.00</b>
					<b>Proposed fee</b>	<b>\$ 54.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Stored Vehicle Storage Fee (Onsite)</b>						
	CHIEF	SGT	PST			Total Costs
Process paperwork			0.20			
Total Hours	0.00	0.00	0.20			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>10.23</i>			<i>\$10.23</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>10.84</i>
					Current Fee	\$ 12.00
					Proposed fee	\$ 12.00

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Taxicab Permit Application</b>						
		City Clerk	Office Asst.			Total Costs
Receive/Review Application		0.500				
Prepare Public Hearing Notice		0.250				
Place on Agenda/Distribute		0.250	0.50			
Prepare Minutes		0.250				
Notify applicant of results		0.250				
Total hours		1.50	0.50			
<i>Total salary &amp; benefits</i>		<i>102.18</i>	<i>29.45</i>			<i>131.63</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>131.63</i>
					<b>Current Fee</b>	<b>\$ 160.00</b>
					<b>Proposed fee</b>	<b>\$ 130.00</b>
<b>Taxi Driver Background Check</b>						
		SGT	PST			Total Costs
Process paperwork			0.50			
Complete background check		1.000				
Total hours		1.00	0.50			
<i>Total salary &amp; benefits</i>		<i>86.71</i>	<i>25.59</i>			<i>112.30</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>112.30</i>
<b>Plus DOJ Fee</b>					<b>Current Fee</b>	<b>\$ 117.00</b>
					<b>Proposed fee</b>	<b>\$ 110.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Vehicle Accident Report</b>						
		SGT	PST			Total Costs
Copy & Mail			0.55			
Total Hours		0.00	0.55			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>28.14</i>			<i>\$28.14</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>28.75</i>
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Vehicle Release (normal)</b>						
		SGT	PST	OFFICER		Total Costs
Prepare release paperwork			0.97			
Issue CHP180				0.50		
Total Hours		0.00	0.97	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>49.63</i>	<i>34.30</i>		<i>\$83.93</i>
Postage/copying						6.11
					Total Costs	90.04
					<b>Current Fee</b>	<b>\$ 84.00</b>
					<b>Proposed fee</b>	<b>\$ 90.00</b>
<b>Vehicle Release (30 Day Hold)</b>						
		LT	PST	OFFICER		Total Costs
Prepare release paperwork			1.00			
Issue CHP180				0.50		
30 day Vehicle Releases Review		0.30				
Total Hours		0.30	1.00	0.50		
<i>Total salary &amp; benefits</i>		<i>32.86</i>	<i>51.17</i>	<i>34.30</i>		<i>\$118.32</i>
Postage/copying						
					Total Costs	118.32
					<b>Current Fee</b>	<b>\$ 115.00</b>
					<b>Proposed fee</b>	<b>\$ 115.00</b>

**PUBLIC SAFETY  
2015 FEE SCHEDULE**

<b>Video Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Postage/copying						
					Total Costs	<i>30.70</i>
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 30.00</b>
<b>Video Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Cost of Tape						<i>5.00</i>
					Total Costs	<i>35.70</i>
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
<u>Backflow Prevention Device Fees:</u>					
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$95.10	\$115.00	\$95.00	-\$20.00	
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)		\$225.00	\$225.00	\$0.00	
Temporary backflow device for special events	\$83.19	\$65.00	\$80.00	\$15.00	
Building Permit for Driveway or Ramp	\$67.86	\$80.00	\$65.00	-\$15.00	
Construction Cost Estimates	\$32.43	\$45.00	\$30.00	-\$15.00	Minimum cost
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of Public Works Superintendent	Current rate of Public Works Superintendent	Varies	
<u>Deposit to Borrow City-owned Equipment:</u>					
Barricades	\$35.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of barricades
36" Reflective Traffic Cone	\$25.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones
28" Standard Traffic Cone	\$15.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones
18" Standard Traffic Cone	\$10.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones
12" Standard Traffic Cone	\$8.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones



**PUBLIC WORKS FEES  
2015 ANALYSIS**

No Parking Tripod	\$30.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of tripod
Preparation Fee	\$83.19	\$70.00	\$80.00	\$10.00	Cost of employee time to use forklift to get items out of loft and put them back
Preparation fee - Parade (Main Street Closure)	\$272.09	\$240.00	\$270.00	\$30.00	Cost of employee time to use forklift to get items out of loft and put them back
<b>Encroachment Permits:</b>					
<u>Performance Bond:</u>					
Deposit		\$500.00	\$500.00	\$0.00	
For excavation within paved roadway, alley, or easement area		\$2/square foot	\$2/square foot	\$0.00	
For excavation within unpaved roadway, alley, or easement areas		\$1/square foot	\$1/square foot	\$0.00	
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk		\$5/square foot	\$5/square foot	\$0.00	
For all other public improvements		Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	\$0.00	
Encroachment Permit Issuance Fee	\$81.37	\$90.00	\$80.00	-\$10.00	
Driveway - Commercial		\$95.00	\$95.00	\$0.00	
Driveway - Residential		\$55.00	\$55.00	\$0.00	
Excavation - less than 50 lf		\$75 + 0.25/lf	\$75 + 0.25/lf	\$0.00	

**PUBLIC WORKS FEES  
2015 ANALYSIS**

Excavation - more than 50 lf		\$200.00	\$200.00	\$0.00	
Excavation - additional charge over 100 lf		0.50/lf	0.50/lf	\$0.00	
Inspection - Repairs & Replacements	\$54.05	\$75.00	\$50.00	-\$25.00	
Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$43.24	\$105.00	\$40.00	-\$65.00	
Miscellaneous Permits (not covered elsewhere; per location)		\$100.00	\$100.00	\$0.00	
Parking (per day; per space)		\$25.00	\$25.00	\$0.00	
Sidewalk, curb & Gutter, Ramp & Conform Paving		0.25/sf	0.25/sf	\$0.00	
Street Closure		\$150.00	\$150.00	\$0.00	
Street Closure - Recurring		\$50.00	\$50.00	\$0.00	
Fine for working w/o encroachment permit		\$0.00	Double cost of permit	Varies	
<u>Food Service Establishment Wastewater Discharge Permit Fees:</u>					
Annual Inspection Fee	\$93.35	\$95.00	\$90.00	-\$5.00	
Initial Application Fee	\$144.90	\$135.00	\$140.00	\$5.00	
Grading Permit Fee	\$228.12	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$0.00	
<u>Grease Trap/Interceptors:</u>					
Initial Application Fee	\$130.69	\$135.00	\$130.00	-\$5.00	
Annual Inspection Fee	\$74.68	\$115.00	\$70.00	-\$45.00	
Hot Tap Machine Use (per tap; plus preparation cost)		\$400.00	\$400.00	\$0.00	
Pot Holing		Cost Incurred	Cost Incurred	\$0.00	

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<u>Sanitary Sewer Fees:</u>				\$0.00	
Permit and inspection of connections to the sanitary sewer system	\$118.72	\$60.00	\$115.00	\$55.00	
Permit and inspection of apartment connections to the sanitary sewer system	\$118.72	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0.00	
Alteration of existing sewer installations	\$118.72	\$60.00	\$115.00	\$55.00	
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$67.77	Actual cost of work - \$45 for written cost estimate	Actual cost of work - \$70 for written cost estimate	\$25.00	
<u>Septic Tank Dump Fees:</u>					
Trucks delivering septic tank or chemical toilet pumpings originating from locations inside the district:					
Up to 1500 gallons	\$184.78	\$180.00	\$180.00	\$0.00	
For each additional 500 gallons	\$38.67	\$35.00	\$35.00	\$0.00	
<u>Service Calls (if due to customer fault or private line failure)</u>					

**PUBLIC WORKS FEES  
2015 ANALYSIS**

During Normal Operation Hours		Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits and overhead	\$0.00	
If after hours		Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits and overhead	\$0.00	
<b><u>Street Furniture Permit Fees</u></b>					
* First Year		\$155.00	\$155.00	\$0.00	
* Renewal: Subsequent Years		\$55.00	\$55.00	\$0.00	

**PUBLIC WORKS FEES  
2015 ANALYSIS**

Treated Wastewater Disposal Fee					
Public Agencies		0.17/gallon	0.17/gallon	\$0.00	
Others		0.25/gallon	0.25/gallon	\$0.00	
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet "HCF")		\$14.96	\$14.96	\$0.00	
Water Deposit		\$150.00	\$150.00	\$0.00	
Water Hydrant Meter Rental Deposit		\$950.00	\$950.00	\$0.00	
Water Hydrant Meter Rental (per month)		\$25.00	\$25.00	\$0.00	
Water Line Testing and Forms		Cost Incurred	Cost Incurred		
Water Meter Split Evaluation	\$58.01	\$45.00	\$55.00	\$10.00	
Water Distribution System Permit and Inspection of Connections	\$73.88	\$65.00	\$70.00	\$5.00	
Water Turn-on After Hours	\$166.38	\$127.00	\$165.00	\$38.00	
Water turn off/on at customer request	\$27.73	\$25.00	\$25.00	\$0.00	
New Inspection Fee	\$55.03	\$125.00	\$50.00	-\$75.00	

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Backflow Prevention Device Annual Test Fee</b>							
		Lead Maint Worker-Water	PWD			Total Costs	
Perform Annual Test		1.50					
Total hours		1.50	0.00				
<i>Total salary &amp; benefits</i>		<i>95.10</i>	<i>0.00</i>			<i>95.10</i>	
Postage/copying						<i>0.00</i>	
					Total Costs	<i>95.10</i>	
					<b>Current Fee</b>	<b>\$ 110</b>	
					<b>Proposed fee</b>	<b>\$ 95</b>	OK- TV
<b>Temporary Backflow Device for Special Events</b>							
		Engineer Tech	MWII			Total Costs	
<del>Perform Annual Test</del> <u>Install</u>		0.00	1.50				
<u>&amp; Remove</u>							
Total hours		0.00	1.50				
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>83.19</i>			<i>83.19</i>	
Postage/copying						<i>0.00</i>	
					Total Costs	<i>83.19</i>	
					<b>Current Fee</b>	<b>\$ 65</b>	
					<b>Proposed fee</b>	<b>\$ 80</b>	

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Building Permit for driveway</b>							
	Assc Planner	Office Asst.	Engineer Tech	PWD			Total Costs
Review Application	0.25	0.00	0.50	0.30			
Total hours	0.25	0.00	0.50	0.30			
<i>Total salary &amp; benefits</i>	<i>13.46</i>	<i>0.00</i>	<i>21.62</i>	<i>32.78</i>			<i>67.86</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>67.86</i>
						<b>Current Fee</b>	<b>\$ 80</b>
						<b>Proposed fee</b>	<b>\$ 65</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Construction Cost Estimates</b>							
	PW Ops Mgr.	Office Asst.	Engineer Tech	PWD			Total Costs
Preparation of Estimate	0.00	0.00	0.75	0.00			
Total hours	0.00	0.00	0.75	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>32.43</i>	<i>0.00</i>			<i>32.43</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>32.43</i>
						<b>Current Fee</b>	<b>\$ 45</b>
						<b>Proposed fee</b>	<b>\$ 30</b>



**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Encroachment Permit Issuance</b>							
	Office Asst.	City Clerk	Engineer Tech	PWD			Total Costs
Receive, Review App. Work with applicants as needed on ins. Issues	0.00	0.00	1.25	0.25			
Total hours	0.00	0.00	1.25	0.25			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>54.05</i>	<i>27.32</i>			<i>81.37</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>81.37</i>
						<b>Current Fee</b>	<b>\$ 90</b>
						<b>Proposed fee</b>	<b>\$ 80</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Encroachment Permit - Sidewalk Closure</b>							
	Office Asst.	City Clerk	Engineering Tech	PWD			Total Costs
Communicate Safety Requirements			0.50				
Inspect site for safety			0.50				
Prepare permit			0.25				
Total hours	0.00	0.00	1.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>43.24</i>	<i>0.00</i>			<i>43.24</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>43.24</i>
						<b>Current Fee</b>	<b>\$ 105</b>
						<b>Proposed fee</b>	<b>\$ 40</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Encroachment Permit Inspection</b>							
	Office Asst.	City Clerk	Eng Tech.	PWD			Total Costs
Communicate Safety Requirements			0.25				
Inspect Site for compliance			1.00				
Total hours	0.00	0.00	1.25	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>54.05</i>	<i>0.00</i>			<i>54.05</i>
Postage/copying							<i>0.00</i>
						Total Costs	<i>54.05</i>
						<b>Current Fee</b>	<b>\$ 75</b>
						<b>Proposed fee</b>	<b>\$ 50</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Food Service - Initial Application</b>						
		Engineer Tech	Ops Mgr			Total Costs
<del>Process</del> <u>Review</u> Application		1.75	0.75			
<del>Perform Inspection</del>		0.00				
Total hours		1.75	0.75			
<i>Total salary &amp; benefits</i>		75.67	69.23			144.90
Postage/copying						0.00
					Total Costs	144.90
					<b>Current Fee</b>	<b>\$ 135</b>
					<b>Proposed fee</b>	<b>\$ 140</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Food Service - Annual Inspection</b>						
		Env Compli Coord	PWD			Total Costs
Inspection		1.25				
Total hours		1.25				
<i>Total salary &amp; benefits</i>		93.35	0.00			93.35
Postage/copying						0.00
					Total Costs	93.35
					Current Fee	\$ 95
					Proposed fee	\$ 90

## PUBLIC WORKS FEES 2015 ANALYSIS

<b>Grading Permit</b>							
	Office Asst.	City Clerk	Eng. Tech	PWD	Water Proj Mgr		Total Costs
<a href="#">Process Application</a>			2.00		2.00		
Inspect Site for compliance				0.00	2.00		
Total hours	0.00	0.00	2.00	0.00	2.00		
Total salary & benefits	0.00	0.00	86.48	0.00	141.64		228.12
Postage/copying							0.00
						Total Costs	228.12
						<b>Current Fee</b>	<b>Actual Cost</b>
						<b>Proposed fee</b>	<b>Actual Cost</b>
<b>Initial deposit is \$300</b>							
<b>Same fee will apply for first and additional inspections</b>							

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Grease Trap - Initial Application</b>						
		Env Compli Coord	PWD			Total Costs
Process Application		0.50				
Perform Inspection <a href="#">&amp; Document</a>		1.25				
Total hours		1.75				
<i>Total salary &amp; benefits</i>		<i>130.69</i>	<i>0.00</i>			<i>130.69</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>130.69</i>
					<b>Current Fee</b>	<b>\$ 135</b>
					<b>Proposed fee</b>	<b>\$ 130</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Grease Trap - Annual Inspection</b>						
		Env Compli Coord	PWD			Total Costs
Inspect & <a href="#">Document</a>		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		<i>74.68</i>	<i>0.00</i>			<i>74.68</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>74.68</i>
					<b>Current Fee</b>	<b>\$ 115</b>
					<b>Proposed fee</b>	<b>\$ 70</b>



**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Preparation Fee - Barricades, etc.</b>						
		Maint Worker II	Lead Maint Worker			Total Costs
Preparation Fee		1.25	0.25			
Total hours		1.25	0.25			
<i>Total salary &amp; benefits</i>		69.33	13.87			83.19
Postage/copying						0.00
					Total Costs	83.19
					Current Fee	\$ 70
					Proposed fee	\$ 80
<b>Preparation Fee - Barricades, etc. - Parades</b>						
		Maint Worker II	Lead Maint Worker			Total Costs
Preparation Fee		4.25	0.50			
Total hours		4.25	0.50			
<i>Total salary &amp; benefits</i>		235.71	36.39			272.09
Postage/copying						0.00
					Total Costs	272.09
					Current Fee	\$ 240
					Proposed fee	\$ 270

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Sanitary Sewer Fees - Permit/Inspection &amp; Alteration</b>						
		Gov Acct I	Egr Tech	Lead Maint Worker		Total Costs
Form Preparation		0.10				
Review Application			0.50	0.50		
Inspection				0.75		
Total hours		0.10	0.50	1.25		
<i>Total salary &amp; benefits</i>		<i>6.13</i>	<i>21.62</i>	<i>90.96</i>		<i>118.72</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>118.72</i>
					Current Fee	\$ 60
					Proposed fee	\$ 115

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Sanitary Sewer Fees - Extension of Mains - Estimate</b>						
		Gov Acct I	Egr Tech	Lead Maint Worker		Total Costs
Prepare Estimate			0.50	0.50		
<del>Review Application</del>			0.00			
<del>Inspection</del>						
Total hours		0.00	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>21.62</i>	<i>46.15</i>		<i>67.77</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>67.77</i>
					Current Fee	\$ 45
					Proposed fee	\$ 45

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Septic Dump Fees - first 1500 gallons</b>						
		Operator II	Lead Op	Finance Tech I	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		2.00				
Oversee Operation			0.50			
Process Invoice/Paperwork				0.50		
Total hours		2.00	0.50	0.50		
<i>Total salary &amp; benefits</i>		<i>114.68</i>	<i>34.23</i>	<i>23.27</i>	<i>12.00</i>	<i>184.17</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>184.78</i>
					<b>Current Fee</b>	<b>\$ 180</b>
					<b>Proposed fee</b>	<b>\$180</b>
<b>Septic Dump Fees - additional 500 gallons</b>						
		Operator II		Finance Tech	Non-labor Treatment	Total Costs
Supervise unloading; perform Maintenance		0.50				
Total hours		0.50		0.00		
<i>Total salary &amp; benefits</i>		<i>28.67</i>		<i>0.00</i>	<i>10.00</i>	<i>38.67</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>38.67</i>
					<b>Current Fee</b>	<b>\$ 35</b>
					<b>Proposed fee</b>	<b>\$ 35</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Water Distribution System Permit &amp; Inspection</b>										
		Public Works Ops. Mgr.	Maint. Worker II			Total Costs		Fee added 2013. No background on how charges were developed. Review this against Water Connection fees. Is this redun- dent? Leave for now.		
Review Permit		0.50								
Perform Inspection			0.50							
Total hours		0.50	0.50							
<i>Total salary &amp; benefits</i>		<i>46.15</i>	<i>27.73</i>			<i>73.88</i>				
Postage/copying						<i>0.00</i>				
					Total Costs	<i>73.88</i>				
					Current Fee	\$ 65				
					Proposed fee	\$ 70				

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Water Meter Split</b>						
		Lead Maint Worker	Egr Tech			Total Costs
Prepare paperwork		0.50	0.50			
Total hours		0.50	0.50			
<i>Total salary &amp; benefits</i>		36.39	21.62			58.01
Postage/copying						0.00
					Total Costs	58.01
					<b>Current Fee</b>	<b>\$ 45</b>
					<b>Proposed fee</b>	<b>\$ 55</b>

**PUBLIC WORKS FEES  
2015 ANALYSIS**

<b>Water Turn-off (customer Request)</b>						
		Maint Worker II	PWD			Total Costs
Turn off/on water		0.50				
Total hours		0.50				
<i>Total salary &amp; benefits</i>		<i>27.73</i>	<i>0.00</i>			<i>27.73</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>27.73</i>
					<b>Current Fee</b>	<b>\$ 25</b>
					<b>Proposed fee</b>	<b>\$ 25</b>
<b>Water Turn-on After Hours</b>						
		Maint Worker II	PWD			Total Costs
Turn off/on water		3.00				
Total hours		3.00				
<i>Total salary &amp; benefits</i>		<i>166.38</i>	<i>0.00</i>			<i>166.38</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>166.38</i>
					<b>Current Fee</b>	<b>\$ 127</b>
					<b>Proposed fee</b>	<b>\$ 165</b>

**PUBLIC WORKS FEES  
2016 ANALYSIS**

<b>Greywater Reuse Application Fee (effective __-__-2016)</b>						
		Water Projects Mgr	AA-CD			Total Costs
Perform Inspection		0.50	0.50			
Total hours		0.50	0.50			
<i>Total salary &amp; benefits</i>		<i>35.42</i>	<i>19.61</i>			<i>55.03</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>55.03</i>
					<b>Current Fee</b>	<b>\$ -</b>
					<b>Proposed fee</b>	<b>\$ 50</b>



<b>Inspection Fee (effective ____-____-2014)</b>						
		Lead Operator	PWD			Total Costs
Perform Inspection		2.00				
Total hours		2.00				
<i>Total salary &amp; benefits</i>		<i>126.80</i>	<i>0.00</i>			<i>126.80</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>126.80</i>
					<b>Current Fee</b>	<b>\$ -</b>
					<b>Proposed fee</b>	<b>\$ 125</b>

Not entirely sure what this fee covers, leave for now. We will figure it out later.

**WATER/SEWER FEES  
2015 CALCULATIONS**

<b>WATER CAPACITY CHARGE</b>		
2014	<b>ENR CCI</b>	2015
\$4,113.96	<b>3.20%</b>	\$4,245.61

**WATER SERVICE CONNECTION FEES**

Water Service Type	<u>Fee</u>		<u>Over 50 feet, \$/foot</u>	
	2014	2015	2014	2015
3/4" Single Service	\$3,123.02	\$3,222.96	\$32.08	\$33.11
1" Single Service	\$3,373.54	\$3,481.49	\$34.23	\$35.33
1" Single Service Split into 2 5/8" x 3/4"	\$3,713.89	\$3,832.73	\$34.73	\$35.84
1 1/2" Single Service	\$4,001.76	\$4,129.82	\$30.81	\$31.80
2" Single Service Split into 5 5/8" x 3/4"	\$5,098.04	\$5,261.18	\$30.81	\$31.80
2" Service Disc Meter Low Demand	\$4,579.92	\$4,726.48	\$30.81	\$31.80
2" Service Compound High Demand	\$6,157.63	\$6,354.67	\$30.81	\$31.80
3" Service	\$9,562.50	\$9,868.50	\$36.16	\$37.32
4" Service	\$10,731.90	\$11,075.32	\$36.16	\$37.32
6" Service *	\$14,489.90	\$14,953.58	\$39.75	\$41.02

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

Size	<u>Fee</u>	
	2014	2015
5/8" x 3/4"	\$ 360.40	\$371.93
1"	\$ 524.56	\$541.35
1.5"	\$ 926.56	\$956.21
2" Disc Meter Low Demand	\$ 1,159.96	\$1,197.08
2" Compound	\$ 2,737.67	\$2,825.28
3"	\$ 3,200.80	\$3,303.23
4"	\$ 4,644.55	\$4,793.18
6"	Time & Materials	

**METER SPLIT**

Size	<u>Fee</u>	
	2014	2015
2 5/8" x 3/4" meters on existing service	\$ 1,055.55	\$1,089.33
Meter split with street crimp in cement sidewalk	\$ 1,375.23	\$1,419.24

**WATER/SEWER FEES  
2015 CALCULATIONS**

<b>SEWER CAPACITY CHARGE</b>		
2014	<b>ENR CCI</b>	2015
\$3,232.87	<b>3.20%</b>	\$3,336.32

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50 feet, \$/foot	
	2014	2015	2014	2015
4" Lateral, 4' Deep	\$2,752.10	\$2,840.17	\$41.15	\$42.47
4" Lateral, 6' Deep	\$3,050.84	\$3,148.47	\$47.50	\$49.02
4" Lateral, 8' Deep	\$3,588.46	\$3,703.29	\$59.87	\$61.79
4" Lateral, 10' Deep	\$4,098.33	\$4,229.48	\$69.32	\$71.54
6" Lateral, 4' Deep	\$2,890.00	\$2,982.48	\$42.54	\$43.90
6" Lateral, 6' Deep	\$3,188.75	\$3,290.79	\$48.89	\$50.45
6" Lateral, 8' Deep	\$3,726.39	\$3,845.63	\$61.25	\$63.21
6" Lateral, 10' Deep	\$4,236.24	\$4,371.80	\$70.70	\$72.96

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2014	2015	2014	2015
4" Lateral, 4' Deep	\$950.99	\$981.42	\$24.23	\$25.01
4" Lateral, 6' Deep	\$1,188.34	\$1,226.37	\$24.23	\$25.01
4" Lateral, 8' Deep	\$1,970.80	\$2,033.87	\$41.51	\$42.84
4" Lateral, 10' Deep	\$2,489.09	\$2,568.74	\$52.87	\$54.56
6" Lateral, 4' Deep	\$1,647.74	\$1,700.47	\$28.63	\$29.55
6" Lateral, 6' Deep	\$1,682.56	\$1,736.40	\$28.63	\$29.55
6" Lateral, 8' Deep	\$2,611.07	\$2,694.62	\$43.52	\$44.91
6" Lateral, 10' Deep	\$2,626.99	\$2,711.05	\$54.24	\$55.98

	A	B	C	D
1	<b>CITY OF FORT BRAGG</b>			
2	<b>EMPLOYEE FULLY LOADED HOURLY RATES FY15/16</b>			
3	<b>UPDATED 11/05/15</b>			
4				
5	<b>*Overhead at OMB rate of 22.9%</b>	<b>RATE</b>		<b>RATE WITH</b>
6		<b>WITH</b>	<b>OVRTIME</b>	<b>BENEFITS &amp;</b>
7		<b>BENEFITS</b>	<b>RATE</b>	<b>OVRHEAD*</b>
8	<b>4130 CITY MANAGER</b>			
9	CITY MANAGER	152.04		181.97
10	ADMIN SERVICES DIRECTOR	74.85		89.57
11	TECHNOLOGY INFO TECH	56.73	53.63	68.32
12	ADMINISTRATIVE ASSISSTANT-ADMIN	48.36	40.04	58.89
13	<b>4131 City Clerk</b>			
14	CITY CLERK	55.42	-	68.12
15	ADMIN ASSISTANT	48.36	40.04	58.89
16	<b>4150 FINANCE</b>			
17	FINANCE DIRECTOR	81.85	-	97.60
18	SENIOR GOV ACCOUNTANT	68.96	-	83.60
19	GOV ACCT I	50.46	47.60	61.34
20	FINANCE TECH I	38.07	36.94	46.53
21	<b>4320 COMMUNITY DEVELOPMENT</b>			
22	COMM DEV DIRECTOR	86.60	-	103.39
23	ASSOCIATE PLANNER	44.54	44.58	53.84
24	ADMINISTRATIVE ASSISSTANT-CD	32.46	34.29	39.21
25	SPECIAL PROJECTS MANAGER	63.59	54.56	78.16
26	GRANTS ASSISTANT	21.96	27.75	26.99
27	<b>4200-4202 POLICE DEPARTMENT</b>			
28	CHIEF	109.91	-	131.29
29	LT	89.12	70.62	109.53
30	ADMINISTRATIVE COORD-PD	50.03	43.13	60.61
31	SERGEANT	70.55	62.04	86.71
32	OFFICER	55.81	49.97	68.59
33	COMM SERVICE OFFICER	29.15	31.24	35.83
34	POLICE SERVICE TECH	41.64	36.40	51.17
35	<b>4330, 4570, 4712 PUBLIC WORKS</b>			
36	PUBLIC WORKS DIRECTOR	91.51	-	109.28
37	PW PROJECT ANALYST	47.82	46.81	58.28
38	ENGINEERING TECH	35.48	35.22	43.24
39	WATER PROJECT MGR	57.63	56.52	70.82
40	OPERATIONS MANAGER	76.11	-	92.30
41	LEAD MAINT WORKER	59.48	49.32	72.77
42	MAINT WORKER III	48.02	38.97	58.69
43	MAINT WORKER II	45.37	35.12	55.46
44	MAINT WORKER I	31.10	27.27	37.82
45	MECHANIC	49.09	40.29	59.99
46	WATER - LEAD	52.96	51.27	63.40
47	WW - LEAD	56.88	48.70	68.45
48	OPERATOR II	47.59	41.22	57.34

	A	B	C	D
49	ENV. COMPLIANCE COORDINATOR	61.91	53.27	74.68

**Film Permit Fees  
2017 Fee Schedule**

FILM PERMIT FEES			
CATEGORY		CURRENT FEE	PROPOSED FEE
<u>Permit Processing Fee:</u>			
*	Minor Events (up to 7 days)	\$50	\$50
*	Major Events (over 7 days)	\$100	\$100
<u>Event Deposit Account:</u>			
*	Minor Events (up to 7 days)	\$5,000	\$5,000
*	Major Events (over 7 days)	\$10,000	\$10,000
NOTE: A deposit account will be set up to cover cost of-			These fees have not been used in the past and can be determined on a case-by-case basis, if needed
Employee Rates		Current straight or overtime hourly rate of employee	
<u>Equipment Rates (per hour):</u>			
*	Police Car	\$15	
*	Public Works Light Vehicle	\$15	
*	Public Works Heavy Vehicle (depending on vehicle used)	\$25-\$80	
Buildings/Parks		City buildings & parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	
NOTE: Equipment must at all times be operated by a City employee.			
<u>Other Rates:</u>			
*	Water	As established by City Manager	
*	Deposit to borrow City-owned Equipment	See Public Works Fees	
*	Other small equipment (not specified herein)	As established by City Manager	

**MISCELLANEOUS FEES  
2017 ANALYSIS**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Aerial Photographs		Cost of Reproduction + 15%	Cost of Reproduction + 15%	-	
Appeal of Administrative Decision	\$ 576.08	\$500.00	\$ 500.00	\$ -	Appeal fees are partially subsidized by direction of Council
Appeal of Water Bill	\$ 291.76	\$ 200.00	\$200.00	\$ -	Appeal fees are partially subsidized by direction of Council
<b><u>Certification of Documents:</u></b>					
* First Page (includes copy)	\$ 9.01	\$ 8.00	\$ 9.00	\$ 1.00	Increase in staff costs.
* Each Additional Page		\$ 0.15	\$ 0.15	\$ -	
<b><u>Copy Charges:</u></b>					
<b><u>Black &amp; White Copies:</u></b>					
* 8 1/2 x 11		\$ 0.15	\$ 0.15	\$ -	
* 8 1/2 x 14		\$ 0.15	\$ 0.15	\$ -	
* 11 x 17		\$ 0.30	\$ 0.30	\$ -	
<b><u>Color Copies</u></b>					
* 8 1/2 x 11		\$ 0.30	\$ 0.30	\$ -	
* 8 1/2 x 14		\$ 0.30	\$ 0.30	\$ -	
* 11 x 17		\$ 0.60	\$ 0.60	\$ -	
<b><u>Engineering Plans</u></b>					
* Black & White	\$ 3.46	\$ 3.00	\$ 3.00	\$ -	
* Color	\$ 5.21	\$ 5.00	\$ 5.00	\$ -	
Electronic Response to Records Request	\$ 8.86	\$ 5.00	\$ -	\$ (5.00)	Most documents are already in a digital format and sending a document attached to an email is easy and fast plus does not use paper or toner supplies or require copier maintenance. To charge \$.15 for a hard copy and \$5.00 for that same document in digital format is unsupportable.
<b><u>Gymnasium Use Fees</u></b>					
Basic Use (per hour)		\$ 20.00	\$ 20.00	\$ -	
Daily Use Fee (12 hours)		\$ 100.00	\$ 100.00	\$ -	
Extended Use Fee				\$ -	Established on case-by-case basis by City Manager

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Non-Profit Use Fee (for up to 3 hours of use)		\$ 25.00	\$ 25.00	\$ -	
Letter of Public Convenience or Necessity	\$ 226.17	\$ 220.00	\$ 225.00	\$ 5.00	Increase in staff costs.
Letter of Public Convenience or Necessity - Public Hearing	\$ 744.03	\$ 615.00	\$ 740.00	\$ 125.00	Increase in staff costs and legal notice costs.
Publications and Reports		Cost of Printing +15%	Cost of Printing +15%	\$ -	
<b>Town Hall Use Fees:</b>					
Custodian Charge (per hour)	\$ 62.67	\$ 55.00	\$ 60.00	\$ 5.00	Increase in staff costs.
Custodian Charge -Overtime (per hour)	\$ 94.01	\$ 85.00	\$ 90.00	\$ 5.00	Increase in staff costs.
Sound Equipment Use (microphones only)		\$ 100.00	\$100.00	\$ -	Does not include use of A/V Tech; use of microphone equipment only
Transferring Electronic Files to CD (per CD - disk provided by requestor)		\$ 15.00	\$ 15.00	\$ -	
Transferring Electronic Files to CD (per CD - City provides disk)			\$20.00		<b>NEW FEE</b>
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 25%	Cost of Reproduction + 25%	\$ -	



**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Appeal of Administrative Decision</b>							
	City Clerk	Office Asst.	City Manager	Admin Assist - CDD			Total Costs
Receive Request for Hearing				0.25			
Prepare Notice of Hearing	0.25						
Mail Notice of Hearing		0.25					
Conduct Hearing			1.00				
Deliberate & Prepare Response			2.00				
Mail Response		0.25					
Total hours	0.25	0.50	3.00	0.25	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>17.72</i>	<i>33.29</i>	<i>513.72</i>	<i>10.71</i>	<i>0.00</i>		<i>575.44</i>
Copying	NO. PGS	COST					
	1.00	0.15					0.15
Postage							0.49
					<b>Total Costs</b>		<b>\$ 576.08</b>
					<b>Current Fee</b>		<b>\$ 500.00</b>
					<b>Proposed</b>		<b>\$ 550.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Appeal (to City Council) of Contested Water Bill</b>						
	Finance Tech	City Clerk	City Manager	Office Asst.		Total Costs
Research	0.50					
Prepare Agenda Item Summary		1.00				
Review Agenda Item Summary			0.50			
Copy/Distribute Agenda Item		0.00		0.25		
Attend meeting		0.50				
Prepare Minutes		0.50				
Notify appellant of action		0.25	0.00			
Total hours	0.50	2.25	0.50	0.25		
<i>Total salary &amp; benefits</i>	<i>28.64</i>	<i>159.50</i>	<i>85.62</i>	<i>16.65</i>		<i>\$290.41</i>
COPYING	NO. PGS	COST				
	3.00	0.15				\$0.45
POSTAGE						\$0.90
					Total Costs	291.76
					Current Fee	\$ 200.00
					Proposed fee	\$250.00

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Certification of Documents</b>						
		City Clerk				Total Costs
Retrieve & copy document		0.125				
Certify & seal document		0.125				
Total hours		0.25				
<i>Total salary &amp; benefits</i>		<i>8.86</i>				<i>8.86</i>
Postage/copying						<i>0.15</i>
					Total Costs	<i>9.01</i>
					<b>Current Fee</b>	<b>\$ 8.00</b>
					<b>Proposed fee</b>	<b>\$ 9.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Copy Charges</b>						
	B&W			Color		
	8 1/2 x 11	8 1/2 x 14	11 x 14	8 1/2 x 11	8 1/2 x 14	11 x 14
Paper	0.007	0.011	0.009	0.007	0.011	0.009
Maintenace Fee	0.008	0.008	0.008	0.070	0.070	0.070
Employee Cost	0.298475	0.298475	0.298475	0.298475	0.298475	0.298475
TOTAL	0.313475	0.317475	0.315475	0.375475	0.379475	0.377475
Employee cost based on average of Admin Asst (all areas), Police Serve Tech. & Office Asst salary	59.70					
	0	0	0	0		
<b>Engineer Plans</b>						
	B&W	COLOR				
	24 x 36					
Paper	0.23	0.23				
Ink	0.25	2.00				
Employee Cost	2.98	2.98				
TOTAL	3.46475	5.215				

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Custodian Fee - Town Hall</b>						
		Maint. Worker II				Total Costs
Cleaning facility (per hour)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		62.67				62.67
Postage/copying						0.00
					Total Costs	62.67
		0	0		Total OT Costs	94.01
					<b>Current Fee</b>	<b>\$ 55.00</b>
					<b>Current OT Fee</b>	<b>\$ 80.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 60.00</b>
					<b>Proposed OT Fee</b>	<b>\$ 90.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Electronic response to Records Request</b>						
		City Clerk				Total Costs
Scan Document		0.0625				
Transmit Document		0.0625				
Total hours		0.1250				
<i>Total salary &amp; benefits</i>		<i>8.86</i>				<i>8.86</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>8.86</i>
		0	0		<b>Current Fee</b>	<b>\$ 5.00</b>
	#REF!	#REF!	#REF!	#REF!	<b>Proposed fee</b>	<b>\$0.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Letter of Public Convenience or Necessity</b>									
		City Clerk	Office Asst.	Assoc. Plan	Fire Dept.	City Manager	Police Chief		Total Costs
Receive/Review Application		0.250							
Prepare notice to property owners		0.250							
Mail notice			0.25						
Review of Application by C.D.D. & Fire				0.50	0.25				
Review of Application by Administrator (City Manager/ Police Chief)						0.25	0.25		
Write Letter		0.250							
Mail Letter			0.25						
Total hours		0.75	0.50	0.50	0.25	0.25	0.25		
<i>Total salary &amp; benefits</i>		<i>53.17</i>	<i>21.41</i>	<i>32.72</i>	<i>9.77</i>	<i>42.81</i>	<i>41.30</i>		<i>201.17</i>
Postage/copying									<i>25.00</i>
								Total Costs	<i>226.17</i>
								<b>Current Fee</b>	<b>\$ 220.00</b>
	0	0	0					<b>Proposed fee</b>	<b>\$ 225.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Public Hearing for Letter of Public Convenience</b>							
	City Clerk	Office Asst.	City Manager	Police Chief			Total Costs
Prepare Hearing Notice/Agenda	0.50						
Post/Mail hearing notice/agenda		0.50					
Prepare Staff Report	0.50						
Review Staff Report			0.50				
Copy/Distribute Packet		0.50					0.50
Attend Hearing	0.75		0.75	0.75			
Prepare Minutes	0.50						
Total hours	2.25	1.00	1.25	0.75	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>159.50</i>	<i>66.58</i>	<i>214.05</i>	<i>123.90</i>	<i>0.00</i>	<i>0.00</i>	<i>564.03</i>
<i>Legal ad for public notice</i>							<i>150.00</i>
<i>Copying/postage</i>							<i>30.00</i>
					<b>Total Costs</b>		<b>\$ 744.03</b>
					<b>Existing</b>		<b>\$ 615.00</b>
					<b>Proposed</b>		<b>\$ 740.00</b>



**PLANNING FEES  
2017 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
<b>At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.</b>					
Address listing fee	\$32.12	\$20	\$30	\$10	Increase in staff time
Assign Street Address	\$64.23	\$50	\$0	(\$50)	FBMC §12.12.020C states: "The address coordinator shall issue to any building owner or occupant in the City upon request <b>and without charge</b> , a number or numbers in accordance with this chapter."
<b><u>Administrative Permits:</u></b>					
- Amendment to Admin. Permit					
- Certificate of Appropriateness					
- Floodplain Development Permit	\$561.57	\$500	\$560	\$60	Increase in staff time
* Admin. Design Review	\$561.57	\$350	\$560	\$210	Increase in staff time
* Admin. Design Review of Public Art & Murals	\$28.62	\$350	\$25	(\$325)	Proposed subsidy of Administrative Design Review fee
* Admin. Variance	\$561.57	\$550	\$560	\$10	
* Admin. Minor Use Permit (does not include Medical Marijuana Cultivation MUP)	\$815.23	\$700	\$815	\$115	Increase in staff time
* Admin. Coastal Dev. Permit	\$1,036.07	\$890	\$1,035	\$145	Increase in staff time
Limited Term Permit not requiring TAC review	\$180.00	\$145	\$180	\$35	Increase in staff time
Initial Review - Mobile Vending Unit Fee	\$550.00		\$550	\$550	New fee

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Annual Renewal - Mobile Vending Unit fee	\$500.00		\$500	\$500	New fee
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$492.37	\$425	\$490	\$65	Increase in staff time
Annexation		costs incurred			
<b>NOTE: Developer Deposit Accounts (DDA) will be charged for all costs incurred by City in processing an appeal. Appeal fee will be credited to DDA. Council retains authority to reimburse fees.</b>					
Appeal of Planning Commission Decision to City Council.	\$1,051.14	\$ 1,000.00	\$ 500.00	(\$500)	Costs recalculated; Council subsidizing appeals.
Appeal of Administrative Permit to Planning Commission	\$541.28	\$1,000	\$ 250.00	(\$750)	Costs recalculated; Council subsidizing appeals.
Appeal of Sign Permit to Planning Commission	\$548.49	\$ 200.00	\$ 250.00	\$ 50.00	Increase in staff time
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$772.46	\$715	\$770	\$55	Increase in staff time

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$208.90	275.00	205.00	(\$70)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$291.27	450.00	290.00	(\$160)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$449.09	600.00	445.00	(\$155)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$794.37	920.00	790.00	(\$130)	This work has been reassigned to the Administrative Assistant, reducing staff costs

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		
<b>Construction &amp; Demolition Waste Recycling Deposit:</b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$567.98	\$525	\$565	\$40	Increase in staff time
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$21.41	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred	DDA		Costs vary significantly depending on the project
Lot Line Adjustment	\$743.16	\$740	DDA	NA	Costs vary significantly depending on the project
Medical Marijuana Cultivation Minor Use Permit	\$511.81	\$445	\$510	\$65	Increased staff time
Medical Marijuana Manufacturing Minor Use Permit					

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Medical Marijuana Dispensary Minor Use Permit					
Mitigation Monitoring		costs incurred	DDA	NA	Costs vary significantly depending on the project
<b><u>Parking in-lieu fees:</u></b>					
Existing commercial bldg.	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Extend Temporary Moratorium one year (currently expires 1/2017)
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Extend Temporary Moratorium one year (currently expires 1/2017)
<u>Permits Requiring Planning Commission Review: Hearing Cost (Plus cost of permits required, see below):</u>	\$760.37	\$1,115	\$760	(\$355)	To Calculate Fee: All permits requiring a Planning Commission hearing must pay that fee and the fee(s) associated with the specific requested permit(s).
- Adult-Oriented Business Permit	\$1,525.70	\$1,400	\$1,525	\$125	Increased staff time
- Certificate of Appropriateness	\$594.39	\$500	DDA	NA	Costs vary significantly depending on the project
- Coastal Development Permit	\$1,036.07	\$890	\$1,035	\$145	Increased staff time
- Coastal Development Permit Second Unit	\$759.50	\$660	\$755	\$95	Increased staff time
- Design Review	\$430.37	\$365	\$430	\$65	Increased staff time
- Use Permit	\$815.23	\$700	\$815	\$115	Increased staff time
- Variance	\$647.53	\$565	\$645	\$80	Increased staff time
Planned Development		costs incurred	DDA		

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$142.26	\$165	\$140	(\$25)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$202.59	\$295	\$200	(\$95)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,001.42	\$1,250	\$1,000	(\$250)	Reduced staff time
Pre-application analysis & meeting		minimum \$750 deposit	minimum \$550 deposit	(\$200)	Reduced staff time
Research fee per hour	\$74.25	\$60	\$70	\$10	Increased staff time
Rezoning		costs incurred	DDA	\$0	Costs vary significantly depending on the project
Sign Permit: permanent & temporary	\$47.32	\$40	\$45	\$5	Increased staff time
Specific Plan		costs incurred	DDA		Costs vary significantly depending on the project
Subdivision Map:					
Extension of Time	\$168.07	\$215	\$165	(\$50)	Reduced Staff Costs
Final Map	\$1,114.96	\$550 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Improvement Plan, Plan Check & Construction Inspections		costs incurred	DDA		Costs vary significantly depending on the project
Minor Subdivision (< 5 parcels)		costs incurred	DDA		Costs vary significantly depending on the project

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Major Subdivision (5+ parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Merger		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Map	\$1,114.96	\$690 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Reversion to Acreage	\$1,432.20	costs incurred	DDA	NA	Costs vary significantly depending on the project
Technical Advisory Committee Review - Minor	\$584.06	\$695	\$580	(\$115)	Costs vary significantly depending on the project
Technical Advisory Committee Review - Major		costs incurred			TAC - Major events would be a developer deposit account. <b>Fee waived for non-commercial events.</b>
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.	\$1,000	\$0	No change
Waste Management Checklist Processing Fee	\$42.05	\$35	\$40	\$5	Increased staff time
Zoning letter (per hour)	\$116.93	\$110.00	\$115	\$5	Increased staff time



**Do Not Delete any of the cells on this page as all other spread**

<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	84.80	-	114.48
SPECIAL PROJECTS MANAGER	70.56		95.25
ASSOCIATE PLANNER	48.47	48.91	65.44
ADMINISTRATIVE ASSISSTANT-CD	31.72	34.70	42.82
GRANTS ASSISTANT	23.41	32.00	31.60

**Change only the numbers in the spread sheet below and all over spread sheets w**

				Public		
		Asst		Works	Engineer	Police
Rates	AA-CD	Planner	CDD	Ops Mgr.	Tech	Sergeant
Team Rates	42.82	65.44	114.48	115.09	59.46	119.12

l sheets link to these for the calculation of rates!

ill be updated to the new rates

Police

Lieutenant   City Mgr   City Clerk

|| 142.92 ||   171.24 ||   70.89 ||

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS (Standard): Admin COA Floodplain Dev Permit Amendment to Admin. Approval; Fees for Admin. Design Review, Admin. Variance, Admin. Minor Use Permit, and Admin. Coastal Dev. Permit are charged at the same rate as regular permits (Jan 2015)</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.00						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.50	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>107.05</i>	<i>229.04</i>	<i>114.48</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>450.57</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	561.57
							<b>Current Fee</b>	\$500.00
							<b>Proposed Fee</b>	\$560.00
							difference	<b>\$60</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.50					
Total hours	1.00	1.75	0.25	0.00	0.00	0.00	
Total salary & benefits	42.82	114.52	28.62			0.00	185.96
Team Rates	42.82	65.44	114.48				
						Total Costs	185.96
						<b>Current Fee</b>	<b>\$ 145</b>
						<b>Proposed Fee</b>	<b>\$ 180</b>
						difference	<b>\$35</b>
<b>Administrative Design Review for Public Art and Murals</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file							
Review/Analysis			0.25				
Prepare documentation							
Assign address							
Total hours			0.25	0.00	0.00	0.00	
Total salary & benefits	0.00	0.00	28.62		0.00	0.00	28.62
Team Rates	42.82	65.44	114.48				
						Total Costs	28.62
						<b>Existing Fee</b>	<b>\$ 300</b>

PLANNING FEE SCHEDULE

						<b>Proposed Fee</b>	<b>\$ 25</b>	
						difference	<b>(\$275)</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							
Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	6.42	29.45	11.45	0.00		0.00	47.32	
Team Rates	42.82	65.44	114.48					
						Total Costs	47.32	
						<b>Current Fee</b>	<b>\$ 40</b>	
						<b>Proposed Fee</b>	<b>\$ 45</b>	
						difference	<b>\$5</b>	
<b>Administrative Review (Minor) Medical Marijuana Cultivation Minor Use Permit</b>	AA-CD	Asst Planner	CDD	Engineer Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	1.00		0.50					

PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	1.50	4.50	1.25	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>294.48</i>	<i>143.10</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>501.81</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Copying/postage								10.00
							Total Costs	511.81
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 445.00</b>
							<b>Proposed Fee</b>	<b>\$510.00</b>
							difference	<b>\$65</b>

## PLANNING FEE SCHEDULE

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## PLANNING FEE SCHEDULE

[illegible]



AMENDMENTS (MINOR)

<b>Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>294.48</i>	<i>114.48</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>430.37</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>492.37</b>
							<b>Existing Fee</b>	<b>425.00</b>
							<b>Proposed Fee</b>	<b>\$ 490.00</b>
							difference	<b>\$ 65.00</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Submit Application to Appeal A Project to City Council from Planning Commission*</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25		0.25				
Accept or reject appeal		0.25	0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.25						
Prepare notice	0.25						
Publish, post, mail							
Prepare or review staff report		2.50	0.50			0.50	
Attend hearing	0.25	0.50	0.50			0.50	
Prepare minutes	0.25						
Certification of action	1.25						
Total Hours	2.50	3.25	1.75	0.00	0.00	1.00	
Total salary & benefits	107.05	372.06	124.06	0.00	0.00	181.97	785.14
Team Rates	42.82	114.48	70.89				
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>1051.14</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 500.00</b>
						difference	<b>\$ (500.00)</b>
*Appeal process will be covered by Developer Deposit Account, this appeal fee is only to file the appeal.							
<b>Appeal An Administration Project to Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25						
Accept or reject appeal		0.25					
Compile information/files							

PLANNING FEE SCHEDULE

Prepare notice	0.25						
Publish, post, mail	0.25						
Revise staff report		1.00					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.75	1.75	0.00	0.00	0.00	0.00	
Total salary & benefits	74.94	200.34	0.00	0.00	0.00	0.00	275.28
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>541.28</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 250.00</b>
						difference	<b>\$ (750.00)</b>
<b>Sign Permit Appeal to Planning Commission</b>	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Compile information/files	0.25						
Prepare or review staff report		1.50					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.25	2.00	0.00	0.00	0.00	0.00	
Total salary & benefits	53.53	228.96	0.00	0.00	0.00	0.00	282.49
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>548.49</b>
						<b>Existing Fee</b>	<b>\$ 200.00</b>
						<b>Proposed Fee</b>	<b>\$ 250.00</b>
						difference	<b>\$ 50.00</b>

## PLANNING FEE SCHEDULE

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## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>Certificate of Compliance</b>							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>147.24</i>	<i>572.40</i>		<i>0.00</i>	<i>0.00</i>	<i>762.46</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
Copying							10.00
						<b>Total Costs</b>	<b>772.46</b>
						<b>Existing Fee</b>	<b>715.00</b>
						<b>Recommended Fee</b>	<b>\$770</b>
						difference	<b>\$55</b>

Code Enforcement Fee											
	AA-CD	Associate Planner	CDD	CSO Police Dept.	Police Officer	City Atty	Total Costs	Proposed Fee	Existing Fee	price difference	Reason for Adjustment
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.											
Taking the code complaint;	0.25										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			0.50							
Compose/document code enforcement certified letter	1.00										
Follow up efforts to ensure compliance with violation letter.											
Dialogue with violator responding to a complaint	0.50		0.25								
Total	4.25		0.00	0.50	0.00	0.00	0.00				
Total salary & benefits	181.99	0.00	0.00	17.92	0.00	0.00	199.90				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							208.90	205.00	275.00	-70.00	
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities											
Taking the code complaint;	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			1.00							
Compose/document code enforcement certified letter	1.50		0.50								
Follow up efforts to ensure compliance with violation letter.	0.50										
Dialogue with violator responding to a complaint	0.50		0.25								
Total	3.75		0.75	1.00	0.00	0.00	0.00				
Total salary & benefits	160.58	0.00	85.86	35.83	0.00	0.00	282.27				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							291.27	290.00	450.00	-160.00	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.											
Taking the code complaint;	0.50		0.10								
set up file; log onto spreadsheet(s)	0.50										
Investigation and documentation of the code complaint	0.50			1.50							
Evidence collection, report writing	0.50										
Compose/document code enforcement certified letter	2		0.50								
Follow up efforts to ensure compliance with violation letter.	1.50		0.25								
Dialogue with violator responding to a complaint	1.00		0.25								
Total	6.50		1.10	1.00	0.00	0.00	0.00				
Total salary & benefits	278.33	0.00	125.93	35.83	0.00	0.00	440.09				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							449.09	445.00	600.00	-155.00	
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity											
Taking the code complaint	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	1.00				2.00						
Evidence collection, report writing	1.00				2.00						
Compose/document code enforcement certified letter	1		0.50	2.00							
Follow up efforts to ensure compliance with violation letter.	1.50		0.50								
Dialogue with violator responding to a complaint	1.00		0.50		1.00						
Total	6.25		1.50	2.00	4.00	0.00	0.00				
Total salary & benefits	267.63	0.00	171.72	71.66	274.36	0.00	785.37				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							794.37	790.00	920.00	-130.00	

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$1,500 unless noted)**

Annexation

All Appeals to City Council of Planning Commission Decision or CEQA document

All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)

Development Agreement

General Plan Amendment

Local Coastal Plan Amendment

Major or Minor Subdivision

Mitigation Monitoring

Parcel Merger

Planned Development Permit

Pre-Application Analysis **(Minimum \$750 deposit)**

Reversion to Acreage

Specific Plan

All Subdivision activity - major, minor, parcel map, final map, reversion, lot line adjustment

Subdivision Map Improvement Plan, Plan Check, Construction Inspections

Subdivision: Final MapParcel Map

Parcel Merger                      Reversion to Acreage

Lot Line Adjustment

Technical Advisory Committee Review - Major\*

Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division



Parcel Merger  
Reversion to Acreage

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50		1.00		
City Council packet	0.25	0.25		0.50		1.00		
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	2.00	0.00	
<i>Total salary &amp; benefits</i>	<i>14.72</i>	<i>68.12</i>	<i>0.00</i>	<i>437.12</i>		<i>560.00</i>	<i>0.00</i>	<i>1079.96</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>1114.96</b>
							<b>Existing Fee</b>	<b>\$550 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Engineer Tech	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>205.85</i>	<i>430.72</i>	<i>232.63</i>	<i>10.81</i>	<i>382.48</i>	<i>0.00</i>	<i>31.71</i>	<i>1294.20</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1432.20</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>0.00</i>	<i>515.16</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>557.98</i>	
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>						
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>567.98</b>	
							<b>Existing Fee</b>	<b>\$ 525</b>	
							<b>Proposed Fee</b>	<b>\$ 565</b>	
							difference	<b>\$40</b>	

Lot Line Adjustment								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		1.00		1.00			
Review Final Deeds								
Close-out		1.00						
Total hours	0.75	6.00	2.00	0.00	1.50	0.00	0.00	
Total salary & benefits	29.41	323.04	206.78		163.93	0.00	0.00	723.16
Postage								10.00
Copying								10.00
							Total Costs	743.16
							Current Fee	\$ 740
							Proposed Fee	DDA
							difference	#####

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	CDD Dir			
plot adjacent properties	0.25					
Prepare address list	0.50					
Total hours	0.75	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>32.12</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Assign Address</b>						
	AA-CD	ASST PLANNER	CDD dir			
Prepare and send letters	1.50					
Total hours	1.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	CDD Dir			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	ASST PLANNER	CDD Dir			
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>25.69</i>	<i>16.36</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	CDD Dir	AVERAGE Asst Planner/AA-CD/Eng. Tech		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>74.25</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
\$32.12
<b>\$32.12</b>
<b>\$20.00</b>
<b>\$30.00</b>
\$10.00

Total Costs
\$64.23
<b>\$64.23</b>
<b>\$50.00</b>
<b>\$0.00</b>
-\$50.00

Total Costs
\$21.41
<b>\$21.41</b>
<b>\$20.00</b>
<b>\$20.00</b>
\$0.00



Total Costs
42.05
42.05
\$35.00
\$40.00
\$5.00

Total Costs
\$74.25
\$74.25
\$60.00
\$70.00
\$10.00

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**Construction Cost Indexing for Parking In Lieu Fee**

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	<b>2008</b>		<b>Dec-09</b>		<b>2010</b>
Engineer-News Record Construction Cost Index			1.1% Increase	4.2% increase (Nov)	
Existing Commercial Building In Lieu Parking Fee	\$	4,000	\$	4,044	\$0.00
New Construction Parking In Lieu Fee	\$	8,000	\$	8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2017

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00	1					
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	1.00	1.00	1.00					
Total hours	4.00	6.00	3.50	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>171.28</i>	<i>392.64</i>	<i>400.68</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>1384.60</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			<i>280.00</i>		
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1525.70</b>
							<b>Current Fee</b>	<b>1400.00</b>
							<b>Proposed Fee</b>	<b>\$1,525</b>
							difference	<b>\$125</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

40 neighbors x 2 sided notice = 80

216

296

0.15 \$ 44.40

postage for notices

45    0.46   \$ 20.70

PLANNING PERMIT

<b>PC - Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		2.00	1.00				
Review Staff Report	0.50		0.50		0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50		0.25				
Total hours	6.50	2.50	2.25	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>278.33</i>	<i>278.33</i>	<i>278.33</i>		<i>0.00</i>	<i>0.00</i>	<i>834.99</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>976.09</b>
						<b>Existing Fee</b>	<b>\$ 1,050</b>
						<b>Proposed Fee</b>	<b>\$ 950</b>
						<b>difference</b>	<b>\$ (100)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							

PLANNING PERMIT

copying costs							
PH notice	\40 neighbors x 2 sided notice =			80			
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Engineer Tech	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	242.28	92.30	43.24	86.71	109.53	0.00	574.06	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>584.06</b>	
				fee waived for non-profit events			current fee	\$695	
							<b>proposed fee</b>	<b>\$580</b>	
							difference	<b>\$ (115)</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									



PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50	0.50				
Prepare Letter		1.00					
Close-out							
Total hours	0.25	1.50	0.50	0.00	0.00		
Total salary & benefits	9.80	80.76	51.70	0.00	0.00	142.26	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>142.26</b>	
					<b>Existing Fee</b>	<b>165.00</b>	
					<b>Proposed Fee</b>	<b>140.00</b>	
					difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Prepare mailing & labels	0.50						
post hearing notice	0.25						
Analysis and Staff Report		0.50	1.00				
Review staff report							

PLANNING FEE SCHEDULE

Prepare Minutes development permit	0.50						
Close-out		0.25					
Total hours	1.50	0.75	1.00	0.00	0.00		
Total salary & benefits	58.82	40.38	103.39	0.00	0.00	202.59	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>202.59</b>	
					<b>Existing Fee</b>	<b>295.00</b>	
					<b>Proposed Fee</b>	<b>200.00</b>	
					difference	<b>(\$95)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>							
	AA-CD	ASST PLANNER	CDD	PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25						
Assign permit #, log-in, set-up file	0.25						
Initial review		1.00					
Referral and Review							
Correction Letter							
Secondary Review							
Prepare staff report		5.00					
Review staff report	0.5		2.00				
Prepare and post hearing notice/agenda	1.00						
Post staff report to web	0.50						
Prepare mailing/ labels	0.50						
copy/distribute packet	0.50						
Attend hearing	0.50	0.50	0.50				
Post meeting wrap-up* (see below)	1.25						
Prepare minutes	1.00						
Close-out		0.50					

PLANNING FEE SCHEDULE

Total hours	6.25	7.00	2.50	0.00	0.00	0.00	
Total salary & benefits	245.06	376.88	258.48	0.00	0.00	0.00	880.42
Team Rates	42.82	65.44	114.48		280.00		
Legal ad for public notice							76.00
Postage							0.00
MCTV							45.00
Copying							0.00
						Total Costs	1001.42
						Current Fee	1250.00
						Proposed Fee	\$1,000
						difference	(\$250)
<b>Subdivision Map: Extension of Time</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	Dir Public Works	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50			0.50		
Prepare CC Packet				0.25			
Prepare Minutes							
Close-out							
Total hours	0.25	0.50	0.00	0.25	0.50		
Total salary & benefits	10.71	32.72	0.00	70.00	54.64	168.07	
Team Rates	42.82	65.44	114.48	280.00	115.09		
MCTV						0.00	
					Total Costs	168.07	
					Existing Fee	215.00	
					Proposed Fee	165.00	
					difference	(\$50)	

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>zoning letter</b>								
	AA-CD	CDD	Engineer Tech	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.50		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>51.70</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>115.93</i>
<i>Team Rates</i>	<i>42.82</i>	<i>114.48</i>				<i>280.00</i>		
Postage/copying								1.00
							Total Costs	116.93
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.								
							<b>Current Fee</b>	<b>\$ 110</b>
							Proposed fee	\$115
							difference	\$5
Does MJ review zoning letters?								

<b>Planning Commission Hearing + Permits</b>								
<b>Planning Commission Hearing</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Review staff report	0.5		1.50					
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00		0.50					
Close-out		0.50						
Total hours	6.25	1.00	2.50	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	267.63	65.44	286.20		0.00	0.00	0.00	619.27
<i>Team Rates</i>	42.82	65.44	114.48			280.00		
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>760.37</b>
							<b>Current Fee</b>	<b>1115.00</b>
							<b>Proposed Fee</b>	<b>\$760</b>
							difference	<b>(\$355)</b>
<b>Design Review</b>								
Initial review	0.50	0.50	0.50					
Referral and Review		0.50						
Correction Letter		0.50						
Secondary Review								
Prepare staff report		3.00	0.5					
Total hours	0.5	4.50	1.00	0.00	0.00	0.00	0.00	
Total salary & benefits	21.41	294.48	114.48		0.00	0.00	0.00	430.37
<i>Team Rates</i>	42.82	65.44	114.48			280.00		
							<i>Current Fee</i>	365.00
							<b>Proposed Fee</b>	<b>\$430</b>
							<b>difference</b>	<b>\$65</b>

<b>Use Permit</b>								
Initial review	0.25	0.50	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		5.00	1					
Total hours	0.25	8.00	1.50	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	523.52	171.72		109.28	0.00	0.00	815.23
Team Rates	42.82	65.44	114.48			280.00		

Current Fee	700.00
<b>Proposed Fee</b>	<b>\$815</b>
<b>Difference</b>	<b>\$115</b>

#### Coastal Development Permit

Initial review	0.25	1.00	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		7.00	1.5					
Total hours	0.25	10.50	2.00	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	687.12	228.96		109.28	0.00	0.00	1036.07
Team Rates	42.82	65.44	114.48			280.00		

Current fee	890.00
<b>Proposed Fee</b>	<b>\$1,035</b>
<b>Difference</b>	<b>\$145</b>

#### Variance

Initial review	0.25	0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00	1.5					
Total hours	0.25	5.00	1.75	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	327.20	200.34		109.28	0.00	0.00	647.53
Team Rates	42.82	65.44	114.48			280.00		

Current Fee	565.00
<b>Proposed Fee</b>	<b>\$645</b>
difference	80.00

#### Certificate of Appropriateness



<i>Current Fee</i>	500.00
<b>Proposed Fee</b>	\$590
<b>Difference</b>	\$90

216		
<hr/>		
296	0.15	\$ 44.40
45	0.46	\$ 20.70

Coastal Development Permit (Second Unit)								
Initial review		0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.50						
Secondary Review		0.50						
Prepare staff report		4.00	2					
Total hours	0.00	6.00	2.25	0.00	1.00	0.00	0.00	
Total salary & benefits	0.00	392.64	257.58		109.28	0.00	0.00	759.50
Team Rates	42.82	65.44	114.48			280.00		
								660.00
							<b>Proposed Fee</b>	<b>\$755</b>
								\$95.00

**PLANNING FEES  
2016 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$32.12	\$20	\$30	\$10	Increase in overhead costs
Assign Street Address	\$64.23	\$15	\$50	\$35	Overhead & additional staff time
<b><u>Administrative Permits:</u></b>					
- Amendment to Admin. Permit					
- Certificate of Appropriateness					
- Floodplain Development Permit	\$561.57	\$500	\$550	\$50	Increase in overhead costs
* Admin. Design Review	\$561.57	\$350	\$550	\$200	Increase in overhead costs
* Admin. Design Review of Public Art & Murals	\$28.62	\$350	\$25	(\$325)	<b>New fee</b>
* Admin. Variance	\$561.57	\$550	\$550	\$0	
* Admin. Minor Use Permit (does not include Medical Marijuana Cultivation MUP)	\$815.23	\$700	\$800	\$100	Increase in overhead costs
* Admin. Coastal Dev. Permit	\$1,036.07	\$890	\$1,025	\$135	Increase in overhead costs
Limited Term Permit not requiring TAC review	\$180.00	\$145	\$180	\$35	Increase in overhead costs
Initial Review - Mobile Vending Unit Fee	\$550.00	\$550	\$550	\$0	New fee
Annual Renewal - Mobile Vending Unit fee	\$500.00	\$500	\$500	\$0	New fee

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$492.37	\$425	\$480	\$55	Increase in overhead costs
Annexation		costs incurred			
Appeal of Planning Commission Decision to City Council.	\$1,051.14	\$ 1,000.00	\$ 1,050.00	\$50	Increase in overhead costs
Appeal of Administrative Permit to Planning Commission	\$541.28	\$1,000	\$ 540.00	(\$460)	Reduced Staff Time
Appeal of Sign Permit to Planning Commission	\$548.49	\$ 200.00	\$ 250.00	\$ 50.00	Reduced Staff Time
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$772.46	\$715	\$750	\$35	Increase in overhead costs
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$208.90	\$260	\$200	(\$60)	This work has been reassigned to the Administrative Assistant, reducing staff costs

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$291.27	\$450	\$300	(\$150)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$449.09	\$600	\$500	(\$100)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$794.37	\$820	\$800	(\$20)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition</u></b>					
<b><u>Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$567.98	\$525	\$550	\$25	Increase in overhead costs
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$21.41	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred	DDA		Costs vary significantly depending on the project
Lot Line Adjustment	\$743.16	\$740	DDA	NA	Costs vary significantly depending on the project
Medical Marijuana Cultivation Minor Use Permit	\$511.81	\$445	\$500	\$55	Increased overhead costs
Mitigation Monitoring		costs incurred	DDA	NA	Costs vary significantly depending on the project
<b><u>Parking in-lieu fees:</u></b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Temporary Moritorium (Expires 1/2017)
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Temporary Moritorium (Expires 1/2017)

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Permits Requiring Planning Commission Review: Hearing Cost (Plus cost of permits required, see below):	\$760.37	\$1,115	\$750	(\$365)	To Calculate Fee: All permits requiring a Planning Commisison hearing must pay that fee and the fee(s) assocaieted with the specific requested permit(s).
- Adult-Oriented Business Permit	\$1,525.70	\$1,400	\$1,500	\$100	Increased overhead costs
- Certificate of Appropriateness	\$594.39	\$500	DDA	NA	Costs vary significantly depending on the project
- Coastal Development Permit	\$1,036.07	\$890	\$1,025	\$135	Increased overhead costs
Coastal Development Permit Second Unit	\$759.50	\$660	\$750	\$90	Increased overhead costs
- Design Review	\$430.37	\$365	\$425	\$60	Increased overhead costs
- Use Permit	\$815.23	\$700	\$800	\$100	Increased overhead costs
- Variance	\$647.53	\$565	\$640	\$75	Increased overhead costs
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$142.26	\$165	\$140	(\$25)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$202.59	\$295	\$270	(\$25)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,001.42	\$1,250	\$1,000	(\$250)	Reduced staff time
Pre-application analysis & meeting		minimum \$750 deposit	minimum \$550 deposit	(\$200)	Reduced staff time
Research fee per hour	\$74.25	\$60	\$75	\$15	Increased overhead costs

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Rezoning		costs incurred	DDA	\$0	Costs vary significantly depending on the project
Sign Permit: permanent & temporary	\$47.32	\$40	\$45	\$5	Increased overhead costs
Specific Plan		costs incurred			Costs vary significantly depending on the project
Subdivision Map:					
Extension of Time	\$168.07	\$215	\$160	(\$55)	Reduced Staff Costs
Final Map	\$1,114.96	\$550 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Improvement Plan, Plan Check & Construction Inspections		costs incurred	DDA		Costs vary significantly depending on the project
Minor Subdivision (< 5 parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Major Subdivision (5+ parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Merger		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Map	\$1,114.96	\$690 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Reversion to Acreage	\$1,432.20	costs incurred	DDA	NA	Costs vary significantly depending on the project
Technical Advisory Committee Review - Minor	\$584.06	\$695	\$580	(\$115)	Costs vary significantly depending on the project
Technical Advisory Committee Review - Major		costs incurred			TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.



**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.	\$1,000	\$0	No change
Waste Management Checklist Processing Fee	\$42.05	\$35	\$40	\$5	Increased overhead costs
Zoning letter (per hour)	\$116.93	\$110.00	\$115	\$5	Increased overhead costs

**Do Not Delete any of the cells on this page as all other spread**

<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	84.80	-	114.48
SPECIAL PROJECTS MANAGER	70.56		95.25
ASSOCIATE PLANNER	48.47	48.91	65.44
ADMINISTRATIVE ASSISSTANT-CD	31.72	34.70	42.82
GRANTS ASSISTANT	23.41	32.00	31.60

**Change only the numbers in the spread sheet below and all over spread sheets w**

				Public		
		Asst		Works	Engineer	Police
Rates	AA-CD	Planner	CDD	Ops Mgr.	Tech	Sergeant
Team Rates	42.82	65.44	114.48	115.09	59.46	119.12

l sheets link to these for the calculation of rates!

ill be updated to the new rates

Police

Lieutenant    City Mgr    City Clerk

|| 142.92 ||    171.24 ||    70.89 ||

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS (Standard): Admin COA Floodplain Dev Permit Amendment to Admin. Approval; Fees for Admin. Design Review, Admin. Variance, Admin. Minor Use Permit, and Admin. Coastal Dev. Permit are charged at the same rate as regular permits (Jan 2015)</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.00						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.50	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>107.05</i>	<i>229.04</i>	<i>114.48</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>450.57</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	561.57
							<b>Current Fee</b>	\$500.00
							<b>Proposed Fee</b>	\$550.00
							difference	<b>\$50</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.50					
Total hours	1.00	1.75	0.25	0.00	0.00	0.00	
Total salary & benefits	42.82	114.52	28.62			0.00	185.96
Team Rates	42.82	65.44	114.48				
						Total Costs	185.96
						<b>Current Fee</b>	<b>\$ 145</b>
						<b>Proposed Fee</b>	<b>\$ 180</b>
						difference	<b>\$35</b>
<b>Administrative Design Review for Public Art and Murals</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file							
Review/Analysis			0.25				
Prepare documentation							
Assign address							
Total hours			0.25	0.00	0.00	0.00	
Total salary & benefits	0.00	0.00	28.62		0.00	0.00	28.62
Team Rates	42.82	65.44	114.48				
						Total Costs	28.62
						<b>Existing Fee</b>	<b>\$ 300</b>

PLANNING FEE SCHEDULE

						<b>Proposed Fee</b>	<b>\$ 25</b>	
						difference	<b>(\$275)</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							
Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	6.42	29.45	11.45	0.00		0.00	47.32	
Team Rates	42.82	65.44	114.48					
						Total Costs	47.32	
						<b>Current Fee</b>	<b>\$ 40</b>	
						<b>Proposed Fee</b>	<b>\$ 45</b>	
						difference	<b>\$5</b>	
<b>Administrative Review (Minor) Medical Marijuana Cultivation Minor Use Permit</b>	AA-CD	Asst Planner	CDD	Engineer Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	1.00		0.50					

PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	1.50	4.50	1.25	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>294.48</i>	<i>143.10</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>501.81</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Copying/postage								10.00
							Total Costs	511.81
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 445.00</b>
							<b>Proposed Fee</b>	<b>\$500.00</b>
							difference	<b>\$55</b>

## PLANNING FEE SCHEDULE

[illegible]



AMENDMENTS (MINOR)

<b>Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>294.48</i>	<i>114.48</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>430.37</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>492.37</b>
							<b>Existing Fee</b>	<b>425.00</b>
							<b>Proposed Fee</b>	<b>\$ 480.00</b>
							difference	<b>\$ 55.00</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Submit Application to Appeal A Project to City Council from Planning Commission*</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25		0.25				
Accept or reject appeal		0.25	0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.25						
Prepare notice	0.25						
Publish, post, mail							
Prepare or review staff report		2.50	0.50			0.50	
Attend hearing	0.25	0.50	0.50			0.50	
Prepare minutes	0.25						
Certification of action	1.25						
Total Hours	2.50	3.25	1.75	0.00	0.00	1.00	
Total salary & benefits	107.05	372.06	124.06	0.00	0.00	181.97	785.14
Team Rates	42.82	114.48	70.89				
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>1051.14</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 1,050.00</b>
						difference	<b>\$ 50.00</b>
*Appeal process will be covered by Developer Deposit Account, this appeal fee is only to file the appeal.							
<b>Appeal An Administration Project to Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25						
Accept or reject appeal		0.25					
Compile information/files							

PLANNING FEE SCHEDULE

Prepare notice	0.25						
Publish, post, mail	0.25						
Revise staff report		1.00					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.75	1.75	0.00	0.00	0.00	0.00	
Total salary & benefits	74.94	200.34	0.00	0.00	0.00	0.00	275.28
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>541.28</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 540.00</b>
						difference	<b>\$ (460.00)</b>
<b>Sign Permit Appeal to Planning Commission</b>	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Compile information/files	0.25						
Prepare or review staff report		1.50					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.25	2.00	0.00	0.00	0.00	0.00	
Total salary & benefits	53.53	228.96	0.00	0.00	0.00	0.00	282.49
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>548.49</b>
						<b>Existing Fee</b>	<b>\$ 200.00</b>
						<b>Proposed Fee</b>	<b>\$ 250.00</b>
						difference	<b>\$ 50.00</b>

## PLANNING FEE SCHEDULE

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## PLANNING FEE SCHEDULE

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PLANNING FEE SCHEDULE

<b>Certificate of Compliance</b>							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>147.24</i>	<i>572.40</i>		<i>0.00</i>	<i>0.00</i>	<i>762.46</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
Copying							10.00
						<b>Total Costs</b>	<b>772.46</b>
						<b>Existing Fee</b>	<b>715.00</b>
						<b>Recommended Fee</b>	<b>\$750</b>
						difference	<b>\$35</b>

Code Enforcement Fee											
	AA-CD	Associate Planner	CDD	CSO Police Dept.	Police Officer	City Atty	Total Costs	Proposed Fee	Existing Fee	price difference	Reason for Adjustment
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.											
Taking the code complaint;	0.25										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			0.50							
Compose/document code enforcement certified letter	1.00										
Follow up efforts to ensure compliance with violation letter.											
Dialogue with violator responding to a complaint	0.50		0.25								
Total	4.25		0.00	0.50	0.00	0.00	0.00				
Total salary & benefits	181.99	0.00	0.00	17.92	0.00	0.00	199.90				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							208.90	200.00	260.00	-60.00	
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities											
Taking the code complaint;	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			1.00							
Compose/document code enforcement certified letter	1.50		0.50								
Follow up efforts to ensure compliance with violation letter.	0.50										
Dialogue with violator responding to a complaint	0.50		0.25								
Total	3.75		0.75	1.00	0.00	0.00	0.00				
Total salary & benefits	160.58	0.00	85.86	35.83	0.00	0.00	282.27				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							291.27	300.00	450.00	-150.00	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.											
Taking the code complaint;	0.50		0.10								
set up file; log onto spreadsheet(s)	0.50										
Investigation and documentation of the code complaint	0.50			1.50							
Evidence collection, report writing	0.50										
Compose/document code enforcement certified letter	2		0.50								
Follow up efforts to ensure compliance with violation letter.	1.50		0.25								
Dialogue with violator responding to a complaint	1.00		0.25								
Total	6.50		1.10	1.00	0.00	0.00	0.00				
Total salary & benefits	278.33	0.00	125.93	35.83	0.00	0.00	440.09				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							449.09	500.00	600.00	-100.00	
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity											
Taking the code complaint	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	1.00				2.00						
Evidence collection, report writing	1.00				2.00						
Compose/document code enforcement certified letter	1		0.50	2.00							
Follow up efforts to ensure compliance with violation letter.	1.50		0.50								
Dialogue with violator responding to a complaint	1.00		0.50		1.00						
Total	6.25		1.50	2.00	4.00	0.00	0.00				
Total salary & benefits	267.63	0.00	171.72	71.66	274.36	0.00	785.37				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							794.37	800.00	820.00	-20.00	

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$1,500 unless noted)**

Annexation

All Appeals to City Council of Planning Commission Decision or CEQA document

All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)

Development Agreement

General Plan Amendment

Local Coastal Plan Amendment

Major or Minor Subdivision

Mitigation Monitoring

Parcel Merger

Planned Development Permit

Pre-Application Analysis **(Minimum \$750 deposit)**

Reversion to Acreage

Specific Plan

All Subdivision activity - major, minor, parcel map, final map, reversion, lot line adjustment

Subdivision Map Improvement Plan, Plan Check, Construction Inspections

Subdivision: Final MapParcel Map

Parcel Merger                      Reversion to Acreage

Lot Line Adjustment

Technical Advisory Committee Review - Major\*

Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division



Parcel Merger  
Reversion to Acreage

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50		1.00		
City Council packet	0.25	0.25		0.50		1.00		
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	2.00	0.00	
<i>Total salary &amp; benefits</i>	<i>14.72</i>	<i>68.12</i>	<i>0.00</i>	<i>437.12</i>		<i>560.00</i>	<i>0.00</i>	<i>1079.96</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>1114.96</b>
							<b>Existing Fee</b>	<b>\$550 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Engineer Tech	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>205.85</i>	<i>430.72</i>	<i>232.63</i>	<i>10.81</i>	<i>382.48</i>	<i>0.00</i>	<i>31.71</i>	<i>1294.20</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1432.20</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>0.00</i>	<i>515.16</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>557.98</i>	
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>						
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>567.98</b>	
							<b>Existing Fee</b>	<b>\$ 525</b>	
							<b>Proposed Fee</b>	<b>\$ 550</b>	
							difference	<b>\$25</b>	

Lot Line Adjustment								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		1.00		1.00			
Review Final Deeds								
Close-out		1.00						
Total hours	0.75	6.00	2.00	0.00	1.50	0.00	0.00	
Total salary & benefits	29.41	323.04	206.78		163.93	0.00	0.00	723.16
Postage								10.00
Copying								10.00
							Total Costs	743.16
							Current Fee	\$ 740
							Proposed Fee	DDA
							difference	#####

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	CDD Dir			
plot adjacent properties	0.25					
Prepare address list	0.50					
Total hours	0.75	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>32.12</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Assign Address</b>						
	AA-CD	ASST PLANNER	CDD dir			
Prepare and send letters	1.50					
Total hours	1.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	CDD Dir			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	ASST PLANNER	CDD Dir			
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>25.69</i>	<i>16.36</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	CDD Dir	AVERAGE Asst Planner/AA-CD/Eng. Tech		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>74.25</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
32.12
<b>32.12</b>
<b>\$ 20</b>
<b>\$ 30</b>
\$ 10.00

Total Costs
64.23
<b>64.23</b>
<b>\$ 15</b>
<b>\$ 50</b>
\$ 35.00

Total Costs
21.41
<b>21.41</b>
<b>\$ 20</b>
<b>\$ 20</b>
\$ -



Total Costs
42.05
42.05
\$ 35
\$ 40
\$ 5.00

Total Costs
74.25
74.25
\$ 60
\$ 75
n/a

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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2017

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00	1					
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	1.00	1.00	1.00					
Total hours	4.00	6.00	3.50	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>171.28</i>	<i>392.64</i>	<i>400.68</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>1384.60</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			<i>280.00</i>		
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1525.70</b>
							<b>Current Fee</b>	<b>1400.00</b>
							<b>Proposed Fee</b>	<b>\$1,500</b>
							difference	<b>\$100</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

40 neighbors x 2 sided notice = 80

216  
296

0.15 \$ 44.40

postage for notices

45    0.46   \$ 20.70

PLANNING PERMIT

<b>PC - Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		2.00	1.00				
Review Staff Report	0.50		0.50		0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50		0.25				
Total hours	6.50	2.50	2.25	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>278.33</i>	<i>278.33</i>	<i>278.33</i>		<i>0.00</i>	<i>0.00</i>	<i>834.99</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>976.09</b>
						<b>Existing Fee</b>	<b>\$ 1,050</b>
						<b>Proposed Fee</b>	<b>\$ 950</b>
						<b>difference</b>	<b>\$ (100)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							

PLANNING PERMIT

copying costs							
PH notice	\40 neighbors x 2 sided notice =			80			
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Engineer Tech	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	242.28	92.30	43.24	86.71	109.53	0.00	574.06	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>584.06</b>	
				fee waived for non-profit events			current fee	\$695	
							<b>proposed fee</b>	<b>\$580</b>	
							difference	<b>\$ (115)</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									



PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50	0.50				
Prepare Letter		1.00					
Close-out							
Total hours	0.25	1.50	0.50	0.00	0.00		
Total salary & benefits	9.80	80.76	51.70	0.00	0.00	142.26	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>142.26</b>	
					<b>Existing Fee</b>	<b>165.00</b>	
					<b>Proposed Fee</b>	<b>140.00</b>	
					difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Prepare mailing & labels	0.50						
post hearing notice	0.25						
Analysis and Staff Report		0.50	1.00				
Review staff report							

PLANNING FEE SCHEDULE

Prepare Minutes development permit	0.50						
Close-out		0.25					
Total hours	1.50	0.75	1.00	0.00	0.00		
Total salary & benefits	58.82	40.38	103.39	0.00	0.00	202.59	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>202.59</b>	
					<b>Existing Fee</b>	<b>295.00</b>	
					<b>Proposed Fee</b>	<b>270.00</b>	
					difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>							
	AA-CD	ASST PLANNER	CDD	PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25						
Assign permit #, log-in, set-up file	0.25						
Initial review		1.00					
Referral and Review							
Correction Letter							
Secondary Review							
Prepare staff report		5.00					
Review staff report	0.5		2.00				
Prepare and post hearing notice/agenda	1.00						
Post staff report to web	0.50						
Prepare mailing/ labels	0.50						
copy/distribute packet	0.50						
Attend hearing	0.50	0.50	0.50				
Post meeting wrap-up* (see below)	1.25						
Prepare minutes	1.00						
Close-out		0.50					

PLANNING FEE SCHEDULE

Total hours	6.25	7.00	2.50	0.00	0.00	0.00	
Total salary & benefits	245.06	376.88	258.48	0.00	0.00	0.00	880.42
Team Rates	42.82	65.44	114.48		280.00		
Legal ad for public notice							76.00
Postage							0.00
MCTV							45.00
Copying							0.00
						Total Costs	1001.42
						Current Fee	1250.00
						Proposed Fee	\$1,000
						difference	(\$250)
<b>Subdivision Map:</b>							
<b>Extension of Time</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	Dir Public Works	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50			0.50		
Prepare CC Packet				0.25			
Prepare Minutes							
Close-out							
Total hours	0.25	0.50	0.00	0.25	0.50		
Total salary & benefits	10.71	32.72	0.00	70.00	54.64	168.07	
Team Rates	42.82	65.44	114.48	280.00	115.09		
MCTV						0.00	
					Total Costs	168.07	
					Existing Fee	215.00	
					Proposed Fee	160.00	
					difference	(\$55)	

## PLANNING FEE SCHEDULE

[illegible]

## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>zoning letter</b>								
	AA-CD	CDD	Engineer Tech	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.50		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>51.70</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>115.93</i>
<i>Team Rates</i>	<i>42.82</i>	<i>114.48</i>				<i>280.00</i>		
Postage/copying								1.00
							Total Costs	116.93
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.								
							<b>Current Fee</b>	<b>\$ 110</b>
							Proposed fee	\$115
							difference	\$5
Does MJ review zoning letters?								

[illegible]

<b>Use Permit</b>								
Initial review	0.25	0.50	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		5.00	1					
Total hours	0.25	8.00	1.50	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	523.52	171.72		109.28	0.00	0.00	815.23
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			<b>280.00</b>		

<i>Current Fee</i>	700.00
<b>Proposed Fee</b>	<b>\$800</b>
<b>Difference</b>	<b>\$100</b>

<b>Coastal Development Permit</b>								
Initial review	0.25	1.00	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		7.00	1.5					
Total hours	0.25	10.50	2.00	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	687.12	228.96		109.28	0.00	0.00	1036.07
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			<b>280.00</b>		

<i>Current fee</i>	890.00
<b>Proposed Fee</b>	<b>\$1,025</b>
<b>Difference</b>	<b>\$135</b>

<b>Variance</b>								
Initial review	0.25	0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00	1.5					
Total hours	0.25	5.00	1.75	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	327.20	200.34		109.28	0.00	0.00	647.53
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			<b>280.00</b>		

<i>Current Fee</i>	565.00
<b>Proposed Fee</b>	<b>\$640</b>
<b>difference</b>	<b>75.00</b>

## Certificate of Appropriateness





**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Audit Reports – Complete Set	34.12	32.00	34.00	2.00	
Audit Reports – Subsets	14.77	13.00	14.00	1.00	
Bingo License (6 month period)		10.00	10.00	0.00	
Budget Document	54.70	54.00	54.00	0.00	
Business License Fees					
* Initial License	104.64	97.00	104.00	7.00	Increased personnel costs due to payscale and benefits costs
* Initial License for Home Occupation	65.58	58.00	65.00	7.00	Increased personnel costs due to payscale and benefits costs
* Change of Business Location	104.64	97.00	104.00	7.00	Increased personnel costs due to payscale and benefits costs
* Change of Name	16.15	13.00	16.00	3.00	
* Change of Ownership	88.28	97.00	88.00	(9.00)	No staff time needed from CDD
* Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation		
* Duplicate License	9.42	7.00	9.00	2.00	
* License Renewal (Annual)	74.72	77.00	74.00	(3.00)	Reassessed staff time needed to complete
* License Renewal for Home Occupancy (Annual)	55.04	57.00	55.00	(2.00)	Reassessed staff time needed to complete
* Non-Profit Business License	97.37	41.00	41.00	0.00	
* Peddler (regular route with truck)		75.00	75.00	0.00	
from a temporary location)		20.00	20.00	0.00	
* Small, one-time jobs (under \$1,000)		20.00	20.00	0.00	
Return check fee (charge for return of bad check from bank or financial institution)	40.50	37.00	40.00	3.00	
Replace lost AP Check	40.50	39.00	40.00	1.00	
Tobacco Seller's License Fees:				0.00	
* Initial License	193.14	191.00	193.00	2.00	
* Change of Business Location	46.49	45.00	46.00	1.00	
* Change of Name	15.09	12.00	15.00	3.00	
* Change of Ownership	46.49	45.00	46.00	1.00	
* Duplicate License	9.21	7.00	9.00	2.00	
Utility Bill - Final Notice Penalty	55.75	45.00	55.00	10.00	Increased personnel costs due to payscale and benefits costs
Utility Bill - Payment by Phone	5.73	4.50	5.00	0.50	
Utility Profile Fee (one free in 12-month period)	42.07	20.00	42.00	22.00	Increased time to run reports due to software changes and increased staff costs

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Audit Reports - Complete</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Rate	103.02	67.65	67.71	57.28	62.495		
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>9.37</i>		<i>\$9.37</i>
COPYING	PAGES	COST					
	165.00	0.15					24.75
POSTAGE							0.00
						Total Costs	34.12
						<b>Current Fee</b>	<b>\$ 32.00</b>
						<b>Proposed fee</b>	<b>\$ 34.00</b>
<b>Audit Reports - Partial</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>9.37</i>		<i>\$9.37</i>
COPYING	PAGES	COST					
	36.00	0.15					5.40
POSTAGE							0.00
						Total Costs	14.77
						<b>Current Fee</b>	<b>\$ 13.00</b>
						<b>Proposed fee</b>	<b>\$ 14.00</b>

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Budget Document</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Rate	103.02	67.65	67.71	57.28	62.495		
Contact/Copy					0.33		
	0.00	0.00	0.00	0.00	0.33		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>17.80</i>		<i>\$17.80</i>
COPYING	PAGES	COST					
	246.00	0.15					36.90
POSTAGE							0.00
						Total Costs	54.70
						Current Fee	\$ 54.00
						Proposed fee	\$ 54.00

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Initial License</b>									
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Gov Acct II/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Rate	103.02	67.65	67.71	57.28	62.50	64.21	65.44		
Review Application							0.25		
Process Fee/Answer ??						0.25			
Process Paperwork					0.5				
	0.00	0.00	0.00	0.00	0.50	0.25	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>31.25</i>	<i>16.05</i>	<i>16.36</i>		<i>\$63.66</i>
Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	104.64
								Current Fee	\$ 97.00
								Proposed fee	\$ 104.00
<b>Initial License - Home Occupation</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application						0.25	0.25		
Process Fee/Answer ??									
Process Paperwork					0.5				
	0.00	0.00	0.00	0.00	0.50	0.25	0.25		

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Total salary & benefits	0.00	0.00	0.00	0.00	31.25	16.05	16.36		\$63.66
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	65.58
								Current Fee	\$ 58.00
								Proposed fee	\$ 65.00
<b>Change of Name</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.02						
Process Paperwork				0.23					
	0.00	0.00	0.02	0.23	0.00	0.00	0.00		
Total salary & benefits	0.00	0.00	1.35	13.17	0.00	0.00	0.00		\$14.53
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	1	0.15							0.15
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	16.15
								Current Fee	\$ 13.00
								Proposed fee	\$ 16.00

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Change of Ownership</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application							0		
Process Fee/Answer ??						0.25			
Process Paperwork					0.5				
	0.00	0.00	0.00	0.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>31.25</i>	<i>16.05</i>	<i>0.00</i>		<i>\$47.30</i>
Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	88.28
								<b>Current Fee</b>	<b>\$ 97.00</b>
								<b>Proposed fee</b>	<b>\$ 88.00</b>
<b>Change of Business Location</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application							0.25		
Process Fee/Answer ??						0.25			
Process Paperwork					0.5				

## FINANCE DEPARTMENT 2017 FEE SCHEDULE

[illegible]



**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

								<b>Current Fee</b>	<b>\$ 7.00</b>
								<b>Proposed fee</b>	<b>\$ 9.00</b>
<b>License Renewal (Annual)</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.15						
Process Paperwork				0.75					
	0.00	0.00	0.15	0.75	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>10.16</i>	<i>42.96</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$53.12</i>
Fire Inspection Fee	TIME	RATE							
	0.50	39.06							\$19.53
COPYING	PAGES	COST							
	4	0.15							0.60
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	74.72
								<b>Current Fee</b>	<b>\$ 77.00</b>
								<b>Proposed fee</b>	<b>\$ 74.00</b>
<b>License Renewal (Annual) - Home Occupation</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs

## FINANCE DEPARTMENT 2017 FEE SCHEDULE

[illegible]

FINANCE DEPARTMENT  
2017 FEE SCHEDULE

SB 1186 SURCHARGE									1.00
								Total Costs	97.37
								Cost w/o City	40.98
								<b>Current Fee</b>	<b>\$ 41.00</b>
								<b>Proposed fee</b>	<b>\$ 41.00</b>

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Rate	103.02	67.65	67.71	57.28	62.50		
Look up account, reverse charges, contact customer					0.5		
Process Replacement Payment							
	0.00	0.00	0.00	0.00	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>31.25</i>		<i>\$31.25</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							9.25
						Total Costs	40.50
						Current Fee	\$ 37.00
						Proposed fee	\$ 40.00

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Rate	103.02	67.65	67.71	57.28	62.50		
Verify check hasn't cleared, stop payment, pull invoice, void check, issue replacement					0.5		
	0.00	0.00	0.00	0.00	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>31.25</i>		<i>\$31.25</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							9.25
						Total Costs	40.50
						Current Fee	\$ 39.00
						Proposed fee	\$ 40.00

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Tobacco Seller's Initial License</b>										
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Gov Acct II/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	
Rate	103.02	67.65	67.71	57.28	62.50	64.21	65.44			
Review Application										
Process Fee/Answer ??		0.25								
Process Paperwork				0.50						
	0.00	0.25	0.00	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>16.91</i>	<i>0.00</i>	<i>28.64</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$45.55</i>	
County Survey Cost									\$146.67	update
COPYING	PAGES	COST								
	3	0.15							0.45	
POSTAGE									0.47	
								Total Costs	193.14	
								Current Fee	\$ 191.00	
								Proposed fee	\$ 193.00	
<b>Change of Name</b>										
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	
Review Application										
Process Fee/Answer ??										
Process Paperwork				0.25						

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

	0.00	0.00	0.00	0.25	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>14.32</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$14.32</i>
Fire Inspection Fee	TIME	RATE							
	0.00	37.97							\$0.00
COPYING	PAGES	COST							
	2	0.15							0.30
POSTAGE									0.47
								Total Costs	15.09
								<b>Current Fee</b>	<b>\$ 12.00</b>
								<b>Proposed fee</b>	<b>\$ 15.00</b>
<b>Change of Ownership</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.25						
Process Paperwork				0.50					
	0.00		0.25	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>16.93</i>	<i>28.64</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$45.57</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
								Total Costs	46.49

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

								<b>Current Fee</b>	<b>\$ 45.00</b>	
								<b>Proposed fee</b>	<b>\$ 46.00</b>	
<b>Change of Business Location</b>										
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	
Review Application										
Process Fee/Answer ??			0.25							
Process Paperwork				0.50						
	0.00	0.00	0.25	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>16.93</i>	<i>28.64</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$45.57</i>	
Fire Inspection Fee	TIME	RATE								
		37.97							\$0.00	
COPYING	PAGES	COST								
	3	0.15							0.45	
POSTAGE									0.47	
								Total Costs	46.49	
								<b>Current Fee</b>	<b>\$ 45.00</b>	
								<b>Proposed fee</b>	<b>\$ 46.00</b>	
<b>Duplicate License</b>										
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	



**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Review Application										
Process Fee/Answer ??										
Process Paperwork				0.15						
	0.00	0.00	0.00	0.15	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>8.59</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$8.59</i>	
Fire Inspection Fee	TIME	RATE								
		37.97							\$0.00	
COPYING	PAGES	COST								
	1	0.15							0.15	
POSTAGE									0.47	
								Total Costs	9.21	
								<b>Current Fee</b>	<b>\$ 7.00</b>	
								<b>Proposed fee</b>	<b>\$ 9.00</b>	

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Utility Bill - Final Notice Penalty</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Rate	103.02	67.65	67.71	57.28	52.97		
Printing/Mailing				0.50			
Reviwing List & Turning off					0.5		
	0.00	0.00	0.00	0.50	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>28.64</i>	<i>26.49</i>		<i>\$55.13</i>
ROBOCALL SERVICE							\$0.15
POSTAGE							0.47
						Total Costs	55.75
						Current Fee	\$ 45.00
						Proposed fee	\$ 55.00

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Utility Bill - Payment by Phone</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Rate	103.02	67.65	67.71	57.28	52.97		
Printing/Mailing				0.10			
Reviwing List & Turning off							
	0.00	0.00	0.00	0.10	0		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>5.73</i>	<i>0.00</i>		<b>\$5.73</b>
ROBOCALL SERVICE							
POSTAGE							
						Total Costs	5.73
						<b>Current Fee</b>	<b>\$ 4.50</b>
						<b>Proposed fee</b>	<b>\$ 5.00</b>

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Utility Profile Fee</b>								
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Maint Worker I		Total Costs
Rate	103.02	67.65	67.71	57.28	62.50	43.27		
Prepare Workorder					0.50			
Download Information from Handheld Computer						0.25		
	0.00	0.00	0.00	0.00	0.50	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>31.25</i>	<i>10.82</i>		<i>\$42.07</i>
ROBOCALL SERVICE								
POSTAGE								
							Total Costs	42.07
							Current Fee	\$ 20.00
							Proposed fee	\$ 42.00

**ANIMAL CARE CONTROL FEES  
2017 ANALYSIS**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
<b>Adoption, Surrender Impoundment and Medical Fees</b>					
					The MCHS is recommending modest increases for impound fees based on increased costs of providing insurance, food, vaccines, etc. The MCHS believes the fee increases are reasonable and will help deter pet owners from allowing their animals to run loose.
<u>Impound/Redemption Fine - Unaltered</u>		\$35	\$40	\$5	
*1st Offense		\$50	\$60	\$10	See above
*2nd Offense		\$100	\$100	\$0	
*3rd and Subsequent Offenses					
<u>Impound/Redemption Fine - Altered</u>		\$10	\$20	\$10	See above
*1st Offense		\$25	\$40	\$15	See above
*2nd Offense		\$50	\$60	\$10	See above
*3rd and Subsequent Offenses					
<u>Surrender Fees:</u>		Set by MCHS	Set by MCHS		
*Stray Animals		Set by MCHS	Set by MCHS		
*Owner Surrender					
<b>Dog Licenses</b>					
					The MCHS recommends increasing City dog license fees by \$5 for both altered and unaltered canines. By making this change, the City license fees would match those of the County which are \$25 and \$55 respectively.
*Altered		\$20	\$25	\$5	
*Unaltered		\$50	\$55	\$5	See above
*Duplicate License/Tag		\$5	\$5	\$0	
*Delinquent Licensing Penalty - altered		Double license fee	Double license fee	NA	
*Delinquent Licensing Penalty - unaltered		Double license fee	Double license fee	NA	
*Potentially Dangerous/Vicious Dog License		\$100	\$100	\$0	
Vicious Potentially Dangerous Animal Hearing	637.16	\$ 340.00	\$ 635.00	\$295	Based on time involved in last hearing

**ANIMAL CARE CONTROL FEES  
2016 ANALYSIS**

<b>Vicious Potentially Dangerous Animal Hearing</b>						
		City Clerk	City Manager	Office Asst.		Total Costs
Receive/Review Request		0.25				
Prepare Notice of Hearing		0.50				
Mail Notice of Hearing				0.25		
Prepare for Hearing			1.00			
Conduct Hearing			1.00			
Prepare Letter of Results		0.50	1.00			
Mail Letter				0.25		
			0.00			
		1.25	3.00	0.50		
<i>Total salary &amp; benefits</i>		<i>88.61</i>	<i>513.72</i>	<i>33.29</i>		<i>\$635.62</i>
Postage/copying						<i>1.54</i>
					Total Costs	637.16
					<b>Current Fee</b>	<b>\$ 340.00</b>
					<b>Proposed fee</b>	<b>\$ 635.00</b>

**PUBLIC SAFETY  
2017  
FEE SCHEDULE**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$27.58	\$25.00	\$25.00	\$0.00	\$25 max. allowed under 40226 of the California Vehicle Code
Alarm Fee – for alarms terminating at Police Department, Annually - <b>DELETE THIS FEE</b>	\$30.70	\$27.00	<b>DELETE</b>		<b>FBPD stopped doing this in 1992 when dispatch center closed - DELETE THIS FEE</b>
Alarm Fees-Charge for Excessive False Alarms					
After third false alarm in calendar year	\$50.00	\$50.00	\$50.00		
After forth false alarm in calendar year	\$100.00	\$100.00	\$100.00		
After fifth false alarm in calendar year	\$200.00	\$200.00	\$200.00		
Reinstatement bond, annually	\$500.00	\$500.00	\$500.00		
Audio Tape Recording Copy					
– Requestor provides tape	\$35.82	\$35.00	\$35.00	\$0.00	
– City provides tape	\$36.82	\$36.00	\$36.00	\$0.00	
Bicycle License		\$0.00		\$0.00	\$4 maximum allowed by DMV
Civil Subpoena Appearance Fee		\$275 + additional time/rate adjustment	\$275 + additional time/rate adjustment		Stipulated Fee of \$275 allowed per AB 2612 signed by Governor on 9/19/12
Conference Room use during non-business hours (per hour)		\$50/hour	\$50/hour		
Dance Permit Fees:					
– Public dance, per event		\$75.00	\$75.00	\$0.00	
– Dances at a fixed place of business where alcoholic beverages are sold, annually		\$300.00	\$300.00	\$0.00	
– Dances at fixed place of business where alcoholic beverages are not sold, annually		\$150.00	\$150.00	\$0.00	
– Dances, as defined in Section 5.12.080		No fee	No fee		
Fingerprinting Rolling Fee	\$15.57	\$12.00	\$12.00	\$0.00	
Found Property Claimant	\$35.82	\$35.00	\$35.00	\$0.00	Plus advertising fees (if incurred)
Gun Storage Fee (per gun)	\$70.05	\$77.00	\$70.00	<b>-\$7.00</b>	

**PUBLIC SAFETY  
2017  
FEE SCHEDULE**

Insurance Letter for Crime Report	\$26.20	\$25.00	\$25.00	\$0.00	Always needs to be same amount as collision report
Evidence Photographs:					
– Digital	\$25.59	\$27.00	\$25.00	-\$2.00	Plus cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed
– Commercial film developing	\$46.70	\$54.00	\$46.00	-\$8.00	Plus charge by commercial film developer + postage if mailed
Parking Citation Penalties for Violation:					
– Blocking a Driveway		\$35.00	\$35.00	\$0.00	
– Disabled parking space w/o disabled plate or placard		\$285.00	\$285.00	\$0.00	
– Double Parking		\$35.00	\$35.00	\$0.00	
– No Parking		\$35.00	\$35.00	\$0.00	
– Off Street Parking Violation		\$35.00	\$35.00	\$0.00	
– Parking more than 18" from curb		\$35.00	\$35.00	\$0.00	
– Parked on Sidewalk		\$35.00	\$35.00	\$0.00	
– Parking in Alley		\$35.00	\$35.00	\$0.00	
– Parking Space Markings		\$35.00	\$35.00	\$0.00	
– Permit Parking Only		\$35.00	\$35.00	\$0.00	
– Registration Tabs		\$35.00	\$35.00	\$0.00	
– Red Zone		\$35.00	\$35.00	\$0.00	
– 72-Hour Continuous Parking		\$75.00	\$75.00	\$0.00	
– Timed Parking Zone		\$35.00	\$35.00	\$0.00	
– Wrong Side of Road		\$35.00	\$35.00	\$0.00	
– Yellow Loading Zone		\$35.00	\$35.00	\$0.00	
Record Clearance Checks	\$53.25	\$54.00	\$54.00	\$0.00	
Repossessed Vehicle Release		\$15.00	\$15.00	\$0.00	State stipulates \$15 maximum
Stored Vehicle Storage Fee (when stored onsite; per day)	\$10.84	\$12.00	\$12.00	\$0.00	Not currently in use
Taxicab Fees:					
– License Fee, per year					
– For first vehicle		\$50.00	\$50.00	\$0.00	
– Per vehicle additional		\$10.00	\$10.00	\$0.00	
– Permit Application Fee	\$131.63	\$130.00	\$130.00	\$0.00	



**PUBLIC SAFETY  
2017  
FEE SCHEDULE**

– Taxi Driver Background Check	\$112.30	\$117.00	\$110.00	-\$7.00	Plus DOJ Fee
Vehicle Accident Report	\$28.75	\$25.00	\$25.00	\$0.00	
Vehicle Release (for towed vehicle) – normal release	\$90.04	\$90.00	\$90.00	\$0.00	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$118.32	\$115.00	\$115.00	\$0.00	
<u>Video Tape Copy:</u>					
– Requestor provides tape	\$30.70	\$30.00	\$30.00	\$0.00	
– City provides tape	\$35.70	\$35.00	\$35.00	\$0.00	

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Administrative Fee</b>						
		SGT	PST			Total Costs
Receive/Review Request		0.20				
Process Request			0.20			
Total Hours		0.20	0.20			
<i>Total salary &amp; benefits</i>		<i>17.34</i>	<i>10.23</i>			<i>\$27.58</i>
Postage/copying						
					Total Costs	27.58
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Alarm Fee</b>						
		SGT	PST			Total Costs
Review alarm location; reset			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Postage/copying						
					Total Costs	<i>30.70</i>
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ -</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Audio Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Postage/copying						
					Total Costs	35.82
					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>
<b>Audio Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Cost of Tape						1.00
					Total Costs	36.82
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 36.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Fingerprinting Fee</b>						
		SGT	PST			Total Costs
Fingerprinting			0.20			
Total Hours		0.00	0.20			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>15.57</i>			<i>\$15.57</i>
Postage/copying						
					Total Costs	<i>15.57</i>
<b>STATE STIPULATED FEE</b>					<b>Current Fee</b>	<b>\$ 12.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Found Property Fee</b>						
		SGT	PST			Total Costs
Preparing notice of found property			0.50			
Preparing receipt			0.20			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Postage/copying						
					Total Costs	35.82
<b>Plus cost of advertising</b>					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Gun Storage Fee</b>						
		SGT	PST			Total Costs
Processing weapon for storage			0.50			
Processing paperwork			0.30			
Retrieving weapon from storage			0.40			
Preparing Receipt			0.30			
Total Hours		0.00	1.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>70.05</i>			<i>\$70.05</i>
Postage/copying						
					Total Costs	70.05
					<b>Current Fee</b>	<b>\$ 77.00</b>
					<b>Proposed fee</b>	<b>\$ 70.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Insurance Letter for Crime Report</b>						
		SGT	PST			Total Costs
Preparing/Mailing Letter			0.50			
CHANGE TO .55 HOURS NEXT YEAR - KEEP SAME AS VEHICLE ACCIDENT REPORT						
Total Hours		0.00	0.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.59</i>			<i>\$25.59</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>26.20</i>
					Current Fee	\$ 27.00
					Proposed fee	\$ 27.00



**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Copying photo onto CD			0.60			
			0.00			
Total Hours		0.00	0.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.59</i>			<i>\$25.59</i>
Postage/copying						
					Total Costs	25.59
<b>Plus cost of supplies (\$1 per sheet of photo paper or \$1 for digital CD) + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 25.00</b>
<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Take photos to commercial film developer for copying			1.00			
Total Hours		0.00	1.00			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>46.70</i>			<i>\$46.70</i>
Postage/copying						
					Total Costs	46.70
<b>Plus fee charged by commercial film developer + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 54.00</b>
					<b>Proposed fee</b>	<b>\$ 46.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Record Clearance Check</b>						
	CHIEF	SGT	PST			Total Costs
Research & prepare letter			0.49			
Approve letter	0.21					
Total Hours	0.21	0.00	0.49			
<i>Total salary &amp; benefits</i>	<i>27.57</i>	<i>0.00</i>	<i>25.07</i>			<i>\$52.64</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>53.25</i>
					<b>Current Fee</b>	<b>\$ 54.00</b>
					<b>Proposed fee</b>	<b>\$ 54.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Stored Vehicle Storage Fee (Onsite)</b>						
	CHIEF	SGT	PST			Total Costs
Process paperwork			0.20			
Total Hours	0.00	0.00	0.20			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>10.23</i>			<i>\$10.23</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>10.84</i>
					<b>Current Fee</b>	<b>\$ 12.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Taxicab Permit Application</b>						
		City Clerk	Office Asst.			Total Costs
Receive/Review Application		0.500				
Prepare Public Hearing Notice		0.250				
Place on Agenda/Distribute		0.250	0.50			
Prepare Minutes		0.250				
Notify applicant of results		0.250				
Total hours		1.50	0.50			
<i>Total salary &amp; benefits</i>		<i>102.18</i>	<i>29.45</i>			<i>131.63</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>131.63</i>
					<b>Current Fee</b>	<b>\$ 160.00</b>
					<b>Proposed fee</b>	<b>\$ 130.00</b>
<b>Taxi Driver Background Check</b>						
		SGT	PST			Total Costs
Process paperwork			0.50			
Complete background check		1.000				
Total hours		1.00	0.50			
<i>Total salary &amp; benefits</i>		<i>86.71</i>	<i>25.59</i>			<i>112.30</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>112.30</i>
<b>Plus DOJ Fee</b>					<b>Current Fee</b>	<b>\$ 117.00</b>
					<b>Proposed fee</b>	<b>\$ 110.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Vehicle Accident Report</b>						
		SGT	PST			Total Costs
Copy & Mail			0.55			
Total Hours		0.00	0.55			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>28.14</i>			<i>\$28.14</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>28.75</i>
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Vehicle Release (normal)</b>						
		SGT	PST	OFFICER		Total Costs
Prepare release paperwork			0.97			
Issue CHP180				0.50		
Total Hours		0.00	0.97	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>49.63</i>	<i>34.30</i>		<i>\$83.93</i>
Postage/copying						6.11
					Total Costs	90.04
					<b>Current Fee</b>	<b>\$ 84.00</b>
					<b>Proposed fee</b>	<b>\$ 90.00</b>
<b>Vehicle Release (30 Day Hold)</b>						
		LT	PST	OFFICER		Total Costs
Prepare release paperwork			1.00			
Issue CHP180				0.50		
30 day Vehicle Releases Review		0.30				
Total Hours		0.30	1.00	0.50		
<i>Total salary &amp; benefits</i>		<i>32.86</i>	<i>51.17</i>	<i>34.30</i>		<i>\$118.32</i>
Postage/copying						
					Total Costs	118.32
					<b>Current Fee</b>	<b>\$ 115.00</b>
					<b>Proposed fee</b>	<b>\$ 115.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Video Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Postage/copying						
					Total Costs	<i>30.70</i>
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 30.00</b>
<b>Video Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Cost of Tape						<i>5.00</i>
					Total Costs	<i>35.70</i>
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Miscellaneous Development Fees									
<del>Construction Cost Estimates</del>	<del>\$32.43</del>	<del>\$45.00</del>	<del>\$30.00</del>	<del>-\$15.00</del>	<del>Minimum cost</del>	<del>Delete</del>			
Grading Permit Fee	\$385.53	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$0.00		This would require a DDA			
<b>Street Furniture Permit Fees</b>									
* First Year	not calculated	\$155.00	\$155.00	\$0.00					
* Renewal: Subsequent Years	not calculated	\$55.00	\$55.00	\$0.00					
Street and Facility Fees									
Preparation Fee	\$97.67	\$80.00	\$90.00	\$10.00	Cost of employee time to use forklift to get items out of loft and put them back	Consider dropping next year - staff rarely assists	} Encroachment permit		
Preparation fee - Parade (Main-Street Closure)	\$305.02	\$270.00	\$300.00	\$30.00					
<del>Hot Tap Machine Use (per tap; plus preparation cost)</del>	<del>not calculated</del>	<del>\$400.00</del>	<del>\$400.00</del>	<del>\$0.00</del>		Delete, services no longer provided			
<del>Pot Holing</del>	<del>not calculated</del>	<del>Cost Incurred</del>	<del>Cost Incurred</del>	<del>\$0.00</del>					
<b>Deposit to Borrow City-owned Equipment:</b>									
Barricades	\$35.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of barricades	Review eqpt costs next year			
36" Reflective Traffic Cone	\$25.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
28" Standard Traffic Cone	\$15.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
18" Standard Traffic Cone	\$10.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
12" Standard Traffic Cone	\$8.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
No Parking Tripod	\$30.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of tripod				



**PUBLIC WORKS FEES  
2017 ANALYSIS**

Encroachment Permits:									
Encroachment Permit Issuance	\$103.10	\$80.00	\$100.00	\$20.00					
Building Permit for Driveway or Curb Ramp	\$80.62	\$65.00	\$80.00	\$15.00		How does this differ from an EP? - moved from misc dvlp fees			
<u>Encroachment Permit Inspection</u>									
<del>Miscellaneous</del> Encroachment Permits (other kinds not covered-elsewhere; per location)	not calculated	\$100.00	\$100.00	\$0.00					
Inspection - Repairs & Replacements	\$74.33	\$50.00	\$70.00	\$20.00					
Driveway - Commercial	not calculated	\$95.00	\$95.00	\$0.00					
Driveway - Residential	not calculated	\$55.00	\$55.00	\$0.00					
<del>Excavation</del> Trenching - less than 50 100 lf	not calculated	\$75+0.25/lf \$100	\$75+0.25/lf \$100	\$0.00					
<del>Excavation</del> more than 50 lf	not calculated	\$200.00	\$200.00	\$0.00		Delete, unnecessary			
<del>Excavation</del> Trenching - additional charge over 100 lf	not calculated	\$0.50/lf	\$0.50/lf	\$0.00					
Sidewalk Closure (façade improvements, work, sidewalk sales, etc.)	\$74.33	\$40.00	\$70.00	\$30.00					
Sidewalk, curb & Gutter, Ramp & Conform Paving	not calculated	0.25/sf	0.25/sf	\$0.00					
Street Closure, excl. parades	not calculated	\$150.00	\$150.00	\$0.00					
Street Closure - Recurring, excl. parades	not calculated	\$50.00	\$50.00	\$0.00					
Parking closure (per day; per space)	not calculated	\$25.00	\$25.00	\$0.00					
Fine for working w/o encroachment permit	not calculated	\$0.00	Double cost of permit	Varies					
<u>Performance Bond:</u>									
Deposit	not calculated	\$500.00	\$500.00	\$0.00					
For excavation within paved roadway, alley, or easement area	not calculated	\$2/square foot	\$2/square foot	\$0.00					
For excavation within unpaved roadway, alley, or easement areas	not calculated	\$1/square foot	\$1/square foot	\$0.00					
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk	not calculated	\$5/square foot	\$5/square foot	\$0.00					
For all other public improvements	not calculated	Use estimated construction cost determined by the developer and approved by the City Engineer	Use estimated construction cost determined by the developer and approved by the City Engineer	\$0.00					

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Waste Water Enterprise Fees									
<b>Backflow Prevention Device Fees:</b>									
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$105.27	\$95.00	\$105.00	\$10.00					
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)	not calculated	\$225.00	\$225.00	\$0.00					
Temporary backflow device for special events	\$94.01	\$80.00	\$90.00	\$10.00					
<b>Food Service Establishment Wastewater Discharge Permit Fees:</b>									
<del>Initial Application Fee</del>	<del>\$169.64</del>	<del>\$140.00</del>	<del>\$160.00</del>	<del>\$20.00</del>		Delete, only County does this			
<del>Annual Inspection Fee</del>	<del>\$112.96</del>	<del>\$90.00</del>	<del>\$110.00</del>	<del>\$20.00</del>					
<b>Grease Trap/Interceptors:</b>									
Initial Application Fee	\$158.15	\$130.00	\$155.00	\$25.00					
Annual Inspection Fee	\$90.37	\$70.00	\$90.00	\$20.00					
<b>Sanitary Sewer Fees:</b>									
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system (excl. apts > 5 units)	\$143.33	\$115.00	\$140.00	\$25.00					
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system for apts > 5 units	not calculated	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0.00		Now includes alterations too			
<del>Alteration of existing sewer installations</del>	not calculated					Delete, added to new connect. Above			
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$68.40	Actual cost of work - \$45 for written cost estimate	Actual cost of work - \$65 for written cost estimate	Varies		Main extension construction at cost, incl. cost est. too			

**PUBLIC WORKS FEES  
2017 ANALYSIS**

<b>Septic Tank Dump Fees:</b>										
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: FIRST 1,500 GALLONS	\$208.66	\$180.00	\$205.00	\$25.00						
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: EACH ADDT'L 500 GALLONS	\$32.37	\$35.00	\$30.00	-\$5.00						
<b><u>Service Calls (if due to customer fault or private line failure)</u></b>										
During Normal Operation Hours	not calculated	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	\$0.00						
If after hours	not calculated	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	\$0.00						
<b><u>Treated Wastewater Disposal Fee</u></b>										
Public Agencies	not calculated	0.17/gallon	0.17/gallon	\$0.00						
Others	not calculated	0.25/gallon	0.25/gallon	\$0.00						

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Water Enterprise Fees									
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of <del>Public Works-Superintendent-</del> Maint Worker Lead	Current rate of <del>Public Works-Superintendent-</del> Maint Worker Lead	Varies		No P.W. Super anymore, use MW Lead instead - moved from Str & Facil fees			
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet "HCF")		\$14.96	\$14.96	\$0.00					
Water Deposit		\$150.00	\$150.00	\$0.00					
Water Hydrant Meter Rental Deposit		\$950.00	\$950.00	\$0.00					
Water Hydrant Meter Rental (per month)		\$25.00	\$25.00	\$0.00					
Water Line Testing and Forms		Cost Incurred	Cost Incurred						
Water Meter Split Evaluation	\$68.40	\$55.00	\$60.00	\$5.00					
<del>Water Distribution System Permit and Inspection of Connections</del>	<del>\$75.04</del>	<del>\$70.00</del>	<del>\$70.00</del>	<del>\$0.00</del>		Delete, replaced by D-2 above			
Water turn off/on at customer request	\$31.34	\$25.00	\$30.00	\$5.00					
Water Turn-on After Hours	\$188.01	\$165.00	\$180.00	\$15.00					
Greywater Reuse Application Fee	\$51.14	New Fee	\$50.00	N/A		New fee, added			
<del>New Inspection Fee</del>		<del>\$125.00</del>				Delete, superfluous			

Labor - Positions (with fully loaded costs)									
Backflow Prevention Device Annual Test									
Task		Water- lead		xxx		xxx			TOTAL
Perform annual test	1.50 hrs. at	\$70.18 /hr.	\$105.27						\$105.27
Equipment									
Materials									
								Total calculated fee	\$105.27
								Current Fee	\$95.00
								PROPOSED FEE	\$105.00
Temporary Backflow Device for Special Events									
Task		Maint. Worker II		xxx		xxx			TOTAL
Install & Remove	1.5 hrs. at	\$62.67 /hr.	\$94.01						\$94.01
Equipment									
Materials									
								Total calculated fee	\$94.01
								Current Fee	\$80.00
								PROPOSED FEE	\$90.00
Building Permit for Driveway or ADA Ramp									
Task		Assoc. Planner		Engineering Tech.		DPW			TOTAL
Review permit application	0.25 hrs. at	\$65.44 /hr.	\$16.36	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.3 hrs. at	\$115.09 /hr.	\$34.53
Equipment									
Materials									
								Total calculated fee	\$80.62
								Current Fee	\$65.00
								PROPOSED FEE	\$80.00
Preparation Fee for Borrowing City Equipment									
Task		Maint. Worker II		Lead Maint. Worker		xxx			TOTAL
Preparation fee	1.25 hrs. at	\$62.67 /hr.	\$78.34	0.25 hrs. at	\$77.34 /hr.	\$19.34			\$97.67
Equipment									
Materials									
								Total calculated fee	\$97.67
								Current Fee	\$80.00
								PROPOSED FEE	\$90.00
Preparation Fee for Parades or Street Closures									
Task		Maint. Worker II		Lead Maint. Worker		xxx			TOTAL
Preparation fee	4.25 hrs. at	\$62.67 /hr.	\$266.35	0.5 hrs. at	\$77.34 /hr.	\$38.67			\$305.02
Equipment									
Materials									
								Total calculated fee	\$305.02
								Current Fee	\$270.00
								PROPOSED FEE	\$300.00

## Encroachment Permit- Issuance

Task	Engineering Tech.			DPW			xxx	TOTAL
Review & approve application	1.25 hrs. at	\$59.46 /hr.	\$74.33	0.25 hrs. at	\$115.09 /hr.	\$28.77		\$103.10
Equipment								
Materials								
							Total calculated fee	\$103.10
							Current Fee	\$80.00
							PROPOSED FEE	\$100.00

### Encroachment Permit- Inspection, repairs & replacements

Task	Engineering Tech.			xxx	xxx	TOTAL
Safety review	0.25 hrs. at	\$59.46 /hr.	\$14.87			\$14.87
Inspection	1 hrs. at	\$59.46 /hr.	\$59.46			\$59.46
Equipment						
Materials						
					Total calculated fee	<u>\$74.33</u>
					Current Fee	\$50.00
					PROPOSED FEE	\$70.00

### Encroachment Permit- Sidewalk Closure

Task	Engineering Tech.	xxx	xxx	TOTAL
Prepare permit	0.25 hrs. at \$59.46 /hr.	\$14.87		\$14.87
Safety review	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Inspection	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Equipment				
Materials				
			Total calculated fee	\$74.33
			Current Fee	\$40.00
			<b>PROPOSED FEE</b>	<b>\$70.00</b>

## Food Service - Annual Inspection

Task	Env. Compliance Coordinator			xxx	xxx	TOTAL
Inspection	1.25 hrs. at	\$90.37 /hr.	\$112.96			\$112.96
Equipment						
Materials						
					Total calculated fee	<u>\$112.96</u>
					Current Fee	\$90.00
					<b>PROPOSED FEE</b>	<b>\$110.00</b>

## Food Service - Intial Application

Task	Engineering Tech.	ADPW	xxx	TOTAL
Review/approve application	1.75 hrs. at \$59.46 /hr. \$104.06	0.75 hrs. at \$87.40 /hr. \$65.55		\$169.61
Equipment				
Materials				
			Total calculated fee	\$169.61
			Current Fee	\$140.00
			<b>PROPOSED FEE</b>	<b>\$160.00</b>

Grading Permit									
Task	Engineering Tech.			DPW			xxx		
Review/approve application	4 hrs. at	\$59.46 /hr.	\$237.84	0.25 hrs. at	\$115.09 /hr.	\$28.77			TOTAL
Inspection	2 hrs. at	\$59.46 /hr.	\$118.92						\$266.61
Equipment									\$118.92
Materials									
								Total calculated fee	\$385.53
								Current Fee	Cost
								PROPOSED FEE	Cost
Grease Trap - Initial Application									
Task	Env. Compliance Coordinator			xxx			xxx		
Review/approve application	0.5 hrs. at	\$90.37 /hr.	\$45.19						TOTAL
Inspection & documentation	1.25 hrs. at	\$90.37 /hr.	\$112.96						\$45.19
Equipment									\$112.96
Materials									
								Total calculated fee	\$158.15
								Current Fee	\$130.00
								PROPOSED FEE	\$155.00
Grease Trap - Annual Inspection									
Task	Env. Compliance Coordinator			xxx			xxx		
Inspection & documentation	1 hrs. at	\$90.37 /hr.	\$90.37						TOTAL
Equipment									\$90.37
Materials									
								Total calculated fee	\$90.37
								Current Fee	\$70.00
								PROPOSED FEE	\$90.00
Sanitary Sewer Fees - Permit/Inspection New Connections & Alterations (excl. apts. > 5 units)									
Task	Gov Acct I			Engineerng Tech.			Lead Maint. Worker		
Prepare form	0.25 hrs. at	\$67.71 /hr.	\$16.93						TOTAL
Review application				0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$16.93
Inspection							0.75 hrs. at	\$77.34 /hr.	\$38.67
Equipment									\$58.01
Materials									
								Total calculated fee	\$143.33
								Current Fee	\$115.00
								PROPOSED FEE	\$140.00
Sanitary Sewer Fees - Main Extension, Cost Est.									
Task	Engineerng Tech.			Lead Maint. Worker			xxx		
Prepare estimate	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$38.67			TOTAL
Equipment									\$68.40
Materials									
								Total calculated fee	\$68.40
								Current Fee	\$70.00
								PROPOSED FEE	\$70.00

**Septic Dump Fees - First 1500 gallons**

Task	Finance Tech. I			Operator II		WW - Lead			TOTAL	
Supervise unloading				2 hrs. at	\$64.74 /hr.	\$129.48	0.5 hrs. at	\$77.08 /hr.	\$38.54	\$168.02
Process invoice	0.5 hrs. at	\$57.28 /hr.	\$28.64							\$28.64
Treatment expense										\$12.00
Materials										
								Total calculated fee		<u>\$208.66</u>
								Current Fee		\$180.00
								PROPOSED FEE		\$205.00

**Septic Dump Fees - Each Additional 500 gallons**

Task	Operator II		xxx	xxx	TOTAL
Supervise unloading	0.5 hrs. at	\$64.74 /hr.	\$32.37		\$32.37
Equipment					
Materials					
				Total calculated fee	\$32.37
				Current Fee	\$35.00
				PROPOSED FEE	\$30.00

## Water Meter Split Evaluation

Task	Lead Maint. Worker			Engineering Tech.			xxx	TOTAL
Review application	0.5 hrs. at	\$77.34 /hr.	\$38.67	0.5 hrs. at	\$59.46 /hr.	\$29.73		\$68.40
Equipment								
Materials								
							Total calculated fee	<u>\$68.40</u>
							Current Fee	\$55.00
							<b>PROPOSED FEE</b>	<b>\$60.00</b>

## Water Distribution System, Permit & Inspection

Task	ADPW	Maint. Worker II	xxx	TOTAL
Review permit	0.5 hrs. at \$87.40 /hr.			\$43.70
Inspection		0.5 hrs. at \$62.67 /hr.		\$31.34
Equipment				
Materials				
Total calculated fee				<u>\$75.04</u>
Current Fee				\$70.00
PROPOSED FEE				\$70.00

### Water Turn-On/Off, Customer Request (normal business hours)

Task	Maint. Worker II		xxx	xxx	TOTAL
Turn water on/off	0.5 hrs. at	\$62.67 /hr.	\$31.34		\$31.34
Equipment					
Materials					
				Total calculated fee	\$31.34
				Current Fee	\$25.00
				PROPOSED FEE	\$30.00



Water Turn-On/Off, After Hours							
Task	Maint. Worker II			xxx	xxx	TOTAL	
Turn water on/off	3 hrs. at	\$62.67 /hr.	\$188.01			\$188.01	
Equipment							
Materials							
						Total calculated fee	\$188.01
						Current Fee	\$165.00
						PROPOSED FEE	\$180.00

Greywater Reuse Application Fee							
Task	Engineering Tech.			Administrative Assistant - CDD		xxx	TOTAL
Process application				0.5 hrs. at	\$42.82 /hr.	\$21.41	\$21.41
Inspection	0.5 hrs. at	\$59.46 /hr.	\$29.73				\$29.73
Equipment							
Materials							
						Total calculated fee	\$51.14
						Current Fee	None
New						PROPOSED FEE	\$50.00

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Miscellaneous Development Fees</b>						
<del>Construction Cost Estimates</del>	<del>\$32.43</del>	<del>\$45.00</del>	<del>\$30.00</del>	<del>-\$15.00</del>	<del>Minimum cost</del>	<b>Delete</b>
Grading Permit Fee	\$385.53	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$0.00		<b>This would require a DDA</b>
<b>Street Furniture Permit Fees</b>						
* First Year	not calculated	\$155.00	\$155.00	\$0.00		
* Renewal: Subsequent Years	not calculated	\$55.00	\$55.00	\$0.00		
<b>Street and Facility Fees</b>						
Preparation Fee for Borrowing City Owned Equipment	\$97.67	\$80.00	\$90.00	\$10.00	Cost of employee time to use forklift to get items out of loft and put them back	<b>Consider dropping next year - staff rarely assists</b>
Preparation fee - Parade (Main- /Street Closure)	\$305.02	\$270.00	\$300.00	\$30.00	Cost of employee time to use forklift to get items out of loft and put them back	
<del>Hot Tap Machine Use (per tap; plus preparation cost)</del>	not calculated	<del>\$400.00</del>	<del>\$400.00</del>	<del>\$0.00</del>		<b>Delete, services no longer provided</b>
<del>Pot Holing</del>	not calculated	<del>Cost Incurred</del>	<del>Cost Incurred</del>	<del>\$0.00</del>		
<b>Deposit to Borrow City-owned Equipment:</b>						
Barricades	\$35.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of barricades	<b>Review eqpt costs next year</b>
36" Reflective Traffic Cone	\$25.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
28" Standard Traffic Cone	\$15.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
18" Standard Traffic Cone	\$10.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
12" Standard Traffic Cone	\$8.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
No Parking Tripod	\$30.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of tripod	

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Encroachment Permits:</b>						
Encroachment Permit Issuance	\$103.10	\$80.00	\$100.00	\$20.00		
Building Permit for Driveway or Curb Ramp	\$80.62	\$65.00	\$80.00	\$15.00		How does this differ from an EP? - moved from misc dvlp fees
<u>Encroachment Permit Inspection</u>						
<del>Miscellaneous</del> Encroachment Permits (other kinds <del>not covered elsewhere</del> ; per location)	not calculated	\$100.00	\$100.00	\$0.00		
Inspection - Repairs & Replacements	\$74.33	\$50.00	\$70.00	\$20.00		
Driveway - Commercial	not calculated	\$95.00	\$95.00	\$0.00		
Driveway - Residential	not calculated	\$55.00	\$55.00	\$0.00		
<del>Excavation</del> Trenching - less than 50 100 lf	not calculated	<del>\$75+0.25/lf</del> \$100	<del>\$75+0.25/lf</del> \$100	\$0.00		
<del>Excavation—more than 50 lf</del>	not calculated	<del>\$200.00</del>	<del>\$200.00</del>	<del>\$0.00</del>		Delete, unnecessary
<del>Excavation</del> Trenching - additional charge over 100 lf	not calculated	\$0.50/lf	\$0.50/lf	\$0.00		
Sidewalk Closure (façade improvements, work, sidewalk sales, etc.)	\$74.33	\$40.00	\$70.00	\$30.00		
Sidewalk, curb & Gutter, Ramp & Conform Paving	not calculated	0.25/sf	0.25/sf	\$0.00		
Street Closure, <del>excl. parades</del>	not calculated	\$150.00	\$150.00	\$0.00		
Street Closure - Recurring, <del>excl. parades</del>	not calculated	\$50.00	\$50.00	\$0.00		
Parking closure (per day; per space)	not calculated	\$25.00	\$25.00	\$0.00		
Fine for working w/o encroachment permit	not calculated	\$0.00	Double cost of permit	Varies		
<b>Performance Bond:</b>						
Deposit	not calculated	\$500.00	\$500.00	\$0.00		
For excavation within paved roadway, alley, or easement area	not calculated	\$2/square foot	\$2/square foot	\$0.00		
For excavation within unpaved roadway, alley, or easement areas	not calculated	\$1/square foot	\$1/square foot	\$0.00		
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk	not calculated	\$5/square foot	\$5/square foot	\$0.00		
For all other public improvements	not calculated	Use estimated construction cost determined by the developer and approved by the City Engineer	Use estimated construction cost determined by the developer and approved by the City Engineer	\$0.00		

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Waste Water Enterprise Fees</b>						
<b>Backflow Prevention Device Fees:</b>						
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$105.27	\$95.00	\$100.00	\$5.00		
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)	not calculated	\$225.00	\$225.00	\$0.00		
Temporary backflow device for special events	\$94.01	\$80.00	\$90.00	\$10.00		
<b>Food Service Establishment Wastewater Discharge Permit Fees:</b>						
<del>Initial Application Fee</del>	<del>\$169.64</del>	<del>\$140.00</del>	<del>\$160.00</del>	<del>\$20.00</del>		Delete, only County does this
<del>Annual Inspection Fee</del>	<del>\$112.96</del>	<del>\$90.00</del>	<del>\$110.00</del>	<del>\$20.00</del>		
<b>Grease Trap/Interceptors:</b>						
Initial Application Fee	\$158.15	\$130.00	\$150.00	\$20.00		
Annual Inspection Fee	\$90.37	\$70.00	\$90.00	\$20.00		
<b>Sanitary Sewer Fees:</b>						
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system (excl. apts > 5 units)	\$143.33	\$115.00	\$140.00	\$25.00		
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system for apts > 5 units	not calculated	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0.00		Now includes alterations too
<del>Alteration of existing sewer installations</del>	not calculated	#REF!	#REF!	#REF!		Delete, added to new connect. Above
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$68.40	Actual cost of work - \$45 for written cost estimate	Actual cost of work - <del>\$70 for written cost estimate</del>	Varies		Main extension construction at cost, incl. cost est. too

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification		Public Works notes
<b>Septic Tank Dump Fees:</b>							
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: FIRST 1,500 GALLONS	\$208.66	\$180.00	\$200.00	\$20.00			
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: EACH ADDT'L 500 GALLONS	\$32.37	\$35.00	\$35.00	\$0.00			
<b>Service Calls (if due to customer fault or private line failure)</b>							
During Normal Operation Hours	not calculated	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	\$0.00			
If after hours	not calculated	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	\$0.00			
<b>Treated Wastewater Disposal Fee</b>							
Public Agencies	not calculated	0.17/gallon	0.17/gallon	\$0.00			
Others	not calculated	0.25/gallon	0.25/gallon	\$0.00			

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Water Enterprise Fees</b>						
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of <del>Public Works- Superintendent- Maint Worker Lead</del>	Current rate of <del>Public Works- Superintendent- Maint Worker Lead</del>	Varies		No P.W. Super anymore, use MW Lead instead - moved from Str & Facil fees
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet "HCF")		\$14.96	\$14.96	\$0.00		
Water Deposit		\$150.00	\$150.00	\$0.00		
Water Hydrant Meter Rental Deposit		\$950.00	\$950.00	\$0.00		
Water Hydrant Meter Rental (per month)		\$25.00	\$25.00	\$0.00		
Water Line Testing and Forms		Cost Incurred	Cost Incurred			
Water Meter Split Evaluation	\$68.40	\$55.00	\$60.00	\$5.00		
<del>Water Distribution System Permit and Inspection of Connections</del>	<del>\$75.04</del>	<del>\$70.00</del>	<del>\$70.00</del>	<del>\$0.00</del>		Delete, replaced by D-2 above
Water turn off/on at customer request	\$31.34	\$25.00	\$30.00	\$5.00		
Water Turn-on After Hours	\$188.01	\$165.00	\$180.00	\$15.00		
Greywater Reuse Application Fee	\$51.14	New Fee	\$50.00	N/A		New fee, added
<del>New Inspection Fee</del>	<del>#REF!</del>	<del>\$125.00</del>	<del>#REF!</del>	<del>#REF!</del>		Delete, superfluous

Labor - Positions (with fully loaded costs)									
Backflow Prevention Device Annual Test									
Task		Water- lead		xxx		xxx			TOTAL
Perform annual test	1.50 hrs. at	\$70.18 /hr.	\$105.27						\$105.27
Equipment									
Materials									
								Total calculated fee	\$105.27
								Current Fee	\$95.00
								PROPOSED FEE	\$100.00
Temporary Backflow Device for Special Events									
Task		Maint. Worker II		xxx		xxx			TOTAL
Install & Remove	1.5 hrs. at	\$62.67 /hr.	\$94.01						\$94.01
Equipment									
Materials									
								Total calculated fee	\$94.01
								Current Fee	\$80.00
								PROPOSED FEE	\$90.00
Building Permit for Driveway or ADA Ramp									
Task		Assoc. Planner		Engineering Tech.		DPW			TOTAL
Review permit application	0.25 hrs. at	\$65.44 /hr.	\$16.36	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.3 hrs. at	\$115.09 /hr.	\$34.53
Equipment									
Materials									
								Total calculated fee	\$80.62
								Current Fee	\$65.00
								PROPOSED FEE	\$80.00
Preparation Fee for Borrowing City Equipment									
Task		Maint. Worker II		Lead Maint. Worker		xxx			TOTAL
Preparation fee	1.25 hrs. at	\$62.67 /hr.	\$78.34	0.25 hrs. at	\$77.34 /hr.	\$19.34			\$97.67
Equipment									
Materials									
								Total calculated fee	\$97.67
								Current Fee	\$80.00
								PROPOSED FEE	\$90.00
Preparation Fee for Parades or Street Closures									
Task		Maint. Worker II		Lead Maint. Worker		xxx			TOTAL
Preparation fee	4.25 hrs. at	\$62.67 /hr.	\$266.35	0.5 hrs. at	\$77.34 /hr.	\$38.67			\$305.02
Equipment									
Materials									
								Total calculated fee	\$305.02
								Current Fee	\$270.00
								PROPOSED FEE	\$300.00

### Encroachment Permit- Issuance

Task	Engineering Tech.			DPW			xxx	TOTAL
Review & approve application	1.25 hrs. at	\$59.46 /hr.	\$74.33	0.25 hrs. at	\$115.09 /hr.	\$28.77		\$103.10
Equipment								
Materials								
							Total calculated fee	\$103.10
							Current Fee	\$80.00
							<b>PROPOSED FEE</b>	<b>\$100.00</b>

### Encroachment Permit- Inspection, repairs & replacements

Task	Engineering Tech.			xxx	xxx	TOTAL
Safety review	0.25 hrs. at	\$59.46 /hr.	\$14.87			\$14.87
Inspection	1 hrs. at	\$59.46 /hr.	\$59.46			\$59.46
Equipment						
Materials						
					Total calculated fee	<u>\$74.33</u>
					Current Fee	\$50.00
					PROPOSED FEE	\$70.00

### Encroachment Permit- Sidewalk Closure

Task	Engineering Tech.	xxx	xxx	TOTAL
Prepare permit	0.25 hrs. at \$59.46 /hr.	\$14.87		\$14.87
Safety review	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Inspection	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Equipment				
Materials				
			Total calculated fee	\$74.33
			Current Fee	\$40.00
			<b>PROPOSED FEE</b>	<b>\$70.00</b>

## Food Service - Annual Inspection

Task	Env. Compliance Coordinator			xxx	xxx	TOTAL
Inspection	1.25 hrs. at	\$90.37 /hr.	\$112.96			\$112.96
Equipment						
Materials						
					Total calculated fee	<u>\$112.96</u>
					Current Fee	\$90.00
					<b>PROPOSED FEE</b>	<b>\$110.00</b>

## Food Service - Intial Application

Task	Engineering Tech.	ADPW	xxx	TOTAL
Review/approve application	1.75 hrs. at \$59.46 /hr. \$104.06	0.75 hrs. at \$87.40 /hr. \$65.55		\$169.61
Equipment				
Materials				
Total calculated fee				\$169.61
Current Fee				\$140.00
PROPOSED FEE				\$160.00



Grading Permit									
Task	Engineering Tech.			DPW			xxx		
Review/approve application	4 hrs. at	\$59.46 /hr.	\$237.84	0.25 hrs. at	\$115.09 /hr.	\$28.77			TOTAL
Inspection	2 hrs. at	\$59.46 /hr.	\$118.92						\$266.61
Equipment									\$118.92
Materials									
								Total calculated fee	\$385.53
								Current Fee	Cost
								PROPOSED FEE	Cost
Grease Trap - Initial Application									
Task	Env. Compliance Coordinator			xxx			xxx		
Review/approve application	0.5 hrs. at	\$90.37 /hr.	\$45.19						TOTAL
Inspection & documentation	1.25 hrs. at	\$90.37 /hr.	\$112.96						\$45.19
Equipment									\$112.96
Materials									
								Total calculated fee	\$158.15
								Current Fee	\$130.00
								PROPOSED FEE	\$150.00
Grease Trap - Annual Inspection									
Task	Env. Compliance Coordinator			xxx			xxx		
Inspection & documentation	1 hrs. at	\$90.37 /hr.	\$90.37						TOTAL
Equipment									\$90.37
Materials									
								Total calculated fee	\$90.37
								Current Fee	\$70.00
								PROPOSED FEE	\$90.00
Sanitary Sewer Fees - Permit/Inspection New Connections & Alterations (excl. apts. > 5 units)									
Task	Gov Acct I			Engineerng Tech.			Lead Maint. Worker		
Prepare form	0.25 hrs. at	\$67.71 /hr.	\$16.93						TOTAL
Review application				0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$16.93
Inspection							0.75 hrs. at	\$77.34 /hr.	\$38.67
Equipment									\$58.01
Materials									
								Total calculated fee	\$143.33
								Current Fee	\$115.00
								PROPOSED FEE	\$140.00
Sanitary Sewer Fees - Main Extension, Cost Est.									
Task	Engineerng Tech.			Lead Maint. Worker			xxx		
Prepare estimate	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$38.67			TOTAL
Equipment									\$68.40
Materials									
								Total calculated fee	\$68.40
								Current Fee	\$70.00
								PROPOSED FEE	\$70.00



Water Turn-On/Off, After Hours							
Task	Maint. Worker II			xxx	xxx	TOTAL	
Turn water on/off	3 hrs. at	\$62.67 /hr.	\$188.01			\$188.01	
Equipment							
Materials							
						Total calculated fee	\$188.01
						Current Fee	\$165.00
						PROPOSED FEE	\$180.00

Greywater Reuse Application Fee							
Task	Engineering Tech.			Administrative Assistant - CDD		xxx	TOTAL
Process application				0.5 hrs. at	\$42.82 /hr.	\$21.41	\$21.41
Inspection	0.5 hrs. at	\$59.46 /hr.	\$29.73				\$29.73
Equipment							
Materials							
						Total calculated fee	\$51.14
						Current Fee	None
New						PROPOSED FEE	\$50.00

**WATER/SEWER FEES  
2016 CALCULATIONS**

<b>WATER CAPACITY CHARGE</b>		
2015	<b>ENR CCI</b>	2016
\$4,245.60	<b>1.61%</b>	\$4,313.95

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50 feet, \$/foot	
	2015	2016	2015	2016
3/4" Single Service	\$3,222.96	\$3,274.85	\$33.11	\$33.64
1" Single Service	\$3,481.49	\$3,537.54	\$35.33	\$35.90
1" Single Service Split into 2 5/8" x 3/4"	\$3,832.73	\$3,894.44	\$35.84	\$36.42
1 1/2" Single Service	\$4,129.82	\$4,196.31	\$31.80	\$32.31
2" Single Service Split into 5 5/8" x 3/4"	\$5,261.18	\$5,345.88	\$31.80	\$32.31
2" Service Disc Meter Low Demand	\$4,726.48	\$4,802.58	\$31.80	\$32.31
2" Service Compound High Demand	\$6,354.67	\$6,456.98	\$31.80	\$32.31
3" Service	\$9,868.50	\$10,027.38	\$37.32	\$37.92
4" Service	\$11,075.32	\$11,253.63	\$37.32	\$37.92
6" Service *	\$14,953.58	\$15,194.33	\$41.02	\$41.68

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

Size	Fee	
	2015	2016
5/8" x 3/4"	\$ 360.40	\$366.20
1"	\$ 524.56	\$533.01
1.5"	\$ 926.56	\$941.48
2" Disc Meter Low Demand	\$ 1,159.96	\$1,178.64
2" Compound	\$ 2,737.67	\$2,781.75
3"	\$ 3,200.80	\$3,252.33
4"	\$ 4,644.55	\$4,719.33
6"	Time & Materials	

**METER SPLIT**

Size	Fee	
	2015	2016
2 5/8" x 3/4" meters on existing service	\$ 1,089.33	\$1,106.87
Meter split with street crimp in cement sidewalk	\$ 1,419.24	\$1,442.09

**WATER/SEWER FEES  
2016 CALCULATIONS**

<b>SEWER CAPACITY CHARGE</b>		
2015	<b>ENR CCI</b>	2016
\$3,336.32	<b>1.61%</b>	\$3,390.03

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50 feet, \$/foot	
	2015	2016	2015	2016
4" Lateral, 4' Deep	\$2,840.17	\$2,885.90	\$42.47	\$43.15
4" Lateral, 6' Deep	\$3,050.84	\$3,099.96	\$47.50	\$48.26
4" Lateral, 8' Deep	\$3,588.46	\$3,646.23	\$59.87	\$60.83
4" Lateral, 10' Deep	\$4,098.33	\$4,164.31	\$69.32	\$70.44
6" Lateral, 4' Deep	\$2,890.00	\$2,936.53	\$42.54	\$43.22
6" Lateral, 6' Deep	\$3,188.75	\$3,240.09	\$48.89	\$49.68
6" Lateral, 8' Deep	\$3,726.39	\$3,786.38	\$61.25	\$62.24
6" Lateral, 10' Deep	\$4,236.24	\$4,304.44	\$70.70	\$71.84

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2015	2016	2015	2016
4" Lateral, 4' Deep	\$950.99	\$966.30	\$25.01	\$25.41
4" Lateral, 6' Deep	\$1,188.34	\$1,207.47	\$24.23	\$24.62
4" Lateral, 8' Deep	\$1,970.80	\$2,002.53	\$41.51	\$42.18
4" Lateral, 10' Deep	\$2,489.09	\$2,529.16	\$52.87	\$53.72
6" Lateral, 4' Deep	\$1,647.74	\$1,674.27	\$28.63	\$29.09
6" Lateral, 6' Deep	\$1,682.56	\$1,709.65	\$28.63	\$29.09
6" Lateral, 8' Deep	\$2,611.07	\$2,653.11	\$43.52	\$44.22
6" Lateral, 10' Deep	\$2,626.99	\$2,669.28	\$54.24	\$55.11



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

<b>ANIMAL CARE &amp; CONTROL FEES</b>		
<b>CATEGORY</b>		<b>2016 FEE</b>
<b>Adoption, Surrender Impoundment and Medical Fees</b>		
Adoption Fees		Set by MCHS*
Protective Custody Hold		Set by County
Spay/Neuter Fees		Set by MCHS
Vaccinations/Medications/Tests/Microchip		Set by MCHS
Veterinary Services		Set by MCHS
Feed & Care Fees		Set by MCHS
<b><u>Impound/Redemption Fee - Unaltered</u></b>		
* 1st Offense		\$35
* 2nd Offense		\$50
* 3rd and Subsequent Offenses		\$100
<b><u>Impound/Redemption Fee - Altered</u></b>		
* 1st Offense		\$10
* 2nd Offense		\$25
* 3rd and Subsequent Offenses		\$50
<b><u>Surrender Fees:</u></b>		
* Stray Animals		Set by MCHS
* Owner Surrender		Set by MCHS
<b>Dog Licenses</b>		
* Altered		\$20
* Unaltered		\$50
* Duplicate License/Tag		\$5
* Delinquent Licensing Penalty - altered		Double license fee
* Delinquent Licensing Penalty - unaltered		Double license fee
* Potentially Dangerous/Vicious Dog License		\$100
Vicious Potentially Dangerous Animal Hearing Fee		\$340
*Mendocino Coast Humane Society		



**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

<b>FILM PERMIT FEES</b>	
<b>CATEGORY</b>	<b>2016 FEE</b>
<b><u>Permit Processing Fee:</u></b>	
* Minor Events (up to 7 days)	\$50
* Major Events (over 7 days)	\$100
<b><u>Event Deposit Account:</u></b>	
* Minor Events (up to 7 days)	\$5,000
* Major Events (over 7 days)	\$10,000
NOTE: A deposit account will be set up to cover cost of	
Employee Rates	Current straight or overtime hourly rate of employee
<b><u>Equipment Rates (per hour):</u></b>	
* Police Car	\$15
* Public Works Light Vehicle	\$15
* Public Works Heavy Vehicle (depending on vehicle used)	\$25-\$80
Buildings/Parks	City buildings & parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.
NOTE: Equipment must at all times be operated by a City employee.	
<b><u>Other Rates:</u></b>	
* Water	As established by City Manager
* Deposit to borrow City-owned Equipment	See Public Works Fees
* Other small equipment (not specified herein)	As established by City Manager



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

FINANCE DEPARTMENT FEES	
CATEGORY	2016 FEE
<b>Reports, Billing, etc.</b>	
Audit Reports - Complete Set	\$32
Audit Reports - Subsets	\$13
Replace Lost Accounts Payable Check	\$39
Return Check Fee (Charge for return of bad check from bank or financial institution)	\$37
Budget Document	\$54
Utility Bill Payment by Phone	\$4.50
Utility Bills - Final Notice Penalty	\$45
Utility Profile Fee (one free in 12-month period)	\$20
<b>Licenses</b>	
Bingo License (6 month period)	\$10
<b><u>Business License Fees:</u></b>	
* Initial License	\$97
* Initial License for Home Occupation	\$58
* Change of Name	\$13
* Change of Ownership	\$97
* Change of Business Location	\$97
* Contractor's Business License Fee	permit valuation
* Duplicate License	\$7
* Employee Formula:	
* For the first person employed	\$50
* For the next five persons employed, per person	\$5
* For all other persons employed, per person	\$2
* Flat Rate:	
* Junk dealer, per year	\$75
* Pawnbroker, per year	\$100
* Peddler, including food, regular routes with truck, per year (included in Mobile Vending Permit Fees)	\$75
* Peddler, solicitor, transient business, peddling goods and wares from a vehicle, or from a temporary location, per day	\$20
* Gross Receipts Rate:	
* Below \$5,000	\$10
* From \$5,000 to \$30,000	\$30
* From \$30,000 to \$200,000	above \$30,000
* Greater than \$200,000	above \$200,000
* License Renewal (Annual)	\$77
* License Renewal for Home Occupancy (Annual)	\$57
* Non-Profit Business License	\$41
* Small, one-time jobs (under \$1,000)	\$20
* Vehicle Delivery Business - Operational Rate, per year	\$50





**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

FINANCE DEPARTMENT FEES	
CATEGORY	2016 FEE
<b><u>Flea Market Fees:</u></b>	
* Per day	\$50
* Per month	\$100
* Per quarter	\$250
* Per year	\$600
<b><u>Tobacco Sellers License Fees:</u></b>	
* Annual License	\$191
* Change of Business Location	\$45
* Change of Name	\$12
* Change of Ownership	\$45
* Duplicate License	\$7



**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

<b>GYM USE FEES</b>	
<b>CATEGORY</b>	<b>2016 FEE</b>
Basic Use Fee (per hour)	\$20
Daily Use Fee (12 hours)	\$100
Extended Use Fee	Fee established on case-by-case basis by City Manager
Non-Profit Use Fee (for up to 3 hours of use)	\$25



**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

<b>MISCELLANEOUS FEES</b>	
<b>CATEGORY</b>	<b>2016 FEE</b>
<b>Appeal Fees</b>	
Appeal of Water Bill	\$200
Appeal Fee for Appeal of Administrative Decision	\$500
<b>Certification of Documents</b>	
* First Page (includes copy)	\$8
* Each Additional Page	\$0.15
<b>Copy Fees Charged to the Public</b>	
Aerial Photographs	Cost of Reproduction + 15%
<u>Black &amp; White Copies:</u>	
* 8 ½ x 11 & 8 ½ x 14 (per page)	\$0.15
* 11 x 17 (per page)	\$0.30
<u>Color Copies:</u>	
* 8 ½ x 11 & 8 ½ x 14 (per page)	\$0.30
* 11 x 17 (per page)	\$0.60
<u>Engineering Plans</u>	
* Black & White Copies	\$3
* Color Copies	\$5
Electronic Response to Records Request	\$5
Letter of Public Convenience or Necessity	\$220
Letter of Public Convenience or Necessity - Public Hearing	\$615
Publications and Reports	Cost of Printing + 15%
Transferring Electronic Files to CD (per CD)	\$15
Zoning Maps, General Plan Maps, Other Maps	Cost of Reproduction + 25%



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

PLANNING AND DEVELOPMENT FEES	
CATEGORY	2016 FEE
<b>General Information and Letters</b>	
Address Listing Fee	\$20
Assign Street Address	\$50
Geographic Information System (GIS) Site Map	\$20
Inclusionary Housing Fees (Interim)	Determined at time of application
Parking In-lieu Fees:	
* Existing Commercial Building **	\$0
* New Commercial Building	\$0
** NOTE: The Council adopted Resolution No. 3780-2015 establishing a temporary moratorium on the collection of Parking In-lieu Fees to December 31, 2016.	
Research Fee	\$45/hour
Technical Advisory Committee Review (Fee waived for non-profit events)	
* Minor	\$580
* Major	Costs Incurred
Zoning Letter	\$110/hour
<b>Building Permit Fees</b>	
Building Permit Surcharge on Construction Permits	1% of valuation of building permit
NOTE: Fee is not assessed for reroof permits and certain utility permits.	
General Plan Maintenance Fee:	
NOTE: Fee is not assessed for reroof permits and certain utility permits.	
* Construction Permits	1.5% of total permit valuation
* Residential Mobile Homes	1.5% of assigned valuation based on gross floor area of mobile home times \$51 per sq. ft.
* Affordable housing units (as defined by Fort Bragg Municipal Code Title 18)	The City Council may grant exemptions upon written request
Construction & Demolition Waste Recycling Deposit:	
* New construction projects	0.37/sf
* Remodel or renovation projects of more than 500 sq. ft.	0.47/sf
* Demolition projects of more than 1,000 sq. ft.	0.52/sf
* Road, sidewalk, or driveway renovation/demolition projects that result in removal of 200 sq. ft. or more of asphalt or concrete	0.26/sf
* Waste Management Checklist Processing Fee	\$35
NOTE: Waste Recycling Deposits are refunded based on a pro-rated percentage of the recycling target met.	
<b>Sign Permit</b>	
* Permanent & Temporary	\$40
* Political (refundable deposit)	\$100
Planning Commission Sign Permit (no public hearing required)	\$200
<b>Planning Permits</b>	
Pre-Application Analysis	Costs Incurred; \$550 Deposit
<b>Administrative Permits:</b>	
* Administrative Coastal Development Permit	\$890
* Administrative Design Review	\$350
* Administrative Variance	\$550
* Amendment to Administrative Permit (major/minor)	\$500
* Certificate of Appropriateness	\$500



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

PLANNING AND DEVELOPMENT FEES	
CATEGORY	2016 FEE
* Floodplain Development Permit	\$500
* Limited Term Permits not requiring TAC review	\$145
* Initial Review - Mobile Vending Unit Fee (includes business license fee)	\$550
* Annual Renewal - Mobile Vending Unit Fee	\$500
* Minor Use Permit	\$700
Medical Marijuana Cultivation Minor Use Permit	\$440
* Public Hearing (when requested for Administrative Permit)	\$900
Amendment to Design Review, CDP, Use Permit (Minor - no environmental and no public hearing required)	\$425
Emergency Permit	\$510
<u>Permits Requiring Planning Commission Review:</u>	
* Hearing Cost (add permit fee below)	\$1,115
* Adult-Oriented Business Permit	\$1,400
* Certificate of Appropriateness	\$515
* Coastal Development Permit	\$890
* Coastal Development Permit for Second Units	\$660
* Design Review	\$365
* Use Permit	\$700
* Variance	\$565
<u>Planning Permit Extension</u>	
* Non-subdivision; does not require a public hearing	\$165
* Non-subdivision; requires a public hearing before the Director	\$270
* Non-subdivision; requires a public hearing before the Planning Commission	\$1,250
Appeal to Planning Commission or City Council	\$1,000
<b>Development Deposit Account Projects</b>	
Annexation	Costs Incurred
Development Agreement	Costs Incurred
Environmental Review: Negative Declaration; Environmental Impact Report	Costs Incurred
General Plan Amendment	Costs Incurred
Local Coastal Plan Amendment	Costs Incurred
Mitigation Monitoring	Costs Incurred
Planned Development Permit	Costs Incurred
Rezoning	Costs Incurred
Specific Plan	Costs Incurred
<b>Subdivision</b>	
<u>Subdivision Map:</u>	
* Extension of Time	\$215
* Final Map	\$550 plus \$20/parcel
* Improvement Plan, Plan Check, Construction Inspections	Costs Incurred
* Minor Subdivision (<5 Parcels)	Costs Incurred
* Major Subdivision (>5 Parcels)	Costs Incurred
* Parcel Merger	Costs incurred
* Parcel Map	\$550 plus \$20/parcel
* Reversion to Acreage	Costs incurred
Certificate of Compliance	\$715
Lot Line Adjustment	\$740



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

PLANNING AND DEVELOPMENT FEES	
CATEGORY	2016 FEE
<b>Code Enforcement</b>	
<u>Code Enforcement Fees</u>	
* <b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$275
* <b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities.	\$450
* <b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$600
* <b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities.	\$920
* <b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.	Double Fee
Violations - Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee	\$1,000
NOTE: A penalty fee shall be collected for each violation, regardless of whether abatement involves removal of the violation or submittal of a permit application. When the City imposes a penalty fee, it shall follow the procedures in FBMC Chapter 6.12 which shall provide the property owner with an opportunity to present evidence regarding the violations before payment of the penalty fee is due. The City may require payment of the penalty fee in addition to any remedies provided under FBMC Chapter 6.12.	
NOTE: For applications requiring payment of "costs incurred," a deposit account will be established for the project. The opening deposit will be determined based upon the estimated cost to complete the permitting process. The minimum deposit will be \$2,000. Costs for staff time will be based on fully-loaded hourly rates. City Attorney costs will be based on the City's actual costs incurred and vary depending on which attorney is providing services. Costs of consultants are based on the City's actual costs incurred in accordance with professional service agreements for said services.	
NOTE: At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.	



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

<b>PUBLIC SAFETY FEES</b>	
<b>CATEGORY</b>	<b>2016 FEE</b>
<b>Alarm Fees</b>	
Alarm Fees - for alarms terminating at Police Department, annually	\$30
Alarm Fees - Charge for Excessive False Alarms:	
* After third false alarm in calendar year	\$50
* After fourth false alarm in calendar year	\$100
* After fifth false alarm in calendar year	\$200
* Reinstatement bond, annually	\$500
<b>Miscellaneous Recordings and Copies</b>	
<b>Audio Tape Recording Copy:</b>	
* Requestor Provides Tape	\$35
* City Provides Tape	\$36
Civil Subpoena Appearance Fee	time/rate adjustment
Conference Room Use (during non-business hours - per hour)	\$50
Fingerprinting	\$12
<b>Photographs (Evidence):</b>	
* Digital	\$27 + cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed
* Commercial Film Developing	\$54 + charge by commercial film developer + postage if mailed
Insurance Letter for Crime Report	\$25
Record Clearance Checks	\$54
<b>Video Tape Copy:</b>	
* Requestor provides tape	\$30
* City provides tape	\$35
Vehicle Accident Report	\$25
<b>Miscellaneous Storage Fees</b>	
Stored Vehicle Storage Fee (when stored onsite; per day)	\$12
Repossessed Vehicle Release	\$15
Gun Storage Fee	\$77
Found Property Claimant	\$35
Vehicle Release (for towed vehicle) - normal release	\$90
Vehicle Release (for towed vehicle) - 30 day hold review/release	\$115



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

PUBLIC SAFETY FEES	
CATEGORY	2016 FEE
<b>Penalties &amp; Violations</b>	
<b><u>Parking Citation Penalties for Violation:</u></b>	
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$25
* Blocking a Driveway	\$35
* Disabled Parking Space w/o Disabled Plate or Placard	\$285
* Double Parking	\$35
* No Parking	\$35
* Off Street Parking Violation	\$35
* Parked More than 18" from Curb	\$35
* Parked on Sidewalk	\$35
* Parking in Alley	\$35
* Parking Space Markings	\$35
* Permit Parking Only	\$35
* Registration Tabs	\$35
* Red Zone	\$35
* Timed Parking Zone	\$35
* Wrong Side of Road	\$35
* Yellow Loading Zone	\$35
* 72-Hour Continuous Parking (Parking Violation)	\$75
NOTE: Tow Charge when applicable is due to City prior to release of vehicle by local tow company	Amount set by local tow company
<b><u>Skate Park Facility Violations:</u></b>	
* First Offense	\$5
* Second Violation within a year	\$10
* Third or Further Violation within a year	\$25
<b>Licenses</b>	
Bicycle License	\$0
<b><u>Taxicab Fees:</u></b>	
* License Fee, per year:	
* For first vehicle	\$50
* Per vehicle additional	\$10
* Permit Application Fee	\$130
* Taxi Driver Background Check	\$110 + DOJ
<b>Dance Fees</b>	
* Public dance, per event	\$75
* Dances at a fixed place of business where alcoholic beverages are sold, annually	\$300
* Dances at fixed place of business where alcoholic beverages are not sold, annually	\$150
* Dances, as defined in Section 5.12.080	No fee





# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

<b>PUBLIC WORKS FEES</b>	
<b>CATEGORY</b>	<b>2016 FEE</b>
<b>Miscellaneous Development Fees</b>	
Building Permit for driveway and/or handicap ramp	\$65
Grading Permit Fee	Actual cost incurred for staff review & approval; \$300 deposit
Construction Cost Estimates	Actual cost with \$30 minimum
<b>Street Furniture Permit Fees:</b>	
* First Year	\$155
* Renewal: Subsequent Years	\$55
<b>Streets and Facility Fees</b>	
<b>Cost for City-owned Equipment</b>	
* Processing Fee for borrowing City-Owned Equipment	\$80
* Processing Fee for borrowing City-Owned Equipment/Street Closure	\$270
<b>Deposit to Borrow City-Owned Equipment</b>	
* Barricades (deposit, per barricade)	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)
* 36" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$25 x 30%)
* 28" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$15 x 30%)
* 18" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$10 x 30%)
* 12" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$8 x 30%)
* No Parking Tripod (deposit, per tripod)	30% of cost of borrowed cones (i.e. number borrowed x \$30 x 30%)
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System	Current rate of Public Works Superintendent
Hot Tap Machine Use (per tap; plus preparation cost)	\$400 (does not include preparation costs)
Pot Holing	Cost incurred
<b>Encroachment Permit Fees:</b>	
* <b>Performance Bond</b>	
(Bonded, licensed contractors shall not be required to comply with the deposits specified)	



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

PUBLIC WORKS FEES		
CATEGORY		2016 FEE
*	Deposit	\$500
*	For excavation within paved roadway, alley, or easement areas	\$2 per square foot
*	For excavation within unpaved roadway, alley, or easement areas	\$1 per square foot
*	For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk	\$5 per square foot
*	For all other public improvements	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer
*	Permit Issuance Fee	\$80
*	<b><u>Permit (Inspection) Fee</u></b>	
*	Annual Encroachment Permit	\$100
*	Driveway - Commercial	\$95
*	Driveway - Residential	\$55
*	Excavation - Less than 50 lineal feet (lf)	\$75 + 0.25/lf
*	Excavation - More than 50 lf	\$200
*	Excavation - Additional charge over 100 lf	0.50/lf
*	Inspection - Repairs & Replacements	\$50
*	Sidewalk Closure (façade improvements, sidewalk sales, etc.)	\$40
*	Miscellaneous Permits (not covered elsewhere; per location)	\$100
*	Parking (per day; per space)	\$25
*	Sidewalk, Curb & Gutter, Ramp & Conform Paving	0.25/sf
*	Street Closure	\$150
*	Street Closure - Recurring	\$50
*	Fine for Working without Encroachment Permit	Double cost of permit
<b>Waste Water Enterprise Fees</b>		
<b><u>Backflow Prevention Device Fees:</u></b>		
*	Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$95
*	Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City Clerk)	\$225
*	Temporary backflow device for special events	\$80
<b><u>Food Service Establishment Wastewater Discharge Permit Fees:</u></b>		
*	Initial Application Fee	\$140



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

PUBLIC WORKS FEES	
CATEGORY	2016 FEE
* Annual Inspection Fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other products as approved by the District)	\$90
<b>Grease Trap/Interceptors:</b>	
* Initial Application Fee	\$130
* Annual Inspection Fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other products as approved by the District)	\$70
<b>Sanitary Sewer Fees:</b>	
* Permit and inspection of connections to the sanitary sewer system per residential or nonresidential unit	\$115
* Permit and inspection of apartment connections to the sanitary sewer system	\$60 + \$10 per each unit in excess of 5 units
* Alteration of existing sewer installations	\$115
* Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	Actual cost of work; \$70 for written cost estimate
<b>Septic Tank Dump Fees:</b>	
* Up to 1500 gallons	\$180
* For each additional 500 gallons	\$35
<b>Service Calls (if due to customer fault or private line failure):</b>	
* During Normal Operation Hours	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead
* If After Hours	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits & overhead
<b>Treated Wastewater Disposal Fee</b>	
* Public Agencies	\$0.17/gallon
* Others	\$0.25/gallon



**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

<b>PUBLIC WORKS FEES</b>	
<b>CATEGORY</b>	<b>2016 FEE</b>
<b>Water Enterprise Fees</b>	
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet (HCF))	\$14.96
Water Deposit	\$150
Water Hydrant Meter Rental Deposit	\$950
Water Hydrant Meter Rental (per month)	\$25
Water Line Testing and Forms (New)	Costs incurred
Water Meter Split Evaluation	\$55
Water Distribution System Permit and Inspection of Connections	\$70
Water Turn On/Off at Customer Request	\$25
Water Turn On After Hours*	\$165
* After hours is considered after 2:30pm on regular business days and anytime on weekends and holidays	



## City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

TOWN HALL FEES	
CATEGORY	2016 FEE
Additional Use Beyond Basic 12 Hours (per hour)	\$10
Basic Use Fee (each 12 hours)	\$120
Non-Profit Use Fee (each 12 hours)	\$60
Custodian Charge (per hour during normal hours of work)	\$55
Custodian Charge (per hour; Overtime Rate)	\$80
Deposit for Alcohol Use	\$500
Security/Cleaning & Key Deposit	\$200
Sound Equipment Use (per day)	\$100
AV Tech (per hour)	\$25



# City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

WATER CONSERVATION PENALTIES	
CATEGORY	PENALTY
Penalties for Violation:	
<b>Stage 1</b>	
1. First Offense:	
a. Minor Offense	\$20 + written warning
b. Major Offense	\$100 + written warning
2. Second Offense:	
a. Minor Offense	\$100
b. Major Offense	\$500
3. Third or Subsequent Offense:	
a. Minor Offense	\$500
b. Major Offense	\$1,000
<b>Stage 2</b>	
1. First Offense:	
a. Minor Offense	\$100
b. Major Offense	\$250
2. Second Offense:	
a. Minor Offense	\$250
b. Major Offense	\$500
3. Third or Subsequent Offense:	
a. Minor Offense	\$500
b. Major Offense	\$1,000
<b>Stages 3 &amp; 4</b>	
1. First Offense	\$500
2. Second Offense	\$1,000
3. Third or Subsequent Offense	
The City Manager may instruct staff to shut off the water service to the offending property. Service will not be restored until the water emergency is at an end and all outstanding fines are paid. The fee for restoring service shall be:	
	\$1,000



**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

WATER CAPACITY CHARGE & CONNECTION FEES						
WATER CAPACITY CHARGE		\$4,245.61				
WATER SERVICE CONNECTION FEES						
Water Service Type			2016 Fee		Over 50 feet, \$/foot	
3/4" Single Service			\$3,222.96		\$33.11	
1" Single Service			\$3,481.49		\$35.33	
1" Single Service Split into 2 5/8" x 3/4"			\$3,832.73		\$35.84	
1 1/2" Single Service			\$4,129.82		\$31.80	
2" Single Service Split into 5 5/8" x 3/4"			\$5,261.18		\$31.80	
2" Service Disc Meter Low Demand			\$4,726.48		\$31.80	
2" Service Compound High Demand			\$6,354.67		\$31.80	
3" Service			\$9,868.50		\$37.32	
4" Service			\$11,075.32		\$37.32	
6" Service *			\$14,953.58		\$41.02	
* Fee is a deposit; total cost based on time/materials						
METER ONLY INSTALL						
		Size	2016 Fee			
		5/8" x 3/4"	\$360.40			
		1"	\$524.56			
		1.5"	\$926.56			
		2" Disc Meter Low Demand	\$1,159.96			
		2" Compound	\$2,737.67			
		3"	\$3,200.80			
		4"	\$4,644.55			
		6"	Time & Materials			
METER SPLIT						
		Size	2016 Fee			
		2 5/8" x 3/4" meters on existing service	\$1,089.33			
		Meter split with street crimp in cement sidewalk	\$1,419.24			



**City of Fort Bragg  
2016 Fee Schedule**

Updated 12/14/2015

SEWER CAPACITY CHARGE & CONNECTION FEES					
SEWER CAPACITY CHARGE	\$	3,336.32			
SEWER SERVICE CONNECTION FEES					
Sewer Only (no Water)					
Sewer Service Type			2016 Fee	Over 50 feet, \$/foot	
4" Lateral, 4' Deep			\$2,840.17	\$42.47	
4" Lateral, 6' Deep			\$3,050.84	\$47.50	
4" Lateral, 8' Deep			\$3,588.46	\$59.87	
4" Lateral, 10' Deep			\$4,098.33	\$69.32	
6" Lateral, 4' Deep			\$2,890.00	\$42.54	
6" Lateral, 6' Deep			\$3,188.75	\$48.89	
6" Lateral, 8' Deep			\$3,726.39	\$61.25	
6" Lateral, 10' Deep			\$4,236.24	\$70.70	
SEWER SERVICE CONNECTION FEES					
Combined with Water					
Sewer Service Type			2016 Fees	Over 50 feet, \$/foot	
4" Lateral, 4' Deep			\$950.99	\$25.01	
4" Lateral, 6' Deep			\$1,188.34	\$24.23	
4" Lateral, 8' Deep			\$1,970.80	\$41.51	
4" Lateral, 10' Deep			\$2,489.09	\$52.87	
6" Lateral, 4' Deep			\$1,647.74	\$28.63	
6" Lateral, 6' Deep			\$1,682.56	\$28.63	
6" Lateral, 8' Deep			\$2,611.07	\$43.52	
6" Lateral, 10' Deep			\$2,626.99	\$54.24	





## City of Fort Bragg 2016 Fee Schedule

Updated 12/14/2015

DRAINAGE FEES	
(Last Updated 2/11/2008)	
LAND USE CLASSIFICATION	FEE PER ACRE
RVH, RM	\$4,264
RH, RL	\$3,682
RS, RR	\$2,325
CN, CO, CBD, CG, CH	\$5,043
IH, IL	\$5,043
HD	\$5,043
PR, PF, OS	\$1,748

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY16/17**  
**UPDATED 10-13-2016**

**\*Overhead at OMB rate of 22.9%**

**RATE  
WITH  
BENEFITS**

**OVRTIME  
RATE**

**RATE WITH  
BENEFITS &  
OVRHEAD\***

**4130 ADMINISTRATIVE SERVICES**

CITY MANAGER	126.85		171.24
ADMIN SERVICES DIRECTOR	74.78		100.95
TECHNOLOGY INFO TECH	62.44	51.99	84.30
AUDIO VISUAL TECH	25.12	32.55	33.91
CITY CLERK	52.51	53.45	70.89
ADMIN ASSISTANT	49.32	38.68	66.58

**4150 FINANCE**

FINANCE DIRECTOR	76.31	-	103.02
GOV ACCOUNTANT II	50.11	46.37	67.65
GOV ACCT I	50.16	46.57	67.71
FINANCE TECH I	42.43	34.94	57.28

**4320 COMMUNITY DEVELOPMENT**

COMM DEV DIRECTOR	84.80	-	114.48
SPECIAL PROJECTS MANAGER	70.56		95.25
ASSOCIATE PLANNER	48.47	48.91	65.44
ADMINISTRATIVE ASSISSTANT-CD	31.72	34.70	42.82
GRANTS ASSISTANT	23.41	32.00	31.60

**4200-4202 POLICE DEPARTMENT**

CHIEF	122.37	-	165.20
LIEUTENANT	105.87	70.91	142.92
ADMINISTRATIVE COORD-PD	50.41	40.58	68.05
SERGEANT (AVG)	88.24	58.30	119.12
OFFICER (AVG)	62.70	45.77	84.65
COMM SERVICE OFFICER (AVG)	39.56	30.85	53.41
POLICE SERVICE TECH (AVG)	45.43	34.04	61.33

**4330, 4570, 4712 PUBLIC WORKS**

PUBLIC WORKS DIRECTOR	85.25	-	115.09
PW PROJECT ANALYST	49.84	46.67	67.29
ENGINEERING TECH	44.05	44.60	59.46
WATER PROJECT MGR	63.62	43.74	85.88
ASSISTANT PUBLIC WORKS DIRECTOR	64.74	-	87.40
ELECTRICIAN	49.97	41.47	67.45
LEAD MAINT WORKER	57.29	44.79	77.34
MAINT WORKER III	47.85	38.99	64.60
MAINT WORKER II (AVG)	46.42	36.30	62.67
MAINT WORKER I (AVG)	32.05	27.47	43.27
MECHANIC	50.12	40.30	67.67
WATER - LEAD	51.98	49.93	70.18
WW - LEAD	57.10	47.58	77.08
OPERATOR II (AVG)	45.08	40.08	60.86
ENV. COMPLIANCE COORDINATOR	66.94	54.34	90.37

**Film Permit Fees  
2017 Fee Schedule**

FILM PERMIT FEES			
CATEGORY		CURRENT FEE	PROPOSED FEE
<u>Permit Processing Fee:</u>			
*	Minor Events (up to 7 days)	\$50	\$50
*	Major Events (over 7 days)	\$100	\$100
<u>Event Deposit Account:</u>			
*	Minor Events (up to 7 days)	\$5,000	\$5,000
*	Major Events (over 7 days)	\$10,000	\$10,000
NOTE: A deposit account will be set up to cover cost of-			These fees have not been used in the past and can be determined on a case-by-case basis, if needed
Employee Rates		Current straight or overtime hourly rate of employee	
<u>Equipment Rates (per hour):</u>			
*	Police Car	\$15	
*	Public Works Light Vehicle	\$15	
*	Public Works Heavy Vehicle (depending on vehicle used)	\$25-\$80	
Buildings/Parks		City buildings & parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	
NOTE: Equipment must at all times be operated by a City employee.			
<u>Other Rates:</u>			
*	Water	As established by City Manager	
*	Deposit to borrow City-owned Equipment	See Public Works Fees	
*	Other small equipment (not specified herein)	As established by City Manager	

**MISCELLANEOUS FEES  
2017 ANALYSIS**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Aerial Photographs		Cost of Reproduction + 15%	Cost of Reproduction + 15%	-	
Appeal of Administrative Decision	\$ 576.08	\$500.00	\$ 500.00	\$ -	Appeal fees are partially subsidized by direction of Council
Appeal of Water Bill	\$ 291.76	\$ 200.00	\$200.00	\$ -	Appeal fees are partially subsidized by direction of Council
<b><u>Certification of Documents:</u></b>					
* First Page (includes copy)	\$ 9.01	\$ 8.00	\$ 9.00	\$ 1.00	Increase in staff costs.
* Each Additional Page		\$ 0.15	\$ 0.15	\$ -	
<b><u>Copy Charges:</u></b>					
<b><u>Black &amp; White Copies:</u></b>					
* 8 1/2 x 11		\$ 0.15	\$ 0.15	\$ -	
* 8 1/2 x 14		\$ 0.15	\$ 0.15	\$ -	
* 11 x 17		\$ 0.30	\$ 0.30	\$ -	
<b><u>Color Copies</u></b>					
* 8 1/2 x 11		\$ 0.30	\$ 0.30	\$ -	
* 8 1/2 x 14		\$ 0.30	\$ 0.30	\$ -	
* 11 x 17		\$ 0.60	\$ 0.60	\$ -	
<b><u>Engineering Plans</u></b>					
* Black & White	\$ 3.46	\$ 3.00	\$ 3.00	\$ -	
* Color	\$ 5.21	\$ 5.00	\$ 5.00	\$ -	
Electronic Response to Records Request	\$ 8.86	\$ 5.00	\$ -	\$ (5.00)	Most documents are already in a digital format and sending a document attached to an email is easy and fast plus does not use paper or toner supplies or require copier maintenance. To charge \$.15 for a hard copy and \$5.00 for that same document in digital format is unsupportable.
<b><u>Gymnasium Use Fees</u></b>					
Basic Use (per hour)		\$ 20.00	\$ 20.00	\$ -	
Daily Use Fee (12 hours)		\$ 100.00	\$ 100.00	\$ -	
Extended Use Fee				\$ -	Established on case-by-case basis by City Manager

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Fee Type</b>	<b>Actual Cost</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Cost Difference</b>	<b>Justification</b>
Non-Profit Use Fee (for up to 3 hours of use)		\$ 25.00	\$ 25.00	\$ -	
Letter of Public Convenience or Necessity	\$ 226.17	\$ 220.00	\$ 225.00	\$ 5.00	Increase in staff costs.
Letter of Public Convenience or Necessity - Public Hearing	\$ 744.03	\$ 615.00	\$ 740.00	\$ 125.00	Increase in staff costs and legal notice costs.
Publications and Reports		Cost of Printing +15%	Cost of Printing +15%	\$ -	
<b>Town Hall Use Fees:</b>					
Custodian Charge (per hour)	\$ 62.67	\$ 55.00	\$ 60.00	\$ 5.00	Increase in staff costs.
Custodian Charge -Overtime (per hour)	\$ 94.01	\$ 85.00	\$ 90.00	\$ 5.00	Increase in staff costs.
Sound Equipment Use (microphones only)		\$ 100.00	\$100.00	\$ -	Does not include use of A/V Tech; use of microphone equipment only
Transferring Electronic Files to CD (per CD - disk provided by requestor)		\$ 15.00	\$ 15.00	\$ -	
Transferring Electronic Files to CD (per CD - City provides disk)			\$20.00		<b>NEW FEE</b>
Zoning Maps, General Plan Maps, Other Maps		Cost of Reproduction + 25%	Cost of Reproduction + 25%	\$ -	

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Appeal of Administrative Decision</b>							
	City Clerk	Office Asst.	City Manager	Admin Assist - CDD			Total Costs
Receive Request for Hearing				0.25			
Prepare Notice of Hearing	0.25						
Mail Notice of Hearing		0.25					
Conduct Hearing			1.00				
Deliberate & Prepare Response			2.00				
Mail Response		0.25					
Total hours	0.25	0.50	3.00	0.25	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>17.72</i>	<i>33.29</i>	<i>513.72</i>	<i>10.71</i>	<i>0.00</i>		<i>575.44</i>
Copying	NO. PGS	COST					
	1.00	0.15					0.15
Postage							0.49
					<b>Total Costs</b>		<b>\$ 576.08</b>
					<b>Current Fee</b>		<b>\$ 500.00</b>
					<b>Proposed</b>		<b>\$ 550.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Appeal (to City Council) of Contested Water Bill</b>						
	Finance Tech	City Clerk	City Manager	Office Asst.		Total Costs
Research	0.50					
Prepare Agenda Item Summary		1.00				
Review Agenda Item Summary			0.50			
Copy/Distribute Agenda Item		0.00		0.25		
Attend meeting		0.50				
Prepare Minutes		0.50				
Notify appellant of action		0.25	0.00			
Total hours	0.50	2.25	0.50	0.25		
<i>Total salary &amp; benefits</i>	<i>28.64</i>	<i>159.50</i>	<i>85.62</i>	<i>16.65</i>		<i>\$290.41</i>
COPYING	NO. PGS	COST				
	3.00	0.15				\$0.45
POSTAGE						\$0.90
					Total Costs	291.76
					Current Fee	\$ 200.00
					Proposed fee	\$250.00

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Certification of Documents</b>						
		City Clerk				Total Costs
Retrieve & copy document		0.125				
Certify & seal document		0.125				
Total hours		0.25				
<i>Total salary &amp; benefits</i>		8.86				8.86
Postage/copying						0.15
					Total Costs	9.01
					<b>Current Fee</b>	<b>\$ 8.00</b>
					<b>Proposed fee</b>	<b>\$ 9.00</b>



**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Copy Charges</b>						
	B&W			Color		
	8 1/2 x 11	8 1/2 x 14	11 x 14	8 1/2 x 11	8 1/2 x 14	11 x 14
Paper	0.007	0.011	0.009	0.007	0.011	0.009
Maintenace Fee	0.008	0.008	0.008	0.070	0.070	0.070
Employee Cost	0.298475	0.298475	0.298475	0.298475	0.298475	0.298475
TOTAL	0.313475	0.317475	0.315475	0.375475	0.379475	0.377475
Employee cost based on average of Admin Asst (all areas), Police Serve Tech. & Office Asst salary	59.70					
	0	0	0	0		
<b>Engineer Plans</b>						
	B&W	COLOR				
	24 x 36					
Paper	0.23	0.23				
Ink	0.25	2.00				
Employee Cost	2.98	2.98				
TOTAL	3.46475	5.215				

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Custodian Fee - Town Hall</b>						
		Maint. Worker II				Total Costs
Cleaning facility (per hour)		1.00				
Total hours		1.00				
<i>Total salary &amp; benefits</i>		62.67				62.67
Postage/copying						0.00
					Total Costs	62.67
		0	0		Total OT Costs	94.01
					<b>Current Fee</b>	<b>\$ 55.00</b>
					<b>Current OT Fee</b>	<b>\$ 80.00</b>
	0	0	0	0	<b>Proposed fee</b>	<b>\$ 60.00</b>
					<b>Proposed OT Fee</b>	<b>\$ 90.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Electronic response to Records Request</b>						
		City Clerk				Total Costs
Scan Document		0.0625				
Transmit Document		0.0625				
Total hours		0.1250				
<i>Total salary &amp; benefits</i>		<i>8.86</i>				<i>8.86</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>8.86</i>
		0	0		<b>Current Fee</b>	<b>\$ 5.00</b>
	#REF!	#REF!	#REF!	#REF!	<b>Proposed fee</b>	<b>\$0.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Letter of Public Convenience or Necessity</b>									
		City Clerk	Office Asst.	Assoc. Plan	Fire Dept.	City Manager	Police Chief		Total Costs
Receive/Review Application		0.250							
Prepare notice to property owners		0.250							
Mail notice			0.25						
Review of Application by C.D.D. & Fire				0.50	0.25				
Review of Application by Administrator (City Manager/ Police Chief)						0.25	0.25		
Write Letter		0.250							
Mail Letter			0.25						
Total hours		0.75	0.50	0.50	0.25	0.25	0.25		
<i>Total salary &amp; benefits</i>		<i>53.17</i>	<i>21.41</i>	<i>32.72</i>	<i>9.77</i>	<i>42.81</i>	<i>41.30</i>		<i>201.17</i>
Postage/copying									<i>25.00</i>
								Total Costs	<i>226.17</i>
								<b>Current Fee</b>	<b>\$ 220.00</b>
	0	0	0					<b>Proposed fee</b>	<b>\$ 225.00</b>

**MISCELLANEOUS FEES  
2017 ANALYSIS**

<b>Public Hearing for Letter of Public Convenience</b>							
	City Clerk	Office Asst.	City Manager	Police Chief			Total Costs
Prepare Hearing Notice/Agenda	0.50						
Post/Mail hearing notice/agenda		0.50					
Prepare Staff Report	0.50						
Review Staff Report			0.50				
Copy/Distribute Packet		0.50					0.50
Attend Hearing	0.75		0.75	0.75			
Prepare Minutes	0.50						
Total hours	2.25	1.00	1.25	0.75	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>159.50</i>	<i>66.58</i>	<i>214.05</i>	<i>123.90</i>	<i>0.00</i>	<i>0.00</i>	<i>564.03</i>
<i>Legal ad for public notice</i>							<i>150.00</i>
<i>Copying/postage</i>							<i>30.00</i>
					<b>Total Costs</b>		<b>\$ 744.03</b>
					<b>Existing</b>		<b>\$ 615.00</b>
					<b>Proposed</b>		<b>\$ 740.00</b>

**PLANNING FEES  
2017 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
<b>At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.</b>					
Address listing fee	\$32.12	\$20	\$30	\$10	Increase in staff time
Assign Street Address	\$64.23	\$50	\$0	(\$50)	FBMC §12.12.020C states: "The address coordinator shall issue to any building owner or occupant in the City upon request <b>and without charge</b> , a number or numbers in accordance with this chapter."
<b><u>Administrative Permits:</u></b>					
- Amendment to Admin. Permit					
- Certificate of Appropriateness					
- Floodplain Development Permit	\$561.57	\$500	\$560	\$60	Increase in staff time
* Admin. Design Review	\$561.57	\$350	\$560	\$210	Increase in staff time
* Admin. Design Review of Public Art & Murals	\$28.62	\$350	\$25	(\$325)	Proposed subsidy of Administrative Design Review fee
* Admin. Variance	\$561.57	\$550	\$560	\$10	
* Admin. Minor Use Permit (does not include Medical Marijuana Cultivation MUP)	\$815.23	\$700	\$815	\$115	Increase in staff time
* Admin. Coastal Dev. Permit	\$1,036.07	\$890	\$1,035	\$145	Increase in staff time
Limited Term Permit not requiring TAC review	\$180.00	\$145	\$180	\$35	Increase in staff time
Initial Review - Mobile Vending Unit Fee	\$550.00		\$550	\$550	New fee

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Annual Renewal - Mobile Vending Unit fee	\$500.00		\$500	\$500	New fee
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$492.37	\$425	\$490	\$65	Increase in staff time
Annexation		costs incurred			
<b>NOTE: Developer Deposit Accounts (DDA) will be charged for all costs incurred by City in processing an appeal. Appeal fee will be credited to DDA. Council retains authority to reimburse fees.</b>					
Appeal of Planning Commission Decision to City Council.	\$1,051.14	\$ 1,000.00	\$ 500.00	(\$500)	Costs recalculated; Council subsidizing appeals.
Appeal of Administrative Permit to Planning Commission	\$541.28	\$1,000	\$ 250.00	(\$750)	Costs recalculated; Council subsidizing appeals.
Appeal of Sign Permit to Planning Commission	\$548.49	\$ 200.00	\$ 250.00	\$ 50.00	Increase in staff time
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$772.46	\$715	\$770	\$55	Increase in staff time

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$208.90	275.00	205.00	(\$70)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$291.27	450.00	290.00	(\$160)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$449.09	600.00	445.00	(\$155)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$794.37	920.00	790.00	(\$130)	This work has been reassigned to the Administrative Assistant, reducing staff costs



**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		
<b>Construction &amp; Demolition Waste Recycling Deposit:</b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$567.98	\$525	\$565	\$40	Increase in staff time
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$21.41	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred	DDA		Costs vary significantly depending on the project
Lot Line Adjustment	\$743.16	\$740	DDA	NA	Costs vary significantly depending on the project
Medical Marijuana Cultivation Minor Use Permit	\$511.81	\$445	\$510	\$65	Increased staff time
Medical Marijuana Manufacturing Minor Use Permit					

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Medical Marijuana Dispensary Minor Use Permit					
Mitigation Monitoring		costs incurred	DDA	NA	Costs vary significantly depending on the project
<b><u>Parking in-lieu fees:</u></b>					
Existing commercial bldg.	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Extend Temporary Moratorium one year (currently expires 1/2017)
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Extend Temporary Moratorium one year (currently expires 1/2017)
<u>Permits Requiring Planning Commission Review: Hearing Cost (Plus cost of permits required, see below):</u>	\$760.37	\$1,115	\$760	(\$355)	To Calculate Fee: All permits requiring a Planning Commission hearing must pay that fee and the fee(s) associated with the specific requested permit(s).
- Adult-Oriented Business Permit	\$1,525.70	\$1,400	\$1,525	\$125	Increased staff time
- Certificate of Appropriateness	\$594.39	\$500	DDA	NA	Costs vary significantly depending on the project
- Coastal Development Permit	\$1,036.07	\$890	\$1,035	\$145	Increased staff time
Coastal Development Permit Second Unit	\$759.50	\$660	\$755	\$95	Increased staff time
- Design Review	\$430.37	\$365	\$430	\$65	Increased staff time
- Use Permit	\$815.23	\$700	\$815	\$115	Increased staff time
- Variance	\$647.53	\$565	\$645	\$80	Increased staff time
Planned Development		costs incurred	DDA		

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$142.26	\$165	\$140	(\$25)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$202.59	\$295	\$200	(\$95)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,001.42	\$1,250	\$1,000	(\$250)	Reduced staff time
Pre-application analysis & meeting		minimum \$750 deposit	minimum \$550 deposit	(\$200)	Reduced staff time
Research fee per hour	\$74.25	\$60	\$70	\$10	Increased staff time
Rezoning		costs incurred	DDA	\$0	Costs vary significantly depending on the project
Sign Permit: permanent & temporary	\$47.32	\$40	\$45	\$5	Increased staff time
Specific Plan		costs incurred	DDA		Costs vary significantly depending on the project
Subdivision Map:					
Extension of Time	\$168.07	\$215	\$165	(\$50)	Reduced Staff Costs
Final Map	\$1,114.96	\$550 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Improvement Plan, Plan Check & Construction Inspections		costs incurred	DDA		Costs vary significantly depending on the project
Minor Subdivision (< 5 parcels)		costs incurred	DDA		Costs vary significantly depending on the project

**PLANNING FEES  
2017 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Major Subdivision (5+ parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Merger		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Map	\$1,114.96	\$690 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Reversion to Acreage	\$1,432.20	costs incurred	DDA	NA	Costs vary significantly depending on the project
Technical Advisory Committee Review - Minor	\$584.06	\$695	\$580	(\$115)	Costs vary significantly depending on the project
Technical Advisory Committee Review - Major		costs incurred			TAC - Major events would be a developer deposit account. <b>Fee waived for non-commercial events.</b>
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.	\$1,000	\$0	No change
Waste Management Checklist Processing Fee	\$42.05	\$35	\$40	\$5	Increased staff time
Zoning letter (per hour)	\$116.93	\$110.00	\$115	\$5	Increased staff time

**Do Not Delete any of the cells on this page as all other spread**

<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	84.80	-	114.48
SPECIAL PROJECTS MANAGER	70.56		95.25
ASSOCIATE PLANNER	48.47	48.91	65.44
ADMINISTRATIVE ASSISSTANT-CD	31.72	34.70	42.82
GRANTS ASSISTANT	23.41	32.00	31.60

**Change only the numbers in the spread sheet below and all over spread sheets w**

				Public		
		Asst		Works	Engineer	Police
Rates	AA-CD	Planner	CDD	Ops Mgr.	Tech	Sergeant
Team Rates	42.82	65.44	114.48	115.09	59.46	119.12

worksheets link to these for the calculation of rates!

will be updated to the new rates

Police

Lieutenant   City Mgr   City Clerk

142.92	171.24	70.89
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PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS (Standard): Admin COA Floodplain Dev Permit Amendment to Admin. Approval; Fees for Admin. Design Review, Admin. Variance, Admin. Minor Use Permit, and Admin. Coastal Dev. Permit are charged at the same rate as regular permits (Jan 2015)</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.00						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.50	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>107.05</i>	<i>229.04</i>	<i>114.48</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>450.57</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	561.57
							<b>Current Fee</b>	\$500.00
							<b>Proposed Fee</b>	\$560.00
							difference	<b>\$60</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								



PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.50					
Total hours	1.00	1.75	0.25	0.00	0.00	0.00	
Total salary & benefits	42.82	114.52	28.62			0.00	185.96
Team Rates	42.82	65.44	114.48				
						Total Costs	185.96
						<b>Current Fee</b>	<b>\$ 145</b>
						<b>Proposed Fee</b>	<b>\$ 180</b>
						difference	<b>\$35</b>
<b>Administrative Design Review for Public Art and Murals</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file							
Review/Analysis			0.25				
Prepare documentation							
Assign address							
Total hours			0.25	0.00	0.00	0.00	
Total salary & benefits	0.00	0.00	28.62		0.00	0.00	28.62
Team Rates	42.82	65.44	114.48				
						Total Costs	28.62
						<b>Existing Fee</b>	<b>\$ 300</b>

PLANNING FEE SCHEDULE

						<b>Proposed Fee</b>	<b>\$ 25</b>	
						difference	<b>(\$275)</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							
Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	6.42	29.45	11.45	0.00		0.00	47.32	
Team Rates	42.82	65.44	114.48					
						Total Costs	47.32	
						<b>Current Fee</b>	<b>\$ 40</b>	
						<b>Proposed Fee</b>	<b>\$ 45</b>	
						difference	<b>\$5</b>	
<b>Administrative Review (Minor) Medical Marijuana Cultivation Minor Use Permit</b>	AA-CD	Asst Planner	CDD	Engineer Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	1.00		0.50					

PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	1.50	4.50	1.25	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>294.48</i>	<i>143.10</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>501.81</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Copying/postage								10.00
							Total Costs	511.81
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 445.00</b>
							<b>Proposed Fee</b>	<b>\$510.00</b>
							difference	<b>\$65</b>

## PLANNING FEE SCHEDULE

[illegible]

AMENDMENTS (MINOR)

<b>Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)</b>								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>294.48</i>	<i>114.48</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>430.37</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Legal ad for public notice								
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>492.37</b>
							<b>Existing Fee</b>	<b>425.00</b>
							<b>Proposed Fee</b>	<b>\$ 490.00</b>
							difference	<b>\$ 65.00</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Submit Application to Appeal A Project to City Council from Planning Commission*</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25		0.25				
Accept or reject appeal		0.25	0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.25						
Prepare notice	0.25						
Publish, post, mail							
Prepare or review staff report		2.50	0.50			0.50	
Attend hearing	0.25	0.50	0.50			0.50	
Prepare minutes	0.25						
Certification of action	1.25						
Total Hours	2.50	3.25	1.75	0.00	0.00	1.00	
Total salary & benefits	107.05	372.06	124.06	0.00	0.00	181.97	785.14
Team Rates	42.82	114.48	70.89				
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>1051.14</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 500.00</b>
						difference	<b>\$ (500.00)</b>
*Appeal process will be covered by Developer Deposit Account, this appeal fee is only to file the appeal.							
<b>Appeal An Administration Project to Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25						
Accept or reject appeal		0.25					
Compile information/files							

PLANNING FEE SCHEDULE

Prepare notice	0.25						
Publish, post, mail	0.25						
Revise staff report		1.00					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.75	1.75	0.00	0.00	0.00	0.00	
Total salary & benefits	74.94	200.34	0.00	0.00	0.00	0.00	275.28
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>541.28</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 250.00</b>
						difference	<b>\$ (750.00)</b>
<b>Sign Permit Appeal to Planning Commission</b>	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Compile information/files	0.25						
Prepare or review staff report		1.50					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.25	2.00	0.00	0.00	0.00	0.00	
Total salary & benefits	53.53	228.96	0.00	0.00	0.00	0.00	282.49
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>548.49</b>
						<b>Existing Fee</b>	<b>\$ 200.00</b>
						<b>Proposed Fee</b>	<b>\$ 250.00</b>
						difference	<b>\$ 50.00</b>

## PLANNING FEE SCHEDULE

[illegible]



## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>Certificate of Compliance</b>							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>147.24</i>	<i>572.40</i>		<i>0.00</i>	<i>0.00</i>	<i>762.46</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
Copying							10.00
						<b>Total Costs</b>	<b>772.46</b>
						<b>Existing Fee</b>	<b>715.00</b>
						<b>Recommended Fee</b>	<b>\$770</b>
						difference	<b>\$55</b>

Code Enforcement Fee											
	AA-CD	Associate Planner	CDD	CSO Police Dept.	Police Officer	City Atty	Total Costs	Proposed Fee	Existing Fee	price difference	Reason for Adjustment
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.											
Taking the code complaint;	0.25										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			0.50							
Compose/document code enforcement certified letter	1.00										
Follow up efforts to ensure compliance with violation letter.											
Dialogue with violator responding to a complaint	0.50		0.25								
Total	4.25		0.00	0.50	0.00	0.00	0.00				
Total salary & benefits	181.99	0.00	0.00	17.92	0.00	0.00	199.90				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							208.90	205.00	275.00	-70.00	
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities											
Taking the code complaint;	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			1.00							
Compose/document code enforcement certified letter	1.50		0.50								
Follow up efforts to ensure compliance with violation letter.	0.50										
Dialogue with violator responding to a complaint	0.50		0.25								
Total	3.75		0.75	1.00	0.00	0.00	0.00				
Total salary & benefits	160.58	0.00	85.86	35.83	0.00	0.00	282.27				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							291.27	290.00	450.00	-160.00	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.											
Taking the code complaint;	0.50		0.10								
set up file; log onto spreadsheet(s)	0.50										
Investigation and documentation of the code complaint	0.50			1.50							
Evidence collection, report writing	0.50										
Compose/document code enforcement certified letter	2		0.50								
Follow up efforts to ensure compliance with violation letter.	1.50		0.25								
Dialogue with violator responding to a complaint	1.00		0.25								
Total	6.50		1.10	1.00	0.00	0.00	0.00				
Total salary & benefits	278.33	0.00	125.93	35.83	0.00	0.00	440.09				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							449.09	445.00	600.00	-155.00	
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity											
Taking the code complaint	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	1.00				2.00						
Evidence collection, report writing	1.00				2.00						
Compose/document code enforcement certified letter	1		0.50	2.00							
Follow up efforts to ensure compliance with violation letter.	1.50		0.50								
Dialogue with violator responding to a complaint	1.00		0.50		1.00						
Total	6.25		1.50	2.00	4.00	0.00	0.00				
Total salary & benefits	267.63	0.00	171.72	71.66	274.36	0.00	785.37				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							794.37	790.00	920.00	-130.00	

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$1,500 unless noted)**

Annexation

All Appeals to City Council of Planning Commission Decision or CEQA document

All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)

Development Agreement

General Plan Amendment

Local Coastal Plan Amendment

Major or Minor Subdivision

Mitigation Monitoring

Parcel Merger

Planned Development Permit

Pre-Application Analysis **(Minimum \$750 deposit)**

Reversion to Acreage

Specific Plan

All Subdivision activity - major, minor, parcel map, final map, reversion, lot line adjustment

Subdivision Map Improvement Plan, Plan Check, Construction Inspections

Subdivision: Final MapParcel Map

Parcel Merger                      Reversion to Acreage

Lot Line Adjustment

Technical Advisory Committee Review - Major\*

Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division

Parcel Merger  
Reversion to Acreage

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50		1.00		
City Council packet	0.25	0.25		0.50		1.00		
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	2.00	0.00	
<i>Total salary &amp; benefits</i>	<i>14.72</i>	<i>68.12</i>	<i>0.00</i>	<i>437.12</i>		<i>560.00</i>	<i>0.00</i>	<i>1079.96</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>1114.96</b>
							<b>Existing Fee</b>	<b>\$550 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Engineer Tech	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>205.85</i>	<i>430.72</i>	<i>232.63</i>	<i>10.81</i>	<i>382.48</i>	<i>0.00</i>	<i>31.71</i>	<i>1294.20</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1432.20</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>0.00</i>	<i>515.16</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>557.98</i>	
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>						
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>567.98</b>	
							<b>Existing Fee</b>	<b>\$ 525</b>	
							<b>Proposed Fee</b>	<b>\$ 565</b>	
							difference	<b>\$40</b>	



<b>Lot Line Adjustment</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		1.00		1.00			
Review Final Deeds								
Close-out		1.00						
Total hours	0.75	6.00	2.00	0.00	1.50	0.00	0.00	
Total salary & benefits	29.41	323.04	206.78		163.93	0.00	0.00	723.16
Postage								10.00
Copying								10.00
							Total Costs	743.16
							<b>Current Fee</b>	\$ 740
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	#####

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	CDD Dir			
plot adjacent properties	0.25					
Prepare address list	0.50					
Total hours	0.75	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>32.12</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Assign Address</b>						
	AA-CD	ASST PLANNER	CDD dir			
Prepare and send letters	1.50					
Total hours	1.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	CDD Dir			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	ASST PLANNER	CDD Dir			
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>25.69</i>	<i>16.36</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	CDD Dir	AVERAGE Asst Planner/AA- CD/Eng. Tech		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>74.25</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
\$32.12
<b>\$32.12</b>
<b>\$20.00</b>
<b>\$30.00</b>
\$10.00

Total Costs
\$64.23
<b>\$64.23</b>
<b>\$50.00</b>
<b>\$0.00</b>
-\$50.00

Total Costs
\$21.41
<b>\$21.41</b>
<b>\$20.00</b>
<b>\$20.00</b>
\$0.00

Total Costs
42.05
42.05
\$35.00
\$40.00
\$5.00

Total Costs
\$74.25
\$74.25
\$60.00
\$70.00
\$10.00

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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2017

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00	1					
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	1.00	1.00	1.00					
Total hours	4.00	6.00	3.50	0.00	0.00	1.50	0.00	
Total salary & benefits	171.28	392.64	400.68		0.00	420.00	0.00	1384.60
Team Rates	42.82	65.44	114.48			280.00		
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1525.70</b>
							<b>Current Fee</b>	<b>1400.00</b>
							<b>Proposed Fee</b>	<b>\$1,525</b>
							difference	<b>\$125</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

40 neighbors x 2 sided notice = 80

216  
296

0.15 \$ 44.40



postage for notices

45    0.46   \$ 20.70

PLANNING PERMIT

<b>PC - Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		2.00	1.00				
Review Staff Report	0.50		0.50		0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50		0.25				
Total hours	6.50	2.50	2.25	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>278.33</i>	<i>278.33</i>	<i>278.33</i>		<i>0.00</i>	<i>0.00</i>	<i>834.99</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>976.09</b>
						<b>Existing Fee</b>	<b>\$ 1,050</b>
						<b>Proposed Fee</b>	<b>\$ 950</b>
						<b>difference</b>	<b>\$ (100)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							

PLANNING PERMIT

copying costs							
PH notice	\40 neighbors x 2 sided notice =			80			
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Engineer Tech	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	242.28	92.30	43.24	86.71	109.53	0.00	574.06	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>584.06</b>	
				fee waived for non-profit events			current fee	\$695	
							<b>proposed fee</b>	<b>\$580</b>	
							difference	<b>\$ (115)</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50	0.50				
Prepare Letter		1.00					
Close-out							
Total hours	0.25	1.50	0.50	0.00	0.00		
Total salary & benefits	9.80	80.76	51.70	0.00	0.00	142.26	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>142.26</b>	
					<b>Existing Fee</b>	<b>165.00</b>	
					<b>Proposed Fee</b>	<b>140.00</b>	
					difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Prepare mailing & labels	0.50						
post hearing notice	0.25						
Analysis and Staff Report		0.50	1.00				
Review staff report							

PLANNING FEE SCHEDULE

Prepare Minutes development permit	0.50						
Close-out		0.25					
Total hours	1.50	0.75	1.00	0.00	0.00		
Total salary & benefits	58.82	40.38	103.39	0.00	0.00	202.59	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>202.59</b>	
					<b>Existing Fee</b>	<b>295.00</b>	
					<b>Proposed Fee</b>	<b>200.00</b>	
					difference	<b>(\$95)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>							
	AA-CD	ASST PLANNER	CDD	PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25						
Assign permit #, log-in, set-up file	0.25						
Initial review		1.00					
Referral and Review							
Correction Letter							
Secondary Review							
Prepare staff report		5.00					
Review staff report	0.5		2.00				
Prepare and post hearing notice/agenda	1.00						
Post staff report to web	0.50						
Prepare mailing/ labels	0.50						
copy/distribute packet	0.50						
Attend hearing	0.50	0.50	0.50				
Post meeting wrap-up* (see below)	1.25						
Prepare minutes	1.00						
Close-out		0.50					

PLANNING FEE SCHEDULE

Total hours	6.25	7.00	2.50	0.00	0.00	0.00	
Total salary & benefits	245.06	376.88	258.48	0.00	0.00	0.00	880.42
Team Rates	42.82	65.44	114.48		280.00		
Legal ad for public notice							76.00
Postage							0.00
MCTV							45.00
Copying							0.00
						Total Costs	1001.42
						Current Fee	1250.00
						Proposed Fee	\$1,000
						difference	(\$250)
<b>Subdivision Map: Extension of Time</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	Dir Public Works	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50			0.50		
Prepare CC Packet				0.25			
Prepare Minutes							
Close-out							
Total hours	0.25	0.50	0.00	0.25	0.50		
Total salary & benefits	10.71	32.72	0.00	70.00	54.64	168.07	
Team Rates	42.82	65.44	114.48	280.00	115.09		
MCTV						0.00	
					Total Costs	168.07	
					Existing Fee	215.00	
					Proposed Fee	165.00	
					difference	(\$50)	

## PLANNING FEE SCHEDULE

[illegible]



## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>zoning letter</b>								
	AA-CD	CDD	Engineer Tech	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.50		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>51.70</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>115.93</i>
<i>Team Rates</i>	<i>42.82</i>	<i>114.48</i>				<i>280.00</i>		
Postage/copying								1.00
							Total Costs	116.93
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.								
							<b>Current Fee</b>	<b>\$ 110</b>
							Proposed fee	\$115
							difference	\$5
Does MJ review zoning letters?								

<b>Planning Commission Hearing + Permits</b>								
<b>Planning Commission Hearing</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25							
Assign permit #, log-in, set-up file	0.25							
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Review staff report	0.5		1.50					
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up* (see below)	1.25							
Prepare minutes	1.00		0.50					
Close-out		0.50						
Total hours	6.25	1.00	2.50	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	267.63	65.44	286.20		0.00	0.00	0.00	619.27
<i>Team Rates</i>	42.82	65.44	114.48			280.00		
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>760.37</b>
							<b>Current Fee</b>	<b>1115.00</b>
							<b>Proposed Fee</b>	<b>\$760</b>
							difference	<b>(\$355)</b>
<b>Design Review</b>								
Initial review	0.50	0.50	0.50					
Referral and Review		0.50						
Correction Letter		0.50						
Secondary Review								
Prepare staff report		3.00	0.5					
Total hours	0.5	4.50	1.00	0.00	0.00	0.00	0.00	
Total salary & benefits	21.41	294.48	114.48		0.00	0.00	0.00	430.37
<i>Team Rates</i>	42.82	65.44	114.48			280.00		
							<i>Current Fee</i>	365.00
							<b>Proposed Fee</b>	<b>\$430</b>
							<b>difference</b>	<b>\$65</b>

<b>Use Permit</b>								
Initial review	0.25	0.50	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		5.00	1					
Total hours	0.25	8.00	1.50	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	523.52	171.72		109.28	0.00	0.00	815.23
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			280.00		

<i>Current Fee</i>	700.00
<b>Proposed Fee</b>	<b>\$815</b>
<b>Difference</b>	<b>\$115</b>

#### Coastal Development Permit

Initial review	0.25	1.00	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		7.00	1.5					
Total hours	0.25	10.50	2.00	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	687.12	228.96		109.28	0.00	0.00	1036.07
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			280.00		

<i>Current fee</i>	890.00
<b>Proposed Fee</b>	<b>\$1,035</b>
<b>Difference</b>	<b>\$145</b>

#### Variance

Initial review	0.25	0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00	1.5					
Total hours	0.25	5.00	1.75	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	327.20	200.34		109.28	0.00	0.00	647.53
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			280.00		

<i>Current Fee</i>	565.00
<b>Proposed Fee</b>	<b>\$645</b>
<b>difference</b>	<b>80.00</b>

#### Certificate of Appropriateness

<i>Current Fee</i>	500.00
<b>Proposed Fee</b>	\$590
<b>Difference</b>	\$90

216		
<hr/>		
296	0.15	\$ 44.40
45	0.46	\$ 20.70

45      0.46    \$ 20.70

	660.00
<b>Proposed Fee</b>	<b>\$755</b>

**\$95.00**

**PLANNING FEES  
2016 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$32.12	\$20	\$30	\$10	Increase in overhead costs
Assign Street Address	\$64.23	\$15	\$50	\$35	Overhead & additional staff time
<b><u>Administrative Permits:</u></b>					
- Amendment to Admin. Permit					
- Certificate of Appropriateness					
- Floodplain Development Permit	\$561.57	\$500	\$550	\$50	Increase in overhead costs
* Admin. Design Review	\$561.57	\$350	\$550	\$200	Increase in overhead costs
* Admin. Design Review of Public Art & Murals	\$28.62	\$350	\$25	(\$325)	<b>New fee</b>
* Admin. Variance	\$561.57	\$550	\$550	\$0	
* Admin. Minor Use Permit (does not include Medical Marijuana Cultivation MUP)	\$815.23	\$700	\$800	\$100	Increase in overhead costs
* Admin. Coastal Dev. Permit	\$1,036.07	\$890	\$1,025	\$135	Increase in overhead costs
Limited Term Permit not requiring TAC review	\$180.00	\$145	\$180	\$35	Increase in overhead costs
Initial Review - Mobile Vending Unit Fee	\$550.00	\$550	\$550	\$0	New fee
Annual Renewal - Mobile Vending Unit fee	\$500.00	\$500	\$500	\$0	New fee

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$492.37	\$425	\$480	\$55	Increase in overhead costs
Annexation		costs incurred			
Appeal of Planning Commission Decision to City Council.	\$1,051.14	\$ 1,000.00	\$ 1,050.00	\$50	Increase in overhead costs
Appeal of Administrative Permit to Planning Commission	\$541.28	\$1,000	\$ 540.00	(\$460)	Reduced Staff Time
Appeal of Sign Permit to Planning Commission	\$548.49	\$ 200.00	\$ 250.00	\$ 50.00	Reduced Staff Time
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$772.46	\$715	\$750	\$35	Increase in overhead costs
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$208.90	\$260	\$200	(\$60)	This work has been reassigned to the Administrative Assistant, reducing staff costs

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$291.27	\$450	\$300	(\$150)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$449.09	\$600	\$500	(\$100)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$794.37	\$820	\$800	(\$20)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		



**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition</u></b>					
<b><u>Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$567.98	\$525	\$550	\$25	Increase in overhead costs
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$21.41	\$20	\$20	\$0	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred	DDA		Costs vary significantly depending on the project
Lot Line Adjustment	\$743.16	\$740	DDA	NA	Costs vary significantly depending on the project
Medical Marijuana Cultivation Minor Use Permit	\$511.81	\$445	\$500	\$55	Increased overhead costs
Mitigation Monitoring		costs incurred	DDA	NA	Costs vary significantly depending on the project
<b>Parking in-lieu fees:</b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Temporary Moritorium (Expires 1/2017)
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Temporary Moritorium (Expires 1/2017)

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Permits Requiring Planning Commission Review: Hearing Cost (Plus cost of permits required, see below):	\$760.37	\$1,115	\$750	(\$365)	To Calculate Fee: All permits requiring a Planning Commisison hearing must pay that fee and the fee(s) assocaieted with the specific requested permit(s).
- Adult-Oriented Business Permit	\$1,525.70	\$1,400	\$1,500	\$100	Increased overhead costs
- Certificate of Appropriateness	\$594.39	\$500	DDA	NA	Costs vary significantly depending on the project
- Coastal Development Permit	\$1,036.07	\$890	\$1,025	\$135	Increased overhead costs
Coastal Development Permit Second Unit	\$759.50	\$660	\$750	\$90	Increased overhead costs
- Design Review	\$430.37	\$365	\$425	\$60	Increased overhead costs
- Use Permit	\$815.23	\$700	\$800	\$100	Increased overhead costs
- Variance	\$647.53	\$565	\$640	\$75	Increased overhead costs
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$142.26	\$165	\$140	(\$25)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$202.59	\$295	\$270	(\$25)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$1,001.42	\$1,250	\$1,000	(\$250)	Reduced staff time
Pre-application analysis & meeting		minimum \$750 deposit	minimum \$550 deposit	(\$200)	Reduced staff time
Research fee per hour	\$74.25	\$60	\$75	\$15	Increased overhead costs

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Rezoning		costs incurred	DDA	\$0	Costs vary significantly depending on the project
Sign Permit: permanent & temporary	\$47.32	\$40	\$45	\$5	Increased overhead costs
Specific Plan		costs incurred			Costs vary significantly depending on the project
Subdivision Map:					
Extension of Time	\$168.07	\$215	\$160	(\$55)	Reduced Staff Costs
Final Map	\$1,114.96	\$550 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Improvement Plan, Plan Check & Construction Inspections		costs incurred	DDA		Costs vary significantly depending on the project
Minor Subdivision (< 5 parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Major Subdivision (5+ parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Merger		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Map	\$1,114.96	\$690 & \$20/parcel	DDA	NA	Costs vary significantly depending on the project
Reversion to Acreage	\$1,432.20	costs incurred	DDA	NA	Costs vary significantly depending on the project
Technical Advisory Committee Review - Minor	\$584.06	\$695	\$580	(\$115)	Costs vary significantly depending on the project
Technical Advisory Committee Review - Major		costs incurred			TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.	\$1,000	\$0	No change
Waste Management Checklist Processing Fee	\$42.05	\$35	\$40	\$5	Increased overhead costs
Zoning letter (per hour)	\$116.93	\$110.00	\$115	\$5	Increased overhead costs

**Do Not Delete any of the cells on this page as all other spread**

<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	84.80	-	114.48
SPECIAL PROJECTS MANAGER	70.56		95.25
ASSOCIATE PLANNER	48.47	48.91	65.44
ADMINISTRATIVE ASSISSTANT-CD	31.72	34.70	42.82
GRANTS ASSISTANT	23.41	32.00	31.60

**Change only the numbers in the spread sheet below and all over spread sheets w**

				Public		
		Asst		Works	Engineer	Police
Rates	AA-CD	Planner	CDD	Ops Mgr.	Tech	Sergeant
Team Rates	42.82	65.44	114.48	115.09	59.46	119.12

l sheets link to these for the calculation of rates!

ill be updated to the new rates

Police

Lieutenant   City Mgr   City Clerk

|| 142.92 ||   171.24 ||   70.89 ||

PLANNING FEE SCHEDULE

<b>ADMINISTRATIVE PERMITS (Standard): Admin COA Floodplain Dev Permit Amendment to Admin. Approval; Fees for Admin. Design Review, Admin. Variance, Admin. Minor Use Permit, and Admin. Coastal Dev. Permit are charged at the same rate as regular permits (Jan 2015)</b>								
	AA-CD	Asst Planner	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application; assign permit #; log-in; set-up file	0.50							
Initial review		1.00						
Referrals		0.50						
Prepare and post Notice of Pending Action	0.75							
Prepare Conditions / Findings		1.50	1.00					
Prepare mailing/ labels	0.50							
post-decision wrap-up* (see below)	0.75							
Close-out		0.50						
Total hours	2.50	3.50	1.00	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>107.05</i>	<i>229.04</i>	<i>114.48</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>450.57</i>
Legal ad for public notice								76.00
Postage								25.00
Copying								10.00
							Total Costs	561.57
							<b>Current Fee</b>	\$500.00
							<b>Proposed Fee</b>	\$550.00
							difference	<b>\$50</b>
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								



PLANNING FEE SCHEDULE

<b>Limited Term Permit</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application		0.25					
assign number, set up file	0.50						
Review/Analysis		1.00					
Prepare documentation	0.50	0.50					
Total hours	1.00	1.75	0.25	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>114.52</i>	<i>28.62</i>			<i>0.00</i>	<i>185.96</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
						Total Costs	185.96
						<b>Current Fee</b>	<b>\$ 145</b>
						<b>Proposed Fee</b>	<b>\$ 180</b>
						difference	<b>\$35</b>
<b>Administrative Design Review for Public Art and Murals</b>							
	AA-CD	Asst Planner	CDD		Attorney	City Mgr	Total Costs
Accept application, set-up file							
Review/Analysis			0.25				
Prepare documentation							
Assign address							
Total hours			0.25	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>28.62</i>		<i>0.00</i>	<i>0.00</i>	<i>28.62</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
						Total Costs	28.62
						<b>Existing Fee</b>	<b>\$ 300</b>

PLANNING FEE SCHEDULE

						<b>Proposed Fee</b>	<b>\$ 25</b>	
						difference	<b>(\$275)</b>	
<b>Sign Permit</b>								
	AA-CD	Asst Planner	CDD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application		0.15						
Review/Analysis		0.30	0.10					
Prepare documentation	0.15							
Total hours	0.15	0.45	0.10	0.00	0.00	0.00		
Total salary & benefits	6.42	29.45	11.45	0.00		0.00	47.32	
Team Rates	42.82	65.44	114.48					
						Total Costs	47.32	
						<b>Current Fee</b>	<b>\$ 40</b>	
						<b>Proposed Fee</b>	<b>\$ 45</b>	
						difference	<b>\$5</b>	
<b>Administrative Review (Minor) Medical Marijuana Cultivation Minor Use Permit</b>	AA-CD	Asst Planner	CDD	Engineer Tech	Police	Attorney	City Mgr	Total Costs
Accept application; set up file	0.50							
Initial review		2.25	0.25					
Referrals		0.50						
Prepare Conditions / Findings		1.25	0.50					
Prepare Development Permit/NOFA	1.00		0.50					

PLANNING FEE SCHEDULE

Close-out		0.50						
Total hours	1.50	4.50	1.25	0.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>294.48</i>	<i>143.10</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>501.81</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>					
Copying/postage								10.00
							Total Costs	511.81
							<b>Current MUP-Med. Mar. Fee</b>	<b>\$ 445.00</b>
							<b>Proposed Fee</b>	<b>\$500.00</b>
							difference	<b>\$55</b>

## PLANNING FEE SCHEDULE

[illegible]

AMENDMENTS (MINOR)

Administrative Planning Permit Amendments (Minor, No Environmental Review, No Public Hearing Required)								
	AA-CD	Asst Planner	CDD	PWD		Attorney	City Mgr	Total Costs
Accept application; set-up file	0.50							
Initial review		0.25						
Referrals								
Prepare staff report		4.00	1.00					
Prepare and post hearing notice/agenda								
Prepare mailing/ labels								
PC packet								
Attend hearing								
Prepare minutes								
Post meeting wrap-up								
Close-out		0.25						
Total hours	0.50	4.50	1.00	0.00	0.00	0.00	0.00	
Total salary & benefits	21.41	294.48	114.48	0.00		0.00	0.00	430.37
Team Rates	42.82	65.44	114.48					
Legal ad for public notice								
Postage								17.60
Copying								44.40
							Total Costs	492.37
							Existing Fee	425.00
							Proposed Fee	\$ 480.00
							difference	\$ 55.00
*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter								

PLANNING FEE SCHEDULE

<b>Submit Application to Appeal A Project to City Council from Planning Commission*</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25		0.25				
Accept or reject appeal		0.25	0.25				
Forward to CDD and attorney			0.25				
Compile information/files	0.25						
Prepare notice	0.25						
Publish, post, mail							
Prepare or review staff report		2.50	0.50			0.50	
Attend hearing	0.25	0.50	0.50			0.50	
Prepare minutes	0.25						
Certification of action	1.25						
Total Hours	2.50	3.25	1.75	0.00	0.00	1.00	
Total salary & benefits	107.05	372.06	124.06	0.00	0.00	181.97	785.14
Team Rates	42.82	114.48	70.89				
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>1051.14</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 1,050.00</b>
						difference	<b>\$ 50.00</b>
*Appeal process will be covered by Developer Deposit Account, this appeal fee is only to file the appeal.							
<b>Appeal An Administration Project to Planning Commission</b>							
	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Initial review	0.25						
Accept or reject appeal		0.25					
Compile information/files							

PLANNING FEE SCHEDULE

Prepare notice	0.25						
Publish, post, mail	0.25						
Revise staff report		1.00					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.75	1.75	0.00	0.00	0.00	0.00	
Total salary & benefits	74.94	200.34	0.00	0.00	0.00	0.00	275.28
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>541.28</b>
						<b>Existing Fee</b>	<b>\$ 1,000.00</b>
						<b>Proposed Fee</b>	<b>\$ 540.00</b>
						difference	<b>\$ (460.00)</b>
<b>Sign Permit Appeal to Planning Commission</b>	AA-CD	CDD	City Clerk	Office Assistant	Attorney	City Mgr	Total Costs
Compile information/files	0.25						
Prepare or review staff report		1.50					
Attend hearing	0.50	0.50					
Prepare minutes	0.25						
Certification of action	0.25						
Total Hours	1.25	2.00	0.00	0.00	0.00	0.00	
Total salary & benefits	53.53	228.96	0.00	0.00	0.00	0.00	282.49
Team Rates	42.82	114.48					
Legal ad for public notice							76.00
Postage							25.00
Copying							165.00
						<b>Total Costs</b>	<b>548.49</b>
						<b>Existing Fee</b>	<b>\$ 200.00</b>
						<b>Proposed Fee</b>	<b>\$ 250.00</b>
						difference	<b>\$ 50.00</b>

## PLANNING FEE SCHEDULE

[illegible]



## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>Certificate of Compliance</b>							
	AA-CD	Asst Planner	PWD		Attorney	City Mgr	Total Costs
Accept application, set-up file	0.50						
Initial review		1.50	3.50				
Prepare/Review Documentation	0.50	0.25	1.50				
Close-out		0.50					
Total hours	1.00	2.25	5.00	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>147.24</i>	<i>572.40</i>		<i>0.00</i>	<i>0.00</i>	<i>762.46</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
Copying							10.00
						<b>Total Costs</b>	<b>772.46</b>
						<b>Existing Fee</b>	<b>715.00</b>
						<b>Recommended Fee</b>	<b>\$750</b>
						difference	<b>\$35</b>

Code Enforcement Fee											
	AA-CD	Associate Planner	CDD	CSO Police Dept.	Police Officer	City Atty	Total Costs	Proposed Fee	Existing Fee	price difference	Reason for Adjustment
<b>Type 1 Code Enforcement</b> <b>Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.											
Taking the code complaint;	0.25										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			0.50							
Compose/document code enforcement certified letter	1.00										
Follow up efforts to ensure compliance with violation letter.											
Dialogue with violator responding to a complaint	0.50		0.25								
Total	4.25		0.00	0.50	0.00	0.00	0.00				
Total salary & benefits	181.99	0.00	0.00	17.92	0.00	0.00	199.90				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							208.90	200.00	260.00	-60.00	
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities											
Taking the code complaint;	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	0.50			1.00							
Compose/document code enforcement certified letter	1.50		0.50								
Follow up efforts to ensure compliance with violation letter.	0.50										
Dialogue with violator responding to a complaint	0.50		0.25								
Total	3.75		0.75	1.00	0.00	0.00	0.00				
Total salary & benefits	160.58	0.00	85.86	35.83	0.00	0.00	282.27				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							291.27	300.00	450.00	-150.00	
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.											
Taking the code complaint;	0.50		0.10								
set up file; log onto spreadsheet(s)	0.50										
Investigation and documentation of the code complaint	0.50			1.50							
Evidence collection, report writing	0.50										
Compose/document code enforcement certified letter	2		0.50								
Follow up efforts to ensure compliance with violation letter.	1.50		0.25								
Dialogue with violator responding to a complaint	1.00		0.25								
Total	6.50		1.10	1.00	0.00	0.00	0.00				
Total salary & benefits	278.33	0.00	125.93	35.83	0.00	0.00	440.09				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							449.09	500.00	600.00	-100.00	
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity											
Taking the code complaint	0.50										
set up file; log onto spreadsheet(s)	0.25										
Investigation and documentation of the code complaint	1.00				2.00						
Evidence collection, report writing	1.00				2.00						
Compose/document code enforcement certified letter	1		0.50	2.00							
Follow up efforts to ensure compliance with violation letter.	1.50		0.50								
Dialogue with violator responding to a complaint	1.00		0.50		1.00						
Total	6.25		1.50	2.00	4.00	0.00	0.00				
Total salary & benefits	267.63	0.00	171.72	71.66	274.36	0.00	785.37				
Team Rates	42.82	65.44	114.48								
Postage & copying costs							9.00				
Total Fee							794.37	800.00	820.00	-20.00	

\*A single deposit account will be established for the project. The opening deposit will be determined based upon the total estimated cost to complete the permitting process. The minimum deposit will be \$1500.

**Deposit Account (Amount Determined By Director, Minimum \$1,500 unless noted)**

Annexation

All Appeals to City Council of Planning Commission Decision or CEQA document

All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)

Development Agreement

General Plan Amendment

Local Coastal Plan Amendment

Major or Minor Subdivision

Mitigation Monitoring

Parcel Merger

Planned Development Permit

Pre-Application Analysis **(Minimum \$750 deposit)**

Reversion to Acreage

Specific Plan

All Subdivision activity - major, minor, parcel map, final map, reversion, lot line adjustment

Subdivision Map Improvement Plan, Plan Check, Construction Inspections

Subdivision: Final MapParcel Map

Parcel Merger                      Reversion to Acreage

Lot Line Adjustment

Technical Advisory Committee Review - Major\*

Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division

Parcel Merger  
Reversion to Acreage

PLANNING FEE SCHEDULE

<b>Subdivision:</b>								
<b>Final Map</b>								
<b>Parcel Map</b>								
	Office Assistant	City Clerk	ASST PLANNER	PWD		Attorney	City Mgr	Total Costs
Site view				0.50				
Verify map				1.50		1.00		
City Council packet	0.25	0.25		0.50		1.00		
Attend hearing		0.25		0.25				
Prepare documentation for recording		0.50		1.00				
Close-out				0.25				
Total hours	0.25	1.00	0.00	4.00	0.00	2.00	0.00	
<i>Total salary &amp; benefits</i>	<i>14.72</i>	<i>68.12</i>	<i>0.00</i>	<i>437.12</i>		<i>560.00</i>	<i>0.00</i>	<i>1079.96</i>
<i>Copying</i>								<i>35.00</i>
							<b>Total Costs</b>	<b>1114.96</b>
							<b>Existing Fee</b>	<b>\$550 &amp; \$20/parcel</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Parcel Merger Reversion to Acreage</b>								
	AA-CD	Asst. Planner	CDD	Engineer Tech	PWD	Attorney	City Mgr	Total Costs
Accept application/set-up file	0.25							
Initial review		0.50						
Referrals		1.00		0.25				
Site inspection		0.50	0.50		0.50			
Review maps and deeds					1.50			
Prepare staff report		5.00	1.00					
Prepare and post hearing notice/agenda	1.00		0.25					
Prepare mailing/ labels	0.75							
PC packet	0.50		0.00				0.25	
Attend hearing	0.50	0.50	0.50					
Post meeting wrap-up*	1.25							
Prepare minutes	1.00							
Review final deeds					1.00			
Close-out		0.50			0.50			
Total hours	5.25	8.00	2.25	0.25	3.50	0.00	0.25	
<i>Total salary &amp; benefits</i>	<i>205.85</i>	<i>430.72</i>	<i>232.63</i>	<i>10.81</i>	<i>382.48</i>	<i>0.00</i>	<i>31.71</i>	<i>1294.20</i>
Legal ad for public notice								76.00
Postage								17.60
Copying								44.40
							<b>Total Costs</b>	<b>1432.20</b>
							<b>Existing Fee</b>	<b>DDA</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	

PLANNING FEE SCHEDULE

<b>Emergency Permit</b>									
	AA-CD	ASST PLANNER	CDD	PWD	Engineer Tech	Attorney	City Mgr	Total Costs	
Accept application	0.25								
Project review			2.00						
Prepare documentation	0.50		2.50						Emergency permits should
Close-out	0.25								be and are handled by CDD
Total hours	1.00	0.00	4.50	0.00	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>42.82</i>	<i>0.00</i>	<i>515.16</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>557.98</i>	
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>						
Copying/Notification								10.00	
							<b>Total Costs</b>	<b>567.98</b>	
							<b>Existing Fee</b>	<b>\$ 525</b>	
							<b>Proposed Fee</b>	<b>\$ 550</b>	
							difference	<b>\$25</b>	



<b>Lot Line Adjustment</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Accept application, set up file, log-in	0.50							
Initial review		1.00	0.50					
Referrals		2.00						
Review Map		0.50			0.50			
Prepare Conditions / Findings		1.50	0.50					
Prepare PSN	0.25		1.00		1.00			
Review Final Deeds								
Close-out		1.00						
Total hours	0.75	6.00	2.00	0.00	1.50	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>29.41</i>	<i>323.04</i>	<i>206.78</i>		<i>163.93</i>	<i>0.00</i>	<i>0.00</i>	<i>723.16</i>
Postage								10.00
Copying								10.00
							Total Costs	743.16
							<b>Current Fee</b>	<b>\$ 740</b>
							<b>Proposed Fee</b>	<b>DDA</b>
							difference	#####

<b>Address listing compilation</b>						
	AA-CD	ASST PLANNER	CDD Dir			
plot adjacent properties	0.25					
Prepare address list	0.50					
Total hours	0.75	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>32.12</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Assign Address</b>						
	AA-CD	ASST PLANNER	CDD dir			
Prepare and send letters	1.50					
Total hours	1.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>GIS Site Map</b>						
	AA-CD	ASST PLANNER	CDD Dir			
identify property on GIS	0.25					
export/print map	0.25					
Total hours	0.50	0.00	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>21.41</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>C&amp;D Waste Management checklist processing fee</b>						
	AA-CD	ASST PLANNER	CDD Dir			
explain program	0.25	0.25				
track deposit	0.10					
calculate refund	0.25					
Total hours	0.60	0.25	0.00	0.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>25.69</i>	<i>16.36</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

<b>Research fee</b>						
	AA-CD	ASST PLANNER	CDD Dir	AVERAGE Asst Planner/AA- CD/Eng. Tech		
Research fee				1.00		
Total hours	0.00	0.00	0.00	1.00	0.00	0.00
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>		<i>74.25</i>	<i>0.00</i>	<i>0.00</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			
						<b>Total Costs</b>
						<b>Existing Fee</b>
						<b>Proposed Fee</b>
						difference

Total Costs
32.12
<b>32.12</b>
<b>\$ 20</b>
<b>\$ 30</b>
\$ 10.00

Total Costs
64.23
<b>64.23</b>
<b>\$ 15</b>
<b>\$ 50</b>
\$ 35.00

Total Costs
21.41
<b>21.41</b>
<b>\$ 20</b>
<b>\$ 20</b>
\$ -

Total Costs
42.05
42.05
\$ 35
\$ 40
\$ 5.00

Total Costs
74.25
74.25
\$ 60
\$ 75
n/a

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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2017

<b>Adult Oriented Business</b>								
	AA-CD	ASST PLANNER	CDD		PWD	Attorney	City Mgr	Total Costs
Prepare staff report		5.00	1					
Review staff report	0.5		1.50			1.50		
Prepare and post hearing notice/agenda	1.00							
Post staff report to web	0.50							
Prepare mailing/ labels	0.50							
copy/distribute packet	0.50							
Attend hearing	1.00	1.00	1.00					
Total hours	4.00	6.00	3.50	0.00	0.00	1.50	0.00	
<i>Total salary &amp; benefits</i>	<i>171.28</i>	<i>392.64</i>	<i>400.68</i>		<i>0.00</i>	<i>420.00</i>	<i>0.00</i>	<i>1384.60</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>			<i>280.00</i>		
Legal ad for public notice								76.00
Postage								20.70
Copying								44.40
							<b>Total Costs</b>	<b>1525.70</b>
							<b>Current Fee</b>	<b>1400.00</b>
							<b>Proposed Fee</b>	<b>\$1,500</b>
							difference	<b>\$100</b>

\*Post meeting wrap-up: remove site notice,  
remove notice from web & notice cases, print  
minutes for the minutes book, print minutes for  
file, load minutes to Clerks Index, prepare and  
issue development permit/NOFA with cover letter

copying costs

PH notice

staff report 6 pages; attachments 4 pages; 2

pages photos = 12 pages x 18 sets of staff

reports

40 neighbors x 2 sided notice = 80

216  
296

0.15 \$ 44.40



postage for notices

45    0.46   \$ 20.70

PLANNING PERMIT

<b>PC - Public Hearing</b>							
	AA-CD	Asst. Planner	CDD		Attorney	City Mgr	Total Costs
Prepare and Post Hearing Notice/Agenda	1.00						
Prepare Mailing and labels	0.50						
Prepare Staff Report		2.00	1.00				
Review Staff Report	0.50		0.50		0.50		
Copy/Distribute Packet/post to web	1.00						
Attend Hearing	0.75	0.50	0.50				
Post meeting wrap-up*	1.25						
Prepare Minutes	1.50		0.25				
Total hours	6.50	2.50	2.25	0.00	0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>278.33</i>	<i>278.33</i>	<i>278.33</i>		<i>0.00</i>	<i>0.00</i>	<i>834.99</i>
<i>Team Rates</i>	<i>42.82</i>	<i>65.44</i>	<i>114.48</i>				
<i>Legal ad for public notice</i>							<i>76.00</i>
<i>Copying</i>							<i>44.40</i>
<i>Postage</i>							<i>20.70</i>
						<b>Total Costs</b>	<b>976.09</b>
						<b>Existing Fee</b>	<b>\$ 1,050</b>
						<b>Proposed Fee</b>	<b>\$ 950</b>
						<b>difference</b>	<b>\$ (100)</b>
*Post meeting wrap-up: remove site notice, remove notices from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter							

PLANNING PERMIT

copying costs							
PH notice	\40 neighbors x 2 sided notice =			80			
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports				216			
				296	0.15	\$ 44.40	
postage for notices				45	0.46	\$ 20.70	
When public hearings are requested, they generally have more public testimony and public hearings are longer.							

SIDEWALK PERMIT

<b>Technical Advisory Committee Review - Minor (for-profit event)</b>									
	AA-CD	Asst Planner	Public Works Ops Mgr.	Engineer Tech	Police Sergeant	Police Lieutenant	City Mgr	Total Costs	
confer with applicant and public agencies	0.00	1.00							
Prepare agenda	0.00	0.50							
Attend meeting		1.00	1.00	1.00	1.00	1.00			
Prepare minutes/letter		1.50							
After event follow-up		0.50							
Total hours	0.00	4.50	1.00	1.00	1.00	1.00	0.00		
Total salary & benefits	0.00	242.28	92.30	43.24	86.71	109.53	0.00	574.06	
copying/postage fees								10.00	
							<b>Total Costs</b>	<b>584.06</b>	
				fee waived for non-profit events			current fee	\$695	
							<b>proposed fee</b>	<b>\$580</b>	
							difference	<b>\$ (115)</b>	
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.									
Note that deposit for events must be paid 90 days in advance of event.									
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be charged as most events are nonprofit.									

PLANNING FEE SCHEDULE

<b>Planning permit extension of time (non-subdivision &amp; does not require a public hearing)</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50	0.50				
Prepare Letter		1.00					
Close-out							
Total hours	0.25	1.50	0.50	0.00	0.00		
Total salary & benefits	9.80	80.76	51.70	0.00	0.00	142.26	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>142.26</b>	
					<b>Existing Fee</b>	<b>165.00</b>	
					<b>Proposed Fee</b>	<b>140.00</b>	
					difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a public hearing before the Director</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	City Mgr	Total Costs	
Accept request	0.25						
Prepare mailing & labels	0.50						
post hearing notice	0.25						
Analysis and Staff Report		0.50	1.00				
Review staff report							

PLANNING FEE SCHEDULE

Prepare Minutes development permit	0.50						
Close-out		0.25					
Total hours	1.50	0.75	1.00	0.00	0.00		
Total salary & benefits	58.82	40.38	103.39	0.00	0.00	202.59	
Team Rates	42.82	65.44	114.48		280.00		
					<b>Total Costs</b>	<b>202.59</b>	
					<b>Existing Fee</b>	<b>295.00</b>	
					<b>Proposed Fee</b>	<b>270.00</b>	
					difference	<b>(\$25)</b>	
<b>Planning permit extension of time (non-subdivision) that requires a <u>public hearing before the Planning Commission</u></b>							
	AA-CD	ASST PLANNER	CDD	PWD	Attorney	City Mgr	Total Costs
Accept application/stamp plans	0.25						
Assign permit #, log-in, set-up file	0.25						
Initial review		1.00					
Referral and Review							
Correction Letter							
Secondary Review							
Prepare staff report		5.00					
Review staff report	0.5		2.00				
Prepare and post hearing notice/agenda	1.00						
Post staff report to web	0.50						
Prepare mailing/ labels	0.50						
copy/distribute packet	0.50						
Attend hearing	0.50	0.50	0.50				
Post meeting wrap-up* (see below)	1.25						
Prepare minutes	1.00						
Close-out		0.50					

PLANNING FEE SCHEDULE

Total hours	6.25	7.00	2.50	0.00	0.00	0.00	
Total salary & benefits	245.06	376.88	258.48	0.00	0.00	0.00	880.42
Team Rates	42.82	65.44	114.48		280.00		
Legal ad for public notice							76.00
Postage							0.00
MCTV							45.00
Copying							0.00
						<b>Total Costs</b>	<b>1001.42</b>
						<b>Current Fee</b>	<b>1250.00</b>
						<b>Proposed Fee</b>	<b>\$1,000</b>
						difference	<b>(\$250)</b>
<b>Subdivision Map: Extension of Time</b>							
	AA-CD	ASST PLANNER	CDD	Attorney	Dir Public Works	Total Costs	
Accept request	0.25						
Analysis and Staff Report		0.50			0.50		
Prepare CC Packet				0.25			
Prepare Minutes							
Close-out							
Total hours	0.25	0.50	0.00	0.25	0.50		
Total salary & benefits	10.71	32.72	0.00	70.00	54.64	168.07	
Team Rates	42.82	65.44	114.48	280.00	115.09		
MCTV						0.00	
					<b>Total Costs</b>	<b>168.07</b>	
					<b>Existing Fee</b>	<b>215.00</b>	
					<b>Proposed Fee</b>	<b>160.00</b>	
					difference	<b>(\$55)</b>	

## PLANNING FEE SCHEDULE

[illegible]



## PLANNING FEE SCHEDULE

[illegible]

PLANNING FEE SCHEDULE

<b>zoning letter</b>								
	AA-CD	CDD	Engineer Tech	PWD		Attorney	City Mgr	Total Costs
Research	0.50							
Prepare letter with findings	1.00	0.00						
Total hours	1.50	0.50		0.00		0.00	0.00	
<i>Total salary &amp; benefits</i>	<i>64.23</i>	<i>51.70</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>115.93</i>
<i>Team Rates</i>	<i>42.82</i>	<i>114.48</i>				<i>280.00</i>		
Postage/copying								1.00
							Total Costs	116.93
Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.								
							<b>Current Fee</b>	<b>\$ 110</b>
							Proposed fee	\$115
							difference	\$5
Does MJ review zoning letters?								

[illegible]

<b>Use Permit</b>								
Initial review	0.25	0.50	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		5.00	1					
Total hours	0.25	8.00	1.50	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	523.52	171.72		109.28	0.00	0.00	815.23
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			<b>280.00</b>		

<i>Current Fee</i>	700.00
<b>Proposed Fee</b>	<b>\$800</b>
<b>Difference</b>	<b>\$100</b>

#### Coastal Development Permit

Initial review	0.25	1.00	0.50					
Referral and Review		1.00			1.00			
Correction Letter		0.50						
Secondary Review		1.00						
Prepare staff report		7.00	1.5					
Total hours	0.25	10.50	2.00	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	687.12	228.96		109.28	0.00	0.00	1036.07
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			<b>280.00</b>		

<i>Current fee</i>	890.00
<b>Proposed Fee</b>	<b>\$1,025</b>
<b>Difference</b>	<b>\$135</b>

#### Variance

Initial review	0.25	0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.00						
Secondary Review		0.00						
Prepare staff report		4.00	1.5					
Total hours	0.25	5.00	1.75	0.00	1.00	0.00	0.00	
Total salary & benefits	10.71	327.20	200.34		109.28	0.00	0.00	647.53
<b>Team Rates</b>	<b>42.82</b>	<b>65.44</b>	<b>114.48</b>			<b>280.00</b>		

<i>Current Fee</i>	565.00
<b>Proposed Fee</b>	<b>\$640</b>
<b>difference</b>	<b>75.00</b>

#### Certificate of Appropriateness

<i>Current Fee</i>	500.00
<b>Proposed Fee</b>	\$590
<b>Difference</b>	\$90

216		
<hr/>		
296	0.15	\$ 44.40
45	0.46	\$ 20.70

Coastal Development Permit (Second Unit)								
Initial review		0.50	0.25					
Referral and Review		0.50			1.00			
Correction Letter		0.50						
Secondary Review		0.50						
Prepare staff report		4.00	2					
Total hours	0.00	6.00	2.25	0.00	1.00	0.00	0.00	
Total salary & benefits	0.00	392.64	257.58		109.28	0.00	0.00	759.50
Team Rates	42.82	65.44	114.48			280.00		
								660.00
							<b>Proposed Fee</b>	<b>\$750</b>
								\$90.00

**Do Not Delete any of the cells on this page as all other spread**

<b>4320 COMMUNITY DEVELOPMENT</b>			
COMM DEV DIRECTOR	87.87	-	118.62
SPECIAL PROJECTS MANAGER	70.29	-	94.90
ASSOCIATE PLANNER	51.60	50.96	69.66
ADMINISTRATIVE ASSISSTANT-CD	32.48	36.35	43.85
GRANTS ASSISTANT	44.57	52.03	60.17

**Change only the numbers in the spread sheet below and all over spread sheets w**

	<b>Public</b>					
	<b>AA-CD</b>	<b>Asst Planner</b>	<b>CDD</b>	<b>Works Ops Mgr.</b>	<b>Engineer Tech</b>	<b>Police Sergeant</b>
Rates						
Team Rates	43.85	69.66	118.62	119.22	53.69	126.69

worksheets link to these for the calculation of rates!

will be updated to the new rates

Police		
Lieutenant	City Mgr	City Clerk
151.19	166.39	77.90

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY 17/18**  
**UPDATED 09-25-2017**

\*Overhead at OMB rate of 22.9%

**RATE  
WITH  
BENEFITS**

**OVRTIME  
RATE**

**RATE WITH  
BENEFITS &  
OVRHEAD\***

**4130 ADMINISTRATIVE SERVICES**

CITY MANAGER	123.26		166.39
ADMIN SERVICES DIRECTOR	83.28		112.43
TECHNOLOGY INFO TECH	62.67	52.80	84.61
AUDIO VISUAL TECH	34.32	67.29	46.34
CITY CLERK	57.70	59.01	77.90
ADMIN ASSISTANT	49.19	39.10	66.40

**4150 FINANCE**

FINANCE DIRECTOR	81.34		109.81
GOV ACCOUNTANT II	52.73	49.37	71.18
GOV ACCT I	52.76	47.23	71.23
FINANCE TECH I	48.08	39.78	64.91

68.07

**4320 COMMUNITY DEVELOPMENT**

COMM DEV DIRECTOR	87.87		118.62
ASSOCIATE PLANNER	51.60	50.96	69.66
ADMINISTRATIVE ASSISTANT-CD	32.48	36.35	43.85
GRANTS ASSISTANT	44.57	52.03	60.17
SPECIAL PROJECTS MANAGER	70.29		94.90

55.73

**4200-4202 POLICE DEPARTMENT**

CHIEF	126.50		170.78
LIEUTENANT	111.99	76.72	151.19
ADMINISTRATIVE COORD-PD	50.63	41.06	68.36
SERGEANT (AVG)	93.84	61.57	126.69
OFFICER (AVG)	63.40	46.50	85.59
COMM SERVICE OFFICER (AVG)	40.57	31.84	54.77
POLICE SERVICE TECH (AVG)	45.09	35.06	60.87

**4330, 4570, 4712 PUBLIC WORKS**

PUBLIC WORKS DIRECTOR	88.31		119.22
ASSISTANT PUBLIC WORKS DIRECTOR	69.38		93.67
PW PROJECT ANALYST	50.80	47.32	68.57
ENGINEERING TECH (AVG)	39.77	41.61	53.69
WATER PROJECT MGR	63.62	43.74	85.88
LEAD MAINT WORKER	60.92	45.52	82.24
MAINT WORKER III	50.77	39.42	68.54
MAINT WORKER II (AVG)	49.63	37.23	66.99
MAINT WORKER I (AVG)	33.53	26.58	45.26
MECHANIC	50.07	40.77	67.60
WATER - LEAD	58.42	48.27	78.86
WW - LEAD	53.96	50.68	72.84
OPERATOR II (AVG)	50.03	41.83	67.55
ENV. COMPLIANCE COORDINATOR	65.95	52.16	89.03

ATTORNEY

280.00





*Average Govt Acc I & Finance Tech I*

*Inspection*

[illegible]

## AMENDMENTS (MINOR)

Total Hours	TOTAL COST	Notes
0.50	21.92	
1.00	69.66	
0.50	34.83	
0.75	32.89	
2.50	223.12	
0.50	21.92	
0.75	32.89	
0.50	34.83	
-	-	
-	-	
7.00	472.06	Total Personnel Cost
# of Copies		
-	10.00	
	25.00	
	75.00	
	\$ 582.06	Total Costs
Proposed Fee	\$ -	
Fee Schedule	\$ 560.00	
Inc/Dec	\$ (560.00)	

## AMENDMENTS (MINOR)

[illegible]

## AMENDMENTS (MINOR)

[illegible]

## AMENDMENTS (MINOR)

[illegible]



AMENDMENTS (MINOR)

<b>TOTAL COST</b>	Notes					
17.42						
21.92						
99.32						
56.76						
-						
-						
-						
<b>195.41</b>	<b>Total Personnel Cost</b>					
<b>\$ 195.41</b>	<b>Total Costs</b>					
<b>\$ -</b>						
<b>\$ 180.00</b>						
<b>\$ (180.00)</b>						
<b>TOTAL COST</b>	Notes					
-						
29.66						

## AMENDMENTS (MINOR)

-						
-						
-						
-						
-						
<b>29.66</b>	<b>Total Personnel Cost</b>					
<b>\$ 29.66</b>	<b>Total Costs</b>					
<b>\$ -</b>						
\$ 25.00						
\$ (25.00)						
<b>TOTAL COST</b>	<b>Notes</b>					
10.45						
32.76						
6.58						
-						
-						
-						
<b>49.79</b>	<b>Total Personnel Cost</b>					

## AMENDMENTS (MINOR)

\$	49.79	Total Costs			
\$	-				
\$	45.00				
\$	(45.00)				
TOTAL COST	Notes				
21.92					
186.39			public noticing prohibited, FBMC 9.32.020 (C )(3)		
34.83					
146.39					
128.97					
34.83					
-					
-					
553.34	<i>Total Personnel Cost</i>				
10.00					
\$	563.34	Total Costs			
\$	-				
\$	510.00				
\$	(510.00)				

## AMENDMENTS (MINOR)

[illegible]

AMENDMENTS (MINOR)

*Post decision wrap-up: remove site notice, remove notice from web & notice cases, prepare and issue development permit with cover letter										

## AMENDMENTS (MINOR)

Total Hours	TOTAL COST	Notes
0.50	21.92	
0.25	17.42	
-	-	
5.00	397.27	
-	-	
-	-	
-	-	
-	-	
-	-	
0.25	17.42	
-	-	
-	-	
-	-	
6.00	454.03	<b>Total Personnel Cost</b>
# of Copies		
-	44.40	
	17.60	
	\$ 516.03	<b>Total Costs</b>
<b>Proposed Fee</b>	\$ -	
<b>Fee Schedule</b>	\$ 490.00	

AMENDMENTS (MINOR)

Inc/Dec	\$ (490.00)	

AMENDMENTS (MINOR)

<b>Submit Application to Appeal A Project to City Council from Planning Commission*</b>									
	<b>CDD</b>				<b>Admin</b>		<b>Public Work</b>		
	<b>Asst Planner</b>	<b>CDD</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Attorney</b>	<b>Total Hours</b>
<b><u>Personnel Costs</u></b>									
Initial review			0.25		0.25				0.50
Accept or reject appeal		0.25			0.25				0.50
Forward to CDD and attorney					0.25				0.25
Compile information/files			0.25						0.25
Prepare notice			0.25						0.25
Publish, post, mail									-
Prepare or review staff report		2.50			0.50				3.00
Attend hearing		0.50	0.25		0.50				1.25
Prepare minutes			0.25						0.25
Certification of action			1.25						1.25
									-
									-
									-
	-	3.25	2.50	-	1.75	-	-	-	<b>7.50</b>
<b><u>Non- Personnel Costs</u></b>									<b># of Copies</b>
Copying								\$ 0.15	-
Postage									
Legal Ad for Public Notice									
*Appeal process will be covered by Developer Deposit Account, this appeal fee is only to file the appeal.									
								<b>FY18 Proposed Fee</b>	
								<b>FY17 Current Fee Schedule</b>	
									Inc/Dec



## AMENDMENTS (MINOR)

[illegible]

## AMENDMENTS (MINOR)

[illegible]

AMENDMENTS (MINOR)

<b>TOTAL COST</b>	<b>Notes</b>
30.44	
49.13	
19.47	
10.96	
10.96	
-	
335.51	
109.22	
10.96	
54.81	
-	
-	
-	
<b>631.47</b>	<b>Total Personnel Cost</b>
165.00	
25.00	
76.00	
<b>\$ 897.47</b>	<b>Total Costs</b>
<b>\$ -</b>	
<b>\$ 1,000.00</b>	
<b>\$ (1,000.00)</b>	

AMENDMENTS (MINOR)

<b>TOTAL COST</b>	<b>Notes</b>
10.96	
29.66	
-	
10.96	
10.96	
118.62	
81.24	
10.96	
10.96	
-	
-	
<b>284.33</b>	<b>Total Personnel Cost</b>
165.00	
25.00	
76.00	
<b>\$ 550.33</b>	<b>Total Costs</b>
<b>\$ -</b>	
<b>\$ 500.00</b>	
<b>\$ (500.00)</b>	

AMENDMENTS (MINOR)

TOTAL COST	Notes
10.96	
177.94	
81.24	
10.96	
10.96	
-	
<b>292.06</b>	<b>Total Personnel Cost</b>
165.00	
25.00	
76.00	
<b>\$ 558.06</b>	<b>Total Costs</b>
<b>\$ -</b>	
<b>\$ 250.00</b>	
<b>\$ (250.00)</b>	

AMENDMENTS (MINOR)

Certificate of Compliance											
	CDD					Admin				Public Works	
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	Admin Serv Direct	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>											
Accept application, set-up file	-	-	-	0.50						3.50	
Initial review	1.50	-								1.50	
Prepare/Review Documentation	0.25			0.50							
Close-out	0.50										
<b><u>Non- Personnel Costs</u></b>											
Copying											
Postage											

## AMENDMENTS (MINOR)

Attorney	Total Hours	TOTAL COST	Notes
	0.50	21.92	
	5.00	521.76	
	2.25	218.17	
	0.50	34.83	
	-	-	
	-	-	
	-	-	
	8.25	796.68	Total Personnel Cost
	# of Copies	10.00	
\$ 0.15	-		
		\$ 806.68	Total Costs
<b>FY18 Proposed Fee</b>		<b>\$ -</b>	
<b>FY17 Current Fee Schedule</b>		<b>\$ 715.00</b>	
	Inc/Dec	<b>\$ (715.00)</b>	

## AMENDMENTS (MINOR)

Code Enforcement Fee									
	CDD					Admin			
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.									
<b><u>Personnel Costs</u></b>									
Taking the code complaint;	-	-	-	0.25					
set up file; log onto spreadsheet(s)		-		0.25					
Investigation and documentation of the code complaint				0.50					
Compose/document code enforcement certified letter				1.00					
letter.									
Dialogue with violator responding to a complaint		0.25		0.50					
	-	0.25	-	2.50	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>									
Copying									
Postage									



AMENDMENTS (MINOR)

<b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities									
	<b>CDD</b>					<b>Admin</b>			
<b><u>Personnel Costs</u></b>									
Taking the code complaint;	-	-	-	0.50					
set up file; log onto spreadsheet(s)		-		0.25					
Investigation and documentation of the code complaint				0.50					
Compose/document code enforcement certified letter		0.50		1.50					
Follow up efforts to ensure compliance with violation letter.				0.50					
Dialogue with violator responding to a complaint				3.75					
	-	0.50	-	7.00	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>									
Copying									
Postage									

AMENDMENTS (MINOR)

<b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	<b>CDD</b>					<b>Admin</b>			
	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>
<b>Personnel Costs</b>									
Taking the code complaint;		0.10	-	0.50					
set up file; log onto spreadsheet(s)		-		0.50					
Investigation and documentation of the code complaint				0.50					
Evidence collection, report writing				0.50					
Compose/document code enforcement certified letter		0.50		2.00					
Follow up efforts to ensure compliance with violation letter.		0.25		1.50					
Dialogue with violator responding to a complaint		0.25		1.00					
	-	1.10	-	6.50	-	-	-	-	-
<b>Non- Personnel Costs</b>									
Copying									
Postage									
<b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activity	<b>CDD</b>					<b>Admin</b>			

AMENDMENTS (MINOR)

	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD
<b><u>Personnel Costs</u></b>									
Taking the code complaint;	-	-	-	0.50					
set up file; log onto spreadsheet(s)		-		0.25					
Investigation and documentation of the code complaint				1.00					
Evidence collection, report writing				1.00					
Compose/document code enforcement certified letter		0.50		1.00					
Follow up efforts to ensure compliance with violation letter.		0.50		1.50					
Dialogue with violator responding to a complaint		0.50		1.00					
	-	1.50	-	6.25	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>									
Copying									
Postage									

## AMENDMENTS (MINOR)

<b>Public Works</b>						<b>ce Departn</b>			
<b>Ass. Public Works D</b>	<b>PW Project Analyst</b>	<b>Engineer Tech</b>	<b>Police Lieutenant</b>	<b>Police Officer</b>	<b>Police CSO</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
							-	-	
							-	-	
						-	0.25	10.96	
						-	0.25	10.96	
					0.50	-	1.00	49.31	
							1.00	43.85	
							-	-	
							0.75	51.58	
							-	-	
				-		-	-	-	
							-	-	
							-	-	
-	-	-	-	-	0.50	-	3.25	166.66	<b>Total Personnel Cost</b>
						\$ 0.15		9.00	
								\$ 175.66	<b>Total Costs</b>
						<b>FY18 Proposed Fee</b>		\$ -	
						<b>FY17 Current Fee Schedule</b>		\$ 205.00	
						Inc/Dec		\$ (205.00)	

## AMENDMENTS (MINOR)

[illegible]

AMENDMENTS (MINOR)

<b>Public Works</b>			<b>ce Departn</b>						
Ass. Public Works D	PW Project Analyst	Engineer Tech	Police Lieutenant	Police Officer	Police CSO	Attorney	Total Hours	TOTAL COST	Notes
					1.50		-	-	
						-	0.60	33.79	
						-	0.50	21.92	
						-	2.00	104.08	
							0.50	21.92	
							2.50	147.01	
							1.75	95.43	
							1.25	73.50	
						-	-	-	
						-	-	-	
-	-	-	-		1.50	-	9.10	497.66	<b>Total Personnel Cost</b>
								9.00	
						\$ 0.15			
								\$ 506.66	<b>Total Costs</b>
							<b>FY18 Proposed Fee</b>		\$ -
							<b>FY17 Current Fee Schedule</b>		\$ 445.00
							Inc/Dec	\$ (445.00)	
<b>Public Works</b>			<b>ce Departn</b>						

AMENDMENTS (MINOR)

Ass. Public Works D	PW Project Analyst	Engineer Tech	Police Lieutenant	Police Officer	Police CSO	Attorney	Total Hours	TOTAL COST	Notes
							-	-	
						-	0.50	21.92	
						-	0.25	10.96	
				2.00		-	3.00	215.03	
				2.00			3.00	215.03	
					2.00		3.50	212.70	
							2.00	125.09	
							1.50	103.16	
						-	-	-	
						-	-	-	
-	-	-	-		2.00	-	13.75	903.89	Total Personnel Cost
						\$ 0.15		9.00	
								\$ 912.89	Total Costs
							<b>FY18 Proposed Fee</b>	\$ -	
							<b>FY17 Current Fee Schedule</b>	\$ 790.00	
							Inc/Dec	\$ (790.00)	

## AMENDMENTS (MINOR)

[illegible]



**Deposit Account (Amount Determined By Director, Minimum \$1,500 unless noted)**

Annexation

All Appeals to City Council of Planning Commission Decision or CEQA document

All Permits or projects which Require Environmental Documentation (Neg Dec/EIR/EA/EIS etc)

Development Agreement

General Plan Amendment

Local Coastal Plan Amendment

Major or Minor Subdivision

Mitigation Monitoring

Parcel Merger

Planned Development Permit

Pre-Application Analysis **(Minimum \$750 deposit)**

Reversion to Acreage

Specific Plan

All Subdivision activity - major, minor, parcel map, final map, reversion, lot line adjustment

Subdivision Map Improvement Plan, Plan Check, Construction Inspections

Subdivision: Final MapParcel Map

Parcel Merger                      Reversion to Acreage

Lot Line Adjustment

Technical Advisory Committee Review - Major\*

Zoning Amendment

\*Technical Advisory Committee Review - Major: Deposit required 90 days prior to event when it's a for-profit event. No deposit or fee required for non-profit events.

Minor Division

Parcel Merger  
Reversion to Acreage

AMENDMENTS (MINOR)

Subdivision:Final Map/Parcel Map										
	CDD					Admin				
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	IT Tech	AV Tech	Admin Serv Direct
<b><u>Personnel Costs</u></b>										
Site view	-	-	-	-						
Verify map		-								
City Council packet							0.25			
Attend hearing						0.25	0.25			
Prepare documentation for recording							0.25			
Close-out										
	-	-	-	-	-	0.25	0.75	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										

AMENDMENTS (MINOR)

	<b>Public Works</b>						
<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>	<b>PW Project Analyst</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
	0.50				0.50	59.61	
	1.50			1.00	2.50	458.83	
				1.00	1.25	299.47	
	0.25				0.75	60.24	
	1.00				1.25	138.69	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
-	3.25	-	-	2.00	6.25	1,016.84	<b>Total Personnel Cost</b>
					<b># of Copies</b>		
				\$ 0.15	235.00	35.25	
						\$ 1,052.09	<b>Total Costs</b>
					<b>FY18 Proposed Fee</b>	\$ -	
					<b>FY17 Current Fee Schedule</b>	DDA	
					Inc/Dec		

## AMENDMENTS (MINOR)

[illegible]

## AMENDMENTS (MINOR)

<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
0.25	10.96	
0.50	34.83	
1.00	69.66	
1.50	153.75	
1.50	178.83	
6.00	466.93	
1.25	73.50	
0.75	32.89	
0.75	63.52	
1.50	116.07	
1.25	54.81	
1.00	43.85	
1.00	119.22	
1.00	94.44	
-	-	
<b>19.25</b>	<b>1,513.27</b>	<b>Total Personnel Cost</b>
<b># of Copies</b>		
-	44.40	
	17.60	
	76.00	
	<b>\$ 1,651.27</b>	<b>Total Costs</b>
<b>Proposed Fee</b>	<b>\$ -</b>	
<b>Fee Schedule</b>	DDA	
Inc/Dec		

## AMENDMENTS (MINOR)

[illegible]

## AMENDMENTS (MINOR)

Total Hours	TOTAL COST	Notes
0.25	17.42	
2.00	237.25	
3.00	331.39	
0.25	17.42	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
5.50	603.47	Total Personnel Cost
# of Copies	10.00 - -	
-		
	\$ 613.47	Total Costs
Proposed Fee	\$ -	
Fee Schedule	\$ 565.00	
Inc/Dec	\$ (565.00)	



AMENDMENTS (MINOR)

Lot Line Adjustment										
	CDD					Admin			Public Works	
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>										
Accept application, set up file, log-in				0.50						
Initial review	1.00	0.50								
Referrals	2.00									
Review Map	0.50								0.50	
Prepare Conditions / Findings	1.50	0.50								
Prepare PSN	0.25	1.00							1.00	
Review Final Deeds										
Close-out	1.00									
	6.25	2.00	-	0.50	-	-	-	-	1.50	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										

AMENDMENTS (MINOR)

<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
-	0.50	21.92	
	1.50	128.97	
	2.00	139.32	
	1.00	94.44	
	2.00	163.80	
	2.25	255.26	
	-	-	
	1.00	69.66	
	-	-	
	-	-	
	-	-	
-	<b>10.25</b>	<b>873.39</b>	<b>Total Personnel Cost</b>
	<b># of Copies</b>		
\$ 0.15	-	10.00	
		10.00	
		-	
		<b>\$ 893.39</b>	<b>Total Costs</b>
<b>FY18 Proposed Fee</b>		<b>\$ -</b>	
<b>FY17 Current Fee Schedule</b>		DDA	
	Inc/Dec		

AMENDMENTS (MINOR)

<b>Address Listing</b>										
	<b>CDD</b>					<b>Admin</b>			<b>Public Works</b>	
	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>
<b><u>Personnel Costs</u></b>										
Plot adjacent properties				0.25						
Prepare address List				0.50						
	-	-	-	0.75	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										
<b>Assign Address</b>										
	<b>CDD</b>					<b>Admin</b>			<b>Public Works</b>	
	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>
<b><u>Personnel Costs</u></b>										
Prepare & Send Letters				1.50						
				-						
	-	-	-	1.50	-	-	-	-	-	-

AMENDMENTS (MINOR)

<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										
<b>GIS Site Map</b>										
	<b>CDD</b>				<b>Admin</b>			<b>Public Works</b>		
	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>
<b><u>Personnel Costs</u></b>										
identify property on GIS				0.25						
export/print map				0.25						
	-	-	-	0.50	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										
<b>C&amp;D Waste Management Checklist Processing Fee</b>										
	<b>CDD</b>				<b>Admin</b>			<b>Public Works</b>		

AMENDMENTS (MINOR)

	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>										
explain program	0.25			0.25						
track deposit				0.10						
calculate refund				0.25						
	0.25	-	-	0.60	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										
<b>Research Fee</b>										
	<b>CDD</b>				<b>Admin</b>			<b>Public Works</b>		
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Average Asst Plan/AA- CD/Eng Tech	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>										
Research Fee	-				1.00					
	-	-	-	-	1.00	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										

## AMENDMENTS (MINOR)

Attorney	Total Hours	TOTAL COST	Notes
-	0.25	10.96	
	0.50	21.92	
	-	-	
	-	-	
	-	-	
-	0.75	32.89	Total Personnel Cost
	# of Copies		
\$ 0.15	-	-	
		-	
		-	
		\$ 32.89	Total Costs
FY18 Proposed Fee		\$ -	
FY17 Current Fee Schedule		\$ 30.00	
		\$ (30.00)	
Attorney	Total Hours	TOTAL COST	Notes
-	1.50	65.77	
	-	-	
	-	-	
	-	-	
	-	-	
-	1.50	65.77	Total Personnel Cost

## AMENDMENTS (MINOR)

	# of Copies		
\$ 0.15	-	-	
		\$ 65.77	Total Costs
FY18 Proposed Fee		\$ -	
FY17 Current Fee Schedule		\$ 30.00	
	Inc/Dec	\$ (30.00)	
Attorney	Total Hours	TOTAL COST	Notes
-	0.25	10.96	
	0.25	10.96	
	-	-	
	-	-	
-	0.50	21.92	Total Personnel Cost
	# of Copies		
\$ 0.15	-	-	
		-	
		-	
		\$ 21.92	Total Costs
FY18 Proposed Fee		\$ -	
FY17 Current Fee Schedule		\$ 20.00	
	Inc/Dec	\$ (20.00)	

## AMENDMENTS (MINOR)

[illegible]



## AMENDMENTS (MINOR)

		-	
		\$ 55.73	Total Costs
<b><i>FY18 Proposed Fee</i></b>		<b>\$ -</b>	
<b>FY17 Current Fee Schedule</b>		\$ 45.00	/Hour
	Inc/Dec	\$ (45.00)	

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**Construction Cost Indexing for Parking In Lieu Fee**

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	2008	Dec-09	2010
Engineer-News Record Construction Cost Index		1.1% Increase	4.2% increase (Nov)
Existing Commercial Building In Lieu Parking Fee	\$ 4,000	\$ 4,044	\$0.00
New Construction Parking In Lieu Fee	\$ 8,000	\$ 8,088	\$8,427.70

**Source: Engineer-News Record 20-City Construction Cost Index**

Moritorium through 2017

**PLANNING FEES  
2016 ANALYSIS**

<b>Planning &amp; Development Fees</b>					
<b>fee type</b>	<b>actual cost</b>	<b>current fee</b>	<b>proposed fee</b>	<b>cost difference</b>	<b>justification</b>
At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.					
Address listing fee	\$ 32.89	\$ 30.00	\$ -	(\$30)	
Assign Street Address	\$ 65.77	\$ 30.00	\$ -	(\$30)	Overhead & additional staff time
<b><u>Administrative Permits:</u></b>					
- Amendment to Admin. Permit					
- Certificate of Appropriateness					
- Floodplain Development Permit	\$582.06	\$500	\$ -	(\$500)	Increase in overhead costs
* Admin. Design Review	\$582.06	\$350	\$ -	(\$350)	Increase in overhead costs
* Admin. Design Review of Public Art & Murals	\$29.66	\$ 25.00	\$ -	(\$25)	
* Admin. Variance	\$582.06	\$550	\$ -	(\$550)	
* Admin. Minor Use Permit (does not include Medical Marijuana Cultivation MUP)	\$746.55	\$ 140.00	\$ -	(\$140)	Increase in overhead costs
* Admin. Coastal Dev. Permit	\$1,098.87	\$ 1,035.00	\$ -	(\$1,035)	Increase in overhead costs
Limited Term Permit not requiring TAC review	\$ 195.41	\$ -	\$ -	\$0	Increase in overhead costs
Initial Review - Mobile Vending Unit Fee	\$550.00	\$550	\$550	\$0	New fee
Annual Renewal - Mobile Vending Unit fee	\$500.00	\$500	\$500	\$0	New fee

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Amendments to Design Review, Coastal Development Permit, Use Permit (no environmental and no public hearing required)	\$ 516.03	\$ 490.00	\$ -	(\$490)	Increase in overhead costs
Annexation		costs incurred			
Appeal of Planning Commission Decision to City Council.	\$ 897.47	\$ 1,000.00	\$ -	(\$1,000)	Increase in overhead costs
Appeal of Administrative Permit to Planning Commission	\$ 550.33	\$ 500.00	\$ -	(\$500)	Reduced Staff Time
Appeal of Sign Permit to Planning Commission	\$ 558.06	\$ 250.00	\$ -	\$ -	Reduced Staff Time
Building Permit Surcharge on Construction Permits		1% of valuation of building permit			Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and re-siding. No change proposed.
Certificate of Compliance	\$ 806.68	\$ 715.00	\$ -	(\$715)	Increase in overhead costs
<b>Code Enforcement Fees</b>					
<b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$ 175.66	\$205	\$ -	(\$205)	This work has been reassigned to the Administrative Assistant, reducing staff costs

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b>Type 2 Code Enforcement</b> <b>Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities	\$ 430.02	\$ 290.00	\$ -	(\$290)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 3 Code Enforcement</b> <b>Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$ 506.66	\$ 445.00	\$ -	(\$445)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Type 4 Code Enforcement</b> <b>Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities	\$ 912.89	\$ 790.00	\$ -	(\$790)	This work has been reassigned to the Administrative Assistant, reducing staff costs
<b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.		Double Fee	Double Fee		

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
<b><u>Construction &amp; Demolition</u></b>					
<b><u>Waste Recycling Deposit:</u></b>					
new construction		.37/sf	.37/sf	0	
remodel or renovation		.47/sf	.47/sf	0	
demolition		.52/sf	.52/sf	0	
road, sidewalk, or driveway		.26/sf	.26/sf	0	
Development Agreement		costs incurred		0	
Emergency Permit	\$ 613.47	\$ 565.00	\$ -	(\$565)	Increase in overhead costs
Environmental Review: Negative Declaration; Environmental Impact Report		costs incurred		0	
General Plan Amendment		costs incurred		0	
<b><u>General Plan Maintenance Fee:</u></b>					Fee waived for utility permits, demolition permits with no valuation, re-roof permits, foundation permits under existing structures, and siding. No change proposed.
construction permits		1.5% of total permit valuation		0	

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
residential mobile homes		1.5% of assigned valuation based on gross floor area of mobile homes times \$51 per square foot.		0	
affordable housing units		The City Council may grant exemptions upon written request.		0	
GIS site map	\$ 21.92	\$ 20.00	\$ -	(\$20)	
Inclusionary Housing Fees		Determined at time of application.			Determined at time of application based on current home price sales and income levels
Local Coastal Plan Amendment		costs incurred	DDA		Costs vary significantly depending on the project
Lot Line Adjustment	\$ 893.39	DDA	\$ -	NA	Costs vary significantly depending on the project
Medical Marijuana Cultivation Minor Use Permit	\$ 563.34	\$ 510.00	\$ -	(\$510)	Increased overhead costs
Mitigation Monitoring		costs incurred	DDA	NA	Costs vary significantly depending on the project
<b>Parking in-lieu fees:</b>					
Existing commercial bldg	\$4,213.85	\$2,105	\$0	(\$2,105.00)	Temporary Moritorium (Expires 1/2017)
New commercial bldg.	\$8,427.70	\$4,212	\$0	(\$4,212.00)	Temporary Moritorium (Expires 1/2017)



**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Permits Requiring Planning Commission Review: Hearing Cost (Plus cost of permits required, see below):	\$ 746.55	\$ 140.00	\$ -	(\$140)	To Calculate Fee: All permits requiring a Planning Commisison hearing must pay that fee and the fee(s) assocaietd with the specific requested permit(s).
- Adult-Oriented Business Permit	\$ 1,582.56	\$ 1,525.00	\$ -	(\$1,525)	Increased overhead costs
- Certificate of Appropriateness	\$ 512.72	Costs Incurred	\$ -	NA	Costs vary significantly depending on the project
- Coastal Development Permit	\$ 1,098.87	\$ 1,035.00	\$ -	(\$1,035)	Increased overhead costs
Coastal Development Permit Second Unit	\$ 804.09	\$ 755.00	\$ -	(\$755)	Increased overhead costs
- Design Review	\$ 454.03	\$ 200.00	\$ -	(\$200)	Increased overhead costs
- Use Permit	\$ 865.41	\$ 815.00	\$ -	(\$815)	Increased overhead costs
- Variance	\$ 686.08	\$ 560.00	\$ -	(\$560)	Increased overhead costs
Planned Development		costs incurred			
Planning permit extension of time (non-subdivision & does not require a public hearing)	\$ 174.77	\$ 165.00	\$ -	(\$165)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Director	\$ 249.55	\$ 200.00	\$ -	(\$200)	Reduced staff time
Planning permit extension of time (non-subdivision) that requires a public hearing before the Planning Commission	\$ 1,179.25	\$ 1,000.00	\$ -	(\$1,000)	Reduced staff time
Pre-application analysis & meeting		minimum \$750 deposit	minimum \$550 deposit	(\$200)	Reduced staff time
Research fee per hour	\$ 55.73	\$ 45.00	\$ -	(\$45)	Increased overhead costs

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Rezoning		costs incurred	DDA	\$0	Costs vary significantly depending on the project
Sign Permit: permanent & temporary	\$49.79	\$ 45.00	\$ -	(\$45)	Increased overhead costs
Specific Plan		costs incurred			Costs vary significantly depending on the project
Subdivision Map:					
Extension of Time	\$ 174.77	\$ 165.00	\$ -	(\$165)	Reduced Staff Costs
Final Map	\$ 1,052.09	costs incurred	\$ -	NA	Costs vary significantly depending on the project
Improvement Plan, Plan Check & Construction Inspections		costs incurred	DDA		Costs vary significantly depending on the project
Minor Subdivision (< 5 parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Major Subdivision (5+ parcels)		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Merger		costs incurred	DDA		Costs vary significantly depending on the project
Parcel Map	\$ 1,052.09	costs incurred	\$ -	NA	Costs vary significantly depending on the project
Reversion to Acreage	\$ 1,651.27	costs incurred	\$ -	NA	Costs vary significantly depending on the project
Technical Advisory Committee Review - Minor	\$ 748.72	\$ 580.00	\$ -	(\$580)	Costs vary significantly depending on the project
Technical Advisory Committee Review - Major		costs incurred			TAC - Major events would be a developer deposit account. Fee waived for non-commercial events.

**PLANNING FEES  
2016 ANALYSIS**

fee type	actual cost	current fee	proposed fee	cost difference	justification
Violations (Penalty Fee)		Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1,000.	\$1,000	\$0	No change
Waste Management Checklist Processing Fee	\$ 43.72	\$ 40.00	\$ -	(\$40)	Increased overhead costs
Zoning letter (per hour)	\$ 126.09	\$ 115.00	\$ -	(\$115)	Increased overhead costs

## AMENDMENTS (MINOR)

Lot Line Adjustment										
	CDD				Admin			Public Works		
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>										
Prepare staff report	5.00	1.00								
Review staff report	0.50	1.50								
Prepare and post hearing notice/agenda				1.00						
Post staff report to web				0.50						
Prepare mailing/ labels				0.50						
copy/distribute packet				0.50						
Attend hearing	1.00	1.00		1.00						
	6.50	3.50	-	3.50	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										
Legal Ad for Public Notice										

AMENDMENTS (MINOR)

*Post meeting wrap-up: remove site notice, remove notice from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter										
copying costs										
PH notice	40 neighbors x 2 sided notice =		80							
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports			216							
			296	0.15	\$ 44.40					
postage for notices			45	0.46	\$ 20.70					

## AMENDMENTS (MINOR)

Attorney	Total Hours	TOTAL COST	Notes
-	6.00	466.93	
1.50	3.50	632.77	
	1.00	43.85	
	0.50	21.92	
	0.50	21.92	
	0.50	21.92	
	3.00	232.13	
	-	-	
	-	-	
	-	-	
1.50	15.00	1,441.46	Total Personnel Cost
	# of Copies		
\$ 0.15	-	44.40	
		20.70	
		76.00	
		\$ 1,582.56	Total Costs
FY18 Proposed Fee		\$ -	
FY17 Current Fee Schedule		\$ 1,525.00	
	Inc/Dec	\$ (1,525.00)	

## AMENDMENTS (MINOR)

Lot Line Adjustment										
	CDD					Admin			Public Works	
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>										
Prepare and Post Hearing Notice/Agenda				1.00						
Prepare Mailing and labels				0.50						
Prepare Staff Report	2.00	1.00								
Review Staff Report		0.50		0.50						
Copy/Distribute Packet/post to web				1.00						
Attend Hearing	0.50	0.50		0.75						
Post meeting wrap-up*				1.25						
Prepare Minutes		0.25		1.50						
	2.50	2.25	-	6.50	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying										
Postage										
Legal Ad for Public Notice										
*Post meeting wrap-up: remove site notice, remove notice from web & notice cases, print minutes for the minutes book, print minutes for file, load minutes to Clerks Index, prepare and issue development permit/NOFA with cover letter										
copying costs										

AMENDMENTS (MINOR)

PH notice	40 neighbors x 2 sided notice =	80								
staff report 6 pages; attachments 4 pages; 2 pages photos = 12 pages x 18 sets of staff reports			216							
			296	0.15	\$ 44.40					
postage for notices			45	0.46	\$ 20.70					
When public hearings are requested, they generally have more public testimony and public hearings are longer.										



## AMENDMENTS (MINOR)

<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
-	1.00	43.85	
-	0.50	21.92	
0.50	3.50	397.95	
	1.00	81.24	
	1.00	43.85	
	1.75	127.03	
	1.25	54.81	
	1.75	95.43	
	-	-	
	-	-	
0.50	11.75	866.08	<b>Total Personnel Cost</b>
	<b># of Copies</b>		
\$ 0.15	-	44.40	
		20.70	
		76.00	
		<b>\$ 1,007.18</b>	<b>Total Costs</b>
<b>FY18 Proposed Fee</b>		<b>\$ -</b>	
<b>FY17 Current Fee Schedule</b>		<b>\$ 1,525.00</b>	
	Inc/Dec	<b>\$ (1,525.00)</b>	

AMENDMENTS (MINOR)

Technical Advisory Committee Review- Minor (for profit event)										
	CDD					Admin		Public Works		
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	City Clerk	City Mgr	PWD	Ass. Public Works D	PW Project Analyst
<b><u>Personnel Costs</u></b>										
confer with applicant and public agencies	1.00									
Prepare agenda	0.50									
Attend meeting	1.00								1.00	
Prepare minutes/letter	1.50									
After event follow-up	0.50									
	4.50	-	-	-	-	-	-	-	1.00	-
<b><u>Non- Personnel Costs</u></b>										
Copying/Postage										
Legal Ad for Public Notice										
Update this fee to be called TAC Review - Minor. New fee type to be called TAC Review - Major, which would be a deposit account.										
Note that deposit for events must be paid 90 days in advance of event.										
It was suggested that TAC Minor fee be \$1,500, however fees can't be higher than actual City cost. It's uncommon for TAC fee to be										
charged as most events are nonprofit.										

AMENDMENTS (MINOR)

	<b>Police Department</b>							
<b>Engineer Tech</b>	<b>Police Sergeant</b>	<b>Police Lieutenant</b>	<b>PD Admin Coord</b>	<b>Fire Department</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
1.00	1.00	1.00				1.00	69.66	
						0.50	34.83	
						5.00	494.90	
						1.50	104.49	
						0.50	34.83	
						-	-	
						-	-	
						-	-	
						-	-	
1.00	1.00	1.00	-	-	-	8.50	738.72	<b>Total Personnel Cost</b>
						<b># of Copies</b>	10.00	
					\$ 0.15	-		
							\$ 748.72	<b>Total Costs</b>
						<b>FY18 Proposed Fee</b>	\$ -	
						<b>FY17 Current Fee Schedule</b>	\$ 580.00	(Minor \$580/ Major- Cost Incurred)
						Inc/Dec	\$ (580.00)	
						<i>*Fee Waived for Non-Profit events</i>		

## AMENDMENTS (MINOR)

Planning Permit extension of time (Non-subdv & does not require a <u>Public Hearing</u> )										
	CDD					Admin			Public	
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>	0.50	0.50		0.25						
Accept request										
Analysis and Staff Report										
Prepare Letter										
Close-out										
	1.50	0.50	-	0.25	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying/Postage										
<b><u>Planning Permit extension of time (Non-subdv that requires a Public hearing Before <u>the Director</u>)</u></b>										
	CDD					Admin			Public	
	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
<b><u>Personnel Costs</u></b>	0.50	1.00		0.25						
Accept request										
Prepare mailing & labels										
post hearing notice										
Analysis and Staff Report										
Review staff report										

AMENDMENTS (MINOR)

Prepare Minutes development permit	0.50									
Close-out	0.25									
	1.25	1.00	-	1.00	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying/Postage										
Legal Ad for Public Notice										
<b>Planning Permit extension of time ( <u>Non-subdy</u> that requires a Public hearing Before the <u>Planning Commission</u> )</b>										
	<b>CDD</b>					<b>Admin</b>			<b>Public</b>	
	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>
<b><u>Personnel Costs</u></b>										
Accept application/stamp plans				0.25						
Assign permit #, log-in, set-up file				0.25						
Initial review	1.00									
Referral and Review										
Correction Letter										
Secondary Review										
Prepare staff report	5.00									
Review staff report		2.00		0.50						
Prepare and post hearing notice/agenda				1.00						
Post staff report to web				0.50						
Prepare mailing/ labels				0.50						
copy/distribute packet				0.50						
Attend hearing	0.50	0.50		0.50						
Post meeting wrap-up* (see below)				1.25						

AMENDMENTS (MINOR)

Prepare minutes				1.00						
Close-out	0.50									
	7.00	2.50	-	6.25	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Legal ad for public notice										
Postage										
MCTV										
Copying										

AMENDMENTS (MINOR)

<b>Works</b>					
<b>PW Project Analyst</b>	<b>Engineer Tech</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
			0.25	10.96	
			1.00	94.14	
			1.00	69.66	
			-	-	
			-	-	
-	-	-	2.25	174.77	<b>Total Personnel Cost</b>
			<b># of Copies</b>		
		\$ 0.15	-	-	
				\$ 174.77	<b>Total Costs</b>
		<b>FY18 Proposed Fee</b>		\$ -	
		<b>FY17 Current Fee Schedule</b>		\$ 165.00	
			Inc/Dec	\$ (165.00)	
<b>Works</b>					
<b>PW Project Analyst</b>	<b>Engineer Tech</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
			0.25	10.96	
			0.50	21.92	
			0.25	10.96	
			1.50	153.45	
			-	-	

AMENDMENTS (MINOR)

			0.50	34.83	
			0.25	17.42	
			-	-	
-	-	-	3.25	249.55	<b>Total Personnel Cost</b>
			<b># of Copies</b>		
		\$ 0.15	-	-	
			-	-	
				\$ 249.55	<b>Total Costs</b>
			<b>FY18 Proposed Fee</b>	\$ -	
			<b>FY17 Current Fee Schedule</b>	\$ 200.00	
			Inc/Dec	\$ (200.00)	
<b>Works</b>					
<b>PW Project Analyst</b>	<b>Engineer Tech</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
			0.25	10.96	
			0.25	10.96	
			1.00	69.66	
			-	-	
				-	
				-	
				348.31	
			2.50	259.17	
				43.85	
				21.92	
				21.92	
				21.92	
				116.07	
				54.81	



AMENDMENTS (MINOR)

				43.85	
				34.83	
			-	-	
			-	-	
-	-	-	4.00	1,058.25	<b>Total Personnel Cost</b>
			<b># of Copies</b>		
		\$ 0.15	-	76.00	
				45.00	
				-	
				\$ 1,179.25	<b>Total Costs</b>
			<b>FY18 Proposed Fee</b>	\$ -	
			<b>FY17 Current Fee Schedule</b>	\$ 1,000.00	
			Inc/Dec	\$ (1,000.00)	

AMENDMENTS (MINOR)

<b>Zoning Letter</b>										
	<b>CDD</b>					<b>Admin</b>		<b>Public Works</b>		
	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>	<b>PW Project Analyst</b>
<b><u>Personnel Costs</u></b>										
Research		0.50		0.50						
Prepare letter with findings				1.00						
	-	0.50	-	1.50	-	-	-	-	-	-
<b><u>Non- Personnel Costs</u></b>										
Copying/Postage										
Legal Ad for Public Notice										

AMENDMENTS (MINOR)

Often persons wanting this service expect research done and letter prepared the same day. Charge \$100 to process request within one business day.										
--	--	--	--	--	--	--	--	--	--	--

AMENDMENTS (MINOR)

<b>Police Department</b>				
<b>Police Sergeant</b>	<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
		1.00	81.24	
		1.00	43.85	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
-	-	2.00	125.09	<b>Total Personnel Cost</b>
		<b># of Copies</b>		
	\$ 0.15	-	1.00	
			-	
			-	
			\$ 126.09	<b>Total Costs</b>
	<b>FY18 Proposed Fee</b>		\$ -	
	<b>FY17 Current Fee Schedule</b>		\$ 115.00	/Hour
		Inc/Dec	\$ (115.00)	

## AMENDMENTS (MINOR)

Planning Commission Hearing + Permits										
	CDD					Admin			Public Works	
Planning Commission Hearing	Asst Planner	CDD	Special Projects Mngr	AA-CDD	Grants Asst	Admin Asst	City Clerk	City Mgr	PWD	Ass. Public Works D
Personnel Costs	0.50	1.50		6.25	-	-	-	-	-	-
Accept application/stamp plans										
Assign permit #, log-in, set-up file										
Prepare and post hearing notice/agenda										
Post staff report to web										
Prepare mailing/ labels										
copy/distribute packet										
Review staff report										
Attend hearing										
Post meeting wrap-up* (see below)										
Prepare minutes										
Close-out										
	0.50	2.50	-	6.25	-	-	-	-	-	-
Non- Personnel Costs										
Copying										
Legal Ad for Public Notice										
Postage										

## AMENDMENTS (MINOR)

[illegible]

## AMENDMENTS (MINOR)

[illegible]

AMENDMENTS (MINOR)

	<b>CDD</b>					<b>Admin</b>			<b>Public Works</b>	
<b>Variance</b>	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>
<b><u>Personnel Costs</u></b>										
Initial review	0.50	0.25		0.25					1.00	
Referral and Review	0.50									
Correction Letter										
Secondary Review										
Prepare staff report	4.00	1.50								
	5.00	1.75	-	0.25	-	-	-	-	1.00	-
<b><u>Non- Personnel Costs</u></b>										
Legal ad for public notice										
Postage										
MCTV										
Copying										
	<b>CDD</b>					<b>Admin</b>			<b>Public Works</b>	
<b>Certificate of Appropriateness</b>	<b>Asst Planner</b>	<b>CDD</b>	<b>Special Projects Mngr</b>	<b>AA-CDD</b>	<b>Grants Asst</b>	<b>Admin Asst</b>	<b>City Clerk</b>	<b>City Mgr</b>	<b>PWD</b>	<b>Ass. Public Works D</b>
<b><u>Personnel Costs</u></b>										



## AMENDMENTS (MINOR)

[illegible]

AMENDMENTS (MINOR)

Referral and Review	0.50								1.00	
Correction Letter	0.50									
Secondary Review	0.50									
Prepare staff report	4.00	2.00								
	6.00	2.25	-	-	-	-	-	-	1.00	-
<b><u>Non- Personnel Costs</u></b>										
Legal ad for public notice										
Postage										
Copying										

AMENDMENTS (MINOR)

<b>Attorney</b>	<b>Total Hours</b>	<b>TOTAL COST</b>	<b>Notes</b>
	0.25	10.96	
	0.25	10.96	
	1.00	43.85	
	0.50	21.92	
	0.50	21.92	
	0.50	21.92	
	2.00	199.86	
	1.50	116.07	
	1.25	54.81	
	1.50	103.16	
	-	-	
	-	-	
-	9.25	605.45	<b>Total Personnel Cost</b>
	<b># of Copies</b>		
\$ 0.15	-	44.40	
		76.00	
		20.70	
		\$ 746.55	<b>Total Costs</b>
	<b>FY18 Proposed Fee</b>	\$ -	
	<b>FY17 Current Fee Schedule</b>	\$ 140.00	
	Inc/Dec	\$ (140.00)	

## AMENDMENTS (MINOR)

Attorney	Total Hours	TOTAL COST	Notes
	1.50	116.07	
	0.50	34.83	
	0.50	34.83	
	-	-	
	3.50	268.30	
	-	-	
	-	-	
	-	-	
-	6.00	454.03	Total Personnel Cost
	# of Copies		
\$ 0.15	-	-	
		-	
		\$ 454.03	Total Costs
FY18 Proposed Fee		\$ -	
FY17 Current Fee Schedule		\$ 200.00	
	Inc/Dec	\$ (200.00)	
Attorney	Total Hours	TOTAL COST	Notes
	2.25	224.32	
	1.00	69.66	
	0.50	34.83	
	1.00	69.66	
	6.00	466.93	
		-	

## AMENDMENTS (MINOR)

		-	
-	10.75	865.41	Total Personnel Cost
	# of Copies		
\$ 0.15	-		
		\$ 865.41	Total Costs
FY18 Proposed Fee		\$ -	
FY17 Current Fee Schedule		\$ 815.00	
	Inc/Dec	\$ (815.00)	
Attorney	Total Hours	TOTAL COST	Notes
	1.75	139.94	
	2.00	188.88	
	0.50	34.83	
	1.00	69.66	
	8.50	665.57	
	-	-	
	-	-	
	-	-	
	-	13.75	1,098.87
	# of Copies		
\$ 0.15	-		
		\$ 1,098.87	Total Costs

## AMENDMENTS (MINOR)

<b>FY18 Proposed Fee</b>		\$ -	
<b>FY17 Current Fee Schedule</b>		\$ 1,035.00	
	Inc/Dec	\$ (1,035.00)	
Attorney	Total Hours	TOTAL COST	Notes
	1.00	75.45	
	1.50	154.05	
	-	-	
	-	-	
	5.50	456.58	
	-	-	
-	8.00	686.08	Total Personnel Cost
	# of Copies		
\$ 0.15	-		
		-	
		\$ 686.08	Total Costs
<b>FY18 Proposed Fee</b>		\$ -	
<b>FY17 Current Fee Schedule</b>		\$ 560.00	
	Inc/Dec	\$ (560.00)	
Attorney	Total Hours	TOTAL COST	Notes

## AMENDMENTS (MINOR)

[illegible]

AMENDMENTS (MINOR)

	1.50	154.05	
	0.50	34.83	
	0.50	34.83	
	6.00	515.89	
	-	-	
	-	-	
-	9.25	804.09	<b>Total Personnel Cost</b>
	<b># of Copies</b>		
\$ 0.15	-		
		\$ 804.09	<b>Total Costs</b>
	<b>FY18 Proposed Fee</b>	\$ -	
	<b>FY17 Current Fee Schedule</b>	\$ 755.00	
	Inc/Dec	\$ (755.00)	



**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Audit Reports – Complete Set	34.96	32.00	34.00	2.00	
Audit Reports – Subsets	15.61	13.00	14.00	1.00	
Bingo License (6 month period)		10.00	10.00	0.00	
Budget Document	54.70	54.00	54.00	0.00	
Business License Fees					
* Initial License	108.65	97.00	104.00	7.00	Increased personnel costs due to payscale and benefits costs
* Initial License for Home Occupation	69.59	58.00	65.00	7.00	Increased personnel costs due to payscale and benefits costs
* Change of Business Location	108.65	97.00	104.00	7.00	Increased personnel costs due to payscale and benefits costs
* Change of Name	17.97	13.00	16.00	3.00	
* Change of Ownership	92.29	97.00	88.00	(9.00)	No staff time needed from CDD
* Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation		
* Duplicate License	10.48	7.00	9.00	2.00	
* License Renewal (Annual)	80.97	77.00	74.00	(3.00)	Reassessed staff time needed to complete
* License Renewal for Home Occupancy (Annual)	61.29	57.00	55.00	(2.00)	Reassessed staff time needed to complete
* Non-Profit Business License	97.37	41.00	41.00	0.00	
* Peddler (regular route with truck)		75.00	75.00	0.00	
from a temporary location)		20.00	20.00	0.00	
* Small, one-time jobs (under \$1,000)		20.00	20.00	0.00	
Return check fee (charge for return of bad check from bank or financial institution)	43.29	37.00	40.00	3.00	
Replace lost AP Check	43.29	39.00	40.00	1.00	
Tobacco Seller's License Fees:				0.00	
* Initial License	197.84	191.00	193.00	2.00	
* Change of Business Location	51.18	45.00	46.00	1.00	
* Change of Name	17.00	12.00	15.00	3.00	
* Change of Ownership	51.18	45.00	46.00	1.00	
* Duplicate License	10.36	7.00	9.00	2.00	
Utility Bill - Final Notice Penalty	59.56	45.00	55.00	10.00	Increased personnel costs due to payscale and benefits costs
Utility Bill - Payment by Phone	6.49	5.00	5.00	0.00	
Utility Profile Fee (one free in 12-month period)	45.35	20.00	42.00	22.00	Increased time to run reports due to software changes and increased staff costs

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

<b>Audit Reports - Complete</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		<b>Total Costs</b>
Rate	109.81	71.18	71.23	64.91	68.07		
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>10.21</i>		<b>\$10.21</b>
COPYING	PAGES	COST					
	165.00	0.15					<b>24.75</b>
POSTAGE							<b>0.00</b>
						Total Costs	<b>34.96</b>
						<b>Current Fee</b>	<b>\$ 32.00</b>
						<b>Proposed fee</b>	<b>\$ 34.00</b>
<b>Audit Reports - Partial</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		<b>Total Costs</b>
Contact/Copy					0.15		
	0.00	0.00	0.00	0.00	0.15		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>10.21</i>		<b>\$10.21</b>
COPYING	PAGES	COST					
	36.00	0.15					<b>5.40</b>
POSTAGE							<b>0.00</b>
						Total Costs	<b>15.61</b>
						<b>Current Fee</b>	<b>\$ 13.00</b>
						<b>Proposed fee</b>	<b>\$ 14.00</b>

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

<b>Budget Document</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Rate	109.81	71.18	71.23	64.91	68.07		
Contact/Copy					0.33		
	0.00	0.00	0.00	0.00	0.33		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>17.80</i>		<i>\$17.80</i>
COPYING	PAGES	COST					
	246.00	0.15					36.90
POSTAGE							0.00
						Total Costs	54.70
						<b>Current Fee</b>	<b>\$ 54.00</b>
						<b>Proposed fee</b>	<b>\$ 54.00</b>

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Initial License</b>									
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Gov Acct II/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Rate	109.81	71.18	71.23	64.91	68.07	69.11	65.44		
Review Application							0.25		
Process Fee/Answer ??						0.25			
Process Paperwork					0.5				
	0.00	0.00	0.00	0.00	0.50	0.25	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>34.04</i>	<i>17.28</i>	<i>16.36</i>		<i>\$67.67</i>
Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	108.65
								Current Fee	\$ 97.00
								Proposed fee	\$ 104.00
<b>Initial License - Home Occupation</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application						0.25	0.25		
Process Fee/Answer ??									
Process Paperwork					0.5				
	0.00	0.00	0.00	0.00	0.50	0.25	0.25		

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Total salary & benefits	0.00	0.00	0.00	0.00	34.04	17.28	16.36		\$67.67
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	69.59
								Current Fee	\$ 58.00
								Proposed fee	\$ 65.00
Change of Name									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.02						
Process Paperwork				0.23					
	0.00	0.00	0.02	0.23	0.00	0.00	0.00		
Total salary & benefits	0.00	0.00	1.42	14.93	0.00	0.00	0.00		\$16.35
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	1	0.15							0.15
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	17.97
								Current Fee	\$ 13.00
								Proposed fee	\$ 16.00

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Change of Ownership</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application							0		
Process Fee/Answer ??						0.25			
Process Paperwork					0.5				
	0.00	0.00	0.00	0.00	0.50	0.25	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>34.04</i>	<i>17.28</i>	<i>0.00</i>		<i>\$51.31</i>
Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	92.29
								<b>Current Fee</b>	<b>\$ 97.00</b>
								<b>Proposed fee</b>	<b>\$ 88.00</b>
<b>Change of Business Location</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application							0.25		
Process Fee/Answer ??						0.25			
Process Paperwork					0.5				

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

	0.00	0.00	0.00	0.00	0.50	0.25	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>34.04</i>	<i>17.28</i>	<i>16.36</i>		<i>\$67.67</i>
Fire Inspection Fee	TIME	RATE							
	1.00	39.06							\$39.06
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	108.65
								<b>Current Fee</b>	<b>\$ 97.00</b>
								<b>Proposed fee</b>	<b>\$ 104.00</b>
<b>Duplicate License</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.02						
Process Paperwork				0.13					
	0.00	0.00	0.02	0.13	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>1.42</i>	<i>8.44</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$9.86</i>
Fire Inspection Fee	TIME	RATE							
	0.00	39.06							\$0.00
COPYING	PAGES	COST							
	1	0.15							0.15
POSTAGE									0.47
								Total Costs	10.48

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

								<b>Current Fee</b>	<b>\$ 7.00</b>
								<b>Proposed fee</b>	<b>\$ 9.00</b>
<b>License Renewal (Annual)</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.15						
Process Paperwork				0.75					
	0.00	0.00	0.15	0.75	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>10.68</i>	<i>48.68</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$59.37</i>
Fire Inspection Fee	TIME	RATE							
	0.50	39.06							\$19.53
COPYING	PAGES	COST							
	4	0.15							0.60
POSTAGE									0.47
SB 1186 SURCHARGE									1.00
								Total Costs	80.97
								<b>Current Fee</b>	<b>\$ 77.00</b>
								<b>Proposed fee</b>	<b>\$ 74.00</b>
<b>License Renewal (Annual) - Home Occupation</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs



## FINANCE DEPARTMENT 2017 FEE SCHEDULE

[illegible]

FINANCE DEPARTMENT  
2017 FEE SCHEDULE

SB 1186 SURCHARGE									1.00
								Total Costs	97.37
								Cost w/o City	40.98
								<b>Current Fee</b>	<b>\$ 41.00</b>
								<b>Proposed fee</b>	<b>\$ 41.00</b>

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Returned Check</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		Total Costs
Rate	109.81	71.18	71.23	64.91	68.07		
Look up account, reverse charges, contact customer					0.5		
Process Replacement Payment							
	0.00	0.00	0.00	0.00	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>34.04</i>		<i>\$34.04</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							9.25
						Total Costs	43.29
						Current Fee	\$ 37.00
						Proposed fee	\$ 40.00

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

Returned Check							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech		<b>Total Costs</b>
Rate	109.81	71.18	71.23	64.91	68.07		
Verify check hasn't cleared, stop payment, pull invoice, void check, issue replacement					0.5		
	0.00	0.00	0.00	0.00	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>34.04</i>		<i>\$34.04</i>
COPYING	PAGES	COST					
	0.00	0.15					0.00
CHARGE TO CITY							9.25
						Total Costs	43.29
						<b>Current Fee</b>	<b>\$ 39.00</b>
						<b>Proposed fee</b>	<b>\$ 40.00</b>

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

<b>Tobacco Seller's Initial License</b>										
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Gov Acct II/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	
Rate	109.81	71.18	71.23	64.91	68.07	69.11	65.44			
Review Application										
Process Fee/Answer ??		0.25								
Process Paperwork				0.50						
	0.00	0.25	0.00	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>17.80</i>	<i>0.00</i>	<i>32.46</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$50.25</i>	
County Survey Cost									\$146.67	update
COPYING	PAGES	COST								
	3	0.15							0.45	
POSTAGE									0.47	
								Total Costs	197.84	
								Current Fee	\$ 191.00	
								Proposed fee	\$ 193.00	
<b>Change of Name</b>										
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	
Review Application										
Process Fee/Answer ??										
Process Paperwork				0.25						

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

	0.00	0.00	0.00	0.25	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>16.23</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$16.23</i>
Fire Inspection Fee	TIME	RATE							
	0.00	37.97							\$0.00
COPYING	PAGES	COST							
	2	0.15							0.30
POSTAGE									0.47
								Total Costs	17.00
								<b>Current Fee</b>	<b>\$ 12.00</b>
								<b>Proposed fee</b>	<b>\$ 15.00</b>
<b>Change of Ownership</b>									
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs
Review Application									
Process Fee/Answer ??			0.25						
Process Paperwork				0.50					
	0.00		0.25	0.50	0.00	0.00	0.00		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>17.81</i>	<i>32.46</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$50.26</i>
Fire Inspection Fee	TIME	RATE							
		37.97							\$0.00
COPYING	PAGES	COST							
	3	0.15							0.45
POSTAGE									0.47
								Total Costs	51.18

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

								<b>Current Fee</b>	<b>\$ 45.00</b>	
								<b>Proposed fee</b>	<b>\$ 46.00</b>	
<b>Change of Business Location</b>										
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	
Review Application										
Process Fee/Answer ??			0.25							
Process Paperwork				0.50						
	0.00	0.00	0.25	0.50	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>17.81</i>	<i>32.46</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$50.26</i>	
Fire Inspection Fee	TIME	RATE								
		37.97							\$0.00	
COPYING	PAGES	COST								
	3	0.15							0.45	
POSTAGE									0.47	
								Total Costs	51.18	
								<b>Current Fee</b>	<b>\$ 45.00</b>	
								<b>Proposed fee</b>	<b>\$ 46.00</b>	
<b>Duplicate License</b>										
	Finance Director	Sr Gov Acct	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Average - Sr Gov Acct/ Gov Acct 1/Finance Tech	Asst Planner		Total Costs	

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Review Application										
Process Fee/Answer ??										
Process Paperwork				0.15						
	0.00	0.00	0.00	0.15	0.00	0.00	0.00			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>9.74</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>\$9.74</i>	
Fire Inspection Fee	TIME	RATE								
		37.97							\$0.00	
COPYING	PAGES	COST								
	1	0.15							0.15	
POSTAGE									0.47	
								Total Costs	10.36	
								<b>Current Fee</b>	<b>\$ 7.00</b>	
								<b>Proposed fee</b>	<b>\$ 9.00</b>	



**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

<b>Utility Bill - Final Notice Penalty</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Rate	109.81	71.18	71.23	64.91	52.97		
Printing/Mailing				0.50			
Reviwing List & Turning off					0.5		
	0.00	0.00	0.00	0.50	0.5		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>32.46</i>	<i>26.49</i>		<i>\$58.94</i>
ROBOCALL SERVICE							<i>\$0.15</i>
POSTAGE							<i>0.47</i>
						Total Costs	<i>59.56</i>
						Current Fee	<b>\$ 45.00</b>
						Proposed fee	<b>\$ 55.00</b>

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

<b>Utility Bill - Payment by Phone</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		<b>Total Costs</b>
Rate	109.81	71.18	71.23	64.91	52.97		
Printing/Mailing				0.10			
Reviwing List & Turning off							
	0.00	0.00	0.00	0.10	0		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>6.49</i>	<i>0.00</i>		<b>\$6.49</b>
ROBOCALL SERVICE							
POSTAGE							
						Total Costs	<b>6.49</b>
						<b>Current Fee FY17</b>	<b>\$ 5.00</b>
						<b>Proposed fee</b>	<b>\$ 5.00</b>

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

<b>Utility Profile Fee</b>								
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average - Gov Acct 1/Finance Tech	Maint Worker I		<b>Total Costs</b>
Rate	109.81	71.18	71.23	64.91	68.07	45.26		
Prepare Workorder					0.50			
Download Information from Handheld Computer						0.25		
	0.00	0.00	0.00	0.00	0.50	0.25		
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>34.04</i>	<i>11.32</i>		<i>\$45.35</i>
ROBOCALL SERVICE								
POSTAGE								
							Total Costs	45.35
							<b>Current Fee</b>	<b>\$ 20.00</b>
							<b>Proposed fee</b>	<b>\$ 42.00</b>

\$ 109.81 \$ 71.18 ##### \$ 64.91 \$ 43.27

### Proposed Fees FY18

Current Fee FY17

Diff:

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Justificati  
on**

**FINANCE DEPARTMENT  
2017 FEE SCHEDULE**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Audit Reports – Complete Set	34.96	32.00	34.00	2.00	
Audit Reports – Subsets	15.61	13.00	14.00	1.00	
Bingo License (6 month period)		10.00	10.00	0.00	
Budget Document	54.70	54.00	54.00	0.00	
Business License Fees					
* Initial License	108.65	97.00	104.00	7.00	Increased personnel costs due to payscale and benefits costs
* Initial License for Home Occupation	69.59	58.00	65.00	7.00	Increased personnel costs due to payscale and benefits costs
* Change of Business Location	108.65	97.00	104.00	7.00	Increased personnel costs due to payscale and benefits costs
* Change of Name	17.97	13.00	16.00	3.00	
* Change of Ownership	92.29	97.00	88.00	(9.00)	No staff time needed from CDD
* Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation		
* Duplicate License	10.48	7.00	9.00	2.00	
* License Renewal (Annual)	80.97	77.00	74.00	(3.00)	Reassessed staff time needed to complete
* License Renewal for Home Occupancy (Annual)	61.29	57.00	55.00	(2.00)	Reassessed staff time needed to complete
* Non-Profit Business License	97.37	41.00	41.00	0.00	
* Peddler (regular route with truck)		75.00	75.00	0.00	
from a temporary location)		20.00	20.00	0.00	
* Small, one-time jobs (under \$1,000)		20.00	20.00	0.00	
Return check fee (charge for return of bad check from bank or financial institution)	43.29	37.00	40.00	3.00	
Replace lost AP Check	#REF!	#REF!	#REF!	#REF!	
Tobacco Seller's License Fees:				0.00	
* Initial License	#REF!	#REF!	#REF!	#REF!	
* Change of Business Location	#REF!	#REF!	#REF!	#REF!	
* Change of Name	#REF!	#REF!	#REF!	#REF!	
* Change of Ownership	#REF!	#REF!	#REF!	#REF!	
* Duplicate License	#REF!	#REF!	#REF!	#REF!	
Utility Bill - Final Notice Penalty	#REF!	45.00	55.00	10.00	Increased personnel costs due to payscale and benefits costs
Utility Bill - Payment by Phone	#REF!	#REF!	#REF!	#REF!	
Utility Profile Fee (one free in 12-month period)	#REF!	#REF!	#REF!	#REF!	Increased time to run reports due to software changes and increased staff costs

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY 17/18**  
**UPDATED 09-25-2017**

**\*Overhead at OMB rate of 22.9%**

<b>RATE WITH BENEFITS</b>	<b>OVRTIME RATE</b>	<b>RATE WITH BENEFITS &amp; OVRHEAD*</b>
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**4130 ADMINISTRATIVE SERVICES**

CITY MANAGER	123.26		166.39
ADMIN SERVICES DIRECTOR	83.28		112.43
TECHNOLOGY INFO TECH	62.67	52.80	84.61
AUDIO VISUAL TECH	34.32	67.29	46.34
CITY CLERK	57.70	59.01	77.90
ADMIN ASSISTANT	49.19	39.10	66.40

**4150 FINANCE**

FINANCE DIRECTOR	81.34		109.81
GOV ACCOUNTANT II	52.73	49.37	71.18
GOV ACCT I	52.76	47.23	71.23
FINANCE TECH I	48.08	39.78	64.91

**4320 COMMUNITY DEVELOPMENT**

COMM DEV DIRECTOR	87.87		118.62
ASSOCIATE PLANNER	51.60	50.96	69.66
ADMINISTRATIVE ASSISTANT-CD	32.48	36.35	43.85
GRANTS ASSISTANT	44.57	52.03	60.17
SPECIAL PROJECTS MANAGER	70.29		94.90

**4200-4202 POLICE DEPARTMENT**

CHIEF	126.50		170.78
LIEUTENANT	111.99	76.72	151.19
ADMINISTRATIVE COORD-PD	50.63	41.06	68.36
SERGEANT (AVG)	93.84	61.57	126.69
OFFICER (AVG)	63.40	46.50	85.59
COMM SERVICE OFFICER (AVG)	40.57	31.84	54.77
POLICE SERVICE TECH (AVG)	45.09	35.06	60.87

**4330, 4570, 4712 PUBLIC WORKS**

PUBLIC WORKS DIRECTOR	88.31		119.22
ASSISTANT PUBLIC WORKS DIRECTOR	69.38		93.67
PW PROJECT ANALYST	50.80	47.32	68.57
ENGINEERING TECH (AVG)	39.77	41.61	53.69
WATER PROJECT MGR	63.62	43.74	85.88
LEAD MAINT WORKER	60.92	45.52	82.24
MAINT WORKER III	50.77	39.42	68.54
MAINT WORKER II (AVG)	49.63	37.23	66.99
MAINT WORKER I (AVG)	33.53	26.58	45.26
MECHANIC	50.07	40.77	67.60
WATER - LEAD	58.42	48.27	78.86
WW - LEAD	53.96	50.68	72.84
OPERATOR II (AVG)	50.03	41.83	67.55
ENV. COMPLIANCE COORDINATOR	65.95	52.16	89.03

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

Fee Type	Calculated Costs	FY17 Current Fee	FY18 Proposed Fee	Diff	Justification
Audit Reports – Complete Set	34.96	15.61	34.00	18.39	
Audit Reports – Subsets	15.61	14.00	14.00	0.00	
Bingo License (6 month period)		0.00	10.00	10.00	
Budget Document	65.36	32.00	0.00	(32.00)	
Business License Fees					
* Initial License	109.71	104.00	0.00	(104.00)	
* Initial License for Home Occupation	17.91	16.00	0.00	(16.00)	
* Change of Business Location	108.65	97.00	104.00	7.00	
* Change of Name	17.97	13.00	16.00	3.00	
* Change of Ownership	92.29	92.29	0.00	(92.29)	
* Contractor's Business License Fee		0.04% of building permit valuation	0.04% of building permit valuation		
* Duplicate License	10.48	7.00	9.00	2.00	
* License Renewal (Annual)	80.97	77.00	74.00	(3.00)	
* License Renewal for Home Occupancy (Annual)	61.29	57.00	55.00	(2.00)	
* Non-Profit Business License	97.37	41.00	41.00	0.00	
* Peddler (regular route with truck)		75.00	75.00	0.00	
from a temporary location)		20.00	20.00	0.00	
* Small, one-time jobs (under \$1,000)		20.00	20.00	0.00	
Return check fee (charge for return of bad check from bank or financial institution)	43.29	37.00	40.00	3.00	
Replace lost AP Check	#REF!	40.00	#REF!	#REF!	
Tobacco Seller's License Fees:				0.00	
* Initial License	#REF!	#REF!	#REF!	#REF!	
* Change of Business Location	#REF!	#REF!	#REF!	#REF!	
* Change of Name	#REF!	#REF!	#REF!	#REF!	
* Change of Ownership	#REF!	#REF!	#REF!	#REF!	
* Duplicate License	#REF!	#REF!	#REF!	#REF!	
Utility Bill - Final Notice Penalty	#REF!	45.00	55.00	10.00	
Utility Bill - Payment by Phone	#REF!	#REF!	#REF!	#REF!	
Utility Profile Fee (one free in 12-month period)	#REF!	#REF!	#REF!	#REF!	



## Audit Reports Complete

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
	<b><u>Personnel Costs</u></b>								
1.	Contact/Copy	-	-	-	-	0.15	0.15	\$ 10.21	
2.		-	-	-	-	-	-	\$ -	
	<b><u>Non- Personnel Costs</u></b>	<u>Pages:</u>	<u>Cost</u>						
1.	Copying	165.00	\$ 0.15					\$ 24.75	
2.	Postage								
							<b>Total Costs</b>	<b>\$ 34.96</b>	

<b>Current Fee Schedule FY17</b>	<b>\$</b>	<b>32.00</b>
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## Audit Reports Partial

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
	<b><u>Personnel Costs</u></b>								
1.	Contact/Copy	-	-	-	-	0.15	0.15	\$ 10.21	
2.		-	-	-	-	-	-	\$ -	
	<b><u>Non- Personnel Costs</u></b>	<u>Pages:</u>	<u>Cost</u>						
1.	Copying	36.00	\$ 0.15					\$ 5.40	
2.	Postage								
							<b>Total Costs</b>	<b>\$ 15.61</b>	

<b>Current Fee Schedule FY17</b>	<b>\$</b>	<b>14.00</b>
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Diff: 14.00

<i>Employee Rates:</i>	\$ 109.81	\$ 71.18	\$ 71.20	\$ 64.91	\$ 68.06
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<b>FY18 Proposed Fee</b>	<b>\$ -</b>
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*Diff:* (32.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Initial License**

*Employee Rates:*      \$ 109.81   \$   71.18   \$   71.23   \$   64.91   \$   68.07   \$   69.11   \$   69.66

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Average Govt Acc 1/2 & Finance Tech	Associate Planner (CDD)	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>											
1. Review Application	-	-	-	-	-	-	-	0.25	-	\$ 17.42	
2. Process Fee/Answer						0.25			-	17.28	
3. Process Paperwork						0.50			0.50	34.04	
									-	-	
<b><u>Non- Personnel Costs</u></b>											
1. Fire Inspection						<u>Time</u> 1.00	<u>Rate</u> \$ 39.06			\$ 39.06	
2. Copying						<u>Pages</u> 3.00	<u>Cost</u> \$ 0.15			0.45	
3. Postage										0.47	
4. SB1186 Surcharge										1.00	
									<b>Total Costs</b>	<b>\$ 109.71</b>	

**FY18 Proposed Fee \$ -**

**FY17 Current Fee Schedule \$ 104.00**

*Diff: (104.00)*

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Initial License-Home Occupation**

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Average Govt Acc 1/2 & Finance Tech	Associate Planner (CDD)	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>											
1. Review Application	-	-	-	-	-	0.02	-		0.02	\$ 1.36	
2. Process Fee/Answer							-		-	-	
3. Process Paperwork					0.23	-	-		0.23	14.93	
									-	-	
<b><u>Non- Personnel Costs</u></b>											
1. Fire Inspection					<u>Time</u>	<u>Rate</u>					
					-	\$ 39.06				\$ -	
					<u>Pages</u>	<u>Cost</u>					
2. Copying					1.00	\$ 0.15				0.15	
3. Postage										0.47	
4. SB1186 Surcharge										1.00	
									<b>Total Costs</b>	<b>\$ 17.91</b>	

**FY18 Proposed Fee \$ -**

**FY17 Current Fee Schedule \$ 16.00**

*Diff: (16.00)*

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Change of Name**

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Average Govt Acc 1/2 & Finance Tech	Associate Planner (CDD)	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>											
1. Review Application	-	-	0.02	-	-	-	-		0.02	\$ 1.42	
2. Process Fee/Answer							-		-	-	
3. Process Paperwork					0.50				0.50	34.04	
									-	-	
<b><u>Non- Personnel Costs</u></b>											
1. Fire Inspection					<u>Time</u>	<u>Rate</u>					
					-	\$ 39.06				\$ -	
					<u>Pages</u>	<u>Cost</u>					
2. Copying					3.00	\$ 0.15				0.45	
3. Postage										0.47	
4. SB1186 Surcharge										1.00	
									<b>Total Costs</b>	<b>\$ 37.38</b>	

**FY18 Proposed Fee \$ -**

**FY17 Current Fee Schedule \$ 65.00**

*Diff:* **(65.00)**

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Change of Ownership**

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Average Govt Acc 1/2 & Finance Tech	Associate Planner (CDD)	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>											
1. Review Application	-	-	-	-	-	-	-		-	\$ -	
2. Process Fee/Answer						-	0.25		0.25	17.28	
3. Process Paperwork						0.50			0.50	34.04	
									-	-	
<b><u>Non- Personnel Costs</u></b>											
1. Fire Inspection					<u>Time</u>	<u>Rate</u>					
					1.00	\$ 39.06				\$ 39.06	
					<u>Pages</u>	<u>Cost</u>					
2. Copying					3.00	\$ 0.15				0.45	
3. Postage										0.47	
4. SB1186 Surcharge										1.00	
									<b>Total Costs</b>	<b>\$ 92.29</b>	

**FY18 Proposed Fee \$ -**

**FY17 Current Fee Schedule \$ 88.00**

*Diff: (88.00)*

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Change of Business Location**

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Average Govt Acc 1/2 & Finance Tech	Associate Planner (CDD)	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>											
1. Review Application	-	-	-	-	-	-	-	0.25	0.25	\$ 17.42	
2. Process Fee/Answer					-	-	0.25		0.25	17.28	
3. Process Paperwork					0.50				0.50	34.04	
									-	-	
<b><u>Non- Personnel Costs</u></b>											
1. Fire Inspection					<u>Time</u> 1.00	<u>Rate</u> \$ 39.06				\$ 39.06	
2. Copying					<u>Pages</u> 3.00	<u>Cost</u> \$ 0.15				0.45	
3. Postage										0.47	
4. SB1186 Surcharge										1.00	
									<b>Total Costs</b>	<b>\$ 109.71</b>	

**FY18 Proposed Fee \$ -**

**FY17 Current Fee Schedule \$ 104.00**

*Diff:* **(104.00)**

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Initial License**

*Employee Rates:*                      \$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1.	Look up account, reverse charges, contact customer	-	-	-	-	0.50	0.50	\$ 34.04	
2.	Process Replacement	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	
<b>Total Personnel Cost</b>								34.04	
<b><u>Non- Personnel Costs</u></b>									
						<u>Pages</u>	<u>Cost</u>		
2.	Copying					3.00	\$ 0.15	0.45	
3.	Charge to City							9.25	
								-	
<b>Total Costs</b>								\$ 43.74	

**FY18 Proposed Fee**    \$ -

**FY17 Current Fee Schedule**    \$ 40.00

*Diff:*                      (40.00)



**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Return AP Checks**

*Employee Rates:*                      \$ 109.81   \$   71.18   \$   71.23   \$   64.91   \$   68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1. Verify check hasn't cleared, stop payment, pull invoice, void check, issue replacement	-	-	-	-	-	0.50	0.50	\$ 34.04	
2. Process Replacement	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	
<b>Total Personnel Cost</b>								34.04	
<b><u>Non- Personnel Costs</u></b>									
					<u>Pages</u>	<u>Cost</u>			
2. Copying					-	\$ 0.15		-	
3. Charge to City								9.25	
								-	
<b>Total Costs</b>								\$ 43.29	

**FY18 Proposed Fee** \$ -

**FY17 Current Fee Schedule** \$ 40.00

*Diff:* (40.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Tobacco Seller's Initial License**

*Employee Rates:*                      \$ 109.81   \$    71.18   \$    71.23   \$    64.91   \$    68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1. Review Application		-	-	-	-	-	-	\$ -	
2. Process Fee/Answer		-	0.25	-	-	-	0.25	17.80	
3. Process Paperwork		-	-	-	0.50	-	0.50	32.46	
							-	-	
<b>Total Personnel Cost</b>								50.25	
<b><u>Non- Personnel Costs</u></b>									
					<u>Pages</u>	<u>Cost</u>			
2. Copying					3.00	\$ 0.15		0.45	
3. County Survey Cost								146.67	
4. Postage								0.47	
							<b>Total Costs</b>	<b>\$ 197.84</b>	

**FY18 Proposed Fee**   \$ -

**FY17 Current Fee Schedule**   \$ 40.00

*Diff:*                      (40.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Change of Name**

*Employee Rates:*                      \$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1.	Review Application	-	-	-	-	-	-	\$ -	
2.	Process Fee/Answer	-	-	-	-	-	-	-	
3.	Process Paperwork	-	-	-	0.25	-	0.25	16.23	
							-	-	
					<b>Total Personnel Cost</b>			16.23	
<b><u>Non- Personnel Costs</u></b>									
2.	Copying				<u>Pages</u> 2.00	<u>Cost</u> \$ 0.15		0.30	
					<u>Time</u>	<u>Rate</u>			
3.	Fire Inspection Fee					37.97		-	
4.	Postage							0.47	
							<b>Total Costs</b>	<b>\$ 17.00</b>	

**FY18 Proposed Fee**    \$ -

**FY17 Current Fee Schedule**    \$ 15.00

*Diff:*                      (15.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Change of Ownership**

*Employee Rates:*                      \$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1.	Review Application	-	-	-	-	-	-	\$ -	
2.	Process Fee/Answer	-	-	0.25	-	-	0.25	17.81	
3.	Process Paperwork	-	-	-	0.50	-	0.50	32.46	
							-	-	
							<b>Total Personnel Cost</b>	50.26	
<b><u>Non- Personnel Costs</u></b>									
2.	Copying					<div> <div>Pages</div> <div>3.00</div> <div>Time</div> </div> <div> <div>Cost</div> <div>\$ 0.15</div> <div>Rate</div> </div>		0.45	
3.	Fire Inspection Fee							-	
4.	Postage							0.47	
							<b>Total Costs</b>	\$ 51.18	

**FY18 Proposed Fee** \$ -

**FY17 Current Fee Schedule** \$ 46.00

*Diff:* (46.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Change of Business Location**

*Employee Rates:*                      \$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1.	Review Application	-	-	-	-	-	-	\$ -	
2.	Process Fee/Answer	-	-	0.25	-	-	0.25	17.81	
3.	Process Paperwork	-	-	-	0.50	-	0.50	32.46	
							-	-	
							<b>Total Personnel Cost</b>	50.26	
<b><u>Non- Personnel Costs</u></b>									
2.	Copying					<div> <div>Pages</div> <div>3.00</div> <div>Time</div> </div> <div> <div>Cost</div> <div>\$ 0.15</div> <div>Rate</div> </div>		0.45	
3.	Fire Inspection Fee							-	
4.	Postage							0.47	
							<b>Total Costs</b>	\$ 51.18	

**FY18 Proposed Fee** \$ -

**FY17 Current Fee Schedule** \$ 46.00

*Diff:* (46.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Duplicate License**

*Employee Rates:*                      \$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
<b><u>Personnel Costs</u></b>									
1.	Review Application	-	-	-	-	-	-	\$ -	
2.	Process Fee/Answer	-	-	-	-	-	-	-	
3.	Process Paperwork	-	-	-	0.15	-	0.15	9.74	
							-	-	
							<b>Total Personnel Cost</b>	9.74	
<b><u>Non- Personnel Costs</u></b>									
2.	Copying				<u>Pages</u> 1.00	<u>Cost</u> \$ 0.15		0.15	
					<u>Time</u>	<u>Rate</u>			
3.	Fire Inspection Fee					37.97		-	
4.	Postage							0.47	
							<b>Total Costs</b>	\$ 10.36	

**FY18 Proposed Fee** \$ -

**FY17 Current Fee Schedule** \$ 9.00

*Diff:* (9.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Utility Bill- Final Notice Penalty**

*Employee Rates:*                      \$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Total Hours	TOTAL COST	Notes
1. 2.	<b><u>Personnel Costs</u></b>								
	Printing/Mailing	-	-	-	-	0.50	0.50	\$ 34.04	
	Reviwing List & Turning off Water	-	-	-	-	0.50	0.50	34.04	
		-	-	-	-	-	-	-	
							-	-	
						<b>Total Personnel Cost</b>		68.07	
1. 2. 3.	<b><u>Non- Personnel Costs</u></b>								
	ROBOCALL SERVICE							0.15	
	Postage							0.47	
								-	
							<b>Total Costs</b>	<b>\$ 68.69</b>	

**FY18 Proposed Fee**    \$       -

**FY17 Current Fee Schedule**    \$       55.00

*Diff:*                      (55.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

<b>Utility Bill - Final Notice Penalty</b>							
	Finance Director	Gov Acct II	Gov Acct 1	Finance Tech	Average- Maintenance Worker I / II		Total Costs
Rate	#REF!	#REF!	#REF!	#REF!	52.97		
Printing/Mailing				0.50			
Reviwing List & Turning off					0.5		
	0.00	0.00	0.00	0.50	0.5		
<i>Total salary &amp; benefits</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	<i>#REF!</i>	<i>26.49</i>		<i>#REF!</i>
ROBOCALL SERVICE							\$0.15
POSTAGE							0.47
						Total Costs	<i>#REF!</i>
						Current Fee	\$ 45.00
						Proposed fee	\$ 55.00



## FINANCE DEPARTMENT 2018 FEE SCHEDULE

### Utility Bill- Pay by the Phone

*Employee Rates:*

\$ 109.81    \$ 71.18    \$ 71.23    \$ 64.91    \$ 68.07

[illegible]

<b>FY18 Proposed Fee</b>	<b>\$</b>	<b>-</b>
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<b>FY17 Current Fee Schedule</b>	<b>\$</b>	<b>5.00</b>
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Diff: (5.00)

**FINANCE DEPARTMENT  
2018 FEE SCHEDULE**

**Utility Profile**

Fully Loaded Employee Rates:      \$ 109.81    \$ 71.18    \$ 71.20    \$ 64.91    \$ 68.06    \$ 43.27

		Finance Director	Govt Acctant II	Govt Acctant I	Finance Tech	Average Govt Acc 1 & Finance Tech	Maint Worker I	Total Hours	TOTAL COST	Notes
	<b><u>Personnel Costs</u></b>									
1	Prepare Workorders	-	-	-	-	0.50	-	0.50	\$ 34.03	
2	Download Info from Hand-held dev	-	-	-	-	-	0.25	0.25	\$ 10.82	
		-	-	-	-	-	-	-	\$ -	
	<b><u>Non- Personnel Costs</u></b>									
3	Postage								\$ -	
4	Robocall Service									
<b>Total Costs</b>									<b>\$ 44.85</b>	

**Proposed Fees FY18**    \$ 45.00

**Current Fee Schedule FY17**    \$ 42.00

Diff:    (3.00)

**ANIMAL CARE CONTROL FEES  
2017 ANALYSIS**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
<b>Adoption, Surrender Impoundment and Medical Fees</b>					
					The MCHS is recommending modest increases for impound fees based on increased costs of providing insurance, food, vaccines, etc. The MCHS believes the fee increases are reasonable and will help deter pet owners from allowing their animals to run loose.
<u>Impound/Redemption Fine - Unaltered</u>		\$35	\$40	\$5	
*1st Offense		\$50	\$60	\$10	See above
*2nd Offense		\$100	\$100	\$0	
*3rd and Subsequent Offenses					
<u>Impound/Redemption Fine - Altered</u>		\$10	\$20	\$10	See above
*1st Offense		\$25	\$40	\$15	See above
*2nd Offense		\$50	\$60	\$10	See above
*3rd and Subsequent Offenses					
<u>Surrender Fees:</u>		Set by MCHS	Set by MCHS		
*Stray Animals		Set by MCHS	Set by MCHS		
*Owner Surrender					
<b>Dog Licenses</b>					
					The MCHS recommends increasing City dog license fees by \$5 for both altered and unaltered canines. By making this change, the City license fees would match those of the County which are \$25 and \$55 respectively.
*Altered		\$20	\$25	\$5	
*Unaltered		\$50	\$55	\$5	See above
*Duplicate License/Tag		\$5	\$5	\$0	
*Delinquent Licensing Penalty - altered		Double license fee	Double license fee	NA	
*Delinquent Licensing Penalty - unaltered		Double license fee	Double license fee	NA	
*Potentially Dangerous/Vicious Dog License		\$100	\$100	\$0	
Vicious Potentially Dangerous Animal Hearing	637.16	\$ 340.00	\$ 635.00	\$295	Based on time involved in last hearing

**ANIMAL CARE CONTROL FEES  
2016 ANALYSIS**

<b>Vicious Potentially Dangerous Animal Hearing</b>						
		City Clerk	City Manager	Office Asst.		Total Costs
Receive/Review Request		0.25				
Prepare Notice of Hearing		0.50				
Mail Notice of Hearing				0.25		
Prepare for Hearing			1.00			
Conduct Hearing			1.00			
Prepare Letter of Results		0.50	1.00			
Mail Letter				0.25		
			0.00			
		1.25	3.00	0.50		
<i>Total salary &amp; benefits</i>		<i>88.61</i>	<i>513.72</i>	<i>33.29</i>		<i>\$635.62</i>
Postage/copying						<i>1.54</i>
					Total Costs	637.16
					<b>Current Fee</b>	<b>\$ 340.00</b>
					<b>Proposed fee</b>	<b>\$ 635.00</b>

**PUBLIC SAFETY  
2017  
FEE SCHEDULE**

Fee Type	Actual Cost	Current Fee	Proposed Fee	Cost Difference	Justification
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$27.58	\$25.00	\$25.00	\$0.00	\$25 max. allowed under 40226 of the California Vehicle Code
Alarm Fee – for alarms terminating at Police Department, Annually - <b>DELETE THIS FEE</b>	\$30.70	\$27.00	<b>DELETE</b>		<b>FBPD stopped doing this in 1992 when dispatch center closed - DELETE THIS FEE</b>
Alarm Fees-Charge for Excessive False Alarms					
After third false alarm in calendar year	\$50.00	\$50.00	\$50.00		
After forth false alarm in calendar year	\$100.00	\$100.00	\$100.00		
After fifth false alarm in calendar year	\$200.00	\$200.00	\$200.00		
Reinstatement bond, annually	\$500.00	\$500.00	\$500.00		
Audio Tape Recording Copy					
– Requestor provides tape	\$35.82	\$35.00	\$35.00	\$0.00	
– City provides tape	\$36.82	\$36.00	\$36.00	\$0.00	
Bicycle License		\$0.00		\$0.00	\$4 maximum allowed by DMV
Civil Subpoena Appearance Fee		\$275 + additional time/rate adjustment	\$275 + additional time/rate adjustment		Stipulated Fee of \$275 allowed per AB 2612 signed by Governor on 9/19/12
Conference Room use during non-business hours (per hour)		\$50/hour	\$50/hour		
Dance Permit Fees:					
– Public dance, per event		\$75.00	\$75.00	\$0.00	
– Dances at a fixed place of business where alcoholic beverages are sold, annually		\$300.00	\$300.00	\$0.00	
– Dances at fixed place of business where alcoholic beverages are not sold, annually		\$150.00	\$150.00	\$0.00	
– Dances, as defined in Section 5.12.080		No fee	No fee		
Fingerprinting Rolling Fee	\$15.57	\$12.00	\$12.00	\$0.00	
Found Property Claimant	\$35.82	\$35.00	\$35.00	\$0.00	Plus advertising fees (if incurred)
Gun Storage Fee (per gun)	\$70.05	\$77.00	\$70.00	<b>-\$7.00</b>	

**PUBLIC SAFETY  
2017  
FEE SCHEDULE**

Insurance Letter for Crime Report	\$26.20	\$25.00	\$25.00	\$0.00	Always needs to be same amount as collision report
Evidence Photographs:					
– Digital	\$25.59	\$27.00	\$25.00	-\$2.00	Plus cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed
– Commercial film developing	\$46.70	\$54.00	\$46.00	-\$8.00	Plus charge by commercial film developer + postage if mailed
Parking Citation Penalties for Violation:					
– Blocking a Driveway		\$35.00	\$35.00	\$0.00	
– Disabled parking space w/o disabled plate or placard		\$285.00	\$285.00	\$0.00	
– Double Parking		\$35.00	\$35.00	\$0.00	
– No Parking		\$35.00	\$35.00	\$0.00	
– Off Street Parking Violation		\$35.00	\$35.00	\$0.00	
– Parking more than 18" from curb		\$35.00	\$35.00	\$0.00	
– Parked on Sidewalk		\$35.00	\$35.00	\$0.00	
– Parking in Alley		\$35.00	\$35.00	\$0.00	
– Parking Space Markings		\$35.00	\$35.00	\$0.00	
– Permit Parking Only		\$35.00	\$35.00	\$0.00	
– Registration Tabs		\$35.00	\$35.00	\$0.00	
– Red Zone		\$35.00	\$35.00	\$0.00	
– 72-Hour Continuous Parking		\$75.00	\$75.00	\$0.00	
– Timed Parking Zone		\$35.00	\$35.00	\$0.00	
– Wrong Side of Road		\$35.00	\$35.00	\$0.00	
– Yellow Loading Zone		\$35.00	\$35.00	\$0.00	
Record Clearance Checks	\$53.25	\$54.00	\$54.00	\$0.00	
Repossessed Vehicle Release		\$15.00	\$15.00	\$0.00	State stipulates \$15 maximum
Stored Vehicle Storage Fee (when stored onsite; per day)	\$10.84	\$12.00	\$12.00	\$0.00	Not currently in use
Taxicab Fees:					
– License Fee, per year					
– For first vehicle		\$50.00	\$50.00	\$0.00	
– Per vehicle additional		\$10.00	\$10.00	\$0.00	
– Permit Application Fee	\$131.63	\$130.00	\$130.00	\$0.00	

**PUBLIC SAFETY  
2017  
FEE SCHEDULE**

– Taxi Driver Background Check	\$112.30	\$117.00	\$110.00	-\$7.00	Plus DOJ Fee
Vehicle Accident Report	\$28.75	\$25.00	\$25.00	\$0.00	
Vehicle Release (for towed vehicle) – normal release	\$90.04	\$90.00	\$90.00	\$0.00	
Vehicle Release (for towed vehicle) – 30 day hold review/release	\$118.32	\$115.00	\$115.00	\$0.00	
<u>Video Tape Copy:</u>					
– Requestor provides tape	\$30.70	\$30.00	\$30.00	\$0.00	
– City provides tape	\$35.70	\$35.00	\$35.00	\$0.00	

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Administrative Fee</b>						
		SGT	PST			Total Costs
Receive/Review Request		0.20				
Process Request			0.20			
Total Hours		0.20	0.20			
<i>Total salary &amp; benefits</i>		<i>17.34</i>	<i>10.23</i>			<i>\$27.58</i>
Postage/copying						
					Total Costs	27.58
					Current Fee	\$ 25.00
					Proposed fee	\$ 25.00



**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Alarm Fee</b>						
		SGT	PST			Total Costs
Review alarm location; reset			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Postage/copying						
					Total Costs	<i>30.70</i>
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ -</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Audio Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Postage/copying						
					Total Costs	35.82
					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>
<b>Audio Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.70			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Cost of Tape						1.00
					Total Costs	36.82
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 36.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Fingerprinting Fee</b>						
		SGT	PST			Total Costs
Fingerprinting			0.20			
Total Hours		0.00	0.20			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>15.57</i>			<i>\$15.57</i>
Postage/copying						
					Total Costs	<i>15.57</i>
<b>STATE STIPULATED FEE</b>					<b>Current Fee</b>	<b>\$ 12.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Found Property Fee</b>						
		SGT	PST			Total Costs
Preparing notice of found property			0.50			
Preparing receipt			0.20			
Total Hours		0.00	0.70			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>35.82</i>			<i>\$35.82</i>
Postage/copying						
					Total Costs	35.82
<b>Plus cost of advertising</b>					<b>Current Fee</b>	<b>\$ 31.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Gun Storage Fee</b>						
		SGT	PST			Total Costs
Processing weapon for storage			0.50			
Processing paperwork			0.30			
Retrieving weapon from storage			0.40			
Preparing Receipt			0.30			
Total Hours		0.00	1.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>70.05</i>			<i>\$70.05</i>
Postage/copying						
					Total Costs	70.05
					<b>Current Fee</b>	<b>\$ 77.00</b>
					<b>Proposed fee</b>	<b>\$ 70.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Insurance Letter for Crime Report</b>						
		SGT	PST			Total Costs
Preparing/Mailing Letter			0.50			
CHANGE TO .55 HOURS NEXT YEAR - KEEP SAME AS VEHICLE ACCIDENT REPORT						
Total Hours		0.00	0.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.59</i>			<i>\$25.59</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>26.20</i>
					Current Fee	\$ 27.00
					Proposed fee	\$ 27.00

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Copying photo onto CD			0.60			
			0.00			
Total Hours		0.00	0.50			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>25.59</i>			<i>\$25.59</i>
Postage/copying						
					Total Costs	25.59
<b>Plus cost of supplies (\$1 per sheet of photo paper or \$1 for digital CD) + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 25.00</b>
<b>Photographs - Evidence (digital)</b>						
		SGT	PST			Total Costs
Take photos to commercial film developer for copying			1.00			
Total Hours		0.00	1.00			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>46.70</i>			<i>\$46.70</i>
Postage/copying						
					Total Costs	46.70
<b>Plus fee charged by commercial film developer + postage if mailed</b>					<b>Current Fee</b>	<b>\$ 54.00</b>
					<b>Proposed fee</b>	<b>\$ 46.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Record Clearance Check</b>						
	CHIEF	SGT	PST			Total Costs
Research & prepare letter			0.49			
Approve letter	0.21					
Total Hours	0.21	0.00	0.49			
<i>Total salary &amp; benefits</i>	<i>27.57</i>	<i>0.00</i>	<i>25.07</i>			<i>\$52.64</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>53.25</i>
					<b>Current Fee</b>	<b>\$ 54.00</b>
					<b>Proposed fee</b>	<b>\$ 54.00</b>



**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Stored Vehicle Storage Fee (Onsite)</b>						
	CHIEF	SGT	PST			Total Costs
Process paperwork			0.20			
Total Hours	0.00	0.00	0.20			
<i>Total salary &amp; benefits</i>	<i>0.00</i>	<i>0.00</i>	<i>10.23</i>			<i>\$10.23</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>10.84</i>
					<b>Current Fee</b>	<b>\$ 12.00</b>
					<b>Proposed fee</b>	<b>\$ 12.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Taxicab Permit Application</b>						
		City Clerk	Office Asst.			Total Costs
Receive/Review Application		0.500				
Prepare Public Hearing Notice		0.250				
Place on Agenda/Distribute		0.250	0.50			
Prepare Minutes		0.250				
Notify applicant of results		0.250				
Total hours		1.50	0.50			
<i>Total salary &amp; benefits</i>		<i>102.18</i>	<i>29.45</i>			<i>131.63</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>131.63</i>
					<b>Current Fee</b>	<b>\$ 160.00</b>
					<b>Proposed fee</b>	<b>\$ 130.00</b>
<b>Taxi Driver Background Check</b>						
		SGT	PST			Total Costs
Process paperwork			0.50			
Complete background check		1.000				
Total hours		1.00	0.50			
<i>Total salary &amp; benefits</i>		<i>86.71</i>	<i>25.59</i>			<i>112.30</i>
Postage/copying						<i>0.00</i>
					Total Costs	<i>112.30</i>
<b>Plus DOJ Fee</b>					<b>Current Fee</b>	<b>\$ 117.00</b>
					<b>Proposed fee</b>	<b>\$ 110.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Vehicle Accident Report</b>						
		SGT	PST			Total Costs
Copy & Mail			0.55			
Total Hours		0.00	0.55			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>28.14</i>			<i>\$28.14</i>
Postage/copying						<i>0.61</i>
					Total Costs	<i>28.75</i>
					<b>Current Fee</b>	<b>\$ 25.00</b>
					<b>Proposed fee</b>	<b>\$ 25.00</b>

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Vehicle Release (normal)</b>						
		SGT	PST	OFFICER		Total Costs
Prepare release paperwork			0.97			
Issue CHP180				0.50		
Total Hours		0.00	0.97	0.50		
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>49.63</i>	<i>34.30</i>		<i>\$83.93</i>
Postage/copying						6.11
					Total Costs	90.04
					Current Fee	\$ 84.00
					Proposed fee	\$ 90.00
<b>Vehicle Release (30 Day Hold)</b>						
		LT	PST	OFFICER		Total Costs
Prepare release paperwork			1.00			
Issue CHP180				0.50		
30 day Vehicle Releases Review		0.30				
Total Hours		0.30	1.00	0.50		
<i>Total salary &amp; benefits</i>		<i>32.86</i>	<i>51.17</i>	<i>34.30</i>		<i>\$118.32</i>
Postage/copying						
					Total Costs	118.32
					Current Fee	\$ 115.00
					Proposed fee	\$ 115.00

**PUBLIC SAFETY  
2017 FEE SCHEDULE**

<b>Video Tapes - Tape Provided</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Postage/copying						
					Total Costs	<i>30.70</i>
					<b>Current Fee</b>	<b>\$ 27.00</b>
					<b>Proposed fee</b>	<b>\$ 30.00</b>
<b>Video Tapes - City Provides Tape</b>						
		SGT	PST			Total Costs
Copy audio recording			0.60			
Total Hours		0.00	0.60			
<i>Total salary &amp; benefits</i>		<i>0.00</i>	<i>30.70</i>			<i>\$30.70</i>
Cost of Tape						<i>5.00</i>
					Total Costs	<i>35.70</i>
					<b>Current Fee</b>	<b>\$ 32.00</b>
					<b>Proposed fee</b>	<b>\$ 35.00</b>

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Miscellaneous Development Fees									
Construction Cost Estimates	\$32.43	\$45.00	\$30.00	-\$15.00	Minimum cost	Delete			
Grading Permit Fee	\$385.53	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$0.00		This would require a DDA			
Street Furniture Permit Fees									
* First Year	not calculated	\$155.00	\$155.00	\$0.00					
* Renewal: Subsequent Years	not calculated	\$55.00	\$55.00	\$0.00					
Street and Facility Fees									
Preparation Fee	\$97.67	\$80.00	\$90.00	\$10.00	Cost of employee time to use forklift to get items out of loft and put them back	Consider dropping next year - staff rarely assists	} Encroachment permit		
Preparation fee - Parade (Main-Street Closure)	\$305.02	\$270.00	\$300.00	\$30.00					
Hot Tap Machine Use (per tap; plus preparation cost)	not calculated	\$400.00	\$400.00	\$0.00		Delete, services no longer provided			
Pot Holing	not calculated	Cost Incurred	Cost Incurred	\$0.00					
Deposit to Borrow City-owned Equipment:									
Barricades	\$35.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of barricades	Review eqpt costs next year			
36" Reflective Traffic Cone	\$25.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
28" Standard Traffic Cone	\$15.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
18" Standard Traffic Cone	\$10.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
12" Standard Traffic Cone	\$8.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones				
No Parking Tripod	\$30.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of tripod				

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Encroachment Permits:									
Encroachment Permit Issuance	\$103.10	\$80.00	\$100.00	\$20.00					
Building Permit for Driveway or Curb Ramp	\$80.62	\$65.00	\$80.00	\$15.00		How does this differ from an EP? - moved from misc dvlp fees			
<u>Encroachment Permit Inspection</u>									
<del>Miscellaneous</del> Encroachment Permits (other kinds not covered-elsewhere; per location)	not calculated	\$100.00	\$100.00	\$0.00					
Inspection - Repairs & Replacements	\$74.33	\$50.00	\$70.00	\$20.00					
Driveway - Commercial	not calculated	\$95.00	\$95.00	\$0.00					
Driveway - Residential	not calculated	\$55.00	\$55.00	\$0.00					
<del>Excavation</del> Trenching - less than 50 100 lf	not calculated	\$75+0.25/lf \$100	\$75+0.25/lf \$100	\$0.00					
<del>Excavation</del> more than 50 lf	not calculated	\$200.00	\$200.00	\$0.00		Delete, unnecessary			
<del>Excavation</del> Trenching - additional charge over 100 lf	not calculated	\$0.50/lf	\$0.50/lf	\$0.00					
Sidewalk Closure (façade improvements, work, sidewalk sales, etc.)	\$74.33	\$40.00	\$70.00	\$30.00					
Sidewalk, curb & Gutter, Ramp & Conform Paving	not calculated	0.25/sf	0.25/sf	\$0.00					
Street Closure, excl. parades	not calculated	\$150.00	\$150.00	\$0.00					
Street Closure - Recurring, excl. parades	not calculated	\$50.00	\$50.00	\$0.00					
Parking closure (per day; per space)	not calculated	\$25.00	\$25.00	\$0.00					
Fine for working w/o encroachment permit	not calculated	\$0.00	Double cost of permit	Varies					
<u>Performance Bond:</u>									
Deposit	not calculated	\$500.00	\$500.00	\$0.00					
For excavation within paved roadway, alley, or easement area	not calculated	\$2/square foot	\$2/square foot	\$0.00					
For excavation within unpaved roadway, alley, or easement areas	not calculated	\$1/square foot	\$1/square foot	\$0.00					
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk	not calculated	\$5/square foot	\$5/square foot	\$0.00					
For all other public improvements	not calculated	Use estimated construction cost determined by the developer and approved by the City Engineer	Use estimated construction cost determined by the developer and approved by the City Engineer	\$0.00					

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Waste Water Enterprise Fees										
<b>Backflow Prevention Device Fees:</b>										
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$105.27	\$95.00	\$105.00	\$10.00						
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)	not calculated	\$225.00	\$225.00	\$0.00						
Temporary backflow device for special events	\$94.01	\$80.00	\$90.00	\$10.00						
<b>Food Service Establishment Wastewater Discharge Permit Fees:</b>										
<del>Initial Application Fee</del>	<del>\$169.64</del>	<del>\$140.00</del>	<del>\$160.00</del>	<del>\$20.00</del>		Delete, only County does this				
<del>Annual Inspection Fee</del>	<del>\$112.96</del>	<del>\$90.00</del>	<del>\$110.00</del>	<del>\$20.00</del>						
<b>Grease Trap/Interceptors:</b>										
Initial Application Fee	\$158.15	\$130.00	\$155.00	\$25.00						
Annual Inspection Fee	\$90.37	\$70.00	\$90.00	\$20.00						
<b>Sanitary Sewer Fees:</b>										
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system (excl. apts > 5 units)	\$143.33	\$115.00	\$140.00	\$25.00						
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system for apts > 5 units	not calculated	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0.00		Now includes alterations too				
<del>Alteration of existing sewer installations</del>	not calculated					Delete, added to new connect. Above				
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$68.40	Actual cost of work - \$45 for written cost estimate	Actual cost of work - \$65 for written cost estimate	Varies		Main extension construction at cost, incl. cost est. too				



**PUBLIC WORKS FEES  
2017 ANALYSIS**

<b>Septic Tank Dump Fees:</b>										
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: FIRST 1,500 GALLONS	\$208.66	\$180.00	\$205.00	\$25.00						
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: EACH ADDT'L 500 GALLONS	\$32.37	\$35.00	\$30.00	-\$5.00						
<b><u>Service Calls (if due to customer fault or private line failure)</u></b>										
During Normal Operation Hours	not calculated	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	\$0.00						
If after hours	not calculated	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	\$0.00						
<b><u>Treated Wastewater Disposal Fee</u></b>										
Public Agencies	not calculated	0.17/gallon	0.17/gallon	\$0.00						
Others	not calculated	0.25/gallon	0.25/gallon	\$0.00						

**PUBLIC WORKS FEES  
2017 ANALYSIS**

Water Enterprise Fees									
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of <del>Public Works-Superintendent-</del> Maint Worker Lead	Current rate of <del>Public Works-Superintendent-</del> Maint Worker Lead	Varies		No P.W. Super anymore, use MW Lead instead - moved from Str & Facil fees			
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet "HCF")		\$14.96	\$14.96	\$0.00					
Water Deposit		\$150.00	\$150.00	\$0.00					
Water Hydrant Meter Rental Deposit		\$950.00	\$950.00	\$0.00					
Water Hydrant Meter Rental (per month)		\$25.00	\$25.00	\$0.00					
Water Line Testing and Forms		Cost Incurred	Cost Incurred						
Water Meter Split Evaluation	\$68.40	\$55.00	\$60.00	\$5.00					
<del>Water Distribution System Permit and Inspection of Connections</del>	<del>\$75.04</del>	<del>\$70.00</del>	<del>\$70.00</del>	<del>\$0.00</del>		Delete, replaced by D-2 above			
Water turn off/on at customer request	\$31.34	\$25.00	\$30.00	\$5.00					
Water Turn-on After Hours	\$188.01	\$165.00	\$180.00	\$15.00					
Greywater Reuse Application Fee	\$51.14	New Fee	\$50.00	N/A		New fee, added			
<del>New Inspection Fee</del>		<del>\$125.00</del>				Delete, superfluous			

Labor - Positions (with fully loaded costs)									
Backflow Prevention Device Annual Test									
Task		Water- lead		xxx		xxx			TOTAL
Perform annual test	1.50 hrs. at	\$70.18 /hr.	\$105.27						\$105.27
Equipment									
Materials									
								Total calculated fee	\$105.27
								Current Fee	\$95.00
								PROPOSED FEE	\$105.00
Temporary Backflow Device for Special Events									
Task		Maint. Worker II		xxx		xxx			TOTAL
Install & Remove	1.5 hrs. at	\$62.67 /hr.	\$94.01						\$94.01
Equipment									
Materials									
								Total calculated fee	\$94.01
								Current Fee	\$80.00
								PROPOSED FEE	\$90.00
Building Permit for Driveway or ADA Ramp									
Task		Assoc. Planner		Engineering Tech.		DPW			TOTAL
Review permit application	0.25 hrs. at	\$65.44 /hr.	\$16.36	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.3 hrs. at	\$115.09 /hr.	\$34.53
Equipment									
Materials									
								Total calculated fee	\$80.62
								Current Fee	\$65.00
								PROPOSED FEE	\$80.00
Preparation Fee for Borrowing City Equipment									
Task		Maint. Worker II		Lead Maint. Worker		xxx			TOTAL
Preparation fee	1.25 hrs. at	\$62.67 /hr.	\$78.34	0.25 hrs. at	\$77.34 /hr.	\$19.34			\$97.67
Equipment									
Materials									
								Total calculated fee	\$97.67
								Current Fee	\$80.00
								PROPOSED FEE	\$90.00
Preparation Fee for Parades or Street Closures									
Task		Maint. Worker II		Lead Maint. Worker		xxx			TOTAL
Preparation fee	4.25 hrs. at	\$62.67 /hr.	\$266.35	0.5 hrs. at	\$77.34 /hr.	\$38.67			\$305.02
Equipment									
Materials									
								Total calculated fee	\$305.02
								Current Fee	\$270.00
								PROPOSED FEE	\$300.00

### Encroachment Permit- Issuance

Task	Engineering Tech.			DPW			xxx	TOTAL
Review & approve application	1.25 hrs. at	\$59.46 /hr.	\$74.33	0.25 hrs. at	\$115.09 /hr.	\$28.77		\$103.10
Equipment								
Materials								
							Total calculated fee	\$103.10
							Current Fee	\$80.00
							PROPOSED FEE	\$100.00

### Encroachment Permit- Inspection, repairs & replacements

Task	Engineering Tech.			xxx	xxx	TOTAL
Safety review	0.25 hrs. at	\$59.46 /hr.	\$14.87			\$14.87
Inspection	1 hrs. at	\$59.46 /hr.	\$59.46			\$59.46
Equipment						
Materials						
					Total calculated fee	<u>\$74.33</u>
					Current Fee	\$50.00
					PROPOSED FEE	\$70.00

### Encroachment Permit- Sidewalk Closure

Task	Engineering Tech.	xxx	xxx	TOTAL
Prepare permit	0.25 hrs. at \$59.46 /hr.	\$14.87		\$14.87
Safety review	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Inspection	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Equipment				
Materials				
Total calculated fee				\$74.33
Current Fee				\$40.00
PROPOSED FEE				\$70.00

## Food Service - Annual Inspection

Task	Env. Compliance Coordinator			xxx	xxx	TOTAL
Inspection	1.25 hrs. at	\$90.37 /hr.	\$112.96			\$112.96
Equipment						
Materials						
					Total calculated fee	<u>\$112.96</u>
					Current Fee	\$90.00
					<b>PROPOSED FEE</b>	<b>\$110.00</b>

## Food Service - Intial Application

Task	Engineering Tech.	ADPW	xxx	TOTAL
Review/approve application	1.75 hrs. at \$59.46 /hr. \$104.06	0.75 hrs. at \$87.40 /hr. \$65.55		\$169.61
Equipment				
Materials				
Total calculated fee				\$169.61
Current Fee				\$140.00
PROPOSED FEE				\$160.00

Grading Permit									
Task	Engineering Tech.			DPW			xxx		
Review/approve application	4 hrs. at	\$59.46 /hr.	\$237.84	0.25 hrs. at	\$115.09 /hr.	\$28.77			TOTAL
Inspection	2 hrs. at	\$59.46 /hr.	\$118.92						\$266.61
Equipment									\$118.92
Materials									
								Total calculated fee	\$385.53
								Current Fee	Cost
								PROPOSED FEE	Cost
Grease Trap - Initial Application									
Task	Env. Compliance Coordinator			xxx			xxx		
Review/approve application	0.5 hrs. at	\$90.37 /hr.	\$45.19						TOTAL
Inspection & documentation	1.25 hrs. at	\$90.37 /hr.	\$112.96						\$45.19
Equipment									\$112.96
Materials									
								Total calculated fee	\$158.15
								Current Fee	\$130.00
								PROPOSED FEE	\$155.00
Grease Trap - Annual Inspection									
Task	Env. Compliance Coordinator			xxx			xxx		
Inspection & documentation	1 hrs. at	\$90.37 /hr.	\$90.37						TOTAL
Equipment									\$90.37
Materials									
								Total calculated fee	\$90.37
								Current Fee	\$70.00
								PROPOSED FEE	\$90.00
Sanitary Sewer Fees - Permit/Inspection New Connections & Alterations (excl. apts. > 5 units)									
Task	Gov Acct I			Engineerng Tech.			Lead Maint. Worker		
Prepare form	0.25 hrs. at	\$67.71 /hr.	\$16.93						TOTAL
Review application				0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$16.93
Inspection							0.75 hrs. at	\$77.34 /hr.	\$38.67
Equipment									\$58.01
Materials									\$58.01
								Total calculated fee	\$143.33
								Current Fee	\$115.00
								PROPOSED FEE	\$140.00
Sanitary Sewer Fees - Main Extension, Cost Est.									
Task	Engineerng Tech.			Lead Maint. Worker			xxx		
Prepare estimate	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$38.67			TOTAL
Equipment									\$68.40
Materials									
								Total calculated fee	\$68.40
								Current Fee	\$70.00
								PROPOSED FEE	\$70.00

**Septic Dump Fees - First 1500 gallons**

Task	Finance Tech. I			Operator II		WW - Lead			TOTAL	
Supervise unloading				2 hrs. at	\$64.74 /hr.	\$129.48	0.5 hrs. at	\$77.08 /hr.	\$38.54	\$168.02
Process invoice	0.5 hrs. at	\$57.28 /hr.	\$28.64							\$28.64
Treatment expense										\$12.00
Materials										
								Total calculated fee		<u>\$208.66</u>
								Current Fee		\$180.00
								PROPOSED FEE		\$205.00

**Septic Dump Fees - Each Additional 500 gallons**

Task	Operator II	xxx	xxx	TOTAL
Supervise unloading	0.5 hrs. at	\$64.74 /hr.	\$32.37	\$32.37
Equipment				
Materials				
Total calculated fee				\$32.37
Current Fee				\$35.00
PROPOSED FEE				\$30.00

## Water Meter Split Evaluation

Task	Lead Maint. Worker			Engineering Tech.			xxx	TOTAL
Review application	0.5 hrs. at	\$77.34 /hr.	\$38.67	0.5 hrs. at	\$59.46 /hr.	\$29.73		\$68.40
Equipment								
Materials								
							Total calculated fee	<u>\$68.40</u>
							Current Fee	\$55.00
							<b>PROPOSED FEE</b>	<b>\$60.00</b>

## Water Distribution System, Permit & Inspection

Task		ADPW		Maint. Worker II		xxx	TOTAL
Review permit	0.5 hrs. at	\$87.40 /hr.	\$43.70				\$43.70
Inspection				0.5 hrs. at	\$62.67 /hr.	\$31.34	\$31.34
Equipment							
Materials							
						Total calculated fee	<u>\$75.04</u>
						Current Fee	\$70.00
						<b>PROPOSED FEE</b>	<b>\$70.00</b>

### Water Turn-On/Off, Customer Request (normal business hours)

Task	Maint. Worker II		xxx	xxx	TOTAL
Turn water on/off	0.5 hrs. at	\$62.67 /hr.	\$31.34		\$31.34
Equipment					
Materials					
				Total calculated fee	\$31.34
				Current Fee	\$25.00
				PROPOSED FEE	\$30.00

Water Turn-On/Off, After Hours							
Task	Maint. Worker II			xxx	xxx	TOTAL	
Turn water on/off	3 hrs. at	\$62.67 /hr.	\$188.01			\$188.01	
Equipment							
Materials							
						Total calculated fee	\$188.01
						Current Fee	\$165.00
						PROPOSED FEE	\$180.00

Greywater Reuse Application Fee							
Task	Engineering Tech.			Administrative Assistant - CDD		xxx	TOTAL
Process application				0.5 hrs. at	\$42.82 /hr.	\$21.41	\$21.41
Inspection	0.5 hrs. at	\$59.46 /hr.	\$29.73				\$29.73
Equipment							
Materials							
						Total calculated fee	\$51.14
						Current Fee	None
New						PROPOSED FEE	\$50.00

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Miscellaneous Development Fees</b>						
<del>Construction Cost Estimates</del>	<del>\$32.43</del>	<del>\$45.00</del>	<del>\$30.00</del>	<del>-\$15.00</del>	<del>Minimum cost</del>	Delete
Grading Permit Fee	\$385.53	Actual cost incurred for staff review and approval; \$300 deposit	Actual cost incurred for staff review and approval; \$300 deposit	\$0.00		This would require a DDA
<b>Street Furniture Permit Fees</b>						
* First Year	not calculated	\$155.00	\$155.00	\$0.00		
* Renewal: Subsequent Years	not calculated	\$55.00	\$55.00	\$0.00		
<b>Street and Facility Fees</b>						
Preparation Fee for Borrowing City Owned Equipment	\$97.67	\$80.00	\$90.00	\$10.00	Cost of employee time to use forklift to get items out of loft and put them back	Consider dropping next year - staff rarely assists
Preparation fee - Parade (Main- /Street Closure)	\$305.02	\$270.00	\$300.00	\$30.00	Cost of employee time to use forklift to get items out of loft and put them back	
<del>Hot Tap Machine Use (per tap; plus preparation cost)</del>	not calculated	<del>\$400.00</del>	<del>\$400.00</del>	<del>\$0.00</del>		Delete, services no longer provided
<del>Pot Holing</del>	not calculated	<del>Cost Incurred</del>	<del>Cost Incurred</del>	<del>\$0.00</del>		
<b>Deposit to Borrow City-owned Equipment:</b>						
Barricades	\$35.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of barricades	Review eqpt costs next year
36" Reflective Traffic Cone	\$25.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
28" Standard Traffic Cone	\$15.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
18" Standard Traffic Cone	\$10.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
12" Standard Traffic Cone	\$8.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of cones	
No Parking Tripod	\$30.00	30% of cost of items borrowed	30% of cost of items borrowed	No change	Actual cost of tripod	



**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Encroachment Permits:</b>						
Encroachment Permit Issuance	\$103.10	\$80.00	\$100.00	\$20.00		
Building Permit for Driveway or Curb Ramp	\$80.62	\$65.00	\$80.00	\$15.00		How does this differ from an EP? - moved from misc dvlp fees
<u>Encroachment Permit Inspection</u>						
<del>Miscellaneous</del> Encroachment Permits (other kinds <del>not covered elsewhere</del> ; per location)	not calculated	\$100.00	\$100.00	\$0.00		
Inspection - Repairs & Replacements	\$74.33	\$50.00	\$70.00	\$20.00		
Driveway - Commercial	not calculated	\$95.00	\$95.00	\$0.00		
Driveway - Residential	not calculated	\$55.00	\$55.00	\$0.00		
<del>Excavation</del> Trenching - less than 50 100 lf	not calculated	<del>\$75+0.25/lf</del> \$100	<del>\$75+0.25/lf</del> \$100	\$0.00		
<del>Excavation—more than 50 lf</del>	not calculated	<del>\$200.00</del>	<del>\$200.00</del>	<del>\$0.00</del>		Delete, unnecessary
<del>Excavation</del> Trenching - additional charge over 100 lf	not calculated	\$0.50/lf	\$0.50/lf	\$0.00		
Sidewalk Closure (façade improvements, work, sidewalk sales, etc.)	\$74.33	\$40.00	\$70.00	\$30.00		
Sidewalk, curb & Gutter, Ramp & Conform Paving	not calculated	0.25/sf	0.25/sf	\$0.00		
Street Closure, <del>excl. parades</del>	not calculated	\$150.00	\$150.00	\$0.00		
Street Closure - Recurring, <del>excl. parades</del>	not calculated	\$50.00	\$50.00	\$0.00		
Parking closure (per day; per space)	not calculated	\$25.00	\$25.00	\$0.00		
Fine for working w/o encroachment permit	not calculated	\$0.00	Double cost of permit	Varies		
<b>Performance Bond:</b>						
Deposit	not calculated	\$500.00	\$500.00	\$0.00		
For excavation within paved roadway, alley, or easement area	not calculated	\$2/square foot	\$2/square foot	\$0.00		
For excavation within unpaved roadway, alley, or easement areas	not calculated	\$1/square foot	\$1/square foot	\$0.00		
For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk	not calculated	\$5/square foot	\$5/square foot	\$0.00		
For all other public improvements	not calculated	Use estimated construction cost determined by the developer and approved by the City Engineer	Use estimated construction cost determined by the developer and approved by the City Engineer	\$0.00		

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Waste Water Enterprise Fees</b>						
<b>Backflow Prevention Device Fees:</b>						
Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$105.27	\$95.00	\$100.00	\$5.00		
Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City)	not calculated	\$225.00	\$225.00	\$0.00		
Temporary backflow device for special events	\$94.01	\$80.00	\$90.00	\$10.00		
<b>Food Service Establishment Wastewater Discharge Permit Fees:</b>						
<del>Initial Application Fee</del>	<del>\$169.64</del>	<del>\$140.00</del>	<del>\$160.00</del>	<del>\$20.00</del>		Delete, only County does this
<del>Annual Inspection Fee</del>	<del>\$112.96</del>	<del>\$90.00</del>	<del>\$110.00</del>	<del>\$20.00</del>		
<b>Grease Trap/Interceptors:</b>						
Initial Application Fee	\$158.15	\$130.00	\$150.00	\$20.00		
Annual Inspection Fee	\$90.37	\$70.00	\$90.00	\$20.00		
<b>Sanitary Sewer Fees:</b>						
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system (excl. apts > 5 units)	\$143.33	\$115.00	\$140.00	\$25.00		
Permit/ <del>and</del> inspection of new connections & alterations to <del>the</del> sanitary sewer system for apts > 5 units	not calculated	\$60 + \$10 per each unit in excess of 5 units	\$60 + \$10 per each unit in excess of 5 units	\$0.00		Now includes alterations too
<del>Alteration of existing sewer installations</del>	not calculated	#REF!	#REF!	#REF!		Delete, added to new connect. Above
Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	\$68.40	Actual cost of work - \$45 for written cost estimate	Actual cost of work - <del>\$70 for written cost estimate</del>	Varies		Main extension construction at cost, incl. cost est. too

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification		Public Works notes
<b>Septic Tank Dump Fees:</b>							
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: FIRST 1,500 GALLONS	\$208.66	\$180.00	\$200.00	\$20.00			
Trucks unloading septic tank/ chemical toilet pumpings from locations within the district: EACH ADDT'L 500 GALLONS	\$32.37	\$35.00	\$35.00	\$0.00			
<b>Service Calls (if due to customer fault or private line failure)</b>							
During Normal Operation Hours	not calculated	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	Min 1 hr charge. Hourly rate is current rate of employee, with benefits & O/H	\$0.00			
If after hours	not calculated	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	Min 3 hr charge. Based on 3 times current O/T rate of employee, with benefits & O/H. Hourly rate thereafter is current O/T rate of employee, with benefits & O/H	\$0.00			
<b>Treated Wastewater Disposal Fee</b>							
Public Agencies	not calculated	0.17/gallon	0.17/gallon	\$0.00			
Others	not calculated	0.25/gallon	0.25/gallon	\$0.00			

**PUBLIC WORKS FEES  
2015 ANALYSIS**

fee type	actual cost	2016 current fee	2017 proposed fee	cost difference	justification	Public Works notes
<b>Water Enterprise Fees</b>						
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System		Current rate of <del>Public Works- Superintendent-</del> Maint Worker Lead	Current rate of <del>Public Works- Superintendent-</del> Maint Worker Lead	Varies		No P.W. Super anymore, use MW Lead instead - moved from Str & Facil fees
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet "HCF")		\$14.96	\$14.96	\$0.00		
Water Deposit		\$150.00	\$150.00	\$0.00		
Water Hydrant Meter Rental Deposit		\$950.00	\$950.00	\$0.00		
Water Hydrant Meter Rental (per month)		\$25.00	\$25.00	\$0.00		
Water Line Testing and Forms		Cost Incurred	Cost Incurred			
Water Meter Split Evaluation	\$68.40	\$55.00	\$60.00	\$5.00		
<del>Water Distribution System Permit and Inspection of Connections</del>	<del>\$75.04</del>	<del>\$70.00</del>	<del>\$70.00</del>	<del>\$0.00</del>		Delete, replaced by D-2 above
Water turn off/on at customer request	\$31.34	\$25.00	\$30.00	\$5.00		
Water Turn-on After Hours	\$188.01	\$165.00	\$180.00	\$15.00		
Greywater Reuse Application Fee	\$51.14	New Fee	\$50.00	N/A		New fee, added
<del>New Inspection Fee</del>	<del>#REF!</del>	<del>\$125.00</del>	<del>#REF!</del>	<del>#REF!</del>		Delete, superfluous



### Encroachment Permit- Issuance

Task	Engineering Tech.			DPW			xxx	TOTAL
Review & approve application	1.25 hrs. at	\$59.46 /hr.	\$74.33	0.25 hrs. at	\$115.09 /hr.	\$28.77		\$103.10
Equipment								
Materials								
							Total calculated fee	<u>\$103.10</u>
							Current Fee	\$80.00
							<b>PROPOSED FEE</b>	<b>\$100.00</b>

### Encroachment Permit- Inspection, repairs & replacements

Task	Engineering Tech.			xxx	xxx	TOTAL
Safety review	0.25 hrs. at	\$59.46 /hr.	\$14.87			\$14.87
Inspection	1 hrs. at	\$59.46 /hr.	\$59.46			\$59.46
Equipment						
Materials						
					Total calculated fee	<u>\$74.33</u>
					Current Fee	\$50.00
					PROPOSED FEE	\$70.00

### Encroachment Permit- Sidewalk Closure

Task	Engineering Tech.	xxx	xxx	TOTAL
Prepare permit	0.25 hrs. at \$59.46 /hr.	\$14.87		\$14.87
Safety review	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Inspection	0.5 hrs. at \$59.46 /hr.	\$29.73		\$29.73
Equipment				
Materials				
			Total calculated fee	\$74.33
			Current Fee	\$40.00
			<b>PROPOSED FEE</b>	<b>\$70.00</b>

## Food Service - Annual Inspection

Task	Env. Compliance Coordinator			xxx	xxx	TOTAL
Inspection	1.25 hrs. at	\$90.37 /hr.	\$112.96			\$112.96
Equipment						
Materials						
					Total calculated fee	<u>\$112.96</u>
					Current Fee	\$90.00
					<b>PROPOSED FEE</b>	<b>\$110.00</b>

## Food Service - Intial Application

Task	Engineering Tech.	ADPW	xxx	TOTAL
Review/approve application	1.75 hrs. at \$59.46 /hr. \$104.06	0.75 hrs. at \$87.40 /hr. \$65.55		\$169.61
Equipment				
Materials				
Total calculated fee				\$169.61
Current Fee				\$140.00
PROPOSED FEE				\$160.00

Grading Permit									
Task	Engineering Tech.			DPW			xxx		
Review/approve application	4 hrs. at	\$59.46 /hr.	\$237.84	0.25 hrs. at	\$115.09 /hr.	\$28.77			TOTAL
Inspection	2 hrs. at	\$59.46 /hr.	\$118.92						\$266.61
Equipment									\$118.92
Materials									
								Total calculated fee	\$385.53
								Current Fee	Cost
								PROPOSED FEE	Cost

Grease Trap - Initial Application									
Task	Env. Compliance Coordinator			xxx			xxx		
Review/approve application	0.5 hrs. at	\$90.37 /hr.	\$45.19						TOTAL
Inspection & documentation	1.25 hrs. at	\$90.37 /hr.	\$112.96						\$45.19
Equipment									\$112.96
Materials									
								Total calculated fee	\$158.15
								Current Fee	\$130.00
								PROPOSED FEE	\$150.00

Grease Trap - Annual Inspection									
Task	Env. Compliance Coordinator			xxx			xxx		
Inspection & documentation	1 hrs. at	\$90.37 /hr.	\$90.37						TOTAL
Equipment									\$90.37
Materials									
								Total calculated fee	\$90.37
								Current Fee	\$70.00
								PROPOSED FEE	\$90.00

Sanitary Sewer Fees - Permit/Inspection New Connections & Alterations (excl. apts. > 5 units)									
Task	Gov Acct I			Engineerng Tech.			Lead Maint. Worker		
Prepare form	0.25 hrs. at	\$67.71 /hr.	\$16.93						TOTAL
Review application				0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$16.93
Inspection							0.75 hrs. at	\$77.34 /hr.	\$38.67
Equipment									\$58.01
Materials									
								Total calculated fee	\$143.33
								Current Fee	\$115.00
								PROPOSED FEE	\$140.00

Sanitary Sewer Fees - Main Extension, Cost Est.									
Task	Engineerng Tech.			Lead Maint. Worker			xxx		
Prepare estimate	0.5 hrs. at	\$59.46 /hr.	\$29.73	0.5 hrs. at	\$77.34 /hr.	\$38.67			TOTAL
Equipment									\$68.40
Materials									
								Total calculated fee	\$68.40
								Current Fee	\$70.00
								PROPOSED FEE	\$70.00

**Septic Dump Fees - First 1500 gallons**

Task	Finance Tech. I			Operator II		WW - Lead			TOTAL	
Supervise unloading				2 hrs. at	\$64.74 /hr.	\$129.48	0.5 hrs. at	\$77.08 /hr.	\$38.54	\$168.02
Process invoice	0.5 hrs. at	\$57.28 /hr.	\$28.64							\$28.64
Treatment expense										\$12.00
Materials										
								Total calculated fee		<u>\$208.66</u>
								Current Fee		\$180.00
								PROPOSED FEE		\$200.00

**Septic Dump Fees - Each Additional 500 gallons**

Task	Operator II	xxx	xxx	TOTAL
Supervise unloading	0.5 hrs. at	\$64.74 /hr.	\$32.37	\$32.37
Equipment				
Materials				
Total calculated fee				\$32.37
Current Fee				\$35.00
PROPOSED FEE				\$35.00

## Water Meter Split Evaluation

Task	Lead Maint. Worker			Engineering Tech.			xxx	TOTAL
Review application	0.5 hrs. at	\$77.34 /hr.	\$38.67	0.5 hrs. at	\$59.46 /hr.	\$29.73		\$68.40
Equipment								
Materials								
							Total calculated fee	<u>\$68.40</u>
							Current Fee	\$55.00
							<b>PROPOSED FEE</b>	<b>\$60.00</b>

## Water Distribution System, Permit & Inspection

Task	ADPW	Maint. Worker II	xxx	TOTAL
Review permit	0.5 hrs. at \$87.40 /hr.			\$43.70
Inspection		0.5 hrs. at \$62.67 /hr.		\$31.34
Equipment				
Materials				
Total calculated fee				\$75.04
Current Fee				\$70.00
PROPOSED FEE				\$70.00

**Water Turn-On/Off, Customer Request (normal business hours)**

Task	Maint. Worker II	xxx	xxx	TOTAL
Turn water on/off	0.5 hrs. at \$62.67 /hr.	\$31.34		\$31.34
Equipment				
Materials				
			Total calculated fee	\$31.34
			Current Fee	\$25.00
			<b>PROPOSED FEE</b>	<b>\$30.00</b>



Water Turn-On/Off, After Hours							
Task	Maint. Worker II			xxx	xxx	TOTAL	
Turn water on/off	3 hrs. at	\$62.67 /hr.	\$188.01			\$188.01	
Equipment							
Materials							
						Total calculated fee	\$188.01
						Current Fee	\$165.00
						PROPOSED FEE	\$180.00

Greywater Reuse Application Fee							
Task	Engineering Tech.			Administrative Assistant - CDD		xxx	TOTAL
Process application				0.5 hrs. at	\$42.82 /hr.	\$21.41	\$21.41
Inspection	0.5 hrs. at	\$59.46 /hr.	\$29.73				\$29.73
Equipment							
Materials							
						Total calculated fee	\$51.14
						Current Fee	None
New						PROPOSED FEE	\$50.00

**WATER/SEWER FEES  
2016 CALCULATIONS**

<b>WATER CAPACITY CHARGE</b>		
2015	<b>ENR CCI</b>	2016
\$4,245.60	<b>1.61%</b>	\$4,313.95

**WATER SERVICE CONNECTION FEES**

Water Service Type	Fee		Over 50 feet, \$/foot	
	2015	2016	2015	2016
3/4" Single Service	\$3,222.96	\$3,274.85	\$33.11	\$33.64
1" Single Service	\$3,481.49	\$3,537.54	\$35.33	\$35.90
1" Single Service Split into 2 5/8" x 3/4"	\$3,832.73	\$3,894.44	\$35.84	\$36.42
1 1/2" Single Service	\$4,129.82	\$4,196.31	\$31.80	\$32.31
2" Single Service Split into 5 5/8" x 3/4"	\$5,261.18	\$5,345.88	\$31.80	\$32.31
2" Service Disc Meter Low Demand	\$4,726.48	\$4,802.58	\$31.80	\$32.31
2" Service Compound High Demand	\$6,354.67	\$6,456.98	\$31.80	\$32.31
3" Service	\$9,868.50	\$10,027.38	\$37.32	\$37.92
4" Service	\$11,075.32	\$11,253.63	\$37.32	\$37.92
6" Service *	\$14,953.58	\$15,194.33	\$41.02	\$41.68

\* Fee is a deposit; total cost based on time/materials

**METER ONLY INSTALL**

Size	Fee	
	2015	2016
5/8" x 3/4"	\$ 360.40	\$366.20
1"	\$ 524.56	\$533.01
1.5"	\$ 926.56	\$941.48
2" Disc Meter Low Demand	\$ 1,159.96	\$1,178.64
2" Compound	\$ 2,737.67	\$2,781.75
3"	\$ 3,200.80	\$3,252.33
4"	\$ 4,644.55	\$4,719.33
6"	Time & Materials	

**METER SPLIT**

Size	Fee	
	2015	2016
2 5/8" x 3/4" meters on existing service	\$ 1,089.33	\$1,106.87
Meter split with street crimp in cement sidewalk	\$ 1,419.24	\$1,442.09

**WATER/SEWER FEES  
2016 CALCULATIONS**

<b>SEWER CAPACITY CHARGE</b>		
2015	<b>ENR CCI</b>	2016
\$3,336.32	<b>1.61%</b>	\$3,390.03

**SEWER SERVICE CONNECTION FEES - Sewer Only (no Water)**

Sewer Service Type	Fee		Over 50 feet, \$/foot	
	2015	2016	2015	2016
4" Lateral, 4' Deep	\$2,840.17	\$2,885.90	\$42.47	\$43.15
4" Lateral, 6' Deep	\$3,050.84	\$3,099.96	\$47.50	\$48.26
4" Lateral, 8' Deep	\$3,588.46	\$3,646.23	\$59.87	\$60.83
4" Lateral, 10' Deep	\$4,098.33	\$4,164.31	\$69.32	\$70.44
6" Lateral, 4' Deep	\$2,890.00	\$2,936.53	\$42.54	\$43.22
6" Lateral, 6' Deep	\$3,188.75	\$3,240.09	\$48.89	\$49.68
6" Lateral, 8' Deep	\$3,726.39	\$3,786.38	\$61.25	\$62.24
6" Lateral, 10' Deep	\$4,236.24	\$4,304.44	\$70.70	\$71.84

**SEWER SERVICE CONNECTION FEES - Combined with Water**

Sewer Service Type	Fee		Over 50'/\$ per foot	
	2015	2016	2015	2016
4" Lateral, 4' Deep	\$950.99	\$966.30	\$25.01	\$25.41
4" Lateral, 6' Deep	\$1,188.34	\$1,207.47	\$24.23	\$24.62
4" Lateral, 8' Deep	\$1,970.80	\$2,002.53	\$41.51	\$42.18
4" Lateral, 10' Deep	\$2,489.09	\$2,529.16	\$52.87	\$53.72
6" Lateral, 4' Deep	\$1,647.74	\$1,674.27	\$28.63	\$29.09
6" Lateral, 6' Deep	\$1,682.56	\$1,709.65	\$28.63	\$29.09
6" Lateral, 8' Deep	\$2,611.07	\$2,653.11	\$43.52	\$44.22
6" Lateral, 10' Deep	\$2,626.99	\$2,669.28	\$54.24	\$55.11



# Exhibit A 2017 Fee Schedule

Updated 11/28/2016

ANIMAL CARE AND CONTROL FEES & FINES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
<b>Adoption, Surrender Impoundment and Medical Fees</b>		
Adoption Fees	Set by MCHS*	
Protective Custody Hold	Set by County	
Spay/Neuter Fees	Set by MCHS	
Vaccinations/Medications/Tests/Microchip	Set by MCHS	
Veterinary Services	Set by MCHS	
Feed & Care Fees	Set by MCHS	
<b><u>Impound/Redemption Fee - Unaltered</u></b>		
* 1st Offense	\$35	\$40
* 2nd Offense	\$50	\$60
* 3rd and Subsequent Offenses	\$100	
<b><u>Impound/Redemption Fee - Altered</u></b>		
* 1st Offense	\$10	\$20
* 2nd Offense	\$25	\$40
* 3rd and Subsequent Offenses	\$50	\$60
<b><u>Surrender Fees:</u></b>		
* Stray Animals	Set by MCHS	
* Owner Surrender	Set by MCHS	
<b><u>Dog Licenses</u></b>		
* Altered	\$20	\$25
* Unaltered	\$50	\$55
* Duplicate License/Tag	\$5	
* Delinquent Licensing Penalty - altered	Double license fee	
* Delinquent Licensing Penalty - unaltered	Double license fee	
* Potentially Dangerous/Vicious Dog License	\$100	
Vicious Potentially Dangerous Animal Hearing Fee	\$340	\$500
*Mendocino Coast Humane Society		



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

FILM PERMIT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
<b><u>Permit Processing Fee:</u></b>		
* Minor Events (up to 7 days)	\$50	
* Major Events (over 7 days)	\$100	
<b><u>Event Deposit Account:</u></b>		
* Minor Events (up to 7 days)	\$5,000	text deleted
* Major Events (over 7 days)	\$10,000	text deleted
NOTE: A deposit account will be set up to cover cost of employees & equipment required during filming. Deposit amount will be established by City Manager on a case-by-case basis.		
Employee Rates	Current straight or overtime hourly rate of employee	text deleted
<b><u>Equipment Rates (per hour):</u></b>		
* Police Car	\$15	text deleted
* Public Works Light Vehicle	\$15	text deleted
* Public Works Heavy Vehicle (depending on vehicle-used)	\$25-\$80	text deleted
Buildings/Parks	City buildings & parks may be used upon the approval of the City Manager. Use rates shall depend upon the level of use and disruption of the normal course of service to the park.	text deleted
NOTE: Equipment must at all times be operated by a City employee.		
<b><u>Other Rates:</u></b>		
* Water	As established by City Manager	text deleted
* Deposit to borrow City-owned Equipment	See Public Works Fees	text deleted
* Other small equipment (not specified herein)	As established by City Manager	text deleted



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

FINANCE DEPARTMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
<b>Reports, Billing, etc.</b>		
Audit Reports - Complete Set	\$32	\$34
Audit Reports - Subsets	\$13	\$14
Replace Lost Accounts Payable Check	\$39	\$40
Return Check Fee (Charge for return of bad check from bank or financial institution)	\$37	\$40
Budget Document	\$54	
Utility Bill Payment by Phone	\$4.50	\$5
Utility Bills - Final Notice Penalty	\$45	\$55
Utility Profile Fee (one free in 12-month period)	\$20	\$42
<b>Licenses</b>		
Bingo License (6 month period)	\$10	
<b><u>Business License Fees:</u></b>		
* Initial License	\$97	\$104
* Initial License for Home Occupation	\$58	\$65
* Change of Name	\$13	\$16
* Change of Ownership	\$97	\$88
* Change of Business Location	\$97	\$104
* Contractor's Business License Fee	0.04% of building permit valuation	
* Duplicate License	\$7	\$9
* <u>Employee Formula:</u>		
* For the first person employed	\$50	
* For the next five persons employed, per person	\$5	
* For all other persons employed, per person	\$2	
* <u>Flat Rate:</u>		
* Junk dealer, per year	\$75	
* Pawnbroker, per year	\$100	
* Peddler, including food, regular routes with truck, per year (included in Mobile Vending Permit Fees)	\$75	
* Peddler, solicitor, transient business, peddling goods and wares from a vehicle, or from a temporary location, per day	\$20	
* <u>Gross Receipts Rate:</u>		
* Below \$5,000	\$10	
* From \$5,000 to \$30,000	\$30	
* From \$30,000 to \$200,000	above \$30,000	
* Greater than \$200,000	above \$200,000	
* License Renewal (Annual)	\$77	
* License Renewal for Home Occupation (Annual)	\$57	
* Non-Profit Business License	\$41	



**Exhibit A  
2017 Fee Schedule**

Updated 11/28/2016

FINANCE DEPARTMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
* Small, one-time jobs (under \$1,000)	\$20	change to (under \$2000)
* Vehicle Delivery Business - Operational Rate, per year	\$50	
<b><u>Flea Market Fees:</u></b>		
* Per day	\$50	
* Per month	\$100	
* Per quarter	\$250	
* Per year	\$600	
<b><u>Tobacco Sellers License Fees:</u></b>		
* Annual License	\$191	\$193
* Change of Business Location	\$45	\$46
* Change of Name	\$12	\$15
* Change of Ownership	\$45	\$46
* Duplicate License	\$7	\$9



**Exhibit A**  
**2017 Fee Schedule**

Updated 11/28/2016

GYM USE FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
Basic Use Fee (per hour)	\$20	
Daily Use Fee (12 hours)	\$100	
Extended Use Fee	Fee established on case-by-case basis by City Manager	
Non-Profit Use Fee (for up to 3 hours of use)	\$25	





# Exhibit A 2017 Fee Schedule

Updated 11/28/2016

MISCELLANEOUS FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
<b>Appeal Fees</b>		
Appeal of Water Bill	\$200	
Appeal Fee for Appeal of Administrative Decision	\$500	
Appeal Fee for Code Enforcement Actions *Note: If appeal is sustained, fee will be refunded		Equal to Code Enforcement Fee
<b>Certification of Documents</b>		
* First Page (includes copy)	\$8	\$9
* Each Additional Page	\$0.15	
<b>Copy Fees Charged to the Public</b>		
Aerial Photographs	Cost of Reproduction + 15%	
<b>Black &amp; White Copies:</b>		
* 8 ½ x 11 & 8 ½ x 14 (per page)	\$0.15	
* 11 x 17 (per page)	\$0.30	
<b>Color Copies:</b>		
* 8 ½ x 11 & 8 ½ x 14 (per page)	\$0.30	
* 11 x 17 (per page)	\$0.60	
<b>Engineering Plans</b>		
* Black & White Copies	\$3	
* Color Copies	\$5	
Electronic Response to Records Request	\$5	\$0
Letter of Public Convenience or Necessity	\$220	\$225
Letter of Public Convenience or Necessity - Public Hearing	\$615	\$740
Publications and Reports	Cost of Printing + 15%	
Transferring Electronic Files to CD (City provides disk)		\$20
Transferring Electronic Files to CD (requestor provides disk)	\$15	
Zoning Maps, General Plan Maps, Other Maps	Cost of Reproduction + 25%	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PLANNING AND DEVELOPMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
<b>General Information and Letters</b>		
Address Listing Fee	\$20	\$30
Assign Street Address	\$50	\$0
Geographic Information System (GIS) Site Map	\$20	
Inclusionary Housing Fees	Determined at time of application	
Parking In-lieu Fees:		
* Existing Commercial Building **	fee waived	
* New Commercial Building	fee waived	
** NOTE: City Council Resolution No. 3780-2015 establishes a temporary moratorium on collection of Parking In-lieu Fees until December 31, 2016.		Staff recommends that the moratorium be extended until Dec 31, 2017.
Research Fee	\$45/hour	
Technical Advisory Committee Review (Fee waived for non-profit events)		
* Minor	\$580	
* Major	Costs Incurred	
Zoning Letter	\$110/hour	\$115/hour
<b>Building Permit Fees</b>		
Building Permit Surcharge on Construction Permits	1% of valuation of building permit	
NOTE: Surcharge is not assessed for reroof permits and certain utility permits.		
General Plan Maintenance Fee:		
* Construction Permits	1.5% of total permit valuation	
* Residential Mobile Homes	1.5% of assigned valuation; based on gross floor area x \$51/sq. ft.	
* Affordable housing units (as defined by Fort Bragg Municipal Code Title 18)	City Council may grant exemptions upon written request	
Construction & Demolition Waste Recycling Deposit:		
* New construction projects	0.37/sf	
* Remodel or renovation projects of more than 500 sq. ft.	0.47/sf	
* Demolition projects of more than 1,000 sq. ft.	0.52/sf	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PLANNING AND DEVELOPMENT FEES			
CATEGORY		2016 FEE	2017 FEE only fee changes are noted
*	projects that result in removal of 200 sq. ft. or more of asphalt or concrete	0.26/sf	
*	Waste Management Checklist Processing Fee	\$35	\$40
NOTE: Waste Recycling Deposits are refunded based on a pro-rated percentage of the recycling target met.			
Sign Permit			
*	Permanent & Temporary	\$40	\$45
*	Political (refundable deposit)	\$100	
	Planning Commission sign permit (No public hearing required)	\$200	
Planning Permits			
Pre-Application Analysis & Meeting(s)		Costs Incurred; \$550 Deposit	
<u>Administrative Permits:</u>			
*	Administrative Coastal Development Permit	\$890	\$1,035
*	Administrative Design Review	\$350	\$560
	Administrative Design Review of Public Art & Murals		\$25
*	Administrative Variance	\$550	\$560
*	Amendment to Administrative Permit (major/minor)	\$500	\$560
*	Certificate of Compliance	\$715	\$770



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PLANNING AND DEVELOPMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
* Floodplain Development Permit	\$500	\$560
* Limited Term Permits not requiring TAC review	\$145	\$180
* Mobile Vending Unit Permit (includes business license fee)	\$550	
* Annual Renewal - Mobile Vending Unit Permit	\$500	
* Minor Use Permit	\$700	\$815
Medical Marijuana Cultivation Minor Use Permit	\$445	\$510
* Public Hearing (when requested for Administrative Permit)	\$900	
Amendment to Design Review, CDP, Use Permit (Minor - no environmental and no public hearing required)	\$425	\$490
Emergency Permit	\$525	\$565
<b><u>Permits Requiring Planning Commission Review:</u></b>		
* Hearing Cost (in addition to permit fee, below)	\$1,115	\$760
* Adult-Oriented Business Permit	\$1,400	\$1,525
* Certificate of Appropriateness	\$515	Costs Incurred
* Coastal Development Permit	\$890	\$1,035
* Coastal Development Permit for Second Units	\$660	\$755
* Design Review	\$365	\$430
* Use Permit	\$700	\$815
* Cannabis Manufacturing Use Permit		Costs Incurred
* Variance	\$565	\$645
<b><u>Planning Permit Extension</u></b>		
* Non-subdivision; does not require a public hearing	\$165	\$140
* Non-subdivision; requires a public hearing before Director	\$270	\$200
* Non-subdivision; requires a public hearing before the Planning Commission	\$1,250	\$1,000



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PLANNING AND DEVELOPMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
Appeal of Planning Commission decision to City Council	\$1,000	
<b>Development Deposit Account Projects</b>		
Annexation	Costs Incurred	
Development Agreement	Costs Incurred	
Environmental Review: Negative Declaration; Environmental Impact Report	Costs Incurred	
General Plan Amendment	Costs Incurred	
Local Coastal Plan Amendment	Costs Incurred	
Mitigation Monitoring	Costs Incurred	
Planned Development Permit	Costs Incurred	
Rezoning	Costs Incurred	
Specific Plan	Costs Incurred	
<b>Subdivision</b>		
<b>Subdivision Map:</b>		
* Extension of Time	\$215	\$165
* Final Map	\$550 plus \$20/parcel	Costs Incurred
* Improvement Plan, Plan Check, Construction Inspections	Costs Incurred	
* Minor Subdivision (<5 Parcels)	Costs Incurred	
* Major Subdivision (>5 Parcels)	Costs Incurred	
* Parcel Merger	Costs incurred	
* Parcel Map	\$550 plus \$20/parcel	Costs Incurred
* Reversion to Acreage	Costs incurred	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PLANNING AND DEVELOPMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
Certificate of Compliance	\$715	
Lot Line Adjustment	\$740	DDA
<b>Code Enforcement</b>		
<u>Code Enforcement Fees</u>		
* <b>Type 1 Code Enforcement Activity:</b> sign permit, fence & retaining wall issues, expired permit, overgrown vegetation, lawn parking, inoperable vehicle, broken windows, and other similar code enforcement activities.	\$275	\$205
* <b>Type 2 Code Enforcement Activity:</b> building maintenance, unsafe dangerous building, nuisance conditions, condition of approval violation, illegal home occupation, blight, and other similar code enforcement activities.	\$450	\$290
* <b>Type 3 Code Enforcement Activity:</b> illegal second unit, construction without permits, change of use without permit, establishment of an un-permitted use, and other similar code enforcement activities.	\$600	\$445
* <b>Type 4 Code Enforcement Activity:</b> illegal marijuana cultivation, nuisance conditions such as abandoned buildings that provide setting for illegal activities.	\$920	\$790
* <b>Double Fee for Non-Compliance with Request to Stop Violation.</b> For code violations not abated within 45 days (or a longer time period as established by the Community Development Director, if warranted by the violation) of the code violation letter.	Double Fee	
Violations - Penalty fee shall be equal to fee for required application(s) or, where there is not a set fee, \$1000	\$1,000	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PLANNING AND DEVELOPMENT FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
NOTE: A penalty fee shall be collected for each violation, regardless of whether abatement involves removal of the violation or submittal of a permit application. When the City imposes a penalty fee, it shall follow the procedures in FBMC Chapter 6.12 which shall provide the property owner with an opportunity to present evidence regarding the violations before payment of the penalty fee is due. The City may require payment of the penalty fee in addition to any remedies provided under FBMC Chapter 6.12.		
NOTE: For applications requiring payment of "costs incurred," a deposit account will be established for the project. The opening deposit will be determined based upon the estimated cost to complete the permitting process. The minimum deposit will be \$2,000. Costs for staff time will be based on fully-loaded hourly rates. City Attorney costs will be based on the City's actual costs incurred and vary depending on which attorney is providing services. Costs of consultants are based on the City's actual costs incurred in accordance with professional service agreements for said services.		
NOTE: At the discretion of the Director, a deposit account may be required in lieu of a flat fee for any planning permit(s) deemed likely to substantially exceed the City's typical costs in processing the permit.		



# **Exhibit A** **2017 Fee Schedule**

Updated 11/28/2016

<b>PUBLIC SAFETY FEES</b>		
<b>CATEGORY</b>	<b>2016 FEE</b>	<b>2017 FEE</b> only fee changes are noted
<b>Alarm Fees</b>		
<del>Alarm Fees – for alarms terminating at Police Department, annually</del>	<del>\$30</del>	service no longer available
<b>Alarm Fees - Charge for Excessive False Alarms:</b>		
* After third false alarm in calendar year	\$50	
* After fourth false alarm in calendar year	\$100	
* After fifth false alarm in calendar year	\$200	
* Reinstatement bond, annually	\$500	
<b>Miscellaneous Recordings and Copies</b>		
<b>Audio Tape Recording Copy:</b>		
* Requestor Provides Tape	\$35	
* City Provides Tape	\$36	
Civil Subpoena Appearance Fee	\$275 + additional time/rate adjustment	
Conference Room Use (during non-business hours - per hour)	\$50	
Fingerprinting	\$12	
<b>Photographs (Evidence):</b>		
* Digital	\$27 + cost of photo supplies (\$1 per sheet of photo paper or digital CD copy) + postage if mailed	
* Commercial Film Developing	\$54 + charge by commercial film developer + postage if mailed	
Insurance Letter for Crime Report	\$25	
Record Clearance Checks	\$54	
<b>Video Tape Copy:</b>		
* Requestor provides tape	\$30	
* City provides tape	\$35	
Vehicle Accident Report	\$25	
<b>Miscellaneous Storage Fees</b>		
Stored Vehicle Storage Fee (when stored onsite; per day)	\$12	
Repossessed Vehicle Release	\$15	
Gun Storage Fee (per gun)	\$77	\$70





## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PUBLIC SAFETY FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
Found Property Claimant	\$35	
Vehicle Release (for towed vehicle) - normal release	\$90	
Vehicle Release (for towed vehicle) - 30 day hold review/release	\$115	
Penalties & Violations		
<u>Parking Citation Penalties for Violation:</u>		
Administrative Fee (for cancelling a violation issued when person fails to display their handicap placard)	\$25	
* Blocking a Driveway	\$35	
* Disabled Parking Space w/o Disabled Plate or Placard	\$285	
* Double Parking	\$35	
* No Parking	\$35	
* Off Street Parking Violation	\$35	
* Parked More than 18" from Curb	\$35	
* Parked on Sidewalk	\$35	
* Parking in Alley	\$35	
* Parking Space Markings	\$35	
* Permit Parking Only	\$35	
* Registration Tabs	\$35	
* Red Zone	\$35	
* Timed Parking Zone	\$35	
* Wrong Side of Road	\$35	
* Yellow Loading Zone	\$35	
* 72-Hour Continuous Parking (Parking Violation)	\$75	
NOTE: Tow Charge when applicable is due to City prior to release of vehicle by local tow company	Amount set by local tow company	
<u>Skate Park Facility Violations:</u>		
* First Offense	\$5	
* Second Violation within a year	\$10	
* Third or Further Violation within a year	\$25	
Licenses		
Bicycle License	\$0	
<u>Taxicab Fees:</u>		
* License Fee, per year:		
* For first vehicle	\$50	
* Per vehicle additional	\$10	
* Permit Application Fee	\$130	
* Taxi Driver Background Check	\$110 + DOJ	



**Exhibit A**  
**2017 Fee Schedule**

Updated 11/28/2016

<b>PUBLIC SAFETY FEES</b>		
<b>CATEGORY</b>	<b>2016 FEE</b>	<b>2017 FEE</b> only fee changes are noted
<b>Dance Fees</b>		
* Public dance, per event	\$75	
* Dances at a fixed place of business where alcoholic beverages are sold, annually	\$300	
* Dances at fixed place of business where alcoholic beverages are not sold, annually	\$150	
* Dances, as defined in Section 5.12.080	No fee	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PUBLIC WORKS FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
<b>Miscellaneous Development Fees</b>		
Building Permit for driveway and/or handicap ramp	\$65	
Grading Permit Fee	Actual cost incurred for staff review & approval; \$300 deposit	
Construction Cost Estimates	Actual cost with \$30 minimum	service no longer available
<b>Street Furniture Permit Fees:</b>		
* First Year	\$155	
* Renewal: Subsequent Years	\$55	
<b>Streets and Facility Fees</b>		
<b>Cost for City-owned Equipment</b>		
* Processing Fee for borrowing City-Owned Equipment	\$80	
* Processing Fee for Parade/Street Closure	\$270	
<b>Deposit to Borrow City-Owned Equipment</b>		
* Barricades (deposit, per barricade)	30% of cost of borrowed barricades (i.e. number borrowed x \$35 x 30%)	
* 36" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$25 x 30%)	
* 28" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$15 x 30%)	
* 18" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$10 x 30%)	
* 12" Reflective Traffic Cone (deposit, per cone)	30% of cost of borrowed cones (i.e. number borrowed x \$8 x 30%)	
* No Parking Tripod (deposit, per tripod)	30% of cost of borrowed cones (i.e. number borrowed x \$30 x 30%)	
D-2 Rate for Hourly Supervision of Contractors Modifying City Water System	Fully loaded staff rate of employee(s) performing work; deposit required	
Hot Tap Machine Use (per tap; plus preparation cost)	\$400 (does not include preparation costs)	
Pot Holing	Cost incurred	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PUBLIC WORKS FEES			
CATEGORY		2016 FEE	2017 FEE only fee changes are noted
<b>Encroachment Permit Fees:</b>			
*	<b><u>Performance Bond</u></b>		
	(Bonded, licensed contractors shall not be required to comply with the deposits specified)		
*	Deposit	\$500	
*	For excavation within paved roadway, alley, or easement areas	\$2 per square foot	
*	For excavation within unpaved roadway, alley, or easement areas	\$1 per square foot	
*	For excavation within parkway or sidewalk area, whether or not improved with concrete sidewalk	\$5 per square foot	
*	For all other public improvements	Amount shall be estimated construction cost, as determined by the developer and approved by the City Engineer	
*	Permit Issuance Fee	\$80	
*	<b><u>Permit (Inspection) Fee</u></b>		
*	Annual Encroachment Permit	\$100	
*	Driveway - Commercial	\$95	
*	Driveway - Residential	\$55	
*	Trenching - Less than 100 lineal feet (lf)	\$75 + 0.25/lf	
*	<del>Trenching - More than 50 lf</del>	<del>\$200</del>	
*	Trenching - Additional charge over 100 lf	0.50/lf	
*	Inspection - Repairs & Replacements	\$50	
*	Sidewalk Closure (façade work, sidewalk sales, etc.)	\$40	\$70
*	Miscellaneous Permits (not covered elsewhere; per location)	\$100	
*	Parking closure (per day; per space)	\$25	
*	Sidewalk, Curb & Gutter, Ramp & Conform Paving	0.25/sf	
*	Street Closure, excluding parades	\$150	
*	Street Closure - Recurring, excluding parades	\$50	
*	Fine for Working without Encroachment Permit	Double cost of permit	
<b>Waste Water Enterprise Fees</b>			
<b><u>Backflow Prevention Device Fees:</u></b>			
*	Annual test fee if performed by City personnel (should the device fail the test, customer is responsible for repairs & would receive one follow-up retest at no charge)	\$95	\$105



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

PUBLIC WORKS FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
* Annual fee for private business who wishes to be listed as a Backflow Prevention Device Tester (upon filing the proper documentation with the City Clerk)	\$225	
* Temporary backflow device for special events	\$80	\$90
<b><u>Food Service Establishment Wastewater Discharge Permit Fees:</u></b>		
* Initial Application Fee	\$140	
* <del>demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other products as approved by the District)</del>	\$90	This service is provided by County Env. Health
<b><u>Grease Trap/Interceptors:</u></b>		
* Initial Application Fee	\$130	\$155
* Annual Inspection Fee (this fee may be waived upon demonstration by the permittee that fats, oils, and grease collected in grease interceptors, or alternate approved systems, have been recycled for conversion to bio-diesel or other products as approved by the	\$70	\$90
<b><u>Sanitary Sewer Fees:</u></b>		
* Permit and inspection of new connections/alterations to the sanitary sewer system per residential or nonresidential unit (exluding apts > 5 units)	\$115	\$140
* Permit and inspection of new connections/alterations to the sanitary sewer system (apartments> 5 units)	\$60 + \$10 per each unit in excess of 5 units	\$140 + \$10 per each unit in excess of 5 units
* <del>Alteration of existing sewer installations</del>	\$115	
* Extension of sewer mains or other work required, such as setting manholes or installing pump stations, to extend service to an area or parcel to accommodate a connection	Actual cost of work; \$70 for written cost estimate	
<b><u>Septic Tank Dump Fees:</u></b>		
* Trucks unloading septic tank/chemical toilet effluent from locations within District. Up to first 1500 gallons.	\$180	\$205
* Each additional 500 gallons	\$35	\$30
<b><u>Service Calls (if due to customer fault or private line failure):</u></b>		
* During Normal Operation Hours	Minimum charge of one hour, hourly rate is based on the current rate of employee, including benefits & overhead	



# **Exhibit A** **2017 Fee Schedule**

Updated 11/28/2016

<b>PUBLIC WORKS FEES</b>			
<b>CATEGORY</b>		<b>2016 FEE</b>	<b>2017 FEE</b> only fee changes are noted
*	If After Hours	Minimum charge to cover up to 3 hours, rate is based on three times the current overtime rate of employee, including benefits & overhead. Hourly rate thereafter, rate is based on the current overtime rate of employee, including benefits & overhead	
<b>Treated Wastewater Disposal Fee</b>			
*	Public Agencies	\$0.17/gallon	
*	Others	\$0.25/gallon	
<b>Water Enterprise Fees</b>			
Water Charges for Voluntary Water Sales (per Hundred Cubic Feet (HCF))		\$14.96	
Water Deposit		\$150	
Water Hydrant Meter Rental Deposit		\$950	
Water Hydrant Meter Rental (per month)		\$25	
Water Line Testing and Forms (New)		Costs incurred	
Water Meter Split Evaluation		\$55	\$65
Water Distribution System Permit and Inspection of Connections		\$70	
Water Turn On/Off at Customer Request		\$25	\$30
Water Turn On After Hours*		\$165	\$185
*	After hours is considered after 2:30pm on regular business days and anytime on weekends and holidays		
Greywater Reuse Application Fee			\$50



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

TOWN HALL FEES		
CATEGORY	2016 FEE	2017 FEE only fee changes are noted
Additional Use Beyond Basic 12 Hours (per hour)	\$10	
Basic Use Fee (each 12 hours)	\$120	
Non-Profit Use Fee (each 12 hours)	\$60	
Custodian Charge (per hour during normal hours of work)	\$55	\$60
Custodian Charge (per hour; Overtime Rate)	\$80	\$90
Deposit for Alcohol Use	\$500	
Security/Cleaning & Key Deposit	\$200	
Sound Equipment Use (per day)	\$100	
AV Tech (per hour)	<del>\$25</del>	



## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

<b>WATER CONSERVATION PENALTIES</b>		No changes proposed for 2017	
<b>CATEGORY</b>	<b>PENALTY</b>		
<u>Penalties for Violation:</u>			
<b>Stage 1</b>			
1. First Offense:			
a. Minor Offense	\$20 + written warning		
b. Major Offense	\$100 + written warning		
2. Second Offense:			
a. Minor Offense	\$100		
b. Major Offense	\$500		
3. Third or Subsequent Offense:			
a. Minor Offense	\$500		
b. Major Offense	\$1,000		
<b>Stage 2</b>			
1. First Offense:			
a. Minor Offense	\$100		
b. Major Offense	\$250		
2. Second Offense:			
a. Minor Offense	\$250		
b. Major Offense	\$500		
3. Third or Subsequent Offense:			
a. Minor Offense	\$500		
b. Major Offense	\$1,000		
<b>Stages 3 &amp; 4</b>			
1. First Offense	\$500		
2. Second Offense	\$1,000		
3. Third or Subsequent Offense			
The City Manager may instruct staff to shut off the water service to the offending property. Service will not be restored until the water emergency is at an end and all outstanding fines are paid. The fee for restoring service shall be:			
	\$1,000		





## Exhibit A 2017 Fee Schedule

Updated 11/28/2016

WATER CAPACITY CHARGE & CONNECTION FEES - 2017				
2016 WATER CAPACITY CHARGE	\$4,245.61			
2017 WATER CAPACITY CHARGE	\$4,313.95	Based on Engineering News Record CCI - 1.61%		
WATER SERVICE CONNECTION FEES				
Water Service Type			Over 50 feet, \$/foot	
	2016	2017	2016	2017
3/4" Single Service	\$3,222.96	\$3,274.85	\$33.11	\$33.64
1" Single Service	\$3,481.49	\$3,537.54	\$35.33	\$35.90
1" Single Service Split into 2 5/8" x 3/4"	\$3,832.73	\$3,894.44	\$35.84	\$36.42
1 1/2" Single Service	\$4,129.82	\$4,196.31	\$31.80	\$32.31
2" Single Service Split into 5 5/8" x 3/4"	\$5,261.18	\$5,345.88	\$31.80	\$32.31
2" Service Disc Meter Low Demand	\$4,726.48	\$4,802.58	\$31.80	\$32.31
2" Service Compound High Demand	\$6,354.67	\$6,456.98	\$31.80	\$32.31
3" Service	\$9,868.50	\$10,027.38	\$37.32	\$37.92
4" Service	\$11,075.32	\$11,253.63	\$37.32	\$37.92
6" Service *	\$14,953.58	\$15,194.33	\$41.02	\$37.92
* Fee is a deposit; total cost based on time/materials				
METER ONLY INSTALL				
	Size	2016	2017	
	5/8" x 3/4"	\$360.40	\$366.20	
	1"	\$524.56	\$533.01	
	1.5"	\$926.56	\$941.48	
	2" Disc Meter Low Demand	\$1,159.96	\$1,178.64	
	2" Compound	\$2,737.67	\$2,781.75	
	3"	\$3,200.80	\$3,252.33	
	4"	\$4,644.55	\$4,719.33	
	6"	Time & Materials		
METER SPLIT				
	Size	2016	2017	
	2 5/8" x 3/4" meters on existing service	\$1,089.33	\$1,106.87	
	Meter split with street crimp in cement sidewalk	\$1,419.24	\$1,442.09	
NOTE: Recently enacted State housing legislation will require the City to establish a separate connection and capacity fee structure for Accessory Dwelling Units. Staff recommends that options be vetted by the Public Works & Facilities Committee and brought forward to City Council for adoption in early 2017.				

## SEWER CAPACITY CHARGE & CONNECTION FEES - 2017



## Exhibit A 2017 Fee Schedule

Updated 11/28/16

DRAINAGE FEES	
NOTE: The City's drainage impact fees were last updated in 2008. Staff proposes that modified drainage fee calculation methodologies be vetted by the Public Works & Facilities Committee and brought forward to City Council for adoption in early 2017.	
LAND USE CLASSIFICATION	FEE PER ACRE
RVH, RM	\$4,264
RH, RL	\$3,682
RS, RR	\$2,325
CN, CO, CBD, CG, CH	\$5,043
IH, IL	\$5,043
HD	\$5,043
PR, PF, OS	\$1,748

**CITY OF FORT BRAGG**  
**EMPLOYEE FULLY LOADED HOURLY RATES FY16/17**  
**UPDATED 10-13-2016**

**\*Overhead at OMB rate of 22.9%**

<b>RATE WITH BENEFITS</b>	<b>OVRTIME RATE</b>	<b>RATE WITH BENEFITS &amp; OVRHEAD*</b>
-----------------------------------	-------------------------	--

**4130 ADMINISTRATIVE SERVICES**

CITY MANAGER	126.85		171.24
ADMIN SERVICES DIRECTOR	74.78		100.95
TECHNOLOGY INFO TECH	62.44	51.99	84.30
AUDIO VISUAL TECH	25.12	32.55	33.91
CITY CLERK	52.51	53.45	70.89
ADMIN ASSISTANT	49.32	38.68	66.58

**4150 FINANCE**

FINANCE DIRECTOR	76.31	-	103.02
GOV ACCOUNTANT II	50.11	46.37	67.65
GOV ACCT I	50.16	46.57	67.71
FINANCE TECH I	42.43	34.94	57.28

**4320 COMMUNITY DEVELOPMENT**

COMM DEV DIRECTOR	84.80	-	114.48
SPECIAL PROJECTS MANAGER	70.56		95.25
ASSOCIATE PLANNER	48.47	48.91	65.44
ADMINISTRATIVE ASSISSTANT-CD	31.72	34.70	42.82
GRANTS ASSISTANT	23.41	32.00	31.60

**4200-4202 POLICE DEPARTMENT**

CHIEF	122.37	-	165.20
LIEUTENANT	105.87	70.91	142.92
ADMINISTRATIVE COORD-PD	50.41	40.58	68.05
SERGEANT (AVG)	88.24	58.30	119.12
OFFICER (AVG)	62.70	45.77	84.65
COMM SERVICE OFFICER (AVG)	39.56	30.85	53.41
POLICE SERVICE TECH (AVG)	45.43	34.04	61.33

**4330, 4570, 4712 PUBLIC WORKS**

PUBLIC WORKS DIRECTOR	85.25	-	115.09
PW PROJECT ANALYST	49.84	46.67	67.29
ENGINEERING TECH	44.05	44.60	59.46
WATER PROJECT MGR	63.62	43.74	85.88
ASSISTANT PUBLIC WORKS DIRECTOR	64.74	-	87.40
ELECTRICIAN	49.97	41.47	67.45
LEAD MAINT WORKER	57.29	44.79	77.34
MAINT WORKER III	47.85	38.99	64.60
MAINT WORKER II (AVG)	46.42	36.30	62.67
MAINT WORKER I (AVG)	32.05	27.47	43.27
MECHANIC	50.12	40.30	67.67
WATER - LEAD	51.98	49.93	70.18
WW - LEAD	57.10	47.58	77.08
OPERATOR II (AVG)	45.08	40.08	60.86
ENV. COMPLIANCE COORDINATOR	66.94	54.34	90.37

**City of Fort Bragg - FY 2016/17 Cost Allocation Plan**  
**OMB Indirect and Direct Cost Summary**

Indirect Costs	
<b>General Fund-Central Services</b>	
Administrative Services	818,432
Finance	443,707
Non-Departmental	844,788
Corporation Yard	614,561
<b>Internal Service Funds</b>	
Facilities Repair & Maintenance	35,000
Technology Maintenance & Replacement	296,374
Fleet & Equipment Services	207,808
<b>Total Indirect Costs</b>	<b>\$ 3,260,671</b>

Overall Indirect Cost Rate	
Total Direct and Indirect Costs	<b>\$ 12,544,826</b>
Indirect Costs Divided by Direct Costs	<b>35%</b>

Unallowable Costs	
City Council	\$ 149,420
Allocation to IT ISF	274,619
Allocation to Fleet ISF	210,143
Allocation to Facilities ISF	324,102
Admin Cost Allocation	414,919
Salary/Benefits Allocation	1,331,814
Debt	1,166,534
Capital Projects/Fixed Asset Purchases	3,535,462
Transfers	8,736,459
Interfund Cost Reimbursements	308,000
<b>Total Unallowed Costs</b>	<b>\$ 16,451,472</b>

Direct Costs	
<b>General Fund</b>	
Public Safety	\$ 3,404,061
Fire District	405,480
Community Development	471,899
Community Contributions	130,691
Public Works Engineering	558,025
Parks	36,750
Street Maintenance	145,000
Storm Drains	17,000
Traffic and Safety	50,702
Caspar Landfill	210
<b>Enterprise Funds</b>	
Water	427,624
Wastewater	1,360,840
C.V. Starr Community Center	1,566,066
<b>Special Revenue Funds</b>	
Community Benefit Fund	18,000
Parking In Lieu	8,200
Tobacco License Fees	1,100
State Disability Access Fees	28
OJP Vest Partnership	4,406
Wayfinding Signs/City Surrounded by a Park	32,492
CDBG 2014 Super NOFA	414,489
HCD Home Grant	138,189
<b>Successor Agency</b>	<b>92,904</b>
<b>Total Direct Costs</b>	<b>\$ 9,284,156</b>

**Calculation Basis**

The Indirect Costs Rate was calculated using the Fiscal Year 2016-2017 Adopted Budget. As required by OMB Circular A-87, as revised, unallowable costs have been deducted from the budget. Unallowable costs include: elected official costs, capital outlay, debt service, interfund transfer and "pass-through" costs.

**City of Fort Bragg - FY 2016/17 Cost Allocation Plan**  
**OMB Indirect and Direct Cost Summary**

Indirect Costs	
<b>General Fund-Central Services</b>	
Administrative Services	818,432
Finance	443,707
Non-Departmental	844,788
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AGENCY:	City Council/MID
MEETING DATE:	November 28, 2016
DEPARTMENT:	Finance
PRESENTED BY:	V. Damiani

## AGENDA ITEM SUMMARY REPORT

### **TITLE:**

**RECEIVE RECOMMENDATION FROM FINANCE & ADMINISTRATION COMMITTEE AND CONSIDER ADOPTION OF JOINT CITY COUNCIL/IMPROVEMENT DISTRICT RESOLUTION APPROVING IMPLEMENTATION OF CORRECTIVE ACTION PLAN TO ADDRESS PRIOR YEAR COST ALLOCATION ERRORS**

### **ISSUE:**

While developing the FY2016-17 budget, an accounting error was discovered that in prior years resulted in an over-allocation of non-personnel overhead costs to the Water and Wastewater Enterprises. The Council/District Board directed staff to determine the extent of the error and to return with a corrective action plan. The proposed corrective action plan is brought forward for Council/District Board consideration and approval.

### **RECOMMENDED ACTION:**

Adopt resolution accepting and implementing corrective action plan to address prior year cost allocation errors.

### **ALTERNATIVE ACTION(S):**

Provide alternative direction to staff.

### **ANALYSIS:**

While developing the FY 2016-17 budget, an accounting error was discovered that in prior years resulted in an over-allocation of non-personnel overhead costs to the Water and Wastewater Enterprises. At the Budget workshop held on May 25, 2016, staff was directed to determine the extent of the over-allocation with the intent that the General Fund repay the Enterprise Funds.

City staff subsequently determined that the over-allocation error began in FY 2011. Over-allocations from FY 2011 to Fiscal Year 2016 to the Water Enterprise equal approximately \$1,426,506 and to the Wastewater Enterprise approximately \$1,919,261. The methodology used to calculate the over-allocations as well as the resulting figures have been reviewed by the City's external auditors, JJACPA Inc., and have been found to be reasonable and accurate. The results of the auditor's findings are presented in the attached Agreed Upon Procedures report.

In the course of reviewing the extent of the over-allocation error, a second error was discovered by the City's outside auditors which resulted in an under-allocation of costs from the General Fund to the Enterprise funds in prior years. The auditors noted that although the Enterprise Funds participate in the benefit of certain City facilities, they do not participate in the cost. It was noted that no rent has been charged to either the Water or Wastewater enterprise funds for proportionate use of City Hall, Town Hall or the Corporation Yard. Rather than attempt to calculate back rent for use of the facilities it was recommended that the City transfer a proportionate share of each facility's book value to the enterprise funds. Book value is comprised of the facility's historical cost as well as accumulated depreciation. The amount of fixed assets to be transferred from the General Fund to the Water and Wastewater enterprise funds has been calculated at 25% or \$579,331 each, which is representative of the under-allocated amount.

Thus far, the City Council/District Board has taken the following steps to remedy the cost allocation error:

- Appropriated \$2M in FY 2016-17 Budget for repayment
- Suspended utility rate increases for FY 2016-17
- Corrected the allocation methodology moving forward

In addition to the remedies previously authorized by the City Council/District Board, the proposed corrective action plan includes a transfer of fixed assets and an interfund loan to complete the correction of prior year allocation errors. The complete corrective action plan is summarized below:

**Summary of Over Allocation  
Amounts Owed and Repayment Plan  
As of 8/15/2016**

	Water	Wastewater	Total
Amounts Owed	\$ 1,426,506	\$ 1,919,261	\$ 3,345,767
Initial Cash Payment	847,175	1,152,825	2,000,000
Fixed Assets Transferred	579,331	579,331	1,158,662
5 Yr Interfund Loan		187,105	187,105
Total Repayment	\$ 1,426,506	\$ 1,919,261	\$ 3,345,767

1. As mentioned previously, the Council/District Board budgeted \$2M in the FY 2016-17 budget for cash payments.
2. The fixed assets transfer includes transfer of 25% of shared buildings to each of the two Enterprise Funds. The shared buildings to be proportionately transferred are City Hall, Town Hall and the Corporation Yard. Details of the proposed assets transfer are attached.
3. The General Fund and the Wastewater Enterprise will enter into an interfund loan for the balance of \$187,105 with a term of 5 years at the LAIF interest rate of 0.55%. The proposed interfund loan document and amortization schedule are attached.

On October 5, 2016, the Finance & Administration Committee reviewed the proposed corrective action plan for the cost-allocation errors and recommended that it be approved by the City Council/District Board.

**FISCAL IMPACT:**

\$2 million in cash to be transferred from the General Fund to the Water and Wastewater Enterprises. \$1.2 million in fixed assets to be transferred from the General Fund to the Water and Wastewater Enterprises. \$187,105 plus interest of approximately \$2,700 to be repaid to the Wastewater Enterprise Fund from the General Fund over a term of 5 years.

**IMPLEMENTATION/TIMEFRAMES:**

All accounting transfers to be completed prior to mid-year budget review. Interfund loan to be executed prior to July 1, 2017.



**ATTACHMENTS:**

1. Proposed Resolution Approving Implementation of Corrective Action Plan
2. Agreed Upon Procedures Report – Cost Allocation Application Review (JJACPA)
3. Schedule of Fixed Assets to be Transferred
4. Proposed Interfund Loan Agreement and Amortization Schedule

**City Clerk's Office Use Only**

Agency Action      ☐ Approved      ☐ Denied      ☐ Approved as Amended

Resolution No.: \_\_\_\_\_ Ordinance No.: \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

☐ Deferred/Continued to meeting of: \_\_\_\_\_

☐ Referred to: \_\_\_\_\_

ALLOCATION OF ADMINISTRATIVE COSTS  
INTERFUND COST ALLOCATION FY 2007-2008

			Proposed Allocation
<b>ALLOCATION BASIS FOR ADMIN COSTS</b>			
GENERAL FUND (Memo Only)	5,489,078	53.8%	
RDA COSTS (W/O Pass Through)	873,310	8.6%	66,900
WATER FUND BEFORE ALLOC.	2,267,685	22.2%	173,717
WASTEWATER BEFORE ALLOC.	1,565,965	15.4%	119,961
TOTAL	10,196,038	100%	360,578

**Breakdown of Admin Costs**

(Non-Staff Costs Only)

TOTAL COUNCIL	13,500
TOTAL CITY MANAGER	11,600
TOTAL CITY CLERK	11,100
TOTAL HUMAN RESOURCES	31,700
TOTAL FINANCE	95,900
NON-DEPT (50%)	373,590
Total Admin Costs	537,390

PUBLIC WORKS 243,680

(Residual Maint. Costs)

TOTAL COST ALLOC'D 781,070

ALLOCATION OF PUBLIC WORKS COSTS  
INTERFUND COST ALLOCATION FY 2007-2008

Proposed  
Allocation

**ALLOC. BASIS FOR PUBLIC WORKS**

PARKS/FAC./STREETS (Memo Only)	177,000	4%	
WATER FUND BEFORE ALLOC.	2,267,685	57%	41,590
WASTEWATER BEFORE ALLOC.	1,565,965	39%	28,720
TOTAL	4,010,650	100%	70,311

PUBLIC WORKS	73,557	
(Residual Maint. Costs)		
TOTAL COST ALLOC'D	73,557	

ALLOCATION OF ADMINISTRATIVE COSTS  
INTERFUND COST ALLOCATION

			Proposed Allocation
<b>ALLOCATION BASIS FOR ADMIN COSTS</b>			
GENERAL FUND (Memo Only)	5,397,975	56.0%	
RDA COSTS (W/O Pass Through)	960,194	10.0%	68,416
WATER FUND BEFORE ALLOC.	1,932,885	20.1%	137,723
WASTEWATER BEFORE ALLOC.	1,347,620	14.0%	96,021
TOTAL	9,638,674	100%	302,160

**Breakdown of Admin Costs**

(Non-Staff Costs Only)

TOTAL COUNCIL	13,500
TOTAL CITY MANAGER	16,400
TOTAL CITY CLERK	11,350
TOTAL HUMAN RESOURCES	38,250
TOTAL FINANCE	126,200
NON-DEPT (50%)	286,801
Total Admin Costs	492,501

PUBLIC WORKS 194,279

(Residual Maint. Costs)

TOTAL COST ALLOC'D 686,780

ALLOCATION OF PUBLIC WORKS COSTS  
INTERFUND COST ALLOCATION

Proposed  
Allocation

**ALLOC. BASIS FOR PUBLIC WORKS**

PARKS/FAC./STREETS (Memo Only)	55,900	2%	
WATER FUND BEFORE ALLOC.	1,932,885	58%	39,147
WASTEWATER BEFORE ALLOC.	1,347,620	40%	27,294
TOTAL	3,336,405	100%	66,441

PUBLIC WORKS (Residual Maint. Costs)	67,573		
TOTAL COST ALLOC'D	67,573		

ALLOCATION OF ADMINISTRATIVE COSTS  
INTERFUND COST ALLOCATION

			Proposed Allocation
<b>ALLOCATION BASIS FOR ADMIN COSTS</b>			
GENERAL FUND (Memo Only)	5,428,114	59.9%	
RDA COSTS (W/O Pass Through)	643,739	7.1%	44,618
WATER FUND BEFORE ALLOC.	1,464,256	16.2%	101,489
WASTEWATER BEFORE ALLOC.	1,521,330	16.8%	105,445
TOTAL	9,057,439	100%	251,551

**Breakdown of Admin Costs**

(Non-Staff Costs Only)

TOTAL COUNCIL	16,000
TOTAL CITY MANAGER	11,000
TOTAL CITY CLERK	14,850
TOTAL HUMAN RESOURCES	46,300
TOTAL FINANCE	190,400
NON-DEPT (50%)	147,578
CITY ATTORNEY (50%)	100,000
Total Admin Costs	526,128

PUBLIC WORKS 101,650

(Residual Maint. Costs)

TOTAL COST ALLOC'D 627,778

ALLOCATION OF PUBLIC WORKS COSTS  
INTERFUND COST ALLOCATION

Proposed  
Allocation

**ALLOC. BASIS FOR PUBLIC WORKS**

PARKS/FAC./STREETS (Memo Only)	184,450	26%	
WATER FUND BEFORE ALLOC.	940,497	35%	10,265
WASTEWATER BEFORE ALLOC.	1,114,133	39%	11,582
TOTAL	2,707,511	100%	21,846

PUBLIC WORKS (Residual Maint. Costs)	29,550	
TOTAL COST ALLOC'D	21,846	0

ALLOCATION OF ADMINISTRATIVE COSTS  
INTERFUND COST ALLOCATION

			Proposed Allocation
<b>ALLOCATION BASIS FOR ADMIN COSTS</b>			
GENERAL FUND (Memo Only)	5,176,816	54%	
RDA COSTS (W/O Pass Through)	584,629	8%	-2,046
WATER FUND BEFORE ALLOC.	1,371,928	19%	-4,802
WASTEWATER BEFORE ALLOC.	1,370,928	19%	-4,799
TOTAL	7,223,311	100%	-11,648

**Breakdown of Admin Costs**

(Non-Staff Costs Only)

TOTAL COUNCIL	39,031	
TOTAL CITY MANAGER	-215,925	
TOTAL CITY CLERK	-157,680	
TOTAL HUMAN RESOURCES	0	
TOTAL FINANCE	-49,241	
NON-DEPT (50%)	246,030	
CITY ATTORNEY (50%)	112,500	
Total Admin Costs	-25,285	
TOTAL COST ALLOC'D	4,265	



ALLOCATION OF ADMINISTRATIVE AND PUBLIC WORKS COSTS  
INTERFUND COST ALLOCATION

			Proposed Allocation
<b>ALLOCATION BASIS FOR ADMIN COSTS</b>			
GENERAL FUND (Memo Only)	4,620,983	64%	
RDA COSTS (W/O Pass Through)	479,371	7%	28,680
WATER FUND BEFORE ALLOC.	1,257,333	17%	75,224
WASTEWATER BEFORE ALLOC.	1,061,159	15%	63,487
TOTAL	7,223,311	100%	167,391

<b>ALLOC. BASIS FOR PUBLIC WORKS</b>			
PARKS/FAC./STREETS (Memo Only)	298,024	11%	
WATER FUND BEFORE ALLOC.	746,297	28%	8,145
WASTEWATER BEFORE ALLOC.	899,040	39%	11,582
TOTAL	2,707,511	100%	19,727

**Breakdown of Admin Costs**

(Non-Staff Costs Only)

TOTAL COUNCIL	12,800
TOTAL CITY MANAGER	24,600
TOTAL CITY CLERK	13,400
TOTAL HUMAN RESOURCES	41,600
TOTAL FINANCE	78,750
NON-DEPT (50%)	148,508
CITY ATTORNEY (50%)	112,500
Total Admin Costs	432,158

PUBLIC WORKS	29,550		
(Residual Maint. Costs)			
TOTAL COST ALLOC'D	461,708	187,118	0

## Admin Allocation calculation FY 2001-2002

LEGAL	237,615	0.1746	23,762	23,761.50
COUNCIL	12,380	0.0091	1,238	1,238.00
CITY MANAGER	21,095	0.0155	2,110	2,109.50
CITY CLERK	9,005	0.0066	901	900.50
FINANCE	61,800	0.0454	6,180	6,180.00
NON-DEPARTMENTAL	151,056	0.111	15,106	15,105.60
POLICE	199,560	0.1466	19,956	19,956.00
TRANSPORTATION	52,800	0.0388	5,280	5,280.00
COMMUNICATION	164,895	0.1211	16,490	16,489.50
FIRE JPA	187,824	0.138	18,782	18,782.40
BUILDING	80,000	0.0588	8,000	8,000.00
COMMUNITY DEVELOPMENT	94,375	0.0693	4,657	9,437.50
ENGINEERING	22,100	0.0162	2,210	2,210.00
COM.ORGANIZATION SUPPORT	40,900	0.03	4,090	4,090.00
PARKS & BUILDING MAINT	25,850	0.019	2,585	2,585.00
	<u>1,361,255</u>	1	<u>131,347</u>	<u>136,126</u>

Total Sources of Funds to General Fund Through Indirect Cost Allocation Process  
Total GF Services, Supplies and Other, Capital

FY 2001-2002

Proposed  
Budget

1,361,255

1,361,255

136,126

Total General Fund  
Supplies, Services and  
Capital X 10%

Each Funds Revenue in  
proportion to the other  
Funds

Total

ALLOCATED  
OVERHEAD  
COSTS

PERCENTAGES

Budget  
Revenues

FROM:

FUND #

120	Parking	681
170	RDA	5,445
171	RDA Housing	2,723
221	General Street Maint	29,267
230	Traffic & Safety	2,723
610	Water	66,701
710	Wastewater/Stormdrains	28,586

0.005	22,875
0.040	814,500
0.020	201,350
0.215	796,650
0.020	22,000
0.490	1,383,100
0.210	1,011,645
	4,252,120

11/29/2017

TO:

110 General Fund

136,126

1.000

NOTE: Building Dept. was always included in the equation just didn't show on the Department Summary Page

No change in distribution.

Admin Allocation calculation FY 2001-2002

LEGAL	237,615	0.1746	23,762	23,761.50
COUNCIL	12,380	0.0091	1,238	1,238.00
CITY MANAGER	21,095	0.0155	2,110	2,109.50
CITY CLERK	9,005	0.0066	901	900.50
FINANCE	61,800	0.0454	6,180	6,180.00
NON-DEPARTMENTAL	151,056	0.111	15,106	15,105.60
POLICE	199,560	0.1466	19,956	19,956.00
TRANSPORTATION	52,800	0.0388	5,280	5,280.00
COMMUNICATION	164,895	0.1211	16,490	16,489.50
FIRE JPA	187,824	0.138	18,782	18,782.40
BUILDING	80,000			-
COMMUNITY DEVELOPMENT	94,375	0.1246	15,588	16,965.24
ENGINEERING	22,100	0.0162	2,210	2,210.00
COM.ORGANIZATION SUPPORT	40,900	0.03	4,090	4,090.00
PARKS & BUILDING MAINT	25,850	0.019	2,685	2,585.00
	1,361,255	0.9965	134,378	135,653

FY 2001-2002

Proposed

Budget

Total Sources of Funds to General Fund Through Indirect Cost Allocation Process

Total GF Services, Supplies and Other, Capital

1,361,255

1,361,255

Total

136,126

ALLOCATED  
OVERHEAD  
COSTS

PERCENTAGES

FUND #

**FROM:**

120	Parking	681	0.005
170	RDA	5,445	0.040
171	RDA Housing	2,723	0.020
221	General Street Maint	29,267	0.215
230	Traffic & Safety	2,723	0.020
610	Water	66,701	0.490
710	Wastewater/Stormdrains	28,586	0.210

**TO:**

110 General Fund

136,126

1.000

Budget  
Revenues

22,875

814,500

201,350

796,650

22,000

1,383,100

11/29/2017 1,011,645

4,252,120

LEGAL	231,500	0.1791	23,049.28
COUNCIL	15,903	0.0123	
CITY MANAGER	26,786	0.0207	2,666.95
CITY CLERK	12,547	0.0097	
FINANCE	51,319	0.0397	
NON-DEPARTMENTAL	100,642	0.0779	
POLICE	188,219	0.1456	
TRANSPORTATION	56,545	0.0438	
COMMUNICATION	167,016	0.1292	
FIRE JPA	192,504	0.1489	
BUILDING	80000	0.0619	
COMMUNITY DEVELOPMENT	69,417	0.0537	
ENGINEERING	27,053	0.0209	
COM.ORGANIZATION SUPPORT	52,582	0.0407	
PARKS & BUILDING MAINT	19,880	0.0154	
SOLID WASTE	500	0.0004	
	1,292,413		
	5,623		!

Total Sources of Funds to General Fund Through Indirect Cost Allocation Process  
Total GF Services, Supplies and Other, Capital

Total (\$1286790 @ 10%)

A  
|

FUND #

<b><u>FROM:</u></b>	120	Parking
	170	RDA
	171	RDA Housing
	221	General Street Maint
	230	Traffic & Safety
	610	Water

710 Wastewater/Stormdrains

**TO:** 110 General Fund



FY 2000-2001

Proposed  
Budget

1,286,790

1,286,790

128,679

ALLOCATED  
OVERHEAD  
COSTS

PERCENTAGES

643	0.005
5,147	0.04
2,574	0.02
27,666	0.215
2,574	0.02
63,053	0.49

27,023

0.21

128,679

1

FY 2000-2001

Proposed  
Budget

Total Sources of Funds to General Fund Through Indirect Cost Allocation Process

Total GF Services, Supplies and Other, Capital 1,286,790

1,286,790

Total (\$1286790 @ 10%) 128,679

	<u>FUND #</u>		ALLOCATED OVERHEAD COSTS	PERCEN
<b><u>FROM:</u></b>	120	Parking	643	
	170	RDA	5,147	
	171	RDA Housing	2,574	
	221	General Street Maint	27,666	
	230	Traffic & Safety	2,574	
	610	Water	63,053	
	710	Wastewater/Stormdrains	27,023	
<b><u>TO:</u></b>	110	General Fund	128,679	

## ITAGES

0.005

0.04

0.02

0.215

0.02

0.49

0.21

1

Fund	Dept	Account	Description	JE Date	Fiscal Year	Fiscal Period	Journal Entry	Line Item	DR Amount	CR Amount	Allocated	Corrected	Difference
610	4610	0399	Water Enterprise Overhead Allocation to Gen Fund	12/09/2008	2009		06	50	\$63,128.00	\$0.00			
610	4610	0399	Water Enterprise Overhead Allocation to Gen Fund	12/09/2008	2009		03	158	\$63,128.00	\$0.00			
610	4610	0399	Water Enterprise Overhead Allocation to Gen Fund	07/02/2009	2009		12	191	\$63,128.00	\$0.00			
610	4610	0399	Water Enterprise Overhead Allocation to Gen Fund	07/02/2009	2009		09	201	\$63,128.00	\$0.00			
			<b>2009 Total</b>						\$252,512.00	\$0.00	\$252,512.00	90,214.52	(162,297.48)
610	4610	0399	Water Enterprise Overhead Allocation to Gen Fund	01/11/2010	2010		03	157	\$76,230.25	\$0.00			
610	4610	0399	Water Enterprise Overhead Allocation to Gen Fund	01/11/2010	2010		06	145	\$76,230.25	\$0.00			
610	4610	0399	To allocate salaries, benefits and overhead for Q3 FY 09/10	04/22/2010	2010		09	258	\$76,230.25	\$0.00			
610	4610	0399	To allocate salaries, benefits and overhead for Q4 FY 09-10	06/30/2010	2010		12	214	\$76,230.25	\$0.00			
			<b>2010 Total</b>						\$304,921.00	\$0.00	\$304,921.00	116,336.51	(188,584.49)
610	4610	0399	To allocate salaries, benefits and overhead for FY 10-11 Q 1	09/30/2010	2011		03	192	\$77,829.00	\$0.00			
610	4610	0399	To allocate salaries, benefit and overhead for Q2 FY 10-11	12/31/2010	2011		06	206	\$77,829.00	\$0.00			
610	4610	0399	To allocate salaries benefits and overhead for FY 10-11 Q 3	03/31/2011	2011		09	297	\$77,829.00	\$0.00			
610	4610	0399	To allocate salaries, benefits & overhead for FY 10/11 Q4	06/30/2011	2011		12	213	\$77,829.00	\$0.00			
			<b>2011 Total</b>						\$311,316.00	\$0.00	\$311,316.00	118,519.60	(192,796.40)
610	4610	0399	To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012		03	211	\$317,391.00	\$0.00			
610	4610	0399	Reverse JE# 211 To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012		03	212	\$0.00	\$317,391.00			
610	4610	0399	To record FY11/12 Q1 Admin/Sal/Benefit Allocations	09/30/2011	2012		03	213	\$79,350.00	\$0.00			
610	4610	0399	To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012		06	148	\$317,391.00	\$0.00			
610	4610	0399	Reverse JE# 148 To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012		06	149	\$0.00	\$317,391.00			
610	4610	0399	To record FY11/12 Q2 Admin/Sal/Benefit Allocations	12/31/2011	2012		06	150	\$79,347.00	\$0.00			
610	4610	0399	3rd Qtr Admin/Sal/Benefit Alloc	03/31/2012	2012		09	186	\$79,347.00	\$0.00			
610	4610	0399	4th Qtr Admin/Sal/Benefit Alloc	06/11/2012	2012		12	54	\$79,347.00	\$0.00			
			<b>2012 Total</b>						\$952,173.00	\$634,782.00	\$317,391.00	119,296.78	(198,094.22)
610	4610	0399	1st Qtr Sal/Benefit & Admin Allocations	09/30/2012	2013		03	166	\$77,999.75	\$0.00			
610	4610	0399	2nd Q Sal/Benefit & Admin Alloc	12/31/2012	2013		06	152	\$77,999.75	\$0.00			
610	4610	0399	3rd Q Sal/benfit & Admin alloc	03/31/2013	2013		09	157	\$77,999.75	\$0.00			
610	4610	0399	4th Q allocations	06/30/2013	2013		12	178	\$77,999.75	\$0.00			
			<b>2013 Total</b>						\$311,999.00	\$0.00	\$311,999.00	117,884.84	(194,114.16)
610	4610	0399	Admin Cost Allocation	09/30/2013	2014		03	141	\$115,985.00	\$0.00			
610	4610	0399	Admin Cost Allocation	12/31/2013	2014		06	146	\$115,984.00	\$0.00			
610	4610	0399	Q3 Allocation	03/31/2014	2014		09	182	\$115,984.00	\$0.00			
610	4610	0399	Q4 Allocation	06/30/2014	2014		12	175	\$115,984.00	\$0.00			
			<b>2014 Total</b>						\$463,937.00	\$0.00	\$463,937.00	171,055.73	(292,881.27)
610	4610	0399	Overhead/Admin Allocation Q1	09/30/2014	2015		03	186	\$121,415.50	\$0.00			
610	4610	0399	Admin Cost Allocation	12/31/2014	2015		06	175	\$121,415.50	\$0.00			
610	4610	0399	Admin Cost Allocation	03/31/2015	2015		09	139	\$121,415.50	\$0.00			
610	4610	0399	Admin Cost Allocation	06/30/2015	2015		12	53	\$121,415.50	\$0.00			
			<b>2015 Total</b>						\$485,662.00	\$0.00	\$485,662.00	150,559.66	(335,102.34)
610	4610	0399	Monthly Admin	07/31/2015	2016		01	208	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	08/31/2015	2016		02	193	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	09/30/2015	2016		03	197	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	10/31/2015	2016		04	195	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	11/30/2015	2016		05	151	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	12/31/2015	2016		06	188	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	01/31/2016	2016		07	154	\$41,216.58	\$0.00			
610	4610	0399	Feb OH Alllocation, Salary Benefit Allocation	02/29/2016	2016		08	184	\$41,216.58	\$0.00			
610	4610	0399	March - OH Allocation & Salary Benefit	03/31/2016	2016		09	187	\$41,216.58	\$0.00			
			<b>2016 Total</b>						\$370,949.22	\$0.00	\$370,949.22	111,043.65	(259,905.57)
			<b>Grand Total</b>						\$3,453,469.22	\$634,782.00	2,106,616.22	994,911.30	(1,823,775.92)

Fund	Dept	Account	Description	JE Date	Fiscal Year	Fiscal Period	Journal Entry	Line Item	DR Amount	CR Amount	Allocated	Corrected	Difference
710	4710	0399	Wastewater Enterprise Overhead Allocation to Gen Fund	12/09/2008	2009	06	50	26	\$62,849.50	\$0.00			
710	4710	0399	Wastewater Enterprise Overhead Allocation to Gen Fund	12/09/2008	2009	03	158	26	\$62,849.50	\$0.00			
710	4710	0399	Wastewater Enterprise Overhead Allocation to Gen Fund	07/02/2009	2009	12	191	26	\$62,849.50	\$0.00			
710	4710	0399	Wastewater Enterprise Overhead Allocation to Gen Fund	07/02/2009	2009	09	201	26	\$62,849.50	\$0.00			
			<b>2009 Total</b>						\$251,398.00	\$0.00	\$251,398.00	89,816.52	(161,581.48)
710	4710	0399	Wastewater Enterprise Overhead Allocation to Gen Fund	01/11/2010	2010	03	157	26	\$80,853.25	\$0.00			
710	4710	0399	Wastewater Enterprise Overhead Allocation to Gen Fund	01/11/2010	2010	06	145	26	\$80,853.25	\$0.00			
710	4710	0399	To allocate salaries, benefits and overhead for Q3 FY 09/10	04/22/2010	2010	09	258	16	\$80,853.25	\$0.00			
710	4710	0399	To allocate salaries, benefits and overhead for Q4 FY 09-10	06/30/2010	2010	12	214	18	\$80,853.25	\$0.00			
			<b>2010 Total</b>						\$323,413.00	\$0.00	\$323,413.00	123,391.77	(200,021.23)
710	4710	0399	To allocate salaries, benefits and overhead for FY 10-11 Q 1	09/30/2010	2011	03	192	29	\$84,349.00	\$0.00			
710	4710	0399	To allocate salaries, benefit and overhead for Q2 FY 10-11	12/31/2010	2011	06	206	19	\$84,349.00	\$0.00			
710	4710	0399	To allocate salaries benefits and overhead for FY 10-11 Q 3	03/31/2011	2011	09	297	21	\$84,349.00	\$0.00			
710	4710	0399	To allocate salaries, benefits & overhead for FY 10/11 Q4	06/30/2011	2011	12	213	21	\$84,349.00	\$0.00			
			<b>2011 Total</b>						\$337,396.00	\$0.00	\$337,396.00	128,448.39	(208,947.61)
710	4710	0399	To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012	03	211	10	\$378,739.00	\$0.00			
710	4710	0399	Reverse JE# 211 To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012	03	212	10	\$0.00	\$378,739.00			
710	4710	0399	To record FY11/12 Q1 Admin/Sal/Benefit Allocations	09/30/2011	2012	03	213	15	\$94,687.00	\$0.00			
710	4710	0399	To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012	06	148	15	\$378,739.00	\$0.00			
710	4710	0399	Reverse JE# 148 To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012	06	149	15	\$0.00	\$378,739.00			
710	4710	0399	To record FY11/12 Q2 Admin/Sal/Benefit Allocations	12/31/2011	2012	06	150	15	\$94,684.00	\$0.00			
710	4710	0399	3rd Qtr Admin/Sal/Benefit Alloc	03/31/2012	2012	09	186	10	\$94,684.00	\$0.00			
710	4710	0399	4th Qtr Admin/Sal/Benefit Alloc	06/11/2012	2012	12	54	11	\$94,684.00	\$0.00			
			<b>2012 Total</b>						\$1,136,217.00	\$757,478.00	\$378,739.00	142,355.47	(236,383.53)
710	4710	0399	1st Qtr Sal/Benefit & Admin Allocations	09/30/2012	2013	03	166	12	\$119,346.50	\$0.00			
710	4710	0399	2nd Q Sal/Benefit & Admin Alloc	12/31/2012	2013	06	152	12	\$119,346.50	\$0.00			
710	4710	0399	3rd Q Sal/benfit & Admin alloc	03/31/2013	2013	09	157	12	\$119,346.50	\$0.00			
710	4710	0399	4th Q allocations	06/30/2013	2013	12	178	18	\$119,346.50	\$0.00			
			<b>2013 Total</b>						\$477,386.00	\$0.00	\$477,386.00	180,374.21	(297,011.79)
710	4710	0399	Admin Cost Allocation	09/30/2013	2014	03	141	11	\$172,380.00	\$0.00			
710	4710	0399	Admin Cost Allocation	12/31/2013	2014	06	146	11	\$172,377.00	\$0.00			
710	4710	0399	Q3 Allocation	03/31/2014	2014	09	182	11	\$172,377.00	\$0.00			
710	4710	0399	Q4 Allocation	06/30/2014	2014	12	175	11	\$172,377.00	\$0.00			
			<b>2014 Total</b>						\$689,511.00	\$0.00	\$689,511.00	254,225.91	(435,285.09)
710	4710	0399	Overhead/Admin Allocation Q1	09/30/2014	2015	03	186	11	\$175,729.75	\$0.00			
710	4710	0399	Admin Cost Allocation	12/31/2014	2015	06	175	9	\$175,729.75	\$0.00			
710	4710	0399	Admin Cost Allocation	03/31/2015	2015	09	139	9	\$175,729.75	\$0.00			
710	4710	0399	Admin Cost Allocation	06/30/2015	2015	12	53	9	\$175,729.75	\$0.00			
			<b>2015 Total</b>						\$702,919.00	\$0.00	\$702,919.00	237,100.59	(465,818.41)
710	4710	0399	Monthly Admin	07/31/2015	2016	01	208	8	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	08/31/2015	2016	02	193	8	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	09/30/2015	2016	03	197	8	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	10/31/2015	2016	04	195	8	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	11/30/2015	2016	05	151	8	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	12/31/2015	2016	06	188	8	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	01/31/2016	2016	07	154	8	\$61,456.58	\$0.00			
710	4710	0399	Feb OH Alllocation, Salary Benefit Allocation	02/29/2016	2016	08	184	9	\$61,456.58	\$0.00			
710	4710	0399	March - OH Allocation & Salary Benefit	03/31/2016	2016	09	187	9	\$61,456.58	\$0.00			
			<b>2016 Total</b>						\$553,109.22	\$0.00	\$553,109.22	180,385.94	(372,723.28)
			<b>Grand Total</b>						\$4,471,349.22	\$757,478.00	2,951,090.49	1,336,098.80	(2,377,772.42)

Total to GF (4,201,548.34)

30 yrs

(140,051.61)

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll5,873,836.00

GF Payroll after allocations3,775,301.00

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised % True Up	
General Fund			3,775,301	0	3,775,301		64%	
RDA		238,219	238,219		238,219	11%	4%	
RDA Housing		85,963	85,963		85,963	4%	1%	
Water Enterprise		842,663	842,663		842,663	40%	14%	36%
Wastewater Enterprise	712,192	457,438	1,169,630	(288,357)	881,273	42%	15%	36%
Gas Tax		50,417	50,417		50,417	2%	1%	
	712,192	1,674,700	2,386,892	(288,357)	2,098,535	100%	100%	
Revised Totals	712,192	1,674,700	6,162,193	(288,357)	5,873,836			



SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund	Salary &	Sub-Total Fund	Salary & Benefit	Sub-Total Fund	% of
	Personnel	Benefits	Salary & Benefit	Cost Credited	Salary & Benefit	Allocated
	Expenditures	Allocation *	Cost	to WW from	Cost	Cost
General Fund					3,583,885	
RDA		274,922	274,922		274,922	12%
RDA Housing		84,994	84,994		84,994	4%
Water Enterprise		874,088	874,088		874,088	40%
Wastewater Enterprise	724,415	483,208	1,207,623	(280,527)	927,096	42%
Gas Tax		49,774	49,774		49,774	2%
	724,415	1,766,987	2,491,402	(280,527)	2,210,875	100%

Revised Totals

724,415

1,766,987

2,491,402

(280,527)

5,794,760

Total Budgeted Payroll

5,794,760.00

GF

3,583,885.15

Revised %

True Up

62%

5%

1%

15%

16%

1%

38%

38%

FY 10-11 SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund Personnel Expenditures	Salary & Benefits Allocation *	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
GF					3,257,154	
RDA		245,663	245,663		245,663	12%
RDA Housing		77,146	77,146		77,146	4%
Fleet		78,653	78,653		78,653	4%
Water Enterprise		751,077	751,077		751,077	38%
Wastewater Enterprise	649,423	404,943	1,054,367	(240,372)	813,996	41%
Gas Tax		35,768	35,768		35,768	2%
	649,423	1,593,250	2,242,674	(240,372)	2,002,302	100%

Revised Totals	649,423	1,593,250	2,242,673	(240,372)	5,259,456
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Total Budgeted Payroll	5,259,456.00
GF	3,257,154.04

Revised %	True Up
62%	
5%	
1%	
1%	
14%	38%
15%	38%
1%	

SALARY & BENEFIT ALLOCATION PERCENTAGES								Total Budgeted Payroll	5,668,083.00
								GF	3,537,637.97
	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up	
GF					3,537,638		62%		
RDA		267,438	267,438		267,438	13%	5%		
RDA Housing		80,299	80,299		80,299	4%	1%		
Fleet		114,267	114,267		114,267	5%	2%		
Water Enterprise		462,148	462,148	171,682	633,830	30%	11%	38%	
Wastewater Enterprise	741,538	464,755	1,206,293	(171,682)	1,034,611	49%	18%	38%	
	741,538	1,388,907	2,130,445	0	2,130,445	100%			
Revised Totals	741,538	- 1,388,907	- 2,130,445	- 0	- 5,668,083	-			

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll 5,617,548.00  
GF 3,495,029.15

Fund		Salary &	Sub-Total Fund	Salary & Benefit	Sub-Total Fund	% of	Revised %	True Up
Personnel	Expenditures	Benefits Allocation	Salary & Benefit Cost	Cost Credited to WW from Water	Salary & Benefit Cost	Allocated Cost		
GF					3,495,029		62%	
CVSC		51,604	51,604		51,604	2.43%	1%	
RDA		189,269	189,269		189,269	8.92%	3%	
RDA Housing		71,666	71,666		71,666	3.38%	1%	
Fleet		106,059	106,059		106,059	5.00%	2%	
Water Enterprise		492,069	492,069	181,770	673,839	31.75%	12%	38%
Wastewater	720,541	491,311	1,211,852	(181,770)	1,030,082	48.53%	18%	38%
	720,541	1,401,978	2,122,519	-	2,122,519	97.57%		
Revised Tot:	720,541	- 1,401,978	- 2,122,519	- - -	5,617,548	- 1		

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll 6,087,026.00  
GF 3,842,843.95

Fund		Salary &	Sub-Total Fund	Salary & Benefit	Sub-Total Fund	% of		True Up
Personnel		Benefits	Salary & Benefit	Cost Credited	Salary & Benefit	Allocated	Revised %	
Expenditures		Allocation	Cost	to WW from W	Cost	Cost		
GF					3,842,484		63%	
CVSC		38,342	38,342		38,342	1.71%	1%	
RDA		189,749	189,749		189,749	8.46%	3%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		79,515	79,515		79,515	3.54%	1%	
IT	90,094	10,999	101,093		101,093	4.50%	2%	
Fleet	82,864	22,763	105,627		105,627	4.71%	2%	
Water Enterprise		494,171	494,171	178,375	672,546	29.97%	11%	37%
Wastewater		499,712	1,235,686	(178,375)	1,057,311	47.11%	17%	37%
		<u>908,932</u>	<u>1,335,251</u>	<u>-</u>	<u>2,244,182</u>	<u>98.29%</u>		
Revised Tot:	172,958	- 1,335,251	- 2,244,182	- - -	6,086,666	- 1		

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll 6,193,091.00  
GF 4,173,190.70

Fund		Salary & Benefits		Sub-Total Fund		Salary & Benefit		Sub-Total Fund		% of		True Up
Personnel		Benefits		Salary & Benefit		Cost Credited		Salary & Benefit		Allocated		
Expenditures		Allocation		Cost		to WW from Wat		Cost		Cost		
GF									4,173,191		67%	
CVSC		-		-					-	0.00%	0%	
										0.00%	0%	
RDA Housing		-		-					-	0.00%	0%	
Facilities Maint		82,249		82,249					82,249	4.07%	1%	
IT	95,789	18,859		114,648					114,648	5.68%	2%	
Fleet	83,933	21,376		105,309					105,309	5.21%	2%	
Water Enterprise		489,085		489,085	178,034				667,119	34.75%	11%	31%
Wastewater	722,272	506,336		1,228,608	(178,034)				1,050,575	50.29%	17%	34%
	901,994	1,117,906		2,019,900	-				2,019,900	100.00%		
Revised Tot:	901,994	-	#####	-	#####	-	-	-	6,193,091	-	1	

SALARY & BENEFIT ALLOCATION PERCENTAGES										Total Budgeted Payroll	6,395,350.00
										GF	4,378,384.16
	Fund		Salary &	Sub-Total Fund	Salary & Benefit	Sub-Total Fund	% of				
	Personnel		Benefits	Salary & Benefit	Cost Credited	Salary & Benefit	Allocated				
	Expenditures		Allocation	Cost	to WW from Wa	Cost	Cost	Revised %	True Up		
GF						4,378,384		68%			
CVSC			-	-		-	0.00%	0%			
							0.00%	0%			
RDA Housing			-	-		-	0.00%	0%			
Facilities Maint			80,575	80,575		80,575	3.99%	1%			
IT	98,539		27,740	126,279		126,279	6.26%	2%			
Fleet	86,570		23,296	109,866		109,866	5.45%	2%			
Water Enterprise			464,078	464,078	183,768	647,846	33.84%	10%	30%		
Wastewater	755,570		480,598	1,236,168	(183,768)	1,052,400	50.46%	16%	33%		
	940,679		1,076,287	2,016,966	-	2,016,966	100.00%				
Revised Tot	940,679	-	1,076,287	2,016,966	-	6,395,350	-				

**Summary of Over Allocation  
Amounts Owed and Repayment Plan  
As of 8/15/2016**

	Water	Wastewater	Total
Amounts Owed	<u>\$ 1,426,506</u>	<u>\$ 1,919,261</u>	<u>\$ 3,345,767</u>
Initial Cash Payment	847,175	1,152,825	2,000,000
Fixed Assets Transferred	579,331	579,331	1,158,662
5 Yr Interfund Loan		187,105	187,105
Total Repayment	<u>\$ 1,426,506</u>	<u>\$ 1,919,261</u>	<u>\$ 3,345,767</u>



**Water Enterprise - True Up over-allocation of non-personnel costs from FY10-11 through FY15-16**

Fund	Dept	Account	Description	JE Date	Fiscal Year	Fiscal Period	Journal Entry	DR Amount	CR Amount	Allocated	Corrected	Difference
610	4610	0399	To allocate salaries, benefits and overhead for FY 10-11 Q 1	09/30/2010	2011	03	192	\$77,829.00	\$0.00			
610	4610	0399	To allocate salaries, benefit and overhead for Q2 FY 10-11	12/31/2010	2011	06	206	\$77,829.00	\$0.00			
610	4610	0399	To allocate salaries benefits and overhead for FY 10-11 Q 3	03/31/2011	2011	09	297	\$77,829.00	\$0.00			
610	4610	0399	To allocate salaries, benefits & overhead for FY 10/11 Q4	06/30/2011	2011	12	213	\$77,829.00	\$0.00			
			<b>2011 Total</b>					\$311,316.00	\$0.00	\$311,316.00	149,612.52	(161,703.48)
610	4610	0399	To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012	03	211	\$317,391.00	\$0.00			
610	4610	0399	Reverse JE# 211 To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012	03	212	\$0.00	\$317,391.00			
610	4610	0399	To record FY11/12 Q1 Admin/Sal/Benefit Allocations	09/30/2011	2012	03	213	\$79,350.00	\$0.00			
610	4610	0399	To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012	06	148	\$317,391.00	\$0.00			
610	4610	0399	Reverse JE# 148 To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012	06	149	\$0.00	\$317,391.00			
610	4610	0399	To record FY11/12 Q2 Admin/Sal/Benefit Allocations	12/31/2011	2012	06	150	\$79,347.00	\$0.00			
610	4610	0399	3rd Qtr Admin/Sal/Benefit Alloc	03/31/2012	2012	09	186	\$79,347.00	\$0.00			
610	4610	0399	4th Qtr Admin/Sal/Benefit Alloc	06/11/2012	2012	12	54	\$79,347.00	\$0.00			
			<b>2012 Total</b>					\$952,173.00	\$634,782.00	\$317,391.00	159,870.18	(157,520.82)
610	4610	0399	1st Qtr Sal/Benefit & Admin Allocations	09/30/2012	2013	03	166	\$77,999.75	\$0.00			
610	4610	0399	2nd Q Sal/Benefit & Admin Alloc	12/31/2012	2013	06	152	\$77,999.75	\$0.00			
610	4610	0399	3rd Q Sal/benefit & Admin alloc	03/31/2013	2013	09	157	\$77,999.75	\$0.00			
610	4610	0399	4th Q allocations	06/30/2013	2013	12	178	\$77,999.75	\$0.00			
			<b>2013 Total</b>					\$311,999.00	\$0.00	\$311,999.00	182,911.96	(129,087.04)
610	4610	0399	Admin Cost Allocation	09/30/2013	2014	03	141	\$115,985.00	\$0.00			
610	4610	0399	Admin Cost Allocation	12/31/2013	2014	06	146	\$115,984.00	\$0.00			
610	4610	0399	Q3 Allocation	03/31/2014	2014	09	182	\$115,984.00	\$0.00			
610	4610	0399	Q4 Allocation	06/30/2014	2014	12	175	\$115,984.00	\$0.00			
			<b>2014 Total</b>					\$463,937.00	\$0.00	\$463,937.00	167,385.53	(296,551.47)
610	4610	0399	Overhead/Admin Allocation Q1	09/30/2014	2015	03	186	\$121,415.50	\$0.00			
610	4610	0399	Admin Cost Allocation	12/31/2014	2015	06	175	\$121,415.50	\$0.00			
610	4610	0399	Admin Cost Allocation	03/31/2015	2015	09	139	\$121,415.50	\$0.00			
610	4610	0399	Admin Cost Allocation	06/30/2015	2015	12	53	\$121,415.50	\$0.00			
			<b>2015 Total</b>					\$485,662.00	\$0.00	\$485,662.00	150,559.74	(335,102.26)
610	4610	0399	Monthly Admin	07/31/2015	2016	01	208	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	08/31/2015	2016	02	193	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	09/30/2015	2016	03	197	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	10/31/2015	2016	04	195	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	11/30/2015	2016	05	151	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	12/31/2015	2016	06	188	\$41,216.58	\$0.00			
610	4610	0399	Monthly Admin	01/31/2016	2016	07	154	\$41,216.58	\$0.00			
610	4610	0399	Feb OH Allocation, Salary Benefit Allocation	02/29/2016	2016	08	184	\$41,216.58	\$0.00			
610	4610	0399	March - OH Allocation & Salary Benefit	03/31/2016	2016	09	187	\$41,216.58	\$0.00			
610	4610	0399	April OH Allocation & Salary Benefit	04/30/2016	2016	10	189	\$41,216.58	\$0.00			
610	4610	0399	May - OH Allocation & Salary Benefit	05/31/2016	2016	11	178	\$41,216.58	\$0.00			
610	4610	0399	June OH Allocation & Salary Benefit Allocation	06/30/2016	2016	12	171	\$41,216.58	\$0.00			
			<b>2016 Total</b>					\$494,598.96	\$0.00	\$494,598.96	148,058.13	(346,540.83)
			<b>Grand Total</b>					\$2,896,036.22	\$634,782.00	1,766,582.09	958,398.06	(1,426,505.90)

**Wastewater Enterprise - True Up over-allocation of non-personnel costs from FY10-11 through FY15-16**

Fund	Dept	Account	Description	JE Date	Fiscal Year	Fiscal Period	Journal Entry	DR Amount	CR Amount	Allocated	Corrected	Difference
710	4710	0399	To allocate salaries, benefits and overhead for FY 10-11 Q 1	09/30/2010	2011	03	192	\$84,349.00	\$0.00			
710	4710	0399	To allocate salaries, benefit and overhead for Q2 FY 10-11	12/31/2010	2011	06	206	\$84,349.00	\$0.00			
710	4710	0399	To allocate salaries benefits and overhead for FY 10-11 Q 3	03/31/2011	2011	09	297	\$84,349.00	\$0.00			
710	4710	0399	To allocate salaries, benefits & overhead for FY 10/11 Q4	06/30/2011	2011	12	213	\$84,349.00	\$0.00			
			<b>2011 Total</b>					\$337,396.00	\$0.00	\$337,396.00	122,834.31	(214,561.69)
710	4710	0399	To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012	03	211	\$378,739.00	\$0.00			
710	4710	0399	Reverse JE# 211 To record FY11/12 Q1 Admin/Sal Allocations	09/30/2011	2012	03	212	\$0.00	\$378,739.00			
710	4710	0399	To record FY11/12 Q1 Admin/Sal/Benefit Allocations	09/30/2011	2012	03	213	\$94,687.00	\$0.00			
710	4710	0399	To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012	06	148	\$378,739.00	\$0.00			
710	4710	0399	Reverse JE# 148 To record FY11/12 Q2 Admin/Sal Allocations	12/31/2011	2012	06	149	\$0.00	\$378,739.00			
710	4710	0399	To record FY11/12 Q2 Admin/Sal/Benefit Allocations	12/31/2011	2012	06	150	\$94,684.00	\$0.00			
710	4710	0399	3rd Qtr Admin/Sal/Benefit Alloc	03/31/2012	2012	09	186	\$94,684.00	\$0.00			
710	4710	0399	4th Qtr Admin/Sal/Benefit Alloc	06/11/2012	2012	12	54	\$94,684.00	\$0.00			
			<b>2012 Total</b>					\$1,136,217.00	\$757,478.00	\$378,739.00	260,958.85	(117,780.15)
710	4710	0399	1st Qtr Sal/Benefit & Admin Allocations	09/30/2012	2013	03	166	\$119,346.50	\$0.00			
710	4710	0399	2nd Q Sal/Benefit & Admin Alloc	12/31/2012	2013	06	152	\$119,346.50	\$0.00			
710	4710	0399	3rd Q Sal/benefit & Admin alloc	03/31/2013	2013	09	157	\$119,346.50	\$0.00			
710	4710	0399	4th Q allocations	06/30/2013	2013	12	178	\$119,346.50	\$0.00			
			<b>2013 Total</b>					\$477,386.00	\$0.00	\$477,386.00	279,613.31	(197,772.69)
710	4710	0399	Admin Cost Allocation	09/30/2013	2014	03	141	\$172,380.00	\$0.00			
710	4710	0399	Admin Cost Allocation	12/31/2013	2014	06	146	\$172,377.00	\$0.00			
710	4710	0399	Q3 Allocation	03/31/2014	2014	09	182	\$172,377.00	\$0.00			
710	4710	0399	Q4 Allocation	06/30/2014	2014	12	175	\$172,377.00	\$0.00			
			<b>2014 Total</b>					\$689,511.00	\$0.00	\$689,511.00	263,147.11	(426,363.89)
710	4710	0399	Overhead/Admin Allocation Q1	09/30/2014	2015	03	186	\$175,729.75	\$0.00			
710	4710	0399	Admin Cost Allocation	12/31/2014	2015	06	175	\$175,729.75	\$0.00			
710	4710	0399	Admin Cost Allocation	03/31/2015	2015	09	139	\$175,729.75	\$0.00			
710	4710	0399	Admin Cost Allocation	06/30/2015	2015	12	53	\$175,729.75	\$0.00			
			<b>2015 Total</b>					\$702,919.00	\$0.00	\$702,919.00	237,100.51	(465,818.49)
710	4710	0399	Monthly Admin	07/31/2015	2016	01	208	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	08/31/2015	2016	02	193	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	09/30/2015	2016	03	197	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	10/31/2015	2016	04	195	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	11/30/2015	2016	05	151	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	12/31/2015	2016	06	188	\$61,456.58	\$0.00			
710	4710	0399	Monthly Admin	01/31/2016	2016	07	154	\$61,456.58	\$0.00			
710	4710	0399	Feb OH Allocation, Salary Benefit Allocation	02/29/2016	2016	08	184	\$61,456.58	\$0.00			
710	4710	0399	March - OH Allocation & Salary Benefit	03/31/2016	2016	09	187	\$61,456.58	\$0.00			
710	4710	0399	April OH Allocation & Salary Benefit	04/30/2016	2016	10	189	\$61,456.58	\$0.00			
710	4710	0399	May - OH Allocation & Salary Benefit	05/31/2016	2016	11	178	\$61,456.58	\$0.00			
710	4710	0399	June OH Allocation & Salary Benefit Allocation	06/30/2016	2016	12	171	\$61,456.58	\$0.00			
			<b>2016 Total</b>					\$737,478.96	\$0.00	\$737,478.96	240,514.66	(496,964.30)
			<b>Grand Total</b>					\$3,896,538.22	\$757,478.00	2,571,715.23	1,404,168.76	(1,919,261.20)
											Total Overallocation	<u>(3,345,767.10)</u>

FY 10-11 SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund Personnel Expenditures	Salary & Benefits Allocation *	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
GF					3,257,154	59%
RDA		245,663	245,663		245,663	12%
RDA Housing		77,146	77,146		77,146	4%
Fleet		78,653	78,653		78,653	4%
Water Enterprise		751,077	751,077	240,372	991,449	38%
Wastewater Enterprise	649,423	404,943	1,054,367	(240,372)	813,996	41%
Gas Tax		35,768	35,768		35,768	2%
	649,423	1,593,250	2,242,674	(240,372)	2,002,302	100%
Revised Totals	649,423	1,593,250	2,242,673	-	5,499,828	

Non-Salary General Fund Costs to be Allocated  
(LINKED to Finance Master Exp WB)

Legal (50%)	65,000
Council	20,300
GF - City Manager	4,550
GF - City Clerk	6,360
HR	11,300
Finance	81,415
Comm Dev	7,275
Non-Dept	522,615
	718,815
13%	
Public Works	111,125
	829,940

Total Budgeted Payroll	5,259,456.00
GF	3,257,154.04

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	5,668,083.00	6,180,217.00
GF	3,537,637.97	512,134.00

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,537,638		62%	
RDA		267,438	267,438		267,438	13%	5%	
RDA Housing		80,299	80,299		80,299	4%	1%	
Fleet		114,267	114,267		114,267	5%	2%	
Water Enterprise		462,148	462,148	171,682	633,830	30%	11%	159,870
Wastewater Enterprise	741,538	464,755	1,206,293	(171,682)	1,034,611	49%	18%	260,959
	741,538	1,388,907	2,130,445	0	2,130,445	100%		

Revised Totals	741,538	1,388,907	2,130,445	0	5,668,083
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Non-Salary General Fund Costs to be Allocated

Legal (total less \$30k)	170,000
Council	7,200
GF - City Manager	3,750
GF - City Clerk	3,850
HR	18,950
Finance	71,400
CDD	9,175
Non-Dept (excluding transfers, OPEB	534,703
& PayGo Retiree Medical Costs)	819,028
GF Retiree Medical PayGo	173,350
Public Works	135,038
	1,127,416
Retiree Medical Benefits	
OPEB FY11/12 Funding	231,000
WW PayGo	71,238
	302,238
	1,429,654

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	5,617,548.00
GF	3,495,029.15

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wat	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,495,029		62%	
CVSC		51,604	51,604		51,604	2.43%	1%	
RDA		189,269	189,269		189,269	8.92%	3%	
RDA Housing		71,666	71,666		71,666	3.38%	1%	
Fleet		106,059	106,059		106,059	5.00%	2%	
Water Enterprise		492,069	492,069	181,770	673,839	31.75%	12%	182,912
Wastewater Enterprise	720,541	491,311	1,211,852	(181,770)	1,030,082	48.53%	18%	279,613
	720,541	1,401,978	2,122,519	-	2,122,519	97.57%		

Revised Totals	720,541	-	1,401,978	-	2,122,519	-	-	-	5,617,548	-	1
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Non-Salary General Fund Costs to be Allocated

Legal	160,000
Council	28,700
GF - Admin	48,450
GF - City Clerk	4,360
Finance	13,350
CDD	16,950
Public Works Admin	43,672
Non-Dept (excluding transfers)	1,209,388
	1,524,870

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	6,087,026.00
GF	3,842,843.95

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from W	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,842,484		63%	
CVSC		38,342	38,342		38,342	1.71%	1%	
RDA		189,749	189,749		189,749	8.46%	3%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		79,515	79,515		79,515	3.54%	1%	
IT	90,094	10,999	101,093		101,093	4.50%	2%	
Fleet	82,864	22,763	105,627		105,627	4.71%	2%	
Water Enterprise		494,171	494,171	178,375	672,546	29.97%	11%	167,386
Wastewater Enterprise	735,974	499,712	1,235,686	(178,375)	1,057,311	47.11%	17%	263,147
	908,932	1,335,251	2,244,182	-	2,244,182	98.29%		
Revised Totals	172,958	1,335,251	2,244,182	-	6,086,666	1		

Non-Salary General Fund Costs to be Allocated

Legal	160,000
Council	28,700
GF - Admin	48,450
GF - City Clerk	4,360
Finance	13,350
CDD	16,950
Public Works Admin	43,672
Non-Dept (excluding transfers)	1,199,388
	1,514,870

SALARY & BENEFIT ALLOCATION PERCENTAGES

Total Budgeted Payroll	6,193,091.00
GF	4,173,190.70

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wat	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					4,173,191		67%	
CVSC		-	-		-	0.00%	0%	
						0.00%	0%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		82,249	82,249		82,249	4.07%	1%	
IT	95,789	18,859	114,648		114,648	5.68%	2%	
Fleet	83,933	21,376	105,309		105,309	5.21%	2%	
Water Enterprise		489,085	489,085	178,034	667,119	34.75%	11%	150,560
Wastewater Enterprise	722,272	506,336	1,228,608	(178,034)	1,050,575	50.29%	17%	237,101
	901,994	1,117,906	2,019,900	-	2,019,900	100.00%		
Revised Totals	901,994	- 1,117,906 -	2,019,900	- - -	6,193,091	- 1		

Non-Salary General Fund Costs to be Allocated

Legal	177,000
Council	18,700
GF - Admin	59,750
GF - City Clerk	4,875
Finance	16,250
CDD	17,600
Public Works	107,710
Non-Dept (excluding transfers)	1,005,812
	1,407,697
	1,397,697

SALARY & BENEFIT ALLOCATION PERCENTAGES							Total Budgeted Payroll	6,395,350.00	
							GF	4,378,384.16	6,953,312.00
	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wa	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up	557,962.00
GF					4,378,384		68%		(489,300.00)
CVSC		-	-		-	0.00%	0%		
						0.00%	0%		
RDA Housing		-	-		-	0.00%	0%		
Facilities Maint		80,575	80,575		80,575	3.99%	1%		
IT	98,539	27,740	126,279		126,279	6.26%	2%		
Fleet	86,570	23,296	109,866		109,866	5.45%	2%		
Water Enterprise		464,078	464,078	183,768	647,846	33.84%	10%	148,058	
Wastewater Enterprise	755,570	480,598	1,236,168	(183,768)	1,052,400	50.46%	16%	240,515	
	940,679	1,076,287	2,016,966	-	2,016,966	100.00%			
Revised Totals	940,679	1,076,287	2,016,966	-	6,395,350				
Non-Salary General Fund Costs to be Allocated									
Legal	170,000								
Council	10,000								
GF - Admin	48,930								
GF - City Clerk	5,425								
Finance	33,200								
CDD	7,800								
Public Works	162,642								
Non-Dept (excluding transfers & allocations)	1,033,591								
	1,471,588								
	1,461,588								



	FY10-11	FY11-12		FY12-13	FY13-14	FY14-15
Legal (50%)	65,000	170,000	105,000	160,000	160,000	177,000
Council	20,300	7,200	(13,100)	28,700	28,700	18,700
GF - City Manager	4,550	3,750	(800)	48,450	48,450	59,750
GF - City Clerk	6,360	3,850	(2,510)	4,360	4,360	4,875
HR	11,300	18,950	7,650			
Finance	81,415	71,400	(10,015)	13,350	13,350	16,250
Comm Dev	7,275	9,175	1,900	16,950	16,950	17,600
PW	111,125			43,672	43,672	107,710
Non-Dept	522,615	534,703	12,088	1,209,388	1,199,388	1,005,812
	829,940	819,028		1,524,870	1,514,870	1,407,697
13%		173,350	173,350			
Public Works	111,125	135,038	23,913			
	941,065	1,127,416				
		231,000	231,000			
		71,238	71,238			
		302,238				
		1,429,654				566,217.00

FY11-12	639,350.00	185,411.50
FY10-11	217,325.00	71,717.25
		257,128.75

599,714  
(231,000)  
368,714  
(105,000)  
263,714

FY15-16

170,000

10,000

48,930

5,425

33,200

7,800

162,642

1,033,591

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1,471,588

920,583.00    354,366.00

(231,000.00)

(114,050.00)

SALARY/BENEFIT ALLOCATION					
	2014 Adopted	2015 Adopted	2016 Adopted	2017 Adopted	2018 Requested
Salary/benefit Allocations					
Streets	-	-	-	134,054	148,155
Facilities	79,515	82,349	80,575	105,766	114,014
IT	10,999	18,860	27,740	31,250	213,220
Fleet	22,763	21,375	23,296	24,503	118,068
RDA Successor	190,189	250,000	246,800	89,607	146,609
Water (to GF)	496,019	488,368	464,078	509,261	561,746
Water (to WW)	177,473	178,751	183,768	175,668	181,529
Wastewater	502,849	506,336	480,598	526,981	581,263
Total Allocations	1,479,807	1,546,039	1,506,854	1,597,089	2,064,604
Revenue					
General Fund	1,302,334	1,367,288	1,323,087	1,421,421	1,883,075
Wastewater	177,473	178,751	183,768	175,668	181,529
Total Revenue	1,479,807	1,546,039	1,506,854	1,597,089	2,064,604

GF W/O Sal/Benefit fr CV Starr

	2014 Adopted	2015 Adopted	2016 Adopted	2017 Adopted	2018 Requested
Admin Allocations					
Facilities		56,913	58,389	15,568	17,485
IT		79,332	91,507	30,320	32,700
Fleet	48,554	72,870	79,614	20,401	18,107
Streets	-	-	-	23,534	22,721
GF	-	-	-	743,926	668,358
Water	311,999	485,662	494,599	120,243	113,990
Wastewater	477,386	702,919	737,479	201,854	187,003
CVSC	38,858	10,000	10,000	10,000	10,000
Total Admin Allocations	876,797	1,407,696	1,471,588	1,165,846	1,070,364

	1,471,588	1,070,364
GF Sal/Benefits	1,323,087	
	2,794,675	

FY17-18	Crosswalks (420)	Alleys (414)	Total
Budget	62,300	750,000	812,300
Allocation	8%	92%	100%
Sal/Bene	11,362.88	136,792.27	148,155.15
OH	1,742.63	20,978.67	22,721.30
Tot Sal/Bene/OH	13,105.51	157,770.94	170,876.44
% of Project Budget	21%	21%	21%

Total	FY16-17	Year over Year	Cost	Net
Salary/Bene	1,467,152	(1,331,814)	135,338	(120,490) 14,848
OH - Minus GF - Link this to Master	402,006	(399,350)	2,656	101,138 103,794
Revenue to GF - Linked from Allocation tab	1,869,159		137,994	(19,353) 118,642

592,229.06

SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wate	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
Facilities Maint	-	114,014	114,014		114,014	2%
IT	177,889	35,331	213,220		213,220	3%
Fleet	91,425	26,643	118,068		118,068	2%
Streets		148,155	148,155		148,155	2%
GF	5,855,858	4,358,054	4,358,054		4,358,054	63%
Water Enterprise		561,746	561,746	181,529	743,275	11%
Wastewater Enterprise	819,628	581,263	1,400,890	(181,529)	1,219,361	18%
	6,944,800	5,825,206	6,914,147	-	6,914,147	100.00%

Non-Salary General Fund Costs to be Allocated

Administrative Services	49,158	
Legal	150,000	
Council	15,000	
Finance	40,564	
PW Engineering	10,200	
Public Works Corp Yard	16,650	
Non-Dept (excluding transfer	788,792	exclude community contributions and Caspar landfill
	1,070,364	
	1,060,364	Less amt pd by CV Starr

(1,467,152) will be reimbursed w/HUTA funds - Traffic and Safety

FY 2017/18 Salary/Benefit Allocations

UPDATED 5/26/16			#	Salary/	Credit		Debit									Check	Storm										
			Emp	Benefits	GF	WW	GF Exp	Storm Dr - GF Exp	Fleet	IT	Fac	Streets	Water	WW	Total		GF Exp	Fleet	IT	Fac	Street	Drain	Water	WW	TOTAL		
CITY COUNCIL																									100%		
Councilmembers				125,067	62,534	-	62,534	-	-	-	-	6,253	25,013	31,267	125,067	-	50%	0%	0%	0%	5%	0%	20%	25%			
				125,067	62,534	-	62,534	-	-	-	-	6,253	25,013	31,267	125,067	-											
ADMINISTRATION &it																											
City Manager		1.0		232,510	93,004	-	139,506	-	-	-	-	-	46,502	46,502	232,510	-	60%	0%	0%	0%	0%	0%	20%	20%	100%		
Administrative Services Director		1.0		155,428	54,400	-	101,028	-	-	23,314	-	-	15,543	15,543	155,428	-	65%	0%	15%	0%	0%	0%	10%	10%	100%		
HR Tech		1.0		75,135	22,540	-	52,594	-	-	-	-	-	11,270	11,270	75,135	-	70%	0%	0%	0%	0%	0%	15%	15%	100%		
City Clerk		1.0		106,363	31,909	-	74,454	-	-	-	-	-	15,954	15,954	106,363	-	70%	0%	0%	0%	0%	0%	15%	15%	100%		
Admin Assistant		1.0		90,114	18,023	-	72,091	-	-	-	-	-	9,011	9,011	90,114	-	80%	0%	0%	0%	0%	0%	10%	10%	100%		
IT Technician		1.0		114,879	-	-	-	-	-	114,879	-	-	-	-	114,879	-	0%	0%	100%	0%	0%	0%	0%	0%	0%		
Audi-Visual Tech		1.0		63,010	-	-	-	-	-	63,010	-	-	-	-	63,010	-	0%	0%	100%	0%	0%	0%	0%	0%	0%		
		7.0		837,439	219,876	-	439,674	-	-	201,203	-	-	98,281	98,281	837,439	-											
FINANCE																											
Fin Director		1.0		151,841	94,142	-	54,663	3,037	4,555	4,555	4,555	4,555	37,960	37,960	151,841	-	36%	3%	3%	3%	3%	2%	25%	25%	100%		
Government Accountant II		1.0		96,748	59,984	-	34,829	1,935	2,902	2,902	2,902	2,902	24,187	24,187	96,748	-	36%	3%	3%	3%	3%	2%	25%	25%	100%		
Accountant I		1.0		122,742	76,100	-	44,187	2,455	3,682	3,682	3,682	3,682	30,685	30,685	122,742	-	36%	3%	3%	3%	3%	2%	25%	25%	100%		
Fin Tech I		1.0		87,723	73,687	-	13,158	877	877	877	877	877	35,089	35,089	87,723	-	15%	1%	1%	1%	1%	1%	40%	40%	100%		
		4.0		459,053	303,912	-	146,837	8,304	12,017	12,017	12,017	12,017	127,922	127,922	459,053	-											
Public Safety																											
Police Chief		1.0		235,204	-	-	235,204	-	-	-	-	-	-	-	235,204	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Police Lieutenant		1.0		205,437	-	-	205,437	-	-	-	-	-	-	-	205,437	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
PD Adm Sec/Office Mgr		1.0		93,601	-	-	93,601	-	-	-	-	-	-	-	93,601	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Police Sergeant		3.0		681,711	-	-	681,711	-	-	-	-	-	-	-	681,711	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Police Officers *		11.0		1,151,473	-	-	1,151,473	-	-	-	-	-	-	-	1,151,473	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
CSO		3.0		221,028	-	-	221,028	-	-	-	-	-	-	-	221,028	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
PST		2.0		164,476	-	-	164,476	-	-	-	-	-	-	-	164,476	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Parking Enforcement		PT		10,774	-	-	10,774	-	-	-	-	-	-	-	10,774	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Departmental OT etc.				92,738	-	-	92,738	-	-	-	-	-	-	-	92,738	-	100%										
		22.0		2,856,440	-	-	2,856,440	-	-	-	-	-	-	-	2,856,440	-											
COMMUNITY DEVELOPMENT																											
Comm Dev Dir		1.0		163,880	16,388	-	147,492	-	-	-	-	-	8,194	8,194	163,880	-	90%	0%	0%	0%	0%	0%	5%	5%	100%		
Associate Planner		1.0		95,242	9,524	-	85,718	-	-	-	-	-	4,762	4,762	95,242	-	90%	0%	0%	0%	0%	0%	5%	5%	100%		
Special Projects Manager		1.0		129,237	-	-	129,237	-	-	-	-	-	-	-	129,237	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Grants Assistant		1.0		64,755	-	-	64,755	-	-	-	-	-	-	-	64,755	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
Admin Assistant		1.0		60,079	-	-	60,079	-	-	-	-	-	-	-	60,079	-	100%	0%	0%	0%	0%	0%	0%	0%	100%		
		5.0		513,192	25,912	-	487,280	-	-	-	-	-	12,956	12,956	513,192	-											
PUBLIC WORKS - Engineering																											
Public Works Director	TV	1.0		164,680	139,978	-	16,468	8,234	8,234	-	24,702	32,936	32,936	41,170	164,680	-	10%	5%	0%	15%	20%	5%	20%	25%	100%		
Engineering Tech	SF	1.0		81,755	61,316	-	20,439	-	-	-	-	16,351	28,614	16,351	81,755	-	25%	0%	0%	0%	20%	0%	35%	20%	100%		
Public Works Project Analyst	CP	1.0		93,196	55,917	-	37,278	-	-	-	-	18,639	18,639	18,639	93,196	-	40%	0%	0%	0%	20%	0%	20%	20%	100%		
Engineering Tech	CO	1.0		64,355	41,831	-	16,089	6,435	-	-	-	6,435	22,524	12,871	64,355	-	25%	0%	0%	0%	10%	10%	35%	20%	100%		
Assistant Director of Public Works	JS	1.0		127,840	102,272	-	19,176	6,392	6,392	-	12,784	19,176	25,568	38,352	127,840	-	15%	5%	0%	10%	15%	5%	20%	30%	100%		
					401,314																						
PUBLIC WORKS -Corp Yard																											
Lead Maint Worker	IS	1.0		111,999	72,799	-	33,600	5,600	-	-	11,200	16,800	22,400	22,400	111,999	-	30%	0%	0%	10%	15%	5%	20%	20%	100%		
Maintenance Worker III	R Oates	1.0		93,387	60,702	-	28,016	4,669	-	-	-	9,339	23,347	28,016	93,387	-	30%	0%	0%	0%	10%	5%	25%	30%	100%		
Maintenance Worker II	S Baxman	1.0		93,847	61,001	-	28,154	4,692	-	-	-	9,385	23,462	28,154	93,847	-	30%	0%	0%	0%	10%	5%	25%	30%	100%		
Maintenance Worker II	J Balassi	1.0		88,936	53,361	-	35,574	-	-	-	13,340	-	17,787	22,234	88,936	-	40%	0%	0%	15%	0%	0%	20%	25%	100%		
Maintenance Worker II	T Mitchell	1.0		88,936	66,702	-	22,234	-	-	-	22,234	-	22,234	22,234	88,936	-	25%	0%	0%	25%	0%	0%	25%	25%	100%		
Maintenance Worker I	Open	1.0		58,910																							

FY 2017/18 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL

CITY COUNCIL

Councilmembers (5)		50.0%				5.0%	0.0%	20.0%	25.0%	100%
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ADMINISTRATION

City Manager	1	60.0%						20.0%	20.0%	100%
Administrative Services Director	1	65.0%		15.0%				10.0%	10.0%	100%
Human Resources Technician	1	70.0%						15.0%	15.0%	100%
City Clerk	1	70.0%						15.0%	15.0%	100%
Administrative Assistant	1	80.0%						10.0%	10.0%	100%
IT Technician	1			100.0%						100%
Audi-Visual Tech	1			100.0%						100%
TOTAL	7									

FINANCE

Finance Director/City Treasurer	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Government Accountant II	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Government Accountant I	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Finance Technician II	1	15.0%	1.0%	1.0%	1.0%	1.0%	1.0%	40.0%	40.0%	100%
TOTAL	4									

POLICE

Police Chief	1	100.0%								100%
Lieutenant	1	100.0%								100%
Administrative Coordinator	1	100.0%								100%
Police Sergeant	4	100.0%								100%
Police Officer	10	100.0%								100%
Community Service Officers	3	100.0%								100%
Police Service Technician	2	100.0%								100%
Parking Enforcement Seasonal (1)	Hourly	100.0%								100%
TOTAL	22									

COMMUNITY DEVELOPMENT

Community Development Director	1	90.0%						5.0%	5.0%	100%
Associate Planner	1	90.0%						5.0%	5.0%	100%
Special Projects Manager	1	100.0%								100%
Grants Assistant	0.8	100.0%								100%
Planning Technician	1	100.0%								100%
TOTAL	4.8									

FY 2017/18 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL

PUBLIC WORKS

Public Works Director	1	10.0%	5.0%		15.0%	20.0%	5.0%	20.0%	25.0%	100%
Assistant Director of Public Works	1	15.0%	5.0%		10.0%	15.0%	5.0%	20.0%	30.0%	100%
Public Works Project Analyst	1	40.0%				20.0%		20.0%	20.0%	100%
Engineering Technician	1	25.0%				10.0%	10.0%	35.0%	20.0%	100%
Engineering Technician	1	25.0%				20.0%		35.0%	20.0%	100%
Lead Maintenance Worker	1	30.0%			10.0%	15.0%	5.0%	20.0%	20.0%	100%
Maintenance Worker III	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	40.0%			15.0%			20.0%	25.0%	100%
Maintenance Worker II	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	50.0%						25.0%	25.0%	100%
Maintenance Worker I	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	20.0%						40.0%	40.0%	100%
Seasonal Worker Streets (2)	Hourly					100.0%		0.0%		100%
Mechanic	1		100.0%							100%
TOTAL	14									

WATER & WASTEWATER TREATMENT

Lead Treatment Operator-WCD	1							85.0%	15.0%	100%
Lead Treatment Operator-WW	1							5.0%	95.0%	100%
Treatment Plant Operator II	1							5.0%	95.0%	100%
Treatment Plant Operator II	1							25.0%	75.0%	100%
Treatment Plant Operator II	1							25.0%	75.0%	100%
Treatment Plant Operator II /Electrician	1							25.0%	75.0%	100%
Env. Compliance Coordinator	1							5.0%	95.0%	100%
OIT	1							5.0%	95.0%	100%
Seasonal Worker (1)	Hourly							10.0%	90.0%	100%
TOTAL	8									

TOTAL APPROVED POSITIONS	59.80
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Fund or Department	Fund Personnel Expenditures	Personnel Costs Allocated	Total Personnel Costs Including Salary and Benefit Allocations
General Fund	\$ 5,855,858	\$ (1,467,152)	\$ 4,388,706
Sub Total General Fund	5,855,858	(1,467,152)	4,388,706
Streets		\$ 148,155	148,155
Facilities Repair & Maint ISF		114,014	114,014
Technology Maint & Replacement ISF	177,889	35,331	213,220
Fleet & Equipment Services ISF	91,425	26,643	118,068
Water Enterprise		743,275	743,275
Wastewater Enterprise	819,628	399,734	1,219,361
C.V Starr Center			
Subtotal Indirect Cost Participants	1,088,941	1,467,152	2,556,094
Total	\$ 6,944,800	\$ -	\$ 6,944,800

Indirect Non Personnel General Fund Cost to be Allocated	
City Council	\$ 15,000
Administration	49,158
City Attorney	150,000
Finance	40,564
Public Works Administration	10,200
Public Works Corp Yard	16,650
Non-Departmental *	788,792
	1,070,364
Less Allocation to C.V. Starr Enterprise	10,000
	\$ 1,060,364

\* Excludes Transfers, Allocations, Caspar and Community Support

Total	\$ 6,944,800
Check against CAP	\$ 6,944,800
Difference	\$ -

% of Personnel Costs	Non-Personnel Costs Allocated	Total Allocations
63%	\$ (402,006)	\$ (1,869,159)
63%	(402,006)	(1,869,159)
2%	22,721	170,876
2%	17,485	131,500
3%	32,700	68,031
2%	18,107	44,750
11%	113,990	857,265
18%	187,003	586,737
	10,000	10,000
37%	402,006	1,869,159
100%	\$ -	\$ -

400,556

1,450

Allocated To	Fleet and Equipment Services	Facilities Repair and Maintenance	Technology Maintenance And Replacement	Total
Police Department	\$ 181,599			
Non-Departmental	17,872			
Public Works: Parks	18,396			
Public Works: Streets	22,721			
Public Works: Storm Drains	15,648			
Public Works: Traffic Safety	<u>6,349</u>			
General Fund (Including PEG)	262,585	119,623	219,125	601,333
Water	60,422	47,783	90,120	198,325
Wastewater	104,231	47,783	90,120	242,135
Total	<u>\$ 427,238</u>	<u>\$ 215,189</u>	<u>\$ 399,366</u>	<u>\$ 1,041,793</u>





## **CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

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### **FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING DATE:** May 3, 2016  
**TO:** Finance and Administration Committee  
**AGENDA ITEM TITLE:** Discuss Cost Allocation Plan options for FY16-17 Budget

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#### **BACKGROUND AND OVERVIEW:**

As part of the FY16-17 budget process, Finance Department staff with the assistance of outside consultant Ginny Feth-Michel undertook a detailed examination of the City's Cost Allocation Plan. The goals of the examination were threefold: 1) to help current staff understand the logic and methodology used by prior staff 2) once understood, to better present the logic and methodology to Council, the public and all other stakeholders so as to provide better transparency and 3) to determine if the logic and methodology were still relevant and appropriate or if revisions were necessary.

After an exhaustive examination of prior year's allocations, the following has been determined:

- Allocations of Salary and Benefits costs are appropriate as currently calculated. Allocations of these costs from indirect departments to direct departments are made according to the Personnel Staffing Allocation tables presented in each annual budget. The table represents a fair estimate of the amount of time each City employee spends servicing departments outside of their own.
- Allocations of non-personnel overhead costs, as currently calculated, are made according to the Personnel Staffing Allocation tables presented in each annual budget. The calculation does not include an allocation to the General Fund which results in a disproportionate share allocated to the Enterprise funds.
- Fleet & Equipment Services are allocated according to the number of vehicles in each department. Facilities Repair & Maintenance as well as Technology Maintenance & Replacement are allocated 50% to the General Fund, 25% to the Water Enterprise and 25% to the Wastewater Enterprise according to prior direction from Council. Staff proposes to re-visit the Facilities and Technology allocations in subsequent years with the intention of proposing an improved methodology.

#### **RECOMMENDATION:**

Staff has developed a plan to step up the allocation of non-personnel overhead to the General Fund over a three-year time period as follows; in year one 20% to be allocated, in year two 40% to be allocated and in year three and beyond 60% to be allocated. The plan will result in the following estimated reductions to General Fund charges for service revenue; year one \$271k,

year two \$547k, year three and beyond \$829k. Staff has currently developed the FY 2016/17 budget according to this plan and has balanced the budget despite the loss of \$271k in General Fund revenue. Staff recommends presenting the budget in this manner at the Budget Workshop on May 25, 2016 unless an alternative recommendation is supported by the Finance and Administration Committee.

**ALTERNATIVES:**

1. Fully increase the General Fund allocation of non-personnel overhead costs to 60% in the FY16-17 Budget. The resulting budget will show a General Fund deficit of approximately \$540k. Although the General Fund has sufficient fund balance to withstand the deficit in FY16-17, it is imperative that both staff and Council work diligently to enhance General Fund revenue streams in the years to come.
2. Step up the allocation over a longer or shorter timeframe.

**ATTACHMENTS:**

1. Cost Allocation Plan FY16-17

## Central Services - City Council Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	<b>100.00%</b>	\$ 126,158
<b>Total</b>	<b>100.00%</b>	<b>\$ 126,158</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 126,158
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,215
10018000	Community Outreach/Public Information Services	37,000	0.11%	139
10022100	Parks	1,101,063	3.27%	4,131
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,252
10023100	Planning & Community Development	506,928	1.51%	1,902
10023320	Building Inspection	284,354	0.85%	1,067
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,290
10024214	Traffic Signal Operations	33,000	0.10%	124
10024220	Streets	775,765	2.31%	2,910
10024224	Storm Drain	98,239	0.29%	369
10020217	Animal Control	78,500	0.23%	295
10520210	Police Patrol	5,262,672	15.65%	19,744
10520224	Police Major Crimes	162,314	0.48%	609
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	1,894
10521210	Fire	2,150,676	6.40%	8,069
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	496
72022400	Golf	41,973	0.12%	157
73022600	Conference Center	257,524	0.77%	966
77725200	Airport	1,119,216	3.33%	4,199
80026110	Electric Overhead	1,069,948	3.18%	4,014
80026120	Electric Underground	1,059,977	3.15%	3,977
80026130	Electric Substation	297,165	0.88%	1,115
80026200	Electric Testing & Calibrating	229,920	0.68%	863
80026300	Electric Generation	8,541,565	25.40%	32,046
80026330	Electric Hydro Plant	265,284	0.79%	995
80026400	Electric Administration	560,546	1.67%	2,103
80526610	Street Lighting	368,369	1.10%	1,382
80626500	Public Benefit	510,000	1.52%	1,913
82024410	Water Administration	539,837	1.61%	2,025
82024411	Water Production Operations & Management	1,094,926	3.26%	4,108
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	2,838
84024420	Wastewater Administration	562,786	1.67%	2,111
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,176
84024425	Wastewater Treatment	2,300,033	6.84%	8,629
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	127
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	287
31217100	Downtown Business Improvement	15,000	0.04%	56
69122700	Museum	307,703	0.92%	1,154
75017110	Visit Ukiah	110,000	0.33%	413
<b>Total Operating Budget Used for Distribution</b>		<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 126,158</b>

GF	17,398	13.79%
Police	22,541	17.87%
Fire	8,069	6.40%
Parking Enf.	496	0.39%
Golf	157	0.12%
Conf. Center	966	0.77%
Airport	4,199	3.33%
Electric	45,112	35.76%
Street Lighting	1,382	1.10%
Public Benefit	1,913	1.52%
Water	8,971	7.11%
Wastewater	12,917	10.24%
Successor Agency	127	0.10%
ARRC	287	0.23%
Downtown Bus. Imp.	56	0.04%
Museum	1,154	0.92%
Visit Ukiah	413	0.33%
Total	126,158	100.00%

## Central Services - City Clerk Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	<b>100.00%</b>	\$ 137,984
<b>Total</b>	<b>100.00%</b>	<b>\$ 137,984</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 137,984
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,329
10018000	Community Outreach/Public Information Services	37,000	0.11%	152
10022100	Parks	1,101,063	3.27%	4,518
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,557
10023100	Planning & Community Development	506,928	1.51%	2,080
10023320	Building Inspection	284,354	0.85%	1,167
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,504
10024214	Traffic Signal Operations	33,000	0.10%	135
10024220	Streets	775,765	2.31%	3,183
10024224	Storm Drain	98,239	0.29%	403
10020217	Animal Control	78,500	0.23%	322
10520210	Police Patrol	5,262,672	15.65%	21,595
10520224	Police Major Crimes	162,314	0.48%	666
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	2,071
10521210	Fire	2,150,676	6.40%	8,825
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	542
72022400	Golf	41,973	0.12%	172
73022600	Conference Center	257,524	0.77%	1,057
77725200	Airport	1,119,216	3.33%	4,593
80026110	Electric Overhead	1,069,948	3.18%	4,390
80026120	Electric Underground	1,059,977	3.15%	4,350
80026130	Electric Substation	297,165	0.88%	1,219
80026200	Electric Testing & Calibrating	229,920	0.68%	943
80026300	Electric Generation	8,541,565	25.40%	35,049
80026330	Electric Hydro Plant	265,284	0.79%	1,089
80026400	Electric Administration	560,546	1.67%	2,300
80526610	Street Lighting	368,369	1.10%	1,512
80626500	Public Benefit	510,000	1.52%	2,093
82024410	Water Administration	539,837	1.61%	2,215
82024411	Water Production Operations & Management	1,094,926	3.26%	4,493
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	3,104
84024420	Wastewater Administration	562,786	1.67%	2,309
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,380
84024425	Wastewater Treatment	2,300,033	6.84%	9,438
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	139
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	314
31217100	Downtown Business Improvement	15,000	0.04%	62
69122700	Museum	307,703	0.92%	1,263
75017110	Visit Ukiah	110,000	0.33%	451

**Total Operating Budget Used for Distribution    33,626,771    100.00%    \$    137,984**

GF	19,029	13.79%
Police	24,654	17.87%
Fire	8,825	6.40%
Parking Enf.	542	0.39%
Golf	172	0.12%
Conf. Center	1,057	0.77%
Airport	4,593	3.33%
Electric	49,341	35.76%
Street Lighting	1,512	1.10%
Public Benefit	2,093	1.52%
Water	9,812	7.11%
Wastewater	14,127	10.24%
Successor Agency	139	0.10%
ARRC	314	0.23%
Downtown Bus. Imp.	62	0.04%
Museum	1,263	0.92%
Visit Ukiah	451	0.33%
<b>Total</b>	<b>137,984</b>	<b>100.00%</b>

## Central Services - City Manager Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	100.00%	\$ 396,602
<b>Total</b>	<b>100.00%</b>	<b>\$ 396,602</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 396,602
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	3,819
10018000	Community Outreach/Public Information Services	37,000	0.11%	436
10022100	Parks	1,101,063	3.27%	12,986
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	10,224
10023100	Planning & Community Development	506,928	1.51%	5,979
10023320	Building Inspection	284,354	0.85%	3,354
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	7,198
10024214	Traffic Signal Operations	33,000	0.10%	389
10024220	Streets	775,765	2.31%	9,150
10024224	Storm Drain	98,239	0.29%	1,159
10020217	Animal Control	78,500	0.23%	926
10520210	Police Patrol	5,262,672	15.65%	62,069
10520224	Police Major Crimes	162,314	0.48%	1,914
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	5,953
10521210	Fire	2,150,676	6.40%	25,366
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	1,558
72022400	Golf	41,973	0.12%	495
73022600	Conference Center	257,524	0.77%	3,037
77725200	Airport	1,119,216	3.33%	13,200
80026110	Electric Overhead	1,069,948	3.18%	12,619
80026120	Electric Underground	1,059,977	3.15%	12,502
80026130	Electric Substation	297,165	0.88%	3,505
80026200	Electric Testing & Calibrating	229,920	0.68%	2,712
80026300	Electric Generation	8,541,565	25.40%	100,741
80026330	Electric Hydro Plant	265,284	0.79%	3,129
80026400	Electric Administration	560,546	1.67%	6,611
80526610	Street Lighting	368,369	1.10%	4,345
80626500	Public Benefit	510,000	1.52%	6,015
82024410	Water Administration	539,837	1.61%	6,367
82024411	Water Production Operations & Management	1,094,926	3.26%	12,914
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	8,921
84024420	Wastewater Administration	562,786	1.67%	6,638
84024421	Wastewater Operations & Maintenance	580,033	1.72%	6,841
84024425	Wastewater Treatment	2,300,033	6.84%	27,127
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	399
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	901
31217100	Downtown Business Improvement	15,000	0.04%	177
69122700	Museum	307,703	0.92%	3,629
75017110	Visit Ukiah	110,000	0.33%	1,297

<b>Total Operating Budget Used for Distribution</b>	<b><u>33,626,771</u></b>	<b><u>100.00%</u></b>	<b><u>\$ 396,602</u></b>
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GF	54,694	13.79%
Police	70,863	17.87%
Fire	25,366	6.40%
Parking Enf.	1,558	0.39%
Golf	495	0.12%
Conf. Center	3,037	0.77%
Airport	13,200	3.33%
Electric	141,819	35.76%
Street Lighting	4,345	1.10%
Public Benefit	6,015	1.52%
Water	28,202	7.11%
Wastewater	40,606	10.24%
Successor Agency	399	0.10%
ARRC	901	0.23%
Downtown Bus. Imp.	177	0.04%
Museum	3,629	0.92%
Visit Ukiah	1,297	0.33%
<b>Total</b>	<b>396,602</b>	<b>100.00%</b>

## Central Services - Administrative Support Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	100.00%	\$ 84,456
<b>Total</b>	<b>100.00%</b>	<b>\$ 84,456</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 84,456
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	813
10018000	Community Outreach/Public Information Services	37,000	0.11%	93
10022100	Parks	1,101,063	3.27%	2,765
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	2,177
10023100	Planning & Community Development	506,928	1.51%	1,273
10023320	Building Inspection	284,354	0.85%	714
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	1,533
10024214	Traffic Signal Operations	33,000	0.10%	83
10024220	Streets	775,765	2.31%	1,948
10024224	Storm Drain	98,239	0.29%	247
10020217	Animal Control	78,500	0.23%	197
10520210	Police Patrol	5,262,672	15.65%	13,218
10520224	Police Major Crimes	162,314	0.48%	408
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	1,268
10521210	Fire	2,150,676	6.40%	5,402
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	332
72022400	Golf	41,973	0.12%	105
73022600	Conference Center	257,524	0.77%	647
77725200	Airport	1,119,216	3.33%	2,811
80026110	Electric Overhead	1,069,948	3.18%	2,687
80026120	Electric Underground	1,059,977	3.15%	2,662
80026130	Electric Substation	297,165	0.88%	746
80026200	Electric Testing & Calibrating	229,920	0.68%	577
80026300	Electric Generation	8,541,565	25.40%	21,453
80026330	Electric Hydro Plant	265,284	0.79%	666
80026400	Electric Administration	560,546	1.67%	1,408
80526610	Street Lighting	368,369	1.10%	925
80626500	Public Benefit	510,000	1.52%	1,281
82024410	Water Administration	539,837	1.61%	1,356
82024411	Water Production Operations & Management	1,094,926	3.26%	2,750
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	1,900
84024420	Wastewater Administration	562,786	1.67%	1,413
84024421	Wastewater Operations & Maintenance	580,033	1.72%	1,457
84024425	Wastewater Treatment	2,300,033	6.84%	5,777
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	85
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	192
31217100	Downtown Business Improvement	15,000	0.04%	38
69122700	Museum	307,703	0.92%	773
75017110	Visit Ukiah	110,000	0.33%	276
<b>Total Operating Budget Used for Distribution</b>		<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 84,456</b>

GF	11,647	13.79%
Police	15,090	17.87%
Fire	5,402	6.40%
Parking Enf.	332	0.39%
Golf	105	0.12%
Conf. Center	647	0.77%
Airport	2,811	3.33%
Electric	30,200	35.76%
Street Lighting	925	1.10%
Public Benefit	1,281	1.52%
Water	6,006	7.11%
Wastewater	8,647	10.24%
Successor Agency	85	0.10%
ARRC	192	0.23%
Downtown Bus. Imp.	38	0.04%
Museum	773	0.92%
Visit Ukiah	276	0.33%
<b>Total</b>	<b>84,456</b>	<b>100.00%</b>



## Central Services - Miscellaneous General Government Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	100.00%	\$ 136,673
<b>Total</b>	<b>100.00%</b>	<b>\$ 136,673</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 136,673
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,316
10018000	Community Outreach/Public Information Services	37,000	0.11%	150
10022100	Parks	1,101,063	3.27%	4,475
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,523
10023100	Planning & Community Development	506,928	1.51%	2,060
10023320	Building Inspection	284,354	0.85%	1,156
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,480
10024214	Traffic Signal Operations	33,000	0.10%	134
10024220	Streets	775,765	2.31%	3,153
10024224	Storm Drain	98,239	0.29%	399
10020217	Animal Control	78,500	0.23%	319
10520210	Police Patrol	5,262,672	15.65%	21,390
10520224	Police Major Crimes	162,314	0.48%	660
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	2,052
10521210	Fire	2,150,676	6.40%	8,741
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	537
72022400	Golf	41,973	0.12%	171
73022600	Conference Center	257,524	0.77%	1,047
77725200	Airport	1,119,216	3.33%	4,549
80026110	Electric Overhead	1,069,948	3.18%	4,349
80026120	Electric Underground	1,059,977	3.15%	4,308
80026130	Electric Substation	297,165	0.88%	1,208
80026200	Electric Testing & Calibrating	229,920	0.68%	934
80026300	Electric Generation	8,541,565	25.40%	34,716
80026330	Electric Hydro Plant	265,284	0.79%	1,078
80026400	Electric Administration	560,546	1.67%	2,278
80526610	Street Lighting	368,369	1.10%	1,497
80626500	Public Benefit	510,000	1.52%	2,073
82024410	Water Administration	539,837	1.61%	2,194
82024411	Water Production Operations & Management	1,094,926	3.26%	4,450
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	3,074
84024420	Wastewater Administration	562,786	1.67%	2,287
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,357
84024425	Wastewater Treatment	2,300,033	6.84%	9,348
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	137
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	311
31217100	Downtown Business Improvement	15,000	0.04%	61
69122700	Museum	307,703	0.92%	1,251
75017110	Visit Ukiah	110,000	0.33%	447
<b>Total Operating Budget Used for Distribution</b>		<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 136,673</b>

GF	18,848	13.79%
Police	24,420	17.87%
Fire	8,741	6.40%
Parking Enf.	537	0.39%
Golf	171	0.12%
Conf. Center	1,047	0.77%
Airport	4,549	3.33%
Electric	48,872	35.76%
Street Lighting	1,497	1.10%
Public Benefit	2,073	1.52%
Water	9,719	7.11%
Wastewater	13,993	10.24%
Successor Agency	137	0.10%
ARRC	311	0.23%
Downtown Bus. Imp.	61	0.04%
Museum	1,251	0.92%
Visit Ukiah	447	0.33%
<b>Total</b>	<b>136,673</b>	<b>100.00%</b>

## Central Services - Accounting Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	100.00%	\$ 696,537
<b>Total</b>	<b>100.00%</b>	<b>\$ 696,537</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 696,537
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	6,707
10018000	Community Outreach/Public Information Services	37,000	0.11%	766
10022100	Parks	1,101,063	3.27%	22,807
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	17,957
10023100	Planning & Community Development	506,928	1.51%	10,500
10023320	Building Inspection	284,354	0.85%	5,890
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	12,641
10024214	Traffic Signal Operations	33,000	0.10%	684
10024220	Streets	775,765	2.31%	16,069
10024224	Storm Drain	98,239	0.29%	2,035
10020217	Animal Control	78,500	0.23%	1,626
10520210	Police Patrol	5,262,672	15.65%	109,010
10520224	Police Major Crimes	162,314	0.48%	3,362
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	10,456
10521210	Fire	2,150,676	6.40%	44,549
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	2,737
72022400	Golf	41,973	0.12%	869
73022600	Conference Center	257,524	0.77%	5,334
77725200	Airport	1,119,216	3.33%	23,183
80026110	Electric Overhead	1,069,948	3.18%	22,163
80026120	Electric Underground	1,059,977	3.15%	21,956
80026130	Electric Substation	297,165	0.88%	6,155
80026200	Electric Testing & Calibrating	229,920	0.68%	4,763
80026300	Electric Generation	8,541,565	25.40%	176,928
80026330	Electric Hydro Plant	265,284	0.79%	5,495
80026400	Electric Administration	560,546	1.67%	11,611
80526610	Street Lighting	368,369	1.10%	7,630
80626500	Public Benefit	510,000	1.52%	10,564
82024410	Water Administration	539,837	1.61%	11,182
82024411	Water Production Operations & Management	1,094,926	3.26%	22,680
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	15,668
84024420	Wastewater Administration	562,786	1.67%	11,657
84024421	Wastewater Operations & Maintenance	580,033	1.72%	12,015
84024425	Wastewater Treatment	2,300,033	6.84%	47,642
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	700
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	1,583
31217100	Downtown Business Improvement	15,000	0.04%	311
69122700	Museum	307,703	0.92%	6,374
75017110	Visit Ukiah	110,000	0.33%	2,279
<b>Total Operating Budget Used for Distribution</b>		<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 696,537</b>

GF	96,056	13.79%
Police	124,454	17.87%
Fire	44,549	6.40%
Parking Enf.	2,737	0.39%
Golf	869	0.12%
Conf. Center	5,334	0.77%
Airport	23,183	3.33%
Electric	249,071	35.76%
Street Lighting	7,630	1.10%
Public Benefit	10,564	1.52%
Water	49,530	7.11%
Wastewater	71,314	10.24%
Successor Agency	700	0.10%
ARRC	1,583	0.23%
Downtown Bus. Imp.	311	0.04%
Museum	6,374	0.92%
Visit Ukiah	2,279	0.33%
<b>Total</b>	<b>696,537</b>	<b>100.00%</b>



## Central Services - City Attorney Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Total Operating Budget FY 2015/2016	100.00%	\$ 201,161
<b>Total</b>	<b>100.00%</b>	<b>\$ 201,161</b>

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 201,161
<b>GENERAL FUND</b>				
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,937
10018000	Community Outreach/Public Information Services	37,000	0.11%	221
10022100	Parks	1,101,063	3.27%	6,587
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	5,186
10023100	Planning & Community Development	506,928	1.51%	3,033
10023320	Building Inspection	284,354	0.85%	1,701
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	3,651
10024214	Traffic Signal Operations	33,000	0.10%	197
10024220	Streets	775,765	2.31%	4,641
10024224	Storm Drain	98,239	0.29%	588
10020217	Animal Control	78,500	0.23%	470
10520210	Police Patrol	5,262,672	15.65%	31,482
10520224	Police Major Crimes	162,314	0.48%	971
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	3,020
10521210	Fire	2,150,676	6.40%	12,866
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	132,116	0.39%	790
72022400	Golf	41,973	0.12%	251
73022600	Conference Center	257,524	0.77%	1,541
77725200	Airport	1,119,216	3.33%	6,695
80026110	Electric Overhead	1,069,948	3.18%	6,401
80026120	Electric Underground	1,059,977	3.15%	6,341
80026130	Electric Substation	297,165	0.88%	1,778
80026200	Electric Testing & Calibrating	229,920	0.68%	1,375
80026300	Electric Generation	8,541,565	25.40%	51,097
80026330	Electric Hydro Plant	265,284	0.79%	1,587
80026400	Electric Administration	560,546	1.67%	3,353
80526610	Street Lighting	368,369	1.10%	2,204
80626500	Public Benefit	510,000	1.52%	3,051
82024410	Water Administration	539,837	1.61%	3,229
82024411	Water Production Operations & Management	1,094,926	3.26%	6,550
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	4,525
84024420	Wastewater Administration	562,786	1.67%	3,367
84024421	Wastewater Operations & Maintenance	580,033	1.72%	3,470
84024425	Wastewater Treatment	2,300,033	6.84%	13,759
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>				
10017200	Successor Agency	33,800	0.10%	202
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	457
31217100	Downtown Business Improvement	15,000	0.04%	90
69122700	Museum	307,703	0.92%	1,841
75017110	Visit Ukiah	110,000	0.33%	658
<b>Total Operating Budget Used for Distribution</b>		<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 201,161</b>

GF	27,741	13.79%
Police	35,942	17.87%
Fire	12,866	6.40%
Parking Enf.	790	0.39%
Golf	251	0.12%
Conf. Center	1,541	0.77%
Airport	6,695	3.33%
Electric	71,932	35.76%
Street Lighting	2,204	1.10%
Public Benefit	3,051	1.52%
Water	14,304	7.11%
Wastewater	20,596	10.24%
Successor Agency	202	0.10%
ARRC	457	0.23%
Downtown Bus. Imp.	90	0.04%
Museum	1,841	0.92%
Visit Ukiah	658	0.33%
<b>Total</b>	<b>201,161</b>	<b>100.00%</b>

## Central Services - Human Resources/Risk Management Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Number of Full Time Equivalent Employees (FTEs)	100.00%	\$ 481,893
<b>Total</b>	<b>100.00%</b>	<b>\$ 481,893</b>

		Department Percent	
Org #	Departments	Number of Full Time Equivalent Employees (FTEs)	Total Distribution
			\$ 481,893
<b>GENERAL FUND</b>			
10010000	City Council	1.90	5,847
10015100	City Treasurer	0.38	1,169
10011100	City Clerk	1.00	3,078
10012100	City Manager	1.56	4,801
10012200	Administrative Support	0.50	1,539
10013400	Accounting	6.80	20,928
10017100	Business, Economic, Grant & Housing	2.40	7,386
10022100	Parks	11.15	34,315
10022810	Recreation Administration (includes all Recreation Activities 4.40)	7.81	24,036
10023100	Planning & Community Development	3.44	10,587
10023320	Building Inspection	2.06	6,340
10024210	Engineering (includes Landfill/Solid Waste 1.40)	2.56	7,879
10024220	Streets	5.05	15,542
10024214	Storm Drain	1.30	4,001
10520210	Police Patrol	33.85	104,177
10520224	Police Major Crimes	1.00	3,078
10520218	Community Services Officers (Includes SLESF 1.00)	5.80	17,850
10521210	Fire	11.15	34,315
<b>ENTERPRISE FUNDS</b>			
72022400	Golf	0.45	1,385
73022600	Conference Center	2.71	8,340
77725200	Airport	4.24	13,049
80026110	Electric Overhead	5.20	16,004
80026120	Electric Underground	6.16	18,958
80026200	Electric Testing & Calibrating	1.40	4,309
80026130	Electric Substation	1.70	5,232
80026330	Electric Hydro Plant	0.75	2,308
80026400	Electric Administration	2.03	6,248
80526610	Street Lighting	1.15	3,539
82024410	Water Administration	2.03	6,248
82024411	Water Production Operations & Management	4.99	15,357
82024414	Water Distribution Operations & Maintenance	5.60	17,235
84024420	Wastewater Administration	2.98	9,171
84024421	Wastewater Operations & Maintenance	4.41	13,572
84024425	Wastewater Treatment	6.48	19,943
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>			
31122870	Alex Rorabaugh Recreation Center (ARRC)	0.23	708
69122700	Museum	3.86	11,880
75017110	Vist Ukiah	0.50	1,539
<b>Total FTE's for Distribution</b>		<b>156.58</b>	<b>481,893</b>

GF	147,449	30.60%
Police	125,105	25.96%
Fire	34,315	7.12%
Golf	1,385	0.29%
Airport	13,049	2.71%
Conf. Center	8,340	1.73%
Electric	53,058	11.01%
Street Lighting	3,539	0.73%
Water	38,840	8.06%
Wastewater	42,687	8.86%
ARRC	708	0.15%
Museum	11,880	2.47%
Visit Ukiah	1,539	0.32%
<b>Total</b>	<b>481,893</b>	<b>100.00%</b>

## Central Services - Treasurer

Distribution Basis/Bases	Percent	Dept. Budget
Fund Balance FY 2015/2016	100.00%	\$ 89,344
<b>Total</b>	<b>100.00%</b>	<b>\$ 89,344</b>

Org #	Fund/Department Name	Fund Balance FY 2015/2016	Department Percent	Total Distribution \$ 89,344
<b>GENERAL FUND</b>				
10000000	General Fund	3,305,267	7.70%	6,877
<b>ENTERPRISE FUNDS</b>				
64020213	Parking Enforcement	113,260	0.26%	236
73022600	Conference Center	33,483	0.08%	70
77725200	Airport	186,827	0.44%	389
80026400	Electric Administration	12,131,498	28.25%	25,239
80526610	Street Lighting	440,856	1.03%	917
80626500	Public Benefit	6,039	0.01%	13
82024410	Water Administration	6,953,266	16.19%	14,466
84024420	Wastewater Administration (includes Fund 940)	19,773,631	46.05%	41,138
<b>Total Fund Balance for Distribution</b>		<b>42,944,127</b>	<b>100.00%</b>	<b>\$ 89,344</b>

GF	245,412	147,449	6,877	399,737
Police	317,964	125,105		443,069
Fire	113,816	34,315		148,132
Parking Enf.	6,992		236	7,227
Golf	2,221	1,385		3,606
Airport	#REF!	13,049	389	#REF!
Electric	636,347	53,058	25,239	714,644
Street Lighting	19,495	3,539	917	23,951
Public Benefit	26,990		13	27,002
Water	126,543	38,840	14,466	179,848
Wastewater	182,200	42,687	41,138	266,025
Successor Agency	1,789			1,789
ARRC	4,045	708		4,752
Downtown Bus. Imp.	794			794
Museum	16,284	11,880		28,164
Conf. Center	13,628	8,340	70	22,038
Visit Ukiah	5,821	1,539		7,360
Total	#REF!	481,893	89,344	#REF!

**FORT BRAGG GENERAL FUND FIXED ASSETS  
BUILDINGS AND IMPROVEMENTS 910.160.163**

<b><u>ACQUISITION/ REMODEL</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>DATE IN SERVICE</u></b>	<b><u>USEFUL LIFE (S/L)</u></b>	<b><u>COST BASIS</u></b>
1921/45/03	CITY HALL INC REHAB		30	464,643.00
1959	CORPORATION YARD		30	200,000.00
1912/1989	TOWN HALL		20	400,000.00
2008-2009	City Hall Remodel 4/1/09	4/1/2009	30	711,241.70
2009-2010	Town Hall Parapets	12/18/2009	30	221,397.18
3/1/2015	Town Hall Remodel	3/1/2015	30	320,042.13
<b>TOTALS</b>				<b><u>2,317,324.01</u></b>
				1,158,662.01

<b>Class</b>	<b>Account</b>	<b>Description</b>	<b>DR</b>	<b>CR</b>
Equity	910-0000-3080	General Fixed Assets-Investment in Fixed Assets	506,678.57	
Asset	910-0000-1631	General Fixed Assets - Accumulated Depreciation	651,983.43	
Asset	910-0000-1630	General Fixed Assets - Buildings asset account		1,158,662.01
Asset	610-0000-1630	Water Fund - Buildings asset account	579,331	
Contra Asset	610-0000-1631	Water Fund - Accum Depreciation		253,339
Exp	610-4612-0499	Water Fund - Depreciation Expense	253,339	
Rev	610-0000-3980	Water Fund - Contributed Capital		579,331
Asset	710-0000-1630	Wastewater Fund - Buildings asset account	579,331	
Contra Asset	710-0000-1631	Wastewater Fund - Accum Depreciation		253,339
Exp	710-4712-0499	Wastewater Fund - Depreciation Expense	253,339	
Rev	710-0000-3980	Wastewater Fund - Contributed Capital		579,331

Eq	610-0000-3010	Water Fund - Unrestricted Fund balance	325,992	
Eq	610-0000-3080	Water Fund - Net investment in capital assets		325,992
Eq	710-0000-3010	Wastewater Fund - Unrestricted Fund balance	325,992	
Eq	710-0000-3080	Wastewater Fund - Net investment in capital assets		325,992

<b>NBV FY16</b>	<b>Accumulated Depreciation</b>	<b>Water Proportionate Share <u>25%</u></b>	<b>Wastewater Proportionate Share <u>25%</u></b>
(0)	(464,643)	116,160.75	116,160.75
-	(200,000)	50,000.00	50,000.00
-	(400,000)	100,000.00	100,000.00
539,358	(171,883)	177,810.43	177,810.43
173,120	(48,277)	55,349.30	55,349.30
300,879	(19,163)	80,010.53	80,010.53
<b>1,013,357.14</b>	<b>(1,303,966.87)</b>	<b>579,331.00</b>	<b>579,331.00</b>
			1,158,662.01

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# **COST ALLOCATION PLAN**

**Fiscal Year 2015-16**



***City of Ukiah***



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# INTRODUCTION

## OVERVIEW

### Purpose of the Plan

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The purpose of the City's Cost Allocation Plan is to identify the total costs of providing specific City services. Why is a separate cost accounting analysis required to do this? Because in almost all organizations—whether in the private or the public sector—the cost of producing goods or delivering services can be classified into two basic categories: direct and indirect costs.

“Direct costs” by their nature are usually easy to identify and relate to a specific service. However, this is not the case for “indirect costs.” As such, if we want to know the “total cost” of providing a specific service, then we need to develop an approach—a plan—for reasonably allocating indirect costs to direct cost programs.

***What Are Direct and Indirect Costs?*** Direct costs are those that can be specifically identified with a particular cost objective, such as street maintenance, police protection and water service. Indirect costs are not readily identifiable with a direct operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective.

Common examples of indirect costs include accounting, purchasing, legal services, personnel administration and building maintenance. Although indirect costs are generally not readily identifiable with direct cost programs, their cost should be included if we want to know the total cost of delivering specific services.

***Budgeting and Accounting for Indirect Costs.*** Theoretically, all indirect costs could be directly charged to specific cost objectives; however, practical difficulties generally preclude such an approach for organizational and accounting reasons. As such, almost all organizations separately budget and account for direct and indirect costs at some level depending on their financial reporting needs and the complexity of their operations.

***Distributing Indirect Costs.*** In order to determine the total cost of delivering specific services, some methodology for determining and distributing indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical, consistent and reasonable manner.

***Plan Goal: Reasonable Allocation of Costs.*** It is important to stress that the goal of the Cost Allocation Plan is a reasonable allocation of indirect costs, not a “perfect” one. By their very nature, indirect costs are difficult to link with direct costs. As such, in developing an allocation approach, it is important to keep this goal in mind balancing the cost and of effort of complicated allocation methods with the likely benefits from the end results.

### Indirect Cost Allocation Strategies

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There are several ways of allocating indirect costs, including:

***Internal Service Funds.*** Many cities allocate costs through formal internal service funds for services like printing, information technology, fleet maintenance and insurance. Typically with this approach, the internal service fund provides services to the organization and charges back for departments based on their actual

## INTRODUCTION

usage of the service and standard per unit billing rates, like a private company would (except the goal is to break even rather than earn a profit). In this case, for the operating programs, indirect costs become direct costs, like they would if they contracted-out for the service.

While this approach can result in added accounting costs to develop internal billing rates and track actual usage, it has the advantage of encouraging more efficient use of internal services by allocating costs based on actual usage, setting aside funds for long-term capital replacement needs (or in the case of insurance, adequate reserves) and helping measure performance.

As shown in the side bar, the City uses seven internal service funds to allocate organization-wide support costs.

***Payroll Allocations.*** Some organizations allocate percentages of key support staff to selected funds through direct payroll allocations, such as 15% of the City Manager to the Water Fund or 20% of the Public Works Director to the Wastewater Fund, with direct cost distributions of non-staffing costs via accounts payable where possible.

### City Internal Service Funds

- Insurance
- Building Maintenance & Corporation Yard
- Garage
- Dispatch
- Purchasing
- Billing & Collections
- Information Technology

While this practice is not uncommon, it has some conceptual drawbacks, such as the basis for the percentage allocations. One of the advantages of cost allocation plans is that the basis for the allocation is clear. Even where internal service funds are used, cost allocation plans are still often needed in allocating indirect costs to the internal service funds (so their costs reflect the full cost of providing services to the organization) and in allocating other indirect costs not typically recovered through internal service funds, such as city manager, city attorney, city clerk, human resources and accounting.

***Cost Allocation Plan.*** Cost allocation Plans provide a clear, consistent and reasonable basis for allocating indirect costs.

***Combination of the Three.*** Some agencies use a combination of these three approaches.

In the City's case, it uses a combination of internal services funds and a cost allocation plan in distributing indirect costs.

## Determining Direct and Indirect Costs

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The first step in preparing the City's Cost Allocation Plan is determining direct and indirect costs. Program costs that primarily provide service to the public are identified as direct costs, whereas the cost of programs that primarily provide services to the organization are identified as indirect costs.

In accordance with generally accepted accounting principles, only operating costs are considered in preparing the Cost Allocation Plan. As such, capital outlay, debt service, interfund transfers and "pass-through" costs are excluded from the calculations.

## ALLOCATING INDIRECT COSTS

## INTRODUCTION

For general purposes, the City-wide indirect cost rate can be used as the basis for allocating indirect costs. The indirect cost rate is simply the ratio between indirect and direct costs, which can be easily computed for the City as a whole once the direct and indirect cost base has been determined.

### Citywide Indirect Cost Rate

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Provided in Table 1 (page 6) is a summary of direct and indirect costs for the City of Ukiah based on the Preliminary 2015-16 Budget along with the resulting citywide indirect cost rate. By applying the overall indirect cost rate to any specific direct cost program, the total cost of the program can be determined. For example, with an overall indirect cost rate of 18% the total cost for a direct program of \$100,000 in Ukiah would be \$118,000 with this approach. (Note: Adjustments are made for capital outlay, debt service, interfund transfers and pass-through costs).

### Bases of Allocation

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This method of cost allocation assumes that all indirect costs are incurred proportionately to the direct cost of the program. However, this may not be a reasonable assumption in all cases, as the benefit received from certain types of support service programs may be more closely related to another indicator of activity than cost.

For example, if a program service is primarily delivered through contract and does not have any City staffing directly associated with it, distributing human resources costs to it may result in an inequitable allocation of costs. Because of this, the City's Cost Allocation Plan establishes separate *bases of allocation* for each major indirect cost category. With this approach, indirect costs can be allocated to each direct cost program in a fair, convenient, and most importantly, consistent manner. Provided in Table 2 on page 7 is a summary of the primary methods of allocation used in distributing indirect costs to direct cost programs.

Some of these costs lend themselves to an easily justified, rational approach of distribution. For example, human resources costs are related to the number of employees serviced. Other costs may not be as intuitive; however, the allocation bases are consistent with generally accepted accounting principles and recognize the concept that the cost of developing the information necessary to perform the cost allocations should not exceed the benefits likely to be gained.

Where there is not otherwise a clear relationship to another allocation base (like authorized staffing or assigned space), allocating costs based on operating budget is the common industry practice, and as such, this approach is used by the City.

# INTRODUCTION

## Indirect Cost Allocations

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A summary of the indirect cost allocations ( Central Services) is provided in Table 3.0 (page 7 ), followed by the detailed allocations for each specific indirect cost program for Central Services on Tables 4.0 through 4.8 (pages 8 to 16) and internal service fund allocations on Tables 5.0 to 5.9 (pages 17 to 25).

## Simple Method of Allocating Costs

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In performing the cost allocations, all indirect costs have been allocated only to direct cost programs rather than using a more complex sequential allocation system. Although there are some conceptual difficulties with this approach, the difference in the end result is insignificant, but the cost of preparation, review and audit is significantly reduced.

For example, the cost of the City Manager program is allocated solely to direct cost programs based on their operating budget. However, as the City Manager program also benefits other indirect cost programs such as Human Resources and Finance, the cost allocations could appear to be distorted since no allocations are made to them.

Under a more sophisticated system, the cost of the City Manager program would be allocated to the other indirect costs programs and iterative allocations then made to direct cost programs until all indirect costs are distributed. However, this process is extremely time consuming (and places far more reliance on the underlying significance of the allocation bases than may be appropriate) and results in the same basic cost allocations as the simpler method since all indirect costs are allocated in the final product. Again, as noted above, the plan's goal is a reasonable allocation of indirect costs, not a "perfect" one.

## USES OF THE COST ALLOCATION PLAN

By identifying total program costs, the Cost Allocation Plan can be used as an analytical tool in many financial decision-making situations, including:

- **Reimbursement Transfers.** The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds. For example, although the City's administrative, legal services, human resources and accounting funds are budgeted and accounted for in the General Fund, these programs provide support services to other City funds. The Cost Allocation Plan provides a clear methodology for determining this level of support in reimbursing these costs.
- **General Fund User Charges.** Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that the full cost of services are considered in setting rates.
- **Labor Rates.** Along with accounting for salary, benefits and paid leave (such as vacation, sick and holidays), "full cost" hourly labor rates can be developed that appropriately include indirect costs.
- **Contracting-Out for Services.** By identifying total costs, the cost allocation plan can also be helpful in analyzing the costs of contracting for services versus performing services in-house.

## INTRODUCTION

- **Grant Administration.** Under federal cost accounting policies, it is permissible to include indirect costs in accounting for grant programs. By establishing indirect cost rates, the cost allocation plan can be used in recovering the total costs (direct and indirect) associated with implementing grant programs.

### PLAN PREPARATION

In a true cost accounting system, indirect costs would be computed and allocated on an ongoing basis throughout the fiscal year based on actual costs. However, frequent updating in municipal finance would not serve any specific purpose—such as unit price control in a manufacturing company—but it would consume significant accounting resources. As such, the City’s Cost Allocation Plan is prepared annually based on the budget adopted by the Council.

This approach works well when significant variances are not expected between budget and actual. However, where large variances are possible, then at the end of the fiscal year, a “true-up” should be calculated based on actual costs. Any variances (either over or under the Cost Allocation Plan amounts) can then be applied to the following year’s Cost Allocation Plan.

After two years, the City will assess whether there were any significant variances between budget and actual, and move to a “true-up” approach if that proves to be the case.

### SUMMARY

The Cost Allocation Plan helps make determining total program costs possible by establishing a reasonable methodology for identifying and allocating indirect costs to direct cost programs. Because of this, the Cost Allocation Plan can be a valuable analytical tool in a number of situations, including establishing fees designed for full cost recovery, reimbursing support service costs provided by the General Fund to other funds and recovering indirect costs associated with grant programs. Table 1 on the following page is a summary of all indirect and direct costs in this plan. Indirect costs represent only 18% of all costs.

# Summary Schedules

Table 1 - Indirect and Direct Cost Summary

Indirect Costs		Direct Costs	
<b>General Fund</b>		<b>General Fund</b>	
City Council	126,158	Business, Economic, Grant & Housing	323,775
City Clerk	137,984	Community Outreach/Public Information Services	37,000
City Manager	396,602	Parks	1,101,063
Administrative Support	84,456	Recreation Administration ( <i>Includes all recreation activities</i> )	866,893
Government	136,673	Planning & Community Development	506,928
Accounting	696,537	Building Inspection	284,354
City Attorney	201,161	Engineering ( <i>Included Landfill/Solid Waste</i> )	610,293
Treasury Management	89,344	Traffic Signal operations	33,000
Management	481,893	Streets	775,765
<b>Internal Service Funds</b>		Storm Drain	98,239
Garage	400,620	Animal Control	78,500
Purchasing	219,871	Police Patrol	5,262,672
Billing & Collections	860,347	Police Major Crimes	162,314
Dispatch	687,987	Community Services Officers ( <i>includes SLESF</i> )	504,767
Building Maintenance/ Corporation Yard	582,907	Fire	2,150,676
Information Technology	711,219	<b>Enterprise Funds</b>	
Insurance	288,013	Parking Enforcement	132,116
<b>Total Interest Costs</b>	<b>6,101,772</b>	Golf	41,973
		Conference Center	257,524
		Airport	1,119,216
		Electric	12,024,405
		Street Lighting	368,369
		Public Benefit	510,000
		Water	2,391,148
		Wastewater	3,442,852
		<b>Special Revenue Funds</b>	
		Successor Agency	33,800
		Alex Rorabaugh Recreation Center	76,426
		Downtown Business Improvement	15,000
		Museum	307,703
		Visit Ukiah	110,000
		<b>Total Direct Costs</b>	<b>33,626,771</b>
		<b>Overall Indirect Cost rate</b>	
		<b>Indirect costs divided by direct costs</b>	<b>18%</b>

Under Generally accepted accounting principles, capital outlay, debt service and interfund transfers and pass-through payments are usually excluded in calculating indirect cost rates; accordingly, only operating costs (less transfers) are considered in the City's cost allocation plan.

## Summary Schedules

*Table 2- Basis of Indirect Cost Allocations*

Central Services:	Basis of Allocation
City Council	Operating Budget
City Clerk	Operating Budget
City Manager	Operating Budget
Administrative Support	Operating Budget
Miscellaneous General Government	Operating Budget
Finance- Accounting	Operating Budget
City Attorney	Operating Budget
Human Resources	Full-Time Equivalent Staffing
Treasury Management	Fund Balance- Interest Distribution
<b>Internal Service Funds:</b>	
Insurance Liability	Claims History/Claims Paid/Property Value
Garage	Previous Year Actual Parts/Labor
Purchasing	Operating Contractual Services & Supplies
Billing & Collections	Billable Revenues
Dispatch Center	Dispatch Services With Flat Rates to Utilities
Building Maintenance	Assigned Space
City Hall Use Allowance	Assigned Space
Information Technology	Full-Time Equivalent Staffing

*Table 3.0- Summary of indirect Cost Allocations for Central Services*

Central Services:	General Fund	Public Safety	Special Revenue Funds	Enterprise Funds	Total
City Council	\$ 17,398	\$ 30,610	\$ 2,037	\$ 76,113	\$ 126,158
City Clerk	19,029	33,479	2,228	83,248	137,984
City Manager	54,694	96,228	6,403	239,277	396,602
Administrative Support	11,647	20,492	1,364	50,954	84,456
Miscellaneous General Government	18,848	33,161	2,207	82,457	136,673
Finance- Accounting	96,056	169,002	11,246	420,233	696,537
City Attorney	27,741	48,808	3,248	121,364	201,161
Human Resources	147,449	159,420	14,126	160,898	481,893
Treasury Management	6,877	-	-	82,467	89,344
<b>Total Indirect Costs for Central Services</b>	<b>\$ 399,737</b>	<b>\$ 591,201</b>	<b>\$ 42,859</b>	<b>\$ 1,317,011</b>	<b>\$ 2,350,808</b>
<b>Total Direct Costs</b>	<b>4,715,810</b>	<b>8,080,429</b>	<b>542,929</b>	<b>20,287,603</b>	<b>33,626,771</b>
<b>Total Costs</b>	<b>5,115,547</b>	<b>8,671,630</b>	<b>585,788</b>	<b>21,604,614</b>	<b>35,977,579</b>
<b>Indirect Cost Rate</b>	<b>8.48%</b>	<b>7.32%</b>	<b>7.89%</b>	<b>6.49%</b>	<b>6.99%</b>



# Indirect Cost Allocations by Program

*Table 4.0 – Central Services: City Council Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget			
	Total Operating Budget FY 2015/2016	100.00%	\$ 126,158			
	<b>Total</b>	<b>100.00%</b>	<b>\$ 126,158</b>			
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 126,158		
<b>GENERAL FUND</b>						
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,215		
10018000	Community Outreach/Public Information Services	37,000	0.11%	139	GF	17,398 13.79%
10022100	Parks	1,101,063	3.27%	4,131	Police	22,541 17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,252	Fire	8,069 6.40%
10023100	Planning & Community Development	506,928	1.51%	1,902	Parking Enf.	496 0.39%
10023320	Building Inspection	284,354	0.85%	1,067	Golf	157 0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,290	Conf. Center	966 0.77%
10024214	Traffic Signal Operations	33,000	0.10%	124	Airport	4,199 3.33%
10024220	Streets	775,765	2.31%	2,910	Electric	45,112 35.76%
10024224	Storm Drain	98,239	0.29%	369	Street Lighting	1,382 1.10%
10020217	Animal Control	78,500	0.23%	295	Public Benefit	1,913 1.52%
10520210	Police Patrol	5,262,672	15.65%	19,744	Water	8,971 7.11%
10520224	Police Major Crimes	162,314	0.48%	609	Wastewater	12,917 10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	1,894	Successor Agency	127 0.10%
10521210	Fire	2,150,676	6.40%	8,069	ARRC	287 0.23%
<b>ENTERPRISE FUNDS</b>						
64020213	Parking Enforcement	132,116	0.39%	496	Downtown Bus. Imp	56 0.04%
72022400	Golf	41,973	0.12%	157	Museum	1,154 0.92%
73022600	Conference Center	257,524	0.77%	966	Visit Ukiah	413 0.33%
77725200	Airport	1,119,216	3.33%	4,199	Total	126,158 100.00%
80026110	Electric Overhead	1,069,948	3.18%	4,014		
80026120	Electric Underground	1,059,977	3.15%	3,977		
80026130	Electric Substation	297,165	0.88%	1,115		
80026200	Electric Testing & Calibrating	229,920	0.68%	863		
80026300	Electric Generation	8,541,565	25.40%	32,046		
80026330	Electric Hydro Plant	265,284	0.79%	995		
80026400	Electric Administration	560,546	1.67%	2,103		
80526610	Street Lighting	368,369	1.10%	1,382		
80626500	Public Benefit	510,000	1.52%	1,913		
82024410	Water Administration	539,837	1.61%	2,025		
82024411	Water Production Operations & Management	1,094,926	3.26%	4,108		
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	2,838		
84024420	Wastewater Administration	562,786	1.67%	2,111		
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,176		
84024425	Wastewater Treatment	2,300,033	6.84%	8,629		
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>						
10017200	Successor Agency	33,800	0.10%	127		
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	287		
31217100	Downtown Business Improvement	15,000	0.04%	56		
69122700	Museum	307,703	0.92%	1,154		
75017110	Visit Ukiah	110,000	0.33%	413		
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 126,158</b>		

# Indirect Cost Allocations by Program

*Table 4.1- Central Services: City Clerk Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget				
	Total Operating Budget FY 2015/2016	100.00%	\$ 137,984				
	<b>Total</b>	<b>100.00%</b>	<b>\$ 137,984</b>				
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 137,984			
<b>GENERAL FUND</b>							
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,329			
10018000	Community Outreach/Public Information Services	37,000	0.11%	152	GF	19,029	13.79%
10022100	Parks	1,101,063	3.27%	4,518	Police	24,654	17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,557	Fire	8,825	6.40%
10023100	Planning & Community Development	506,928	1.51%	2,080	Parking Enf.	542	0.39%
10023320	Building Inspection	284,354	0.85%	1,167	Golf	172	0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,504	Conf. Center	1,057	0.77%
10024214	Traffic Signal Operations	33,000	0.10%	135	Airport	4,593	3.33%
10024220	Streets	775,765	2.31%	3,183	Electric	49,341	35.76%
10024224	Storm Drain	98,239	0.29%	403	Street Lighting	1,512	1.10%
10020217	Animal Control	78,500	0.23%	322	Public Benefit	2,093	1.52%
10520210	Police Patrol	5,262,672	15.65%	21,595	Water	9,812	7.11%
10520224	Police Major Crimes	162,314	0.48%	666	Wastewater	14,127	10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	2,071	Successor Agency	139	0.10%
10521210	Fire	2,150,676	6.40%	8,825	ARRC	314	0.23%
<b>ENTERPRISE FUNDS</b>							
64020213	Parking Enforcement	132,116	0.39%	542	Downtown Bus. Imp	62	0.04%
72022400	Golf	41,973	0.12%	172	Museum	1,263	0.92%
73022600	Conference Center	257,524	0.77%	1,057	Visit Ukiah	451	0.33%
77725200	Airport	1,119,216	3.33%	4,593	Total	137,984	100.00%
80026110	Electric Overhead	1,069,948	3.18%	4,390			
80026120	Electric Underground	1,059,977	3.15%	4,350			
80026130	Electric Substation	297,165	0.88%	1,219			
80026200	Electric Testing & Calibrating	229,920	0.68%	943			
80026300	Electric Generation	8,541,565	25.40%	35,049			
80026330	Electric Hydro Plant	265,284	0.79%	1,089			
80026400	Electric Administration	560,546	1.67%	2,300			
80526610	Street Lighting	368,369	1.10%	1,512			
80626500	Public Benefit	510,000	1.52%	2,093			
82024410	Water Administration	539,837	1.61%	2,215			
82024411	Water Production Operations & Management	1,094,926	3.26%	4,493			
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	3,104			
84024420	Wastewater Administration	562,786	1.67%	2,309			
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,380			
84024425	Wastewater Treatment	2,300,033	6.84%	9,438			
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>							
10017200	Successor Agency	33,800	0.10%	139			
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	314			
31217100	Downtown Business Improvement	15,000	0.04%	62			
69122700	Museum	307,703	0.92%	1,263			
75017110	Visit Ukiah	110,000	0.33%	451			
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 137,984</b>			

# Indirect Cost Allocations by Program

*Table 4.2- Central Services: City Manager Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget				
	Total Operating Budget FY 2015/2016	100.00%	\$ 396,602				
	<b>Total</b>	<b>100.00%</b>	<b>\$ 396,602</b>				
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 396,602			
<b>GENERAL FUND</b>							
10017100	Business, Economic, Grant & Housing	323,775	0.96%	3,819			
10018000	Community Outreach/Public Information Services	37,000	0.11%	436	GF	54,694	13.79%
10022100	Parks	1,101,063	3.27%	12,986	Police	70,863	17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	10,224	Fire	25,366	6.40%
10023100	Planning & Community Development	506,928	1.51%	5,979	Parking Enf.	1,558	0.39%
10023320	Building Inspection	284,354	0.85%	3,354	Golf	495	0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	7,198	Conf. Center	3,037	0.77%
10024214	Traffic Signal Operations	33,000	0.10%	389	Airport	13,200	3.33%
10024220	Streets	775,765	2.31%	9,150	Electric	141,819	35.76%
10024224	Storm Drain	98,239	0.29%	1,159	Street Lighting	4,345	1.10%
10020217	Animal Control	78,500	0.23%	926	Public Benefit	6,015	1.52%
10520210	Police Patrol	5,262,672	15.65%	62,069	Water	28,202	7.11%
10520224	Police Major Crimes	162,314	0.48%	1,914	Wastewater	40,606	10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	5,953	Successor Agency	399	0.10%
10521210	Fire	2,150,676	6.40%	25,366	ARRC	901	0.23%
<b>ENTERPRISE FUNDS</b>					Downtown Bus. Imp	177	0.04%
64020213	Parking Enforcement	132,116	0.39%	1,558	Museum	3,629	0.92%
72022400	Golf	41,973	0.12%	495	Visit Ukiah	1,297	0.33%
73022600	Conference Center	257,524	0.77%	3,037	Total	396,602	100.00%
77725200	Airport	1,119,216	3.33%	13,200			
80026110	Electric Overhead	1,069,948	3.18%	12,619			
80026120	Electric Underground	1,059,977	3.15%	12,502			
80026130	Electric Substation	297,165	0.88%	3,505			
80026200	Electric Testing & Calibrating	229,920	0.68%	2,712			
80026300	Electric Generation	8,541,565	25.40%	100,741			
80026330	Electric Hydro Plant	265,284	0.79%	3,129			
80026400	Electric Administration	560,546	1.67%	6,611			
80526610	Street Lighting	368,369	1.10%	4,345			
80626500	Public Benefit	510,000	1.52%	6,015			
82024410	Water Administration	539,837	1.61%	6,367			
82024411	Water Production Operations & Management	1,094,926	3.26%	12,914			
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	8,921			
84024420	Wastewater Administration	562,786	1.67%	6,638			
84024421	Wastewater Operations & Maintenance	580,033	1.72%	6,841			
84024425	Wastewater Treatment	2,300,033	6.84%	27,127			
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>							
10017200	Successor Agency	33,800	0.10%	399			
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	901			
31217100	Downtown Business Improvement	15,000	0.04%	177			
69122700	Museum	307,703	0.92%	3,629			
75017110	Visit Ukiah	110,000	0.33%	1,297			
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 396,602</b>			

# Indirect Cost Allocations by Program

*Table 4.3 – Central Services: Administrative Support Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget				
	Total Operating Budget FY 2015/2016	100.00%	\$ 84,456				
	<b>Total</b>	<b>100.00%</b>	<b>\$ 84,456</b>				
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 84,456			
<b>GENERAL FUND</b>							
10017100	Business, Economic, Grant & Housing	323,775	0.96%	813			
10018000	Community Outreach/Public Information Services	37,000	0.11%	93	GF	11,647	13.79%
10022100	Parks	1,101,063	3.27%	2,765	Police	15,090	17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	2,177	Fire	5,402	6.40%
10023100	Planning & Community Development	506,928	1.51%	1,273	Parking Enf.	332	0.39%
10023320	Building Inspection	284,354	0.85%	714	Golf	105	0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	1,533	Conf. Center	647	0.77%
10024214	Traffic Signal Operations	33,000	0.10%	83	Airport	2,811	3.33%
10024220	Streets	775,765	2.31%	1,948	Electric	30,200	35.76%
10024224	Storm Drain	98,239	0.29%	247	Street Lighting	925	1.10%
10020217	Animal Control	78,500	0.23%	197	Public Benefit	1,281	1.52%
10520210	Police Patrol	5,262,672	15.65%	13,218	Water	6,006	7.11%
10520224	Police Major Crimes	162,314	0.48%	408	Wastewater	8,647	10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	1,268	Successor Agency	85	0.10%
10521210	Fire	2,150,676	6.40%	5,402	ARRC	192	0.23%
<b>ENTERPRISE FUNDS</b>							
64020213	Parking Enforcement	132,116	0.39%	332	Downtown Bus. Imp	38	0.04%
72022400	Golf	41,973	0.12%	105	Museum	773	0.92%
73022600	Conference Center	257,524	0.77%	647	Visit Ukiah	276	0.33%
77725200	Airport	1,119,216	3.33%	2,811	Total	84,456	100.00%
80026110	Electric Overhead	1,069,948	3.18%	2,687			
80026120	Electric Underground	1,059,977	3.15%	2,662			
80026130	Electric Substation	297,165	0.88%	746			
80026200	Electric Testing & Calibrating	229,920	0.68%	577			
80026300	Electric Generation	8,541,565	25.40%	21,453			
80026330	Electric Hydro Plant	265,284	0.79%	666			
80026400	Electric Administration	560,546	1.67%	1,408			
80526610	Street Lighting	368,369	1.10%	925			
80626500	Public Benefit	510,000	1.52%	1,281			
82024410	Water Administration	539,837	1.61%	1,356			
82024411	Water Production Operations & Management	1,094,926	3.26%	2,750			
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	1,900			
84024420	Wastewater Administration	562,786	1.67%	1,413			
84024421	Wastewater Operations & Maintenance	580,033	1.72%	1,457			
84024425	Wastewater Treatment	2,300,033	6.84%	5,777			
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>							
10017200	Successor Agency	33,800	0.10%	85			
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	192			
31217100	Downtown Business Improvement	15,000	0.04%	38			
69122700	Museum	307,703	0.92%	773			
75017110	Visit Ukiah	110,000	0.33%	276			
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 84,456</b>			

# Indirect Cost Allocations by Program

*Table 4.4 – Central Services: Miscellaneous General Government Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget				
	Total Operating Budget FY 2015/2016	100.00%	\$ 136,673				
	<b>Total</b>	<b>100.00%</b>	<b>\$ 136,673</b>				
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 136,673			
<b>GENERAL FUND</b>							
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,316			
10018000	Community Outreach/Public Information Services	37,000	0.11%	150	GF	18,848	13.79%
10022100	Parks	1,101,063	3.27%	4,475	Police	24,420	17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,523	Fire	8,741	6.40%
10023100	Planning & Community Development	506,928	1.51%	2,060	Parking Enf.	537	0.39%
10023320	Building Inspection	284,354	0.85%	1,156	Golf	171	0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,480	Conf. Center	1,047	0.77%
10024214	Traffic Signal Operations	33,000	0.10%	134	Airport	4,549	3.33%
10024220	Streets	775,765	2.31%	3,153	Electric	48,872	35.76%
10024224	Storm Drain	98,239	0.29%	399	Street Lighting	1,497	1.10%
10020217	Animal Control	78,500	0.23%	319	Public Benefit	2,073	1.52%
10520210	Police Patrol	5,262,672	15.65%	21,390	Water	9,719	7.11%
10520224	Police Major Crimes	162,314	0.48%	660	Wastewater	13,993	10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	2,052	Successor Agency	137	0.10%
10521210	Fire	2,150,676	6.40%	8,741	ARRC	311	0.23%
<b>ENTERPRISE FUNDS</b>							
64020213	Parking Enforcement	132,116	0.39%	537	Downtown Bus. Imp	61	0.04%
72022400	Golf	41,973	0.12%	171	Museum	1,251	0.92%
73022600	Conference Center	257,524	0.77%	1,047	Visit Ukiah	447	0.33%
77725200	Airport	1,119,216	3.33%	4,549	Total	136,673	100.00%
80026110	Electric Overhead	1,069,948	3.18%	4,349			
80026120	Electric Underground	1,059,977	3.15%	4,308			
80026130	Electric Substation	297,165	0.88%	1,208			
80026200	Electric Testing & Calibrating	229,920	0.68%	934			
80026300	Electric Generation	8,541,565	25.40%	34,716			
80026330	Electric Hydro Plant	265,284	0.79%	1,078			
80026400	Electric Administration	560,546	1.67%	2,278			
80526610	Street Lighting	368,369	1.10%	1,497			
80626500	Public Benefit	510,000	1.52%	2,073			
82024410	Water Administration	539,837	1.61%	2,194			
82024411	Water Production Operations & Management	1,094,926	3.26%	4,450			
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	3,074			
84024420	Wastewater Administration	562,786	1.67%	2,287			
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,357			
84024425	Wastewater Treatment	2,300,033	6.84%	9,348			
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>							
10017200	Successor Agency	33,800	0.10%	137			
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	311			
31217100	Downtown Business Improvement	15,000	0.04%	61			
69122700	Museum	307,703	0.92%	1,251			
75017110	Visit Ukiah	110,000	0.33%	447			
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 136,673</b>			

(Property Tax Administration Fee excluded from distribution)

# Indirect Cost Allocations by Program

*Table 4.5 – Central Services: Finance Accounting Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget				
	Total Operating Budget FY 2015/2016	100.00%	\$ 696,537				
	<b>Total</b>	<b>100.00%</b>	<b>\$ 696,537</b>				
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 696,537			
<b>GENERAL FUND</b>							
10017100	Business, Economic, Grant & Housing	323,775	0.96%	6,707			
10018000	Community Outreach/Public Information Services	37,000	0.11%	766	GF	96,056	13.79%
10022100	Parks	1,101,063	3.27%	22,807	Police	124,454	17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	17,957	Fire	44,549	6.40%
10023100	Planning & Community Development	506,928	1.51%	10,500	Parking Enf.	2,737	0.39%
10023320	Building Inspection	284,354	0.85%	5,890	Golf	869	0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	12,641	Conf. Center	5,334	0.77%
10024214	Traffic Signal Operations	33,000	0.10%	684	Airport	23,183	3.33%
10024220	Streets	775,765	2.31%	16,069	Electric	249,071	35.76%
10024224	Storm Drain	98,239	0.29%	2,035	Street Lighting	7,630	1.10%
10020217	Animal Control	78,500	0.23%	1,626	Public Benefit	10,564	1.52%
10520210	Police Patrol	5,262,672	15.65%	109,010	Water	49,530	7.11%
10520224	Police Major Crimes	162,314	0.48%	3,362	Wastewater	71,314	10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	10,456	Successor Agency	700	0.10%
10521210	Fire	2,150,676	6.40%	44,549	ARRC	1,583	0.23%
<b>ENTERPRISE FUNDS</b>							
64020213	Parking Enforcement	132,116	0.39%	2,737	Downtown Bus. Imp	311	0.04%
72022400	Golf	41,973	0.12%	869	Museum	6,374	0.92%
73022600	Conference Center	257,524	0.77%	5,334	Visit Ukiah	2,279	0.33%
77725200	Airport	1,119,216	3.33%	23,183	Total	696,537	100.00%
80026110	Electric Overhead	1,069,948	3.18%	22,163			
80026120	Electric Underground	1,059,977	3.15%	21,956			
80026130	Electric Substation	297,165	0.88%	6,155			
80026200	Electric Testing & Calibrating	229,920	0.68%	4,763			
80026300	Electric Generation	8,541,565	25.40%	176,928			
80026330	Electric Hydro Plant	265,284	0.79%	5,495			
80026400	Electric Administration	560,546	1.67%	11,611			
80526610	Street Lighting	368,369	1.10%	7,630			
80626500	Public Benefit	510,000	1.52%	10,564			
82024410	Water Administration	539,837	1.61%	11,182			
82024411	Water Production Operations & Management	1,094,926	3.26%	22,680			
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	15,668			
84024420	Wastewater Administration	562,786	1.67%	11,657			
84024421	Wastewater Operations & Maintenance	580,033	1.72%	12,015			
84024425	Wastewater Treatment	2,300,033	6.84%	47,642			
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>							
10017200	Successor Agency	33,800	0.10%	700			
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	1,583			
31217100	Downtown Business Improvement	15,000	0.04%	311			
69122700	Museum	307,703	0.92%	6,374			
75017110	Visit Ukiah	110,000	0.33%	2,279			
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 696,537</b>			



# Indirect Cost Allocations by Program

*Table 4.6 – Central Services: City Attorney Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget			
	Total Operating Budget FY 2015/2016	100.00%	\$ 201,161			
	<b>Total</b>	<b>100.00%</b>	<b>\$ 201,161</b>			
Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$ 201,161		
<b>GENERAL FUND</b>						
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,937		
10018000	Community Outreach/Public Information Services	37,000	0.11%	221	GF	27,741 13.79%
10022100	Parks	1,101,063	3.27%	6,587	Police	35,942 17.87%
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	5,186	Fire	12,866 6.40%
10023100	Planning & Community Development	506,928	1.51%	3,033	Parking Enf.	790 0.39%
10023320	Building Inspection	284,354	0.85%	1,701	Golf	251 0.12%
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	3,651	Conf. Center	1,541 0.77%
10024214	Traffic Signal Operations	33,000	0.10%	197	Airport	6,695 3.33%
10024220	Streets	775,765	2.31%	4,641	Electric	71,932 35.76%
10024224	Storm Drain	98,239	0.29%	588	Street Lighting	2,204 1.10%
10020217	Animal Control	78,500	0.23%	470	Public Benefit	3,051 1.52%
10520210	Police Patrol	5,262,672	15.65%	31,482	Water	14,304 7.11%
10520224	Police Major Crimes	162,314	0.48%	971	Wastewater	20,596 10.24%
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	3,020	Successor Agency	202 0.10%
10521210	Fire	2,150,676	6.40%	12,866	ARRC	457 0.23%
<b>ENTERPRISE FUNDS</b>						
64020213	Parking Enforcement	132,116	0.39%	790	Downtown Bus. Imp	90 0.04%
72022400	Golf	41,973	0.12%	251	Museum	1,841 0.92%
73022600	Conference Center	257,524	0.77%	1,541	Visit Ukiah	658 0.33%
77725200	Airport	1,119,216	3.33%	6,695	Total	201,161 100.00%
80026110	Electric Overhead	1,069,948	3.18%	6,401		
80026120	Electric Underground	1,059,977	3.15%	6,341		
80026130	Electric Substation	297,165	0.88%	1,778		
80026200	Electric Testing & Calibrating	229,920	0.68%	1,375		
80026300	Electric Generation	8,541,565	25.40%	51,097		
80026330	Electric Hydro Plant	265,284	0.79%	1,587		
80026400	Electric Administration	560,546	1.67%	3,353		
80526610	Street Lighting	368,369	1.10%	2,204		
80626500	Public Benefit	510,000	1.52%	3,051		
82024410	Water Administration	539,837	1.61%	3,229		
82024411	Water Production Operations & Management	1,094,926	3.26%	6,550		
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	4,525		
84024420	Wastewater Administration	562,786	1.67%	3,367		
84024421	Wastewater Operations & Maintenance	580,033	1.72%	3,470		
84024425	Wastewater Treatment	2,300,033	6.84%	13,759		
<b>SPECIAL REVENUES &amp; OTHER FUNDS</b>						
10017200	Successor Agency	33,800	0.10%	202		
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	457		
31217100	Downtown Business Improvement	15,000	0.04%	90		
69122700	Museum	307,703	0.92%	1,841		
75017110	Visit Ukiah	110,000	0.33%	658		
	<b>Total Operating Budget Used for Distribution</b>	<b>33,626,771</b>	<b>100.00%</b>	<b>\$ 201,161</b>		

\$100,000 for litigation costs are directly charged to the Wastewater Enterprise.

# Indirect Cost Allocations by Program

*Table 4.7 – Central Services: Human Resources/ Risk Management Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget				
	Number of Full Time Equivalent Employees (FTEs)	100.00%	\$ 481,893				
	<b>Total</b>	<b>100.00%</b>	<b>\$ 481,893</b>				
			<b>Department Percent</b>				
Org #	Departments	Number of Full Time Equivalent Employees (FTEs)	Department %	Total Distribution \$ 481,893			
<b>GENERAL FUND</b>							
10010000	City Council	1.90	1.21%	5,847	GF	147,449	30.60%
10015100	City Treasurer	0.38	0.24%	1,169	Police	125,105	25.96%
10011100	City Clerk	1.00	0.64%	3,078	Fire	34,315	7.12%
10012100	City Manager	1.56	1.00%	4,801	Golf	1,385	0.29%
10012200	Administrative Support	0.50	0.32%	1,539	Airport	13,049	2.71%
10013400	Accounting	6.80	4.34%	20,928	Conf. Center	8,340	1.73%
10017100	Business, Economic, Grant & Housing	2.40	1.53%	7,386	Electric	53,058	11.01%
10022100	Parks	11.15	7.12%	34,315	Street Lighting	3,539	0.73%
10022810	Recreation Administration (includes all Recreation Activities 4.40)	7.81	4.99%	24,036	Water	38,840	8.06%
10023100	Planning & Community Development	3.44	2.20%	10,587	Wastewater	42,687	8.86%
10023320	Building Inspection	2.06	1.32%	6,340	ARRC	708	0.15%
10024210	Engineering (includes Landfill/Solid Waste 1.40)	2.56	1.63%	7,879	Museum	11,880	2.47%
10024220	Streets	5.05	3.23%	15,542	Visit Ukiah	1,539	0.32%
10024214	Storm Drain	1.30	0.83%	4,001	<b>Total</b>	<b>481,893</b>	<b>100.00%</b>
10520210	Police Patrol	33.85	21.62%	104,177			
10520224	Police Major Crimes	1.00	0.64%	3,078			
10520218	Community Services Officers (Includes SLESF 1.00)	5.80	3.70%	17,850			
10521210	Fire	11.15	7.12%	34,315			
<b>ENTERPRISE FUNDS</b>							
72022400	Golf	0.45	0.29%	1,385			
73022600	Conference Center	2.71	1.73%	8,340			
77725200	Airport	4.24	2.71%	13,049			
80026110	Electric Overhead	5.20	3.32%	16,004			
80026120	Electric Underground	6.16	3.93%	18,958			
80026200	Electric Testing & Calibrating	1.40	0.89%	4,309			
80026130	Electric Substation	1.70	1.09%	5,232			
80026330	Electric Hydro Plant	0.75	0.48%	2,308			
80026400	Electric Administration	2.03	1.30%	6,248			
80526610	Street Lighting	1.15	0.73%	3,539			
82024410	Water Administration	2.03	1.30%	6,248			
82024411	Water Production Operations & Management	4.99	3.19%	15,357			
82024414	Water Distribution Operations & Maintenance	5.60	3.58%	17,235			
84024420	Wastewater Administration	2.98	1.90%	9,171			
84024421	Wastewater Operations & Maintenance	4.41	2.82%	13,572			
84024425	Wastewater Treatment	6.48	4.14%	19,943			
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>							
31122870	Alex Rorabaugh Recreation Center (ARRC)	0.23	0.15%	708			
69122700	Museum	3.86	2.47%	11,880			
75017110	Vist Ukiah	0.50	0.32%	1,539			
	<b>Total FTE's for Distribution</b>	<b>156.58</b>	<b>100.00%</b>	<b>\$ 481,893</b>			



# Indirect Cost Allocations by Program

*Table 4.8 – Central Services: Treasurer Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget	
	Fund Balance FY 2015/2016	100.00%	\$ 89,344	
	<b>Total</b>	<b>100.00%</b>	<b>\$ 89,344</b>	
Org #	Fund/Department Name	Balance FY 2015/2016	Department Percent	Total Distribution \$ 89,344
<b>GENERAL FUND</b>				
<b>10000000</b>	General Fund	3,305,267	7.70%	6,877
<b>ENTERPRISE FUNDS</b>				
<b>64020213</b>	Parking Enforcement	113,260	0.26%	236
<b>73022600</b>	Conference Center	33,483	0.08%	70
<b>77725200</b>	Airport	186,827	0.44%	389
<b>80026400</b>	Electric Administration	12,131,498	28.25%	25,239
<b>80526610</b>	Street Lighting	440,856	1.03%	917
<b>80626500</b>	Public Benefit	6,039	0.01%	13
<b>82024410</b>	Water Administration	6,953,266	16.19%	14,466
<b>84024420</b>	Wastewater Administration (includes Fund 940)	19,773,631	46.05%	41,138
	<b>Total Fund Balance for Distribution</b>	<b>42,944,127</b>	<b>100.00%</b>	<b>\$ 89,344</b>

# Internal Service Fund Allocations

*Table 5.0 – Liability Insurance/Claims Premium Distribution*

Distribution Basis/Bases		Percent	Dept. Budget								
Total Liability Insurance/Claims Premium FY 2015/2016		100%	\$	288,013							
Total		100%	\$	288,013							
Org #	Departments	Claims Paid: Last 3 Years			Claims Made: Last 3 Years			Operating Budget			Total Distribution
		Amount	Percent	Distribution	No.	Percent	Distribution	Amount	Percent	Distribution	
GENERAL FUND											
10017100	Business, Economic, Grant & Housing	-	0.00%	-	-	0.00%	-	313,850	0.94%	896	896
10018000	Community Outreach/Public Information Services	-	0.00%	-	-	0.00%	-	37,000	0.11%	106	106
10022100	Parks	958	0.28%	300	2	5.48%	5,300	1,097,489	3.27%	3,133	8,733
10022810	Recreation Administration (includes all Recreation Activities)	-	0.00%	-	-	0.00%	-	866,223	2.58%	2,473	2,473
10023100	Planning & Community Development	-	0.00%	-	-	0.00%	-	506,928	1.51%	1,447	1,447
10023320	Building Inspection	-	0.00%	-	-	0.00%	-	284,354	0.85%	812	812
10024210	Engineering (includes Landfill/Solid Waste)	-	0.00%	-	-	0.00%	-	610,161	1.82%	1,742	1,742
10024214	Traffic Signal Operations	-	0.00%	-	-	0.00%	-	33,000	0.10%	94	94
10024220	Streets	12,481	3.67%	3,500	7	19.18%	18,400	775,765	2.31%	2,214	24,114
10024224	Storm Drain	-	0.00%	-	-	0.00%	-	98,239	0.29%	280	280
10020217	Animal Control	-	0.00%	-	-	0.00%	-	83,765	0.25%	239	239
10520210	Police Patrol	82,498	24.26%	23,300	10	27.40%	26,300	5,243,320	15.62%	14,967	64,567
10520224	Police Major Crimes	-	0.00%	-	-	0.00%	-	162,314	0.48%	463	463
10520218	Community Services Officers (Includes SLESF)	-	0.00%	-	-	0.00%	-	504,767	1.50%	1,441	1,441
10521210	Fire	8,699	2.56%	2,500	1	2.74%	2,600	2,144,519	6.39%	6,122	11,222
ENTERPRISE FUNDS											
64020213	Parking Enforcement	-	0.00%	-	-	0.00%	-	127,906	0.38%	365	365
72022400	Golf	-	0.00%	-	-	0.00%	-	41,973	0.13%	120	120
73022600	Conference Center	36,000	10.59%	10,200	1	2.74%	2,600	257,524	0.77%	735	13,535
77725200	Airport	-	0.00%	-	-	0.00%	-	1,116,037	3.32%	3,186	3,186
80026110	Electric Overhead	-	0.00%	-	-	0.00%	-	1,069,948	3.19%	3,054	3,054
80026120	Electric Underground	-	0.00%	-	-	0.00%	-	1,059,977	3.16%	3,026	3,026
80026130	Electric Substation	-	0.00%	-	-	0.00%	-	297,165	0.89%	848	848
80026200	Electric Testing & Calibrating	-	0.00%	-	-	0.00%	-	229,920	0.68%	656	656
80026300	Electric Generation	-	0.00%	-	-	0.00%	-	8,541,565	25.45%	24,382	24,382
80026330	Electric Hydro Plant	-	0.00%	-	-	0.00%	-	268,443	0.80%	766	766
80026400	Electric Administration	4,131	1.21%	1,200	2	5.48%	5,300	560,546	1.67%	1,600	8,100
80526610	Street Lighting	-	0.00%	-	-	0.00%	-	368,369	1.10%	1,052	1,052
80626500	Public Benefit	-	0.00%	-	-	0.00%	-	510,000	1.52%	1,456	1,456
82024410	Water Administration	5,557	1.63%	1,600	3	6.85%	6,600	539,837	1.61%	1,541	9,741
82024411	Water Production Operations & Management	-	0.00%	-	-	0.00%	-	1,091,424	3.25%	3,115	3,115
82024414	Water Distribution Operations & Maintenance	-	0.00%	-	-	0.00%	-	747,750	2.23%	2,134	2,134
84024420	Wastewater Administration	189,778	55.80%	53,600	11	30.14%	28,900	562,786	1.68%	1,606	84,106
84024421	Wastewater Operations & Maintenance	-	0.00%	-	-	0.00%	-	572,944	1.71%	1,635	1,635
84024425	Wastewater Treatment	-	0.00%	-	-	0.00%	-	2,296,575	6.84%	6,556	6,556
SPECIAL REVENUE & OTHER FUNDS											
10017200	Successor Agency	-	0.00%	-	-	0.00%	-	33,800	0.10%	96	96
31122870	Alex Rorabaugh Recreation Center (ARRC)	-	0.00%	-	-	0.00%	-	76,426	0.23%	218	218
31217100	Downtown Business Improvement	-	0.00%	-	-	0.00%	-	15,000	0.04%	43	43
69122700	Museum	-	0.00%	-	-	0.00%	-	307,703	0.92%	878	878
75017110	Visit Ukiah	-	0.00%	-	-	0.00%	-	110,000	0.33%	314	314
	Total Operating Budget Used for Distribution	340,102	100.00%	96,200	37	100.00%	96,000	33,565,312	100.00%	95,813	288,013

GF	40,696	14.13%
Police	66,710	23.16%
Fire	11,222	3.90%
Parking Enf.	365	0.13%
Golf	120	0.04%
Conf. Center	13,535	4.70%
Airport	3,186	1.11%
Electric	40,833	14.18%
Street Lighting	1,052	0.37%
Public Benefit	1,456	0.51%
Water	14,991	5.20%
Wastewater	92,298	32.05%
Successor Agency	96	0.03%
ARRC	218	0.08%
Downtown Bus. Imp.	43	0.01%
Museum	878	0.30%
Visit Ukiah	314	0.11%
Total	288,013	100.00%

## Internal Service Fund Allocations

*Table 5.1 – Property, Earthquake & Flood, and Auto Premium Distribution*

Earthquake & Flood Premium								
Org #	Departments	Property Value	(DIC)	Property Insurance Premium	Dept. Percent	Total Distribution		
GENERAL FUND							Misc. Gen Gov	16,979
10012400	Misc. General Government	11,960,097	8,282	8,697	6.99%	\$ 16,979	Engineering	116
ENTERPRISE FUNDS							Streets	3,120
72022400	Golf	2,163,800	729	1,540	0.93%	\$ 2,269	Parks	986
77725200	Airport	7,193,960	793	5,119	2.43%	\$ 5,912	Police	2,911
80026400	Electric	16,094,560	10,743	10,593	8.78%	\$ 21,336	Fire	5,166
82024410	Water	22,012,239	15,737	15,662	12.92%	\$ 31,400	Garage	181
84024420	Wastewater	98,105,437	57,807	70,663	52.87%	\$ 128,470	Building Maintenance	9,444
INTERNAL SERVICE FUNDS							Corp Yard	4,495
20822500	Building Maintenance	6,301,058	4,478	4,483	3.69%	\$ 8,961	Golf	2,269
20824300	Corp yard	3,560,550	1,961	2,533	1.85%	\$ 4,495	Airport	6,902
SPECIAL REVENUE & OTHER FUNDS							Electric	26,513
31122870	Alex Rorabaugh Recreation Center	6,583,000	-	4,684	1.93%	\$ 4,684	Water	34,237
69122700	Museum	12,918,168	9,309	9,192	7.61%	\$ 18,501	Wastewater	130,903
	Total Property & DIC Premium	186,892,869	109,840	133,166	100.00%	243,006	ARRC	4,684
							Museum	18,501
	Distribution is based on property valuation						Total	267,406
Org #	Departments			Value of Vehicles	Dept. Percent	Total Distribution		
GENERAL FUND								
10024210	Engineering			37,532	0.48%	116		
10024220	Streets			1,005,983	12.79%	3,120		
10022100	Parks			318,018	4.04%	986		
10520210	Police			938,534	11.93%	2,911		
10521210	Fire			1,665,563	21.17%	5,166		
INTERNAL SERVICE FUNDS								
20324100	Garage			58,496	0.74%	181		
20822500	Building Maintenance			155,660	1.98%	483		
ENTERPRISE FUNDS								
77725200	Airport			319,271	4.06%	990		
80026400	Electric			1,669,064	21.22%	5,177		
82024410	WTP			77,874	0.99%	242		
82024410	Water			837,034	10.64%	2,596		
84024420	Wastewater			684,846	8.71%	2,124		
84024420	WWTP			99,348	1.26%	308		
	Total Auto Insurance Premium			7,867,223.0	100.00%	24,400		

# Internal Service Fund Allocations

*Table 5.2 – Building Maintenance Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget	
	Civic Center Square Footage	100.00%	\$ 427,357	
	Total	100.00%	\$ 427,357	
Org #	Departments	Civic Center Square Footage	Department Percent	Total Distribution \$ 427,357
<b>GENERAL FUND</b>				
10010000	City Council	2,639.60	10.41%	44,502
10011100	City Clerk	883.80	3.49%	14,900
10012100	City Manager	757.80	2.99%	12,776
10012200	Administrative Support	303.80	1.20%	5,122
10013400	Accounting	879.60	3.47%	14,830
10016100	Human Resources/Risk Management	391.90	1.55%	6,607
10022100	Parks	147.30	0.58%	2,483
10022810	Recreation Administration	725.00	2.86%	12,223
10023100	Planning & Community Development	568.40	2.24%	9,583
10023320	Building Inspection	173.20	0.68%	2,920
10024210	Engineering	554.20	2.19%	9,344
10024220	Streets	170.10	0.67%	2,868
10520210	Police Patrol	7,009.20	27.65%	118,172
10521210	Fire	9,090.30	35.86%	153,258
<b>ENTERPRISE FUNDS</b>				
80026400	Electric Administration	699.80	2.76%	11,798
82024410	Water Administration	151.40	0.60%	2,553
84024420	Wastewater Administration	202.70	0.80%	3,417
	<b>Total</b>	<b>25,348.10</b>	<b>100.00%</b>	<b>\$ 427,357</b>
	<i>Removed from Distribution</i>			
<b>Adjustment to Fire</b>				
*10521210	Verihealth Contract Credit \$42,000 (3,500 x 12 months)			<b>\$ (42,000)</b>
10521210	Fire adjusted distribution			<b>\$ 111,258</b>

GF	409,589	95.8%
Electric Administration	11,798	2.8%
Water Administration	2,553	0.6%
Wastewater Administration	3,417	0.8%
Total	427,357	100.0%

## Internal Service Fund Allocations

*Table 5.3 – Corporation Yard Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget	
	Corporation Yard	100.00%	\$ 70,550	
	Total	100.00%	\$ 70,550	
Org #	Departments	Corporation Yard	Department Percent	Total Distribution \$ 70,550
GENERAL FUND				
10024220	Streets	32,220.00	20.36%	14,366
ENTERPRISE FUNDS				
80026400	Electric Administration	75,261.00	47.57%	33,558
82024410	Water Administration	26,457.00	16.72%	11,797
84024420	Wastewater Administration	24,287.00	15.35%	10,829
Total Operating Budget Used for Distribution		158,225.00	100.00%	70,550

GF	14,366	20.4%
Electric Administration	33,558	47.6%
Water Administration	11,797	16.7%
Wastewater Administration	10,829	15.3%
Total	70,550	100.0%

A diagram showing area of Corporation yard can be found in the Appendix.

# Internal Service Fund Allocations

*Table 5.4 – Civic Utilities Distribution*

	Distribution Basis/Bases	Percent	Building Utilities	
	Civic Center Square Footage	100.00%	\$ 85,000	
	Total	100.00%	\$ 85,000	
Org #	Departments	Civic Center Square Footage	Department Percent	Total Distribution \$ 85,000
<b>GENERAL FUND</b>				
10010000	City Council	2,639.60	10.41%	8,851
10011100	City Clerk	883.80	3.49%	2,964
10012100	City Manager	757.80	2.99%	2,541
10012200	Administrative Support	303.80	1.20%	1,019
10013400	Accounting	879.60	3.47%	2,950
10016100	Human Resources/Risk Management	391.90	1.55%	1,314
10022100	Parks	147.30	0.58%	494
10022810	Recreation Administration	725.00	2.86%	2,431
10023100	Planning & Community Development	568.40	2.24%	1,906
10023320	Building Inspection	173.20	0.68%	581
10024210	Engineering	554.20	2.19%	1,858
10024220	Streets	170.10	0.67%	570
10520210	Police Patrol	7,009.20	27.65%	23,504
10521210	Fire	9,090.30	35.86%	30,483
<b>ENTERPRISE FUNDS</b>				
80026400	Electric Administration	699.80	2.76%	2,347
82024410	Water Administration	151.40	0.60%	508
84024420	Wastewater Administration	202.70	0.80%	680
	<b>Total Utilities</b>	<b>25,348.10</b>	<b>100.00%</b>	<b>85,000</b>

GF	81,466	95.8%
Electric Administration	2,347	2.8%
Water Administration	508	0.6%
Wastewater Administration	680	0.8%
Total	85,000	100.0%

# Internal Service Fund Allocations

*Table 5.5 – Garage Distribution*

	Distribution Basis/Bases		Percent	Dept. Budget		
	Garage Parts		100.00%	\$ 65,210		
	Garage Labor		100.00%	\$ 335,410		
	<b>Total</b>		<b>100.00%</b>	<b>\$ 400,620</b>		
Fund #	Departments	Garage Parts 65,210	Garage Labor (hrs) 335,410	Department Percent	Labor Distribution \$ 65,210	Total Distribution \$ 428,738
<b>GENERAL FUND</b>						
10012200	Administrative Support (includes Landfill)	-	2	0.06%	205	205
10024210	Engineering	37	11	0.34%	1,130	1,166
10024220	Streets	12,830	581	17.79%	59,667	72,497
10022100	Parks	5,471	242	7.41%	24,853	30,324
10520210	Police	13,563	904	27.68%	92,839	106,402
10020217	Animal Control	1,033	50	1.53%	5,135	6,168
10521210	Fire	14,448	417	12.77%	42,825	57,273
<b>ENTERPRISE FUNDS</b>						
77725200	Airport	2,065	74	2.27%	7,600	9,665
80026400	Electric	4,680	329	10.07%	33,787	38,468
82024411	Water Treatment Plan	1,635	81.5	2.50%	8,370	10,005
82024414	Water Operations & Maintenance	2,982	201	6.15%	20,642	23,624
80326330	Hydro Plant	-	30	0.92%	3,081	3,081
84024421	Sewer Operations & Maintenance	4,590	165	5.05%	16,945	21,535
84024425	Sewer Treatment Plant Operations	1,221	80.5	2.46%	8,267	9,488
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>						
64020213	Parking	654	98	3.00%	10,064	10,718
	<b>Total Operating Budget Used for Distribution</b>	<b>65,210</b>	<b>3,266</b>	<b>100.00%</b>	<b>335,410</b>	<b>400,620</b>

GF	274,035	68.4%
Airport	9,665	2.4%
Electric	41,549	10.4%
Water	33,630	8.4%
Wastewater	31,023	7.7%
Parking	10,718	2.7%
Total	400,620	100.0%

# Internal Service Fund Allocations

*Table 5.6 – Dispatch Distribution*

	Distribution Basis/Bases	Percent	Dispatch Budget
	Dispatch Department Distribution	100.00%	\$ 1,052,962
	<b>Total</b>	<b>100.00%</b>	<b>\$ 1,052,962</b>
	<b>Distribution Base (less Flat Rates)</b>		<b>\$ 687,987</b>
Org #	Departments	Dispatch Department Distribution	Total Distribution
<b>GENERAL FUND</b>			
10520210	Public Safety Police	60%	412,792
10521210	Public Safety Fire	40%	275,195
10520210	Public Safety Police - Flat Rate (Fort Bragg Contract)	flat rate	324,975
	(Fire now uses Cal Fire for dispatch)		
<b>ENTERPRISE FUNDS</b>			
80026400	Electric	flat rate	20,000
82024410	Water	flat rate	10,000
84024420	Sewer	flat rate	10,000
	<b>Total Operating Budget Used for Distribution</b>		<b><u>1,052,962</u></b>

GF	1,012,962	96.2%
Electric	20,000	1.9%
Water	10,000	0.9%
Wastewater	10,000	0.9%
Total	1,052,962	100.0%



# Internal Service Fund Allocations

*Table 5.7 – Purchasing Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget	Budget less Direct Costs	Direct Costs*	Total Distribution
	Purchasing Contractual Services & Supplies	100.00%	\$ 219,871	\$ 143,747	\$ 76,124	\$ 219,871
	<b>Total</b>	<b>100.00%</b>	<b>\$ 219,871</b>	<b>\$ 143,747</b>	<b>\$ 76,124</b>	<b>\$ 219,871</b>
Fund #	Departments	Purchasing Contractual Services & Supplies	Department Percent	Budget less Direct Costs \$ 143,747	Direct Costs*	Total Distribution
<b>GENERAL FUND</b>						
10010000	City Council	2,150.00	0.05%	67	-	67
10011100	City Clerk	27,650.00	0.60%	866	-	866
10012100	City Manager	13,940.00	0.30%	436	-	436
10012200	Administrative Support	18,000.00	0.39%	564	-	564
10012400	Miscellaneous General Government	60,000.00	1.31%	1,878	-	1,878
10013400	Accounting	113,000.00	2.46%	3,538	-	3,538
10014000	City Attorney	193,600.00	4.22%	6,061	-	6,061
10015100	Treasurer	80,000.00	1.74%	2,505	-	2,505
10016100	Human Resources/Risk Management	41,400.00	0.90%	1,296	-	1,296
10017100	Business, Economic, Grant and Housing Services	50,100.00	1.09%	1,568	-	1,568
10017200	Successor Agency	33,800.00	0.74%	1,058	-	1,058
10018000	Community Outreach/ Public Information Services	25,500.00	0.56%	798	-	798
10022100	Parks	89,000.00	1.94%	2,786	-	2,786
10022810	Recreation Administration (includes aquatics and programs)	274,350.00	5.98%	8,589	-	8,589
10023100	Planning & Community Development	110,500.00	2.41%	3,459	-	3,459
10023320	Building Inspection	44,700.00	0.97%	1,399	-	1,399
10024210	Engineering	25,000.00	0.54%	783	-	783
10024214	Storm Drains	31,500.00	0.69%	986	-	986
10024220	Streets	167,160.00	3.64%	5,233	-	5,233
10520210	Police (Includes Volunteers \$900 Major Crimes \$8,800 & SLESF \$28,621)	210,021.00	4.57%	6,575	-	6,575
10521210	Fire ( reduced by \$477,590 for fire District Contract)	8,950.00	0.19%	280	-	280
<b>ENTERPRISE FUNDS</b>						
73022600	Conference	72,400.00	1.58%	2,267	-	2,267
77725200	Airport	42,900.00	0.93%	1,343	-	1,343
80026400	Electric (includes Street Lighting \$45,000 & Public Benefit \$120,000)	1,083,000.00	23.59%	33,905	72,318	106,223
82024410	Water	445,300.00	9.70%	13,941	1,903	15,844
84024420	Wastewater ( reduced by \$100,000 for Litigation Services)	1,161,750.00	25.30%	36,370	1,903	38,273
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>						
31122870	Alex Rorabaugh Recreation Center (ARRC)	25,000.00	0.54%	783	-	783
31217100	Downtown District	15,000.00	0.33%	470	-	470
64020213	Parking District	111,128.00	2.42%	3,479	-	3,479
69122700	Museum	14,800.00	0.32%	463	-	463
.	<b>Total Operating Budget Used for Distribution</b>	<b>4,591,599.00</b>	<b>100.00%</b>	<b>143,747</b>	<b>76,124</b>	<b>219,871</b>

\*Direct Costs: 1 FTE Purchasing Assistant 95% Electric 2.5% Water, 2.5% Sewer

GF	50,727	23.1%
Conf. Center	2,267	1.0%
Airport	1,343	0.6%
Electric	106,223	48.3%
Water	15,844	7.2%
Wastewater	38,273	17.4%
ARRC	783	0.4%
Downtown District	470	0.2%
Parking District	3,479	1.6%
Museum	463	0.2%
Total	219,871	100.0%

# Internal Service Fund Allocations

*Table 5.8 – Billing & Collections Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget	Direct Distribution	Total Distribution	
	Utilities Based on Billable Revenues	100.00%	\$ 560,810	\$ 299,537	\$ 860,347	
	<b>General Billing - Based on billed revenues</b>	<b>100.00%</b>	<b>\$ 560,810</b>	<b>\$ 299,537</b>	<b>\$ 860,347</b>	
Org #	Departments	on Billable Revenues	Department Percent	Billable Distribution \$ 560,810	*Meter Readers Direct Distribution	Total Distribution
<b>GENERAL FUND</b>						
10012200	Administrative Support (includes Landfill)	155,205.44	0.50%	2,815	-	2,815
10520210	Public Safety Police	864.09	0.00%	16	-	16
<b>ENTERPRISE FUNDS</b>						
72022400	Golf	22,698.50	0.07%	412	-	412
77725200	Airport	532,163.26	1.72%	9,652	-	9,652
80026400	Electric	14,217,963.46	45.98%	257,872	179,189	437,061
82024410	Water	5,726,622.23	18.52%	103,864	120,348	224,212
84024420	Wastewater	10,224,066.74	33.07%	185,434	-	185,434
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>						
64020213	Parking	41,136.50	0.13%	746	-	746
	<b>Total Operating Budget Used for Distribution</b>	<b>30,920,720</b>	<b>100.00%</b>	<b>560,810</b>	<b>299,537</b>	<b>860,347</b>
<i>Garbage is Removed from Distribution (flat amount) Sales x 3%</i>						
<i>*Based on historical time studies of 60% Electric 40% Water</i>						

GF	2,831	0.3%
Golf	412	0.0%
Airport	9,652	1.1%
Electric	437,061	50.8%
Water	224,212	26.1%
Wastewater	185,434	21.6%
Parking	746	0.1%
Total	860,347	100.0%

# Internal Service Fund Allocations

*Table 5.9 – Information Technology Distribution*

	Distribution Basis/Bases	Percent	Dept. Budget			
	Number of Full Time Equivalent Employees (FTEs)	100.00%	\$ 711,219			
	<b>Total</b>	<b>100.00%</b>	<b>\$ 711,219</b>			
Org #	Departments	Number of Full Time Equivalent Employees (FTEs)	Department Percent	FTE Distribution \$ 711,219		
<b>GENERAL FUND</b>						
10010000	City Council	1.90	1.01%	7,179		
10015100	City Treasurer	0.38	0.20%	1,436		
10011100	City Clerk	1.00	0.53%	3,778	GF	386,176 54.3%
10012100	City Manager	1.56	0.83%	5,894	Purchasing	7,745 1.1%
10012200	Administrative Support	0.50	0.27%	1,889	Billing & Collection	36,876 5.2%
10013400	Accounting	6.80	3.61%	25,692	Garage	12,279 1.7%
10016100	Human Resources/Risk Management	2.50	1.33%	9,446	Corp Yard	1,209 0.2%
10017100	Business, Economic, Grant & Housing	2.40	1.27%	9,068	Building Maint	18,060 2.5%
10022100	Parks	11.15	5.92%	42,128	Dispatch	34,004 4.8%
10022810	Recreation Administration (includes all Recreation Activities 4.40)	7.81	4.15%	29,508	Golf	1,700 0.2%
10023100	Planning & Community Development	3.44	1.83%	12,997	Airport	16,020 2.3%
10023320	Building Inspection	2.06	1.09%	7,783	Electric	69,482 9.8%
10024210	Engineering (includes Landfill/Solid Waste 1.40)	2.56	1.36%	9,672	Water	47,682 6.7%
10024220	Streets	5.05	2.68%	19,080	Wastewater	52,404 7.4%
10024214	Storm Drain	1.30	0.69%	4,912	Conf. Center	10,239 1.4%
10520210	Police Patrol	33.85	17.98%	127,894	ARRC	869 0.1%
10520224	Police Major Crimes	1.00	0.53%	3,778	Visit Ukiah	1,889 0.3%
10520218	Community Services Officers (Includes SLESF 1.00)	5.80	3.08%	21,914	Museum	14,584 2.1%
10521210	Fire	11.15	5.92%	42,128	Total	711,219 100.0%
<b>INTERNAL SERVICE FUNDS</b>						
20413500	Purchasing	2.05	1.09%	7,745		
20513300	Billing & Collection	6.00	3.19%	22,670		
20524415	Water Meter Reading	1.88	1.00%	7,103		
20526430	Electric Meter Reading	1.88	1.00%	7,103		
20324100	Garage	3.25	1.73%	12,279		
20824300	Alex Rorabaugh Recreation Center (ARRC)	0.32	0.17%	1,209		
20822500	Building Maintenance	4.78	2.54%	18,060		
20620231	Dispatch Ukiah (Includes Dispatch Fort Bragg 3.00)	9.00	4.78%	34,004		
<b>ENTERPRISE FUNDS</b>						
72022400	Golf	0.45	0.24%	1,700		
73022600	Conference Center	2.71	1.44%	10,239		
77725200	Airport	4.24	2.25%	16,020		
80026110	Electric Overhead	5.20	2.76%	19,647		
80026120	Electric Underground	6.16	3.27%	23,274		
80026200	Electric Testing & Calibrating	1.40	0.74%	5,290		
80026130	Electric Substation	1.70	0.90%	6,423		
80526610	Street Lighting	1.15	0.61%	4,345		
80026330	Electric Hydro Plant	0.75	0.40%	2,834		
80026400	Electric Administration	2.03	1.08%	7,670		
82024410	Water Administration	2.03	1.08%	7,670		
82024411	Water Production Operations & Management	4.99	2.65%	18,853		
82024414	Water Distribution Operations & Maintenance	5.60	2.97%	21,158		
84024420	Wastewater Administration	2.98	1.58%	11,259		
84024421	Wastewater Operations & Maintenance	4.41	2.34%	16,662		
84024425	Wastewater Treatment	6.48	3.44%	24,483		
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>						
31122870	Alex Rorabaugh Recreation Center (ARRC)	0.23	0.12%	869		
69122700	Museum	3.86	2.05%	14,584		
75017110	Visit Ukiah	0.50	0.27%	1,889		
	<b>Total FTE Used for Distribution</b>	<b>188.24</b>	<b>100.00%</b>	<b>711,219</b>		

## Corp Yard Disbursement



**FORT BRAGG GENERAL FUND FIXED ASSETS  
BUILDINGS AND IMPROVEMENTS 910.160.163**

<b>ACQUISITION/ REMODEL</b>	<b>DESCRIPTION</b>	<b>DATE IN SERVICE</b>	<b>USEFUL LIFE (S/L)</b>	<b>COST BASIS</b>	<b>NBV FY16</b>	<b>Accumulated Depreciation</b>	<b>Water Proportionate Share <u>25%</u></b>	<b>Wastewater Proportionate Share <u>25%</u></b>
1921/45/03	CITY HALL INC REHAB		30	464,643.00	(0)	(464,643)	116,160.75	116,160.75
1959	CORPORATION YARD		30	200,000.00	-	(200,000)	50,000.00	50,000.00
1912/1989	TOWN HALL		20	400,000.00	-	(400,000)	100,000.00	100,000.00
2008-2009	City Hall Remodel 4/1/09	4/1/2009	30	711,241.70	539,358	(171,883)	177,810.43	177,810.43
2009-2010	Town Hall Parapets	12/18/2009	30	221,397.18	173,120	(48,277)	55,349.30	55,349.30
3/1/2015	Town Hall Remodel	3/1/2015	30	320,042.13	300,879	(19,163)	80,010.53	80,010.53
<b>TOTALS</b>				<b>2,317,324.01</b>	<b>1,013,357.14</b>	<b>(1,303,966.87)</b>	<b>579,331.00</b>	<b>579,331.00</b>



**CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

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**FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING DATE:** September 7, 2016  
**TO:** Finance and Administration Committee  
**AGENDA ITEM TITLE:** **Proposed Re-Allocation of Facilities Internal Service Fund**

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**BACKGROUND AND OVERVIEW:**

On June 27<sup>th</sup> 2016, the Fort Bragg City Council adopted the City's Fiscal Year 2016-2017 budget. At that meeting staff was given direction to revisit the Facilities Repair and Maintenance Internal Service Fund allocation as presented in the Adopted Budget. Staff was asked to reassess which Facility projects are allocated to the Enterprise Funds and to bring the results back to Council. Staff has completed the reassessment and found a reasonable basis to increase the General Fund's contribution to the Internal Service Fund by \$45,409.19 with a corresponding \$22,704.09 decrease in contribution for each of the Enterprise Funds. It should be noted that the General Fund contributed a lump sum \$400k to the ISF in FY14-15. This initial outlay was credited to the General Fund projects prior to allocating the remaining costs.

**RECOMMENDATION:**

Accept reallocation as presented.

**ALTERNATIVES:**

1. Provide direction to staff for further modification of Internal Service Fund allocations.

**ATTACHMENTS:**

1. Summary of Recalculated Facilities ISF allocation
2. Proposed Resolution for Budget Amendment

CITY OF FORT BRAGG, CALIFORNIA

# Agreed Upon Procedures

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## Cost Allocation Application Review

**Joseph J Arch, CPA JJACPA, Inc.**

**9/14/2016**

**City of Fort Bragg**  
**Agreed Upon Procedures**  
**Cost Allocation Application Review**

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JJACPA, Inc.

A Professional Accounting Services Corp.

INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES

We have performed the agreed-upon procedures enumerated in Attachment A, which were agreed to by the City solely to assist you in obtaining information regarding specific cost allocation calculations. Management of the City is responsible for the accounting records pertaining to the City's compliance pursuant to any Federal, State or Local regulation for which this information may pertain. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment A either for the purpose for which this report has been requested or for any other purpose.

The scope of this engagement was limited to performing the agreed-upon procedures as set forth in Attachment A. Attachment A also identifies the findings noted as a result of the procedures performed.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion as to the appropriateness of the results summarized in Attachment A. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the City and its management and is not intended to be, and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

September 14, 2016

*JJACPA, Inc.*

JJACPA, Inc.  
Dublin, California

## **Attachment A—Agreed-Upon Procedures Engagement**

- 1) Review the cost allocation procedures performed by the City in prior years and report on our findings. The period identified by the Finance Director has been determined to be fiscal year beginning July 1, 2010 through the fiscal year ended June 30, 2016

**Procedures and Findings:** The City's Finance Director prepared various schedules detailing the differences caused by prior year cost allocations. These schedules presented a particular methodology that included certain assumptions based upon the amounts recorded and schedules used for the allocations.

The assumptions used included General Fund allocations for support departments were fully allocated, except for City Attorney costs, which were allocated at 50%, to other funds for non-payroll expenditures. The following General Fund departments were used for the allocations:

City Attorney, Council, City Manager, City Clerk, Human Resources, Finance, Community Development and Non-departmental.

The results indicated the following:

All departments included above were appropriately shown in the Finance Director prepared schedules.

The methodology used in prior year schedules appeared to be based upon budgeted amounts instead of adjusted at year end based upon actual results. In addition, allocating full cost to other funds is not an accurate basis by which these allocations should be recorded because it does not account for the General fund's participation in the allocation formula.

We also reviewed the methodology developed as a result of these variances and concur with the changes that were made to these allocations and the policy developed. Further, the adjustment to actual at fiscal year-end will make the projections more accurate on a year by year basis and be more reflective of each fund's participation in the expenditures.

- 2) Review the schedules and documents prepared by the Finance Director indicating an over-allocation to the City's enterprise funds in prior years. The period identified by the Finance Director has been determined to be fiscal year beginning July 1, 2010 through the fiscal year ended June 30, 2016.

## **Attachment A, continued—Agreed-Upon Procedures Engagement**

**Procedures and Findings:** The City's Finance Director prepared various schedules detailing the differences caused by prior year cost allocations. These schedules presented as Appendix B were validated and traced to entries recorded in the City's general ledger to establish the reliability of the schedules. The results indicated the following:

Upon tracing amounts recorded to the Water and Wastewater Funds, all amounts were accurate and traced to the schedules in Appendix B without exception.

Further tracing indicated amounts for use of City facilities had not been charged to either the Water or Wastewater Funds. The fixed assets to be transferred accounted for 25% of shared buildings to each of the two Enterprise Funds. The shared buildings to be proportionately transferred are City Hall, Town Hall and the Corporation Yard, all of which are utilized by Water and Wastewater personnel and operations. The amounts were recalculated and we are recommending the loan be reduced by a like amount for each fund or \$579,331 per fund.

We further recommend the City's overhead allocation allow for a "true up" at fiscal year end to account for actual results rather than a budgetary allocation. This will also aid in future budgets to reflect an estimate projected on actual amounts rather than budgetary estimates.

# Appendix B

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Finance Director Prepared Schedules

FY 10-11 SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund Personnel Expenditures	Salary & Benefits Allocation *	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
GF					3,257,154	
RDA		245,663	245,663		245,663	12%
RDA Housing		77,146	77,146		77,146	4%
Fleet		78,653	78,653		78,653	4%
Water Enterprise		751,077	751,077	240,372	991,449	38%
Wastewater Enterprise	649,423	404,943	1,054,367	(240,372)	813,996	41%
Gas Tax		35,768	35,768		35,768	2%
	649,423	1,593,250	2,242,674	(240,372)	2,002,302	100%

Total Budgeted Payroll	5,259,456.00
GF	3,257,154.04

Revised Totals	649,423	1,593,250	2,242,673	-	5,499,828
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#### Non-Salary General Fund Costs to be Allocated

(LINKED to Finance Master Exp WB)

Legal (50%)	65,000
Council	20,300
GF - City Manager	4,550
GF - City Clerk	6,360
HR	11,300
Finance	81,415
Comm Dev	7,275
Non-Dept	522,615
	718,815
13%	
Public Works	111,125
	829,940

**SALARY & BENEFIT ALLOCATION PERCENTAGES**

Total Budgeted Payroll	5,668,083.00
GF	3,537,637.97

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,537,638		62%	
RDA		267,438	267,438		267,438	13%	5%	
RDA Housing		80,299	80,299		80,299	4%	1%	
Fleet		114,267	114,267		114,267	5%	2%	
Water Enterprise		462,148	462,148	171,682	633,830	30%	11%	159,870
Wastewater Enterprise	741,538	464,755	1,206,293	(171,682)	1,034,611	49%	18%	260,959
	741,538	1,388,907	2,130,445	0	2,130,445	100%		
Revised Totals	741,538	1,388,907	2,130,445	0	5,668,083			

**Non-Salary General Fund Costs to be Allocated**

Legal (total less \$30k)	170,000
Council	7,200
GF - City Manager	3,750
GF - City Clerk	3,850
HR	18,950
Finance	71,400
CDD	9,175
Non-Dept (excluding transfers, OPEB & PayGo Retiree Medical Costs)	534,703
GF Retiree Medical PayGo	819,028
Public Works	173,350
	135,038
	1,127,416
Retiree Medical Benefits	
OPEB FY11/12 Funding	231,000
WW PayGo	71,238
	302,238
	1,429,654

**SALARY & BENEFIT ALLOCATION PERCENTAGES**

Total Budgeted Payroll	5,617,548.00
GF	3,495,029.15

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wat	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,495,029		62%	
CVSC		51,604	51,604		51,604	2.43%	1%	
RDA		189,269	189,269		189,269	8.92%	3%	
RDA Housing		71,666	71,666		71,666	3.38%	1%	
Fleet		106,059	106,059		106,059	5.00%	2%	
Water Enterprise		492,069	492,069	181,770	673,839	31.75%	12%	182,912
Wastewater Enterprise	720,541	491,311	1,211,852	(181,770)	1,030,082	48.53%	18%	279,613
	720,541	1,401,978	2,122,519	-	2,122,519	97.57%		
Revised Totals	720,541	- 1,401,978	- 2,122,519	- -	5,617,548	-	1	

**Non-Salary General Fund Costs to be Allocated**

Legal	160,000
Council	28,700
GF - Admin	48,450
GF - City Clerk	4,360
Finance	13,350
CDD	16,950
Public Works Admin	43,672
Non-Dept (excluding transfers)	1,209,388
	1,524,870

**SALARY & BENEFIT ALLOCATION PERCENTAGES**

Total Budgeted Payroll	6,087,026.00
GF	3,842,843.95

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from W	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					3,842,484		63%	
CVSC		38,342	38,342		38,342	1.71%	1%	
RDA		189,749	189,749		189,749	8.46%	3%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		79,515	79,515		79,515	3.54%	1%	
IT	90,094	10,999	101,093		101,093	4.50%	2%	
Fleet	82,864	22,763	105,627		105,627	4.71%	2%	
Water Enterprise		494,171	494,171	178,375	672,546	29.97%	11%	167,386
Wastewater Enterprise	735,974	499,712	1,235,686	(178,375)	1,057,311	47.11%	17%	263,147
	908,932	1,335,251	2,244,182	-	2,244,182	98.29%		
Revised Totals	172,958	1,335,251	2,244,182	-	6,086,666	1		

**Non-Salary General Fund Costs to be Allocated**

Legal	160,000
Council	28,700
GF - Admin	48,450
GF - City Clerk	4,360
Finance	13,350
CDD	16,950
Public Works Admin	43,672
Non-Dept (excluding transfers)	1,199,388
	1,514,870



**SALARY & BENEFIT ALLOCATION PERCENTAGES**

Total Budgeted Payroll	6,193,091.00
GF	4,173,190.70

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wat	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					4,173,191		67%	
CVSC		-	-		-	0.00%	0%	
						0.00%	0%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		82,249	82,249		82,249	4.07%	1%	
IT	95,789	18,859	114,648		114,648	5.68%	2%	
Fleet	83,933	21,376	105,309		105,309	5.21%	2%	
Water Enterprise		489,085	489,085	178,034	667,119	34.75%	11%	150,560
Wastewater Enterprise	722,272	506,336	1,228,608	(178,034)	1,050,575	50.29%	17%	237,101
	901,994	1,117,906	2,019,900	-	2,019,900	100.00%		
Revised Totals	901,994	- 1,117,906	- 2,019,900	- - -	6,193,091	-	1	

**Non-Salary General Fund Costs to be Allocated**

Legal	177,000
Council	18,700
GF - Admin	59,750
GF - City Clerk	4,875
Finance	16,250
CDD	17,600
Public Works	107,710
Non-Dept (excluding transfers)	1,005,812
	1,407,697
	1,397,697

**SALARY & BENEFIT ALLOCATION PERCENTAGES**

Total Budgeted Payroll	6,395,350.00
GF	4,378,384.16

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Wa	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost	Revised %	True Up
GF					4,378,384		68%	
CVSC		-	-		-	0.00%	0%	
						0.00%	0%	
RDA Housing		-	-		-	0.00%	0%	
Facilities Maint		80,575	80,575		80,575	3.99%	1%	
IT	98,539	27,740	126,279		126,279	6.26%	2%	
Fleet	86,570	23,296	109,866		109,866	5.45%	2%	
Water Enterprise		464,078	464,078	183,768	647,846	33.84%	10%	148,058
Wastewater Enterprise	755,570	480,598	1,236,168	(183,768)	1,052,400	50.46%	16%	240,515
	940,679	1,076,287	2,016,966	-	2,016,966	100.00%		
Revised Totals	940,679	1,076,287	2,016,966	-	6,395,350			

**Non-Salary General Fund Costs to be Allocated**

Legal	170,000
Council	10,000
GF - Admin	48,930
GF - City Clerk	5,425
Finance	33,200
CDD	7,800
Public Works	162,642
Non-Dept (excluding transfers & allocations)	1,033,591
	1,471,588
	1,461,588

### Salary/Benefit Allocations

	2006 Adopted	2007 Adopted	2008 Adopted	2009 Adopted	2010 Requested
General Fund	400,972	481,452	636,388	1,504,192	1,486,460
Public Works (510)	501,182	545,688	559,134		
Wastewater	166,419	247,008	278,943	288,358	289,266
Total General Fund	1,068,573	1,274,148	1,474,465	1,792,550	1,775,726
Charged to General Fund				(18,350)	(8,740)
Charged to RDA	(111,221)	(127,800)	(153,769)	(321,146)	(274,922)
Charged to RDA Hsing	(20,790)	(23,724)	(75,982)	(86,934)	(84,994)
Charged to Water	(503,217)	(603,552)	(677,490)	(851,730)	(874,088)
Charged to WW	(365,288)	(456,684)	(503,941)	(464,168)	(483,208)
Charged to Gas Tax	(41,525)	(45,108)	(44,127)	(50,222)	(49,774)
Charged to Traffic & Safety	(26,532)	(17,280)	(19,156)		
	(1,068,573)	(1,274,148)	(1,474,465)	(1,792,550)	(1,775,726)

### Overhead Allocations

	2006 Adopted	2007 Adopted	2008 Adopted	2009 Adopted	2010 Requested
Credit to General Fund	310,529	310,529	430,893	596,234	726,208
Charged to RDA	(37,902)	(37,902)	(55,583)	(71,755)	(74,761)
Charged to RDA Hsing				(19,424)	(23,113)
Charged to Water	(147,008)	(147,008)	(222,004)	(250,383)	(304,921)
Charged to WW	(125,619)	(125,619)	(153,306)	(254,672)	(323,412)
	(310,529)	(310,529)	(430,893)	(596,234)	(726,208)

### Non-Salary General Fund Costs to be Allocated

Legal (50%)	65,000
Council	8,800
GF - City Manager	6,350
GF - City Clerk	12,550
HR	24,750
Finance	77,230
Comm Dev	27,800
Non-Dept (50%)	386,487
	608,967
Public Works	169,875
	778,842

Version 4/16 using updated expenditure worksheet

	Debits		Total Debits	Credits
	Sal/Benefits	Admin		
General Fund	(8,740)		(8,740)	2,212,668
RDA	(274,922)	(74,761)	(349,684)	
RDA Hsing	(84,994)	(23,113)	(108,107)	
Water	(874,088)	(304,921)	(1,179,009)	
WW	(483,208)	(323,412)	(806,620)	289,266
Gas Tax	(49,774)		(49,774)	
Totals	(1,775,726)	(726,208)	(2,501,934)	2,501,934

# FY 2009-2010 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---					
		General Fund	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL

## CITY COUNCIL

Councilmembers (5)		35%	20%	20%	20%	5%	100%
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## CITY MANAGER

City Manager	1	50%	10%	10%	25%	5%	100%
Administrative Secretary	1	70%	10%	10%	10%		100%
Assistant to the City Manager	1	60%	15%	15%	10%		100%
<b>TOTAL</b>	<b>3</b>						

## CITY CLERK

City Clerk	1	70%	10%	10%	10%		100%
Office Clerk	1	70%	10%	10%	10%		100%
<b>TOTAL</b>	<b>2</b>						

## FINANCE

Finance Director/City Treasurer	1	35%	25%	25%	10%	5%	100%
Senior Government Account	1	35%	25%	25%	10%	5%	100%
Government Accountant I	1	45%	25%	25%	5%		100%
Finance Technician I	2	25%	40%	35%			100%
<b>TOTAL</b>	<b>5</b>						

## POLICE

Police Chief	1	100%					100%
Lieutenant	1	100%					100%
Police Sergeant	3	100%					100%
Police Officer	12	100%					100%
Administrative Secretary	1	100%					100%
Police Service Technician	3	100%					100%
Community Service Officers	3	100%					100%
<b>TOTAL</b>	<b>24</b>						

## COMMUNITY DEVELOPMENT

Community Development Director	1	55%			35%	10%	100%
Senior Planner	1	60%	5%	5%	25%	5%	100%
Planner II	1	60%	5%	5%	30%		100%
Housing & Economic Development Coordinator	0.75	20%			30%	50%	100%
Administrative Secretary	1	60%			30%	10%	100%
<b>TOTAL</b>	<b>4.75</b>						

## FY 2009-2010 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---					
		General Fund	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL

Description	Number of Employees	--- Percent of Time Allocated By Fund ---					
		General Fund	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL

### **PUBLIC WORKS**

Public Works Director	1	55%	20%	20%	5%		100%
Associate City Engineer	1	15%	40%	40%	5%		100%
Engineering Tech	1	20%	50%	30%			100%
Public Works Project Analyst	1	30%	35%	35%			100%
Water Project Manager	1		90%	10%			100%
Public Works Superintendent	1	40%	30%	30%			100%
Maintenance Worker IV	1	40%	30%	30%			100%
Maintenance Worker III	1	25%	40%	35%			100%
Maintenance Worker III	1	30%	35%	35%			100%
Maintenance Worker II	1	50%	30%	20%			100%
Maintenance Worker II	1	45%	35%	20%			100%
Maintenance Worker II	1	90%	5%	5%			100%
Maintenance Worker I	1	10%	65%	25%			100%
Facilities Maintenance Worker	1	85%	10%	5%			100%
Mechanic	1	75%	15%	10%			100%
Seasonal Workers (4)	Hourly	50%	50%				100%

**TOTAL** **15**

### **WATER & WASTEWATER TREATMENT**

Chief Treatment Plant Operator	1		50%	50%			100%
Treatment Plant Operator I / II /OIT	5		40%	60%			100%
Treatment Plant Operator II /Electrician	1	10%	40%	50%			100%
Lab Director	1		40%	60%			100%

**TOTAL** **8**

**TOTAL APPROVED POSITIONS** **61.75**

FY 2009/10 Salary/Benefit Allocations																					
	#	Salary/ Benefits	Credit		Debit						Residual Expense										
	Emp		110	710	110	221	610	710	170	171		110	221	610	710	170	171	Check %s			
<b>CITY COUNCIL</b>																					
Councilmembers	5	90,064	58,542		-	-	18,013	18,013	18,013	4,503	31,522			20%	20%	20%	5%	35%	100%		
<b>CITY MANAGER</b>																					
City Manager	1	195,257	97,629		-	-	19,526	19,526	48,814	9,763	97,629			10%	10%	25%	5%	50%	100%		
Adm Secretary	1	76,927	23,078		-	-	7,693	7,693	7,693	-	53,849			10%	10%	10%	0%	70%	100%		
HR Analyst	1	102,495	40,998		-	-	15,374	15,374	10,249	-	61,497			15%	15%	10%	0%	60%	100%		
	3	374,679					42,593	42,593	66,756	9,763	212,974										
<b>CITY CLERK 110.4131</b>																					
City Clerk	1	113,547	34,064		-	-	11,355	11,355	11,355	-	79,483			10%	10%	10%	0%	70%	100%		
Office Clerk	1	65,669	19,701		-	-	6,567	6,567	6,567	-	45,968			10%	10%	10%	0%	70%	100%		
	2	179,216					17,922	17,922	17,922		125,451										
<b>FINANCE</b>																					
Fin Director	1	132,572	86,172		-	-	33,143	33,143	13,257	6,629	46,400			25%	25%	10%	5%	35%	100%		
Sr. Gov. Acct.	1	91,431	59,430		-	-	22,858	22,858	9,143	4,572	32,001			25%	25%	10%	5%	35%	100%		
Accountant I	1	78,262	43,044		-	-	19,565	19,565	3,913	-	35,218			25%	25%	5%	0%	45%	100%		
Fin Tech I	1	49,606	37,204		-	-	19,842	17,362	-	-	12,401			40%	35%	0%	0%	25%	100%		
Fin Tech I	1	50,138	37,603		-	-	20,055	17,548	-	-	12,534			40%	35%	0%	0%	25%	100%		
	5	402,009					115,464	110,477	26,313	11,200	138,555										
<b>COMMUNITY DEVELOPMENT</b>																					
Comm Dev Dir	1	124,328	55,948		-	-	-	-	43,515	12,433	68,380			0%	0%	35%	10%	55%	100%		
Senior Planner	1	102,125	40,850		-	-	5,106	5,106	25,531	5,106	61,275			5%	5%	25%	5%	60%	100%		
Planner II	1	81,521	32,608		-	-	4,076	4,076	24,456	-	48,912			5%	5%	30%	0%	60%	100%		
Econ Dev Coordinator	1	71,273	57,018		-	-	-	-	21,382	35,636	14,255			0%	0%	30%	50%	20%	100%		
Adm Secretary	1	63,528	25,411		-	-	-	-	19,058	6,353	38,117			0%	0%	30%	10%	60%	100%		
	5	442,774					9,182	9,182	133,942	59,528	230,939										
<b>PUBLIC WORKS</b>																					
PW Director	1	142,525	64,136		-	-	28,505	28,505	7,126	-	78,389			20%	20%	5%	0%	55%	100%		
Assoc City Engineer	1	96,991	82,442		-	-	38,796	38,796	4,850	-	14,549			40%	40%	5%	0%	15%	100%		
Engineering Tech	1	79,879	63,903		-	-	39,939	23,964	-	-	15,976			50%	30%	0%	0%	20%	100%		
PW Proj Analyst	1	69,401	48,580		-	-	24,290	24,290	-	-	20,820			35%	35%	0%	0%	30%	100%		
PW Superintendent	1	110,338	82,753		-	16,551	33,101	33,101	-	-	27,584		15%	30%	30%	0%	0%	25%	100%		
Maint Worker IV	1	74,538	52,177		-	7,454	22,362	22,362	-	-	22,362		10%	30%	30%	0%	0%	30%	100%		
Maint Worker III	1	79,758	63,806		-	3,988	31,903	27,915	-	-	15,952		5%	40%	35%	0%	0%	20%	100%		
Maint Worker III	1	75,892	60,713		-	7,589	26,562	26,562	-	-	15,178		10%	35%	35%	0%	0%	20%	100%		
Maint Worker II	1	69,107	41,464		-	6,911	20,732	13,821	-	-	27,643		10%	30%	20%	0%	0%	40%	100%		
Maint Worker II	1	72,822	47,334		-	7,282	25,488	14,564	-	-	25,488		10%	35%	20%	0%	0%	35%	100%		
Maint Worker II	1	72,822	7,282		-	-	3,641	3,641	-	-	65,540			5%	5%	0%	0%	90%	100%		

	#	Salary/ Benefits	Credit		Debit						Residual Expense							Check %s	
	Emp		110	710	110	221	610	710	170	171		110	221	610	710	170	171		
Maint Worker I	1	57,852	52,067		-	-	37,604	14,463	-	-	5,785			65%	25%	0%	0%	10%	100%
Fac Maint Wrkr	1	51,754	7,763		-	-	5,175	2,588	-	-	43,991			10%	5%	0%	0%	85%	100%
Mechanic	1	73,539	18,385		-	-	11,031	7,354	-	-	55,155			15%	10%	0%	0%	75%	100%
Seasonal Workers	4	26,806	13,403		-	-	13,403	-	-	-	13,403			50%	0%	0%	0%	50%	100%
	18	1,154,023				49,774	362,533	281,927	11,976	-	447,813								
WATER																			
Water Proj Manager	1	30,950	30,950		-	-	27,855	3,095	-	-	-			90%	10%	0%	0%	0%	100%
WATER & WASTEWATER TREATMENT											Fund 710								
Chief Treatment Plan	1	104,611		52,305	-	-	52,305	-	-	-	52,305			50%		0%	0%	50%	100%
Treatment Plant Ope	5	387,692		155,077	-	-	155,077	-	-	-	232,615			40%		0%	0%	60%	100%
Treatment Plant Ope	1	87,395		43,698	8,740	-	34,958	-	-	-	43,698	10%		40%		0%	0%	50%	100%
Lab Director	1	95,466		38,187	-	-	38,187	-	-	-	57,280			40%		0%	0%	60%	100%
	8	675,164			8,740		280,527	-	-		385,898								
Grand Total	47	3,348,879	1,486,460	289,266	8,740	49,774	874,088	483,208	274,922	84,994	1,573,153								

Public Safety	2,445,881
Gen Fund Retirees	171,275
WW Retirees	49,251
	2,666,407
Total from above	3,348,879
	6,015,286
Const Mgr	17,029
	6,032,315

	Debit			Credit
110	8,740			1,486,460
170	274,922			
171	84,994			
221	49,774			
610	874,088			
710	483,208			8,740
710				280,527
	1,775,726			1,775,726

(6,033,315)  
(1,000)

**Salary/Benefit Allocations**

	<b>2006 Adopted</b>	<b>2007 Adopted</b>	<b>2008 Adopted</b>	<b>2009 Adopted</b>	<b>2010 Requested</b>
General Fund	400,972	481,452	636,388	1,504,192	1,486,460
Public Works (510)	501,182	545,688	559,134		
Wastewater	166,419	247,008	278,943	288,358	289,266
Total General Fund	1,068,573	1,274,148	1,474,465	1,792,550	1,775,726
Charged to General Fund				(18,350)	(8,740)
Charged to RDA	(111,221)	(127,800)	(153,769)	(321,146)	(274,922)
Charged to RDA Hsing	(20,790)	(23,724)	(75,982)	(86,934)	(84,994)
Charged to Water	(503,217)	(603,552)	(677,490)	(851,730)	(874,088)
Charged to WW	(365,288)	(456,684)	(503,941)	(464,168)	(483,208)
Charged to Gas Tax	(41,525)	(45,108)	(44,127)	(50,222)	(49,774)
Charged to Traffic & Safety	(26,532)	(17,280)	(19,156)		
	(1,068,573)	(1,274,148)	(1,474,465)	(1,792,550)	(1,775,726)

**Overhead Allocations**

	<b>2006 Adopted</b>	<b>2007 Adopted</b>	<b>2008 Adopted</b>	<b>2009 Adopted</b>	<b>2010 Requested</b>
Credit to General Fund	310,529	310,529	430,893	596,234	726,208
Charged to RDA	(37,902)	(37,902)	(55,583)	(71,755)	(74,761)
Charged to RDA Hsing				(19,424)	(23,113)
Charged to Water	(147,008)	(147,008)	(222,004)	(250,383)	(304,921)
Charged to WW	(125,619)	(125,619)	(153,306)	(254,672)	(323,412)
	(310,529)	(310,529)	(430,893)	(596,234)	(726,208)

	<b>Debit</b>		<b>Total Debits</b>	<b>Credits</b>
	<b>Sal/Benefits</b>	<b>Admin</b>		
General Fund	(8,740)		(8,740)	2,212,668
RDA	(274,922)	(74,761)	(349,684)	
RDA Hsing	(84,994)	(23,113)	(108,107)	
Water	(874,088)	(304,921)	(1,179,009)	
WW	(483,208)	(323,412)	(806,620)	289,266
Gas Tax	(49,774)		(49,774)	
	(1,775,726)	(726,208)	(2,501,934)	2,501,934



SALARY & BENEFIT ALLOCATION PERCENTAGES						
	Fund Personnel Expenditures	Salary & Benefits Allocation *	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
RDA		274,922	274,922		274,922	12%
RDA Housing		84,994	84,994		84,994	4%
Water Enterprise		874,088	874,088		874,088	40%
Wastewater Enterprise	724,415	483,208	1,207,623	(280,527)	927,096	42%
Gas Tax		49,774	49,774		49,774	2%
	724,415	1,766,987	2,491,402	(280,527)	2,210,875	100%

\*Does not include General Fund

#### Non-Salary General Fund Costs to be Allocated

Legal (50%)	65,000
Council	8,800
GF - City Manager	6,350
GF - City Clerk	12,550
HR	24,750
Finance	77,230
Comm Dev	27,800
Non-Dept (50%)	378,737
	601,217
Public Works	170,035
	771,252

#### Overhead Allocations

	2006 Adopted	2007 Adopted	2008 Adopted	2009 Adopted	2010 Requested
Credit to General Fund	310,529	310,529	430,893	596,234	726,208
Charged to RDA	(37,902)	(37,902)	(55,583)	(71,755)	(74,761)
Charged to RDA Hsing				(19,424)	(23,113)
Charged to Water	(147,008)	(147,008)	(222,004)	(250,383)	(304,921)
Charged to WW	(125,619)	(125,619)	(153,306)	(254,672)	(323,412)
	(310,529)	(310,529)	(430,893)	(596,234)	(726,208)

*FY09/10 Personnel Salary/Benefits*

Department	FY08/09	FY09/10
GF - Council	86,577	90,064
GF - City Manager	369,199	377,680
GF - City Clerk	176,096	179,216
Finance	420,562	402,009
Non-Dept	165,062	171,275

Department	FY08/09	FY09/10
PD - Operations	1,806,779	1,857,968
PD - Admin	374,727	395,812
PD - Support	171,986	180,051
Fire Protection	12,050	12,050
Community Dev	511,720	442,774
PW - Admin/Engineering	356,049	436,775
PW - Corp Yard	745,154	738,422
Traffic & Safety	27,007	26,806
WW - Treatment	717,936	724,415
<b>Totals</b>	<b>5,940,904</b>	<b>6,035,316</b>

Percentage change 1.59%

	2009 Adopted	2010 Requested
General Fund	1,504,192	1,480,924
Wastewater	288,358	245,908
<b>Total General Fund</b>	<b>1,792,550</b>	<b>1,726,832</b>
Charged to General Fund	(18,350)	(8,740)
Charged to RDA	(321,146)	(275,170)
Charged to RDA Hsing	(86,934)	(84,977)
Charged to Water	(851,730)	(821,815)
Charged to WW	(464,168)	(486,356)
Charged to Gas Tax	(50,222)	(49,774)
	<b>(1,792,550)</b>	<b>(1,726,832)</b>

	FY09	FY10	% Contribution to GF			
	FY09	FY10	FY09	FY10		
<b><u>CITY COUNCIL</u></b>						
Councilmembers	56,274	58,542				
<b>Total</b>	<b>56,274</b>	<b>58,542</b>	<b>2,267</b>	<b>65%</b>	<b>65%</b>	% stayed the
<b><u>CITY MANAGER</u></b>						
City Manager	113,283	97,454		<b>60%</b>	<b>50%</b>	Reduced %
Adm Secretary	21,919	23,078		<b>30%</b>	<b>30%</b>	
HR Analyst(09)/Assist to CM(10)	32,199	42,338		<b>30%</b>	<b>40%</b>	Added 10%
<b>Total</b>	<b>167,401</b>	<b>162,870</b>	<b>(4,531)</b>			
<b><u>CITY CLERK 110.4131</u></b>						
City Clerk	33,508	34,064		<b>30%</b>	<b>30%</b>	
Office Clerk	19,321	19,701		<b>30%</b>	<b>30%</b>	
<b>Total</b>	<b>52,828</b>	<b>53,765</b>	<b>937</b>			% stayed the
<b><u>FINANCE</u></b>						
Fin Director	79,719	86,172		<b>60%</b>	<b>65%</b>	Added 5% fc
Sr. Gov. Acct.	52,704	59,430		<b>60%</b>	<b>65%</b>	Added 5% fc
Accountant I	36,620	43,044		<b>45%</b>	<b>55%</b>	Increased W
Fin Tech I	31,419	37,204		<b>50%</b>	<b>75%</b>	From 25% tc
Fin Tech I	43,913	37,603		<b>80%</b>	<b>75%</b>	From 35% tc
<b>Total</b>	<b>244,375</b>	<b>263,454</b>	<b>19,079</b>			
<b><u>COMMUNITY DEVELOPMENT</u></b>						
Comm Dev Dir	55,029	55,948		<b>45%</b>	<b>45%</b>	
Senior Planner	37,726	40,850		<b>40%</b>	<b>40%</b>	
Planner II	33,742	32,608		<b>40%</b>	<b>40%</b>	
Econ Dev Coordinator	62,367	57,018		<b>90%</b>	<b>80%</b>	
Adm Secretary	19,309	25,411		<b>30%</b>	<b>40%</b>	
<b>Total</b>	<b>208,173</b>	<b>211,835</b>	<b>3,662</b>			
<b><u>PUBLIC WORKS</u></b>						
PW Director	63,232	64,136		<b>45%</b>	<b>45%</b>	
Assoc City Engineer	81,474	82,442		<b>85%</b>	<b>85%</b>	
Engineering Tech	62,779	63,903		<b>80%</b>	<b>80%</b>	
PW Proj Analyst	77,103	48,580		<b>100%</b>	<b>70%</b>	
PW Superintendent	81,713	82,753		<b>75%</b>	<b>75%</b>	
Maint Worker IV	51,591	52,177		<b>70%</b>	<b>70%</b>	
Maint Worker III	62,798	63,806		<b>80%</b>	<b>80%</b>	
Maint Worker III	62,798	60,713		<b>80%</b>	<b>80%</b>	
Maint Worker II	45,340	41,464		<b>60%</b>	<b>60%</b>	
Maint Worker II	46,660	47,334		<b>65%</b>	<b>65%</b>	

Department	FY08/09	FY09/10			
Maint Worker II	7,546		7,282	10%	10%
Maint Worker I	51,264		52,067	90%	90%
Fac Maint Wrkr	7,954		7,763	15%	15%
Mechanic	18,177		18,385	25%	25%
Seasonal Workers	13,503		6,701	50%	
Total	733,932		699,509	(34,423)	
<b>WATER</b>					
Water Proj Manager	41,208		30,950		
Total	41,208		30,950	(10,258)	100%
<b>WATER &amp; WASTEWATER TREATMENT</b>					
Chief Treatment Plant Operator		51,590	41,844		Waste 50%
Treatment Plant Operator-II		155,023	135,692		40%
Treatment Plant Operator-II/Electrician		45,875	34,958	-20%	30%
Lab Director		35,870	33,413		40%
Total		288,358	245,908	(42,450)	
	1,504,192	288,358	1,480,924	245,908	(65,718) -3.67%
	1,504,192	288,358	1,480,924	245,908	

→ same; cost of benefits increased

for RDA from 35% to 25%

RDA

→ same; cost of benefits increased

or RDA Hsing

or RDA Hsing

W from 20% to 25%; added 5% RDA

→ 40% Water; From 25% to 35% WW; emp paying 7% Pers

→ 40% Water; eliminated 10% RDA

## FY 2010-2011 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -							
		General Fund	Street Maintenance	Fleet Services	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL
<b><u>CITY COUNCIL</u></b>									
Council Members (5)		35%			20%	20%	20%	5%	100%
<b><u>CITY MANAGER</u></b>									
City Manager	1	50%			10%	10%	25%	5%	100%
Administrative Secretary	0.8	70%			10%	10%	10%		100%
Assistant to the City Manager	1	70%			10%	10%	10%		100%
<b><u>TOTAL</u></b>	<b><u>2.8</u></b>								
<b>Support Services</b>									
<b><u>CITY CLERK</u></b>									
City Clerk	1	70%			10%	10%	10%		100%
Office Clerk	1	70%			10%	10%	10%		100%
<b><u>TOTAL</u></b>	<b><u>2</u></b>								
<b><u>FINANCE</u></b>									
Finance Director/City Treasurer	1	35%			25%	25%	10%	5%	100%
Senior Government Accountant	1	35%			25%	25%	10%	5%	100%
Government Accountant I	1	45%			25%	25%	5%		100%
Finance Technician I	1	25%			40%	35%			100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>								
<b>Public Safety</b>									
<b><u>POLICE</u></b>									
Police Chief	1	100%							100%
Capitan	1	100%							100%
Police Sergeant	3	100%							100%
Police Officer	11	100%							100%
Administrative Secretary	1	100%							100%
Police Service Technician	2	100%							100%
Community Service Officers	2	100%							100%
<b><u>TOTAL</u></b>	<b><u>21</u></b>								
<b>Community Services</b>									
<b><u>COMMUNITY DEVELOPMENT</u></b>									
Community Development Director	1	50%					40%	10%	100%
Senior Planner	1	60%			5%	5%	25%	5%	100%
Housing & Economic Development Coordinator	0.8	30%					30%	40%	100%
Administrative Secretary	1	65%					30%	5%	100%
<b><u>TOTAL</u></b>	<b><u>3.8</u></b>								

## FY 2010-2011 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---							
		General Fund	Street Maintenance	Fleet Services	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL

Description	Number of Employees	--- Percent of Time Allocated By Fund ---							
		General Fund	Street Maintenance	Fleet Services	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL

### PUBLIC WORKS

Public Works Director	1	40%	15%		20%	20%	5%		100%
Engineering Tech	1	20%			50%	30%			100%
Public Works Project Analyst	1	30%			35%	35%			100%
Water Project Manager	1				90%	10%			100%
Public Works Superintendent	1	35%		5%	30%	30%			100%
Maintenance Worker IV	1	30%	10%		30%	30%			100%
Maintenance Worker III	1	20%	5%		40%	35%			100%
Maintenance Worker III	1	20%	10%		35%	35%			100%
Maintenance Worker II	1	40%	10%		30%	20%			100%
Maintenance Worker II	1	35%	10%		35%	20%			100%
Maintenance Worker II	1	90%			5%	5%			100%
Maintenance Worker I	1	10%			65%	25%			100%
Facilities Maintenance Worker	0	85%			10%	5%			100%
Mechanic	1			100%					100%
<b><u>TOTAL</u></b>	<b><u>12.5</u></b>								

### WATER & WASTEWATER TREATMENT

Chief Treatment Plant Operator	1				50%	50%			100%
Treatment Plant Operator I / II /OIT	5				40%	60%			100%
Treatment Plant Operator II /Electrician	1	10%			40%	50%			100%
Lab Director	1				40%	60%			100%
<b><u>TOTAL</u></b>	<b><u>8</u></b>								

**TOTAL APPROVED POSITIONS                      54.10**

FY 2010/11 Salary/Benefit Allocations - BASED SIDE LETTERS																					
	# Emp	Salary/ Benefits	Credit		Debit						Residual Expense	110	221	522	610	710	170	171	Check %s		
			110	710	110	221	522	610	710	170										171	
<b><u>CITY COUNCIL</u></b>																					
Councilmembers	5	86,700	56,355		-	-		17,340	17,340	17,340	4,335	30,345				20%	20%	20%	5%	35%	100%
<b><u>CITY MANAGER</u></b>																					
City Manager	1	181,925	90,963		-	-		18,193	18,193	45,481	9,096	90,963				10%	10%	25%	5%	50%	100%
Adm Secretary	1	76,647	22,994		-	-		7,665	7,665	7,665	-	53,653				10%	10%	10%	0%	70%	100%
Asst City Mgr	1	81,800	24,540		-	-		8,180	8,180	8,180	-	57,260				10%	10%	10%	0%	70%	100%
	3	340,372						34,037	34,037	61,326	9,096	201,875									
<b><u>CITY CLERK 110.4131</u></b>																					
City Clerk	1	110,000	33,000		-	-		11,000	11,000	11,000	-	77,000				10%	10%	10%	0%	70%	100%
Office Clerk	1	67,820	20,346		-	-		6,782	6,782	6,782	-	47,474				10%	10%	10%	0%	70%	100%
	2	177,820						17,782	17,782	17,782		124,474									
<b><u>FINANCE</u></b>																					
Fin Mgr	1	100,095	65,062		-	-		25,024	25,024	10,010	5,005	35,033				25%	25%	10%	5%	35%	100%
Sr. Gov. Acct.	1	86,500	56,225		-	-		21,625	21,625	8,650	4,325	30,275				25%	25%	10%	5%	35%	100%
Accountant I	1	79,270	43,599		-	-		19,818	19,818	3,964	-	35,672				25%	25%	5%	0%	45%	100%
Fin Tech I	1	50,940	38,205		-	-		20,376	17,829	-	-	12,735				40%	35%	0%	0%	25%	100%
Fin Tech I	0		-		-	-		-	-	-	-	-				40%	35%	0%	0%	#####	#DIV/0!
	4	316,805						86,842	84,295	22,623	9,330	113,715									
<b><u>COMMUNITY DEVELOPMENT</u></b>																					
Comm Dev Dir	1	124,650	62,325		-	-		-	-	49,860	12,465	62,325				0%	0%	40%	10%	50%	100%
Senior Planner	1	101,540	40,616		-	-		5,077	5,077	25,385	5,077	60,924				5%	5%	25%	5%	60%	100%
Planner II	0	-	-		-	-		-	-	-	-	-									
Econ Dev Coordinator	1	84,110	58,877		-	-		-	-	25,233	33,644	25,233				0%	0%	30%	40%	30%	100%
Adm Secretary	1	63,970	22,390		-	-		-	-	19,191	3,199	41,581				0%	0%	30%	5%	65%	100%
	4	374,270						5,077	5,077	119,669	54,385	190,063									
<b><u>PUBLIC WORKS</u></b>																					
PW Director	1	138,450	62,303		-	-		27,690	27,690	6,923	-	76,148				20%	20%	5%	0%	55%	100%
Engineering Tech	1	82,220	65,776		-	-		41,110	24,666	-	-	16,444				50%	30%	0%	0%	20%	100%
PW Proj Analyst	1	71,465	50,026		-	-		25,013	25,013	-	-	21,440				35%	35%	0%	0%	30%	100%
PW Superintendent	1	109,395	65,637		-	-		32,819	32,819	-	-	43,758				30%	30%	0%	0%	40%	100%
Maint Worker IV	1	96,465	72,349		-	9,647	4,823	28,940	28,940	-	-	24,116		10%	5%	30%	30%	0%	0%	25%	100%
Maint Worker III	1	76,811	61,449		-	3,841		30,724	26,884	-	-	15,362		5%		40%	35%	0%	0%	20%	100%
Maint Worker III	1	81,223	64,978		-	8,122		28,428	28,428	-	-	16,245		10%		35%	35%	0%	0%	20%	100%
Maint Worker II	1	73,755	44,253		-	7,376		22,127	14,751	-	-	29,502		10%		30%	20%	0%	0%	40%	100%
Maint Worker II	1	67,830	44,090		-	6,783		23,741	13,566	-	-	23,741		10%		35%	20%	0%	0%	35%	100%
Maint Worker II	1	73,755	7,376		-	-		3,688	3,688	-	-	66,380				5%	5%	0%	0%	90%	100%
Maint Worker I	1	58,980	53,082		-	-		38,337	14,745	-	-	5,898				65%	25%	0%	0%	10%	100%



	#	Salary/ Benefits	Credit		Debit						Residual Expense	110	221	522	610	710	170	171	Check %s	
	Emp		110	710	110	221	522	610	710	170	171									
Fac Maint Wrkr	0		-		-	-		-	-	-	-	-				10%	5%	0%	0%	
Mechanic	1	73,830	73,830		-	-	73,830	-	-	-	-	-			100%	0%	0%	0%	0%	100%
Seasonal Workers	0		-		-	-		-	-	-	-	-								
	12	1,004,179				35,768	78,653	302,615	241,188	6,923	-	339,032								
WATER																				
Water Proj Manager	1	52,235	52,235		-	-		47,012	5,224	-	-	-				90%	10%	0%	0%	100%
WATER & WASTEWATER TREATMENT												Fund 710								
Chief Treatment Plant Operator	1			-	-	-		-	-	-	-	-							#####	#DIV/0!
Treatment Plant Operator-II	6	502,165		200,866	-	-		200,866	-	-	-	301,299				40%		0%	0%	60%
Treatment Plant Operator-II/Elec	0	-		-	-	-		-	-	-	-	-						0%	0%	0%
Lab Director	1	98,765		39,506	-	-		39,506	-	-	-	59,259				40%		0%	0%	60%
	8	600,930			-			240,372	-	-		360,558								
Grand Total	39	2,953,311	1,352,878	240,372	-	35,768	78,653	751,077	404,943	245,663	77,146	1,360,062								
Proof												2,953,311								

Public Safety	2,306,145
Gen Fund Retirees	156,367
WW Retirees	48,493
	2,511,005
Total from above	2,953,311
	5,464,316
Temps to 230	-
	5,464,316
	5,543,365
	79,048

	Debit			Credit
110	-			1,352,878
170	245,663			
171	77,146			
221	35,768			
522	78,653			
610	751,077			
710	404,943			-
710				240,372
	1,593,250			1,593,250
Proof				
1,593,250				

**Salary/Benefit Allocations**

	<b>2006 Adopted</b>	<b>2007 Adopted</b>	<b>2008 Adopted</b>	<b>2009 Adopted</b>	<b>2010 Adopted</b>
General Fund	400,972	481,452	636,388	1,504,192	1,486,460
Public Works (510)	501,182	545,688	559,134		
Wastewater	166,419	247,008	278,943	288,358	289,267
Total General Fund	1,068,573	1,274,148	1,474,465	1,792,550	1,775,727
Charged to General Fund				(18,350)	(8,740)
Charged to RDA	(111,221)	(127,800)	(153,769)	(321,146)	(274,922)
Charged to RDA Hsing	(20,790)	(23,724)	(75,982)	(86,934)	(84,994)
Charged to Water	(503,217)	(603,552)	(677,490)	(851,730)	(874,089)
Charged to WW	(365,288)	(456,684)	(503,941)	(464,168)	(483,208)
Charged to Gas Tax	(41,525)	(45,108)	(44,127)	(50,222)	(49,774)
Charged to Fleet					
Charged to Traffic & Safety	(26,532)	(17,280)	(19,156)		
	(1,068,573)	(1,274,148)	(1,474,465)	(1,792,550)	(1,775,727)

100% legal

100% non-dept (excludes trn. to capital reserve)

**Overhead Allocations**

	<b>2006 Adopted</b>	<b>2007 Adopted</b>	<b>2008 Adopted</b>	<b>2009 Adopted</b>	<b>2010 Adopted</b>
Credit to General Fund	310,529	310,529	430,893	596,234	726,208
Charged to RDA	(37,902)	(37,902)	(55,583)	(71,755)	(74,761)
Charged to RDA Hsing				(19,424)	(23,113)
Charged to Fleet					
Charged to Gas Tax - not included in overhead allocation calculation					
Charged to Water	(147,008)	(147,008)	(222,004)	(250,383)	(304,921)
Charged to WW	(125,619)	(125,619)	(153,306)	(254,672)	(323,413)
	(310,529)	(310,529)	(430,893)	(596,234)	(726,208)

**FY 2010-2011 Total Allocations**

	<b>Debit</b>		<b>Total Debits</b>	<b>Credits</b>
	<b>Sal/Benefits</b>	<b>Admin</b>		
General Fund	-		-	(2,150,076)
RDA	245,663	88,191	333,854	
RDA Hsing	77,146	27,695	104,841	
Water	751,077	311,316	1,062,393	
WW	404,943	337,394	742,338	(240,372)
Fleet	78,653	32,601	111,254	
Gas Tax	35,768	-	35,768	
	1,593,250	797,198	2,390,448	(2,390,448)

50% legal  
50% non-dept (excludes trn. to capital reserve)

2,194,200	
2,258,093	63,893
2,520,845	262,752
	<u>326,645</u>

USED FOR FY 10/11 BUDGET			
	Combination #1 50% legal 50% non-dept	Combination #2 100% legal 50% non-dept	Combination #3 100% legal 100% non-dept
Total Revenue to GF	2,194,200	2,258,093	2,520,845
Sal/Benefits	1,387,921	1,387,921	1,387,921
Overhead	806,279	870,172	1,132,924
Exp			
RDA	60,983	68,544	99,640
RDA Hsing	19,018	21,376	31,073
Water	337,497	362,578	465,721
WW	355,929	382,380	491,156
Fleet	32,852	35,294	45,334
Gas Tax			
Total Charge for Overhead	806,279	870,172	1,132,924

	Combination #1 50% legal 50% non-dept	Combination #2 100% legal 50% non-dept	Combination #3 100% legal 100% non-dept
Total Revenue to GF	2,194,200	2,258,093	2,520,847
Sal/Benefits	1,387,921	1,387,921	1,387,921
Overhead	806,279	870,172	1,132,924
Revenue to Water			
Sal/Benefits	288,233	288,233	288,233
Exp (Including sal/benefits)			
RDA	308,900	316,461	347,557
RDA Hsing	96,330	98,688	108,386
Water	1,159,836	1,184,917	1,288,061
WW	768,148	794,599	903,375
Fleet	112,900	115,342	125,382
Gas Tax	36,319	36,319	36,319
Total Charges	2,482,433	2,546,326	2,809,080

60,983  
19,017  
337,497  
355,929  
32,852  
0

Sal/Benefits	2011 Proposed	2011 Adopted	Inc/(Dec)
General Fund	1,387,921	1,336,618	(51,303)
Wastewater	288,233	285,482	(2,751)

Total General Fund	1,676,155	1,622,101	(54,054)
Charged to RDA	(247,917)	(246,855)	(1,062)
Charged to RDA Hsing	(77,313)	(77,145)	(168)
Charged to Water	(822,339)	(779,533)	(42,806)
Charged to WW	(412,219)	(404,148)	(8,071)
Charged to Gas Tax	(36,319)	(35,767)	(552)
Charged to Fleet	(80,048)	(78,652)	(1,395)
	(1,676,155)	(1,622,101)	(54,054)

<b>2011 Adopted</b>
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1,352,878

240,372

---

1,593,250

-

(245,663)

(77,146)

(751,077)

(404,943)

(35,768)

(78,653)

---

(1,593,250)

<b>2011 Proposed</b>
--------------------------

797,198

(88,191)

(27,695)

(32,601)

-

(311,316)

(337,394)

---

(797,198)

**FY 10-11 SALARY & BENEFIT ALLOCATION PERCENTAGES**

	Fund Personnel Expenditures	Salary & Benefits Allocation *	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
RDA		245,663	245,663		245,663	12%
RDA Housing		77,146	77,146		77,146	4%
Fleet		78,653	78,653		78,653	4%
Water Enterprise		751,077	751,077		751,077	38%
Wastewater Enterprise	649,423	404,943	1,054,367	(240,372)	813,996	41%
Gas Tax		35,768	35,768		35,768	2%
	649,423	1,593,250	2,242,674	(240,372)	2,002,302	100%

\*Does not include General Fund

**Non-Salary General Fund Costs to be Allocated**

**(LINKED to Finance Master Exp WB)**

**Proof**

Legal (50%)	65,000		Non- GF Allocation	1,593,250
Council	20,300		Non- GF Allocation	(240,372)
GF - City Manager	4,550		WW Retirees	48,493
GF - City Clerk	6,360		WW Sal & Benis	600,930
HR	11,300			2,002,301
Finance	81,415			
Comm Dev	7,275			
Non-Dept	522,615	(Excludes Transfer to Cap Reserve Fund)		
	718,815	Allocation includes RDA		
13%				
Public Works	111,125	Dept's 4330, 4392, 4522, 4550 and 4570; public works excluded from RDA allocation		
	829,940			

**Overhead Allocations**

	2006 Adopted	2007 Adopted	2008 Adopted	2009 Adopted	2010 Adopted	2011 Requested
Credit to General I	310,529	310,529	430,893	596,234	726,208	797,198
Charged to RDA	(37,902)	(37,902)	(55,583)	(71,755)	(74,761)	(88,191)
Charged to RDA Hsing				(19,424)	(23,113)	(27,695)
Charged to Fleet						(32,601)
Charged to Gas Tax - not included in overhead allocation calculation						-
Charged to Water	(147,008)	(147,008)	(222,004)	(250,383)	(304,921)	(311,316)
Charged to WW	(125,619)	(125,619)	(153,306)	(254,672)	(323,413)	(337,394)
	(310,529)	(310,529)	(430,893)	(596,234)	(726,208)	(797,198)

**Sal/Bene/Overhead Allocations-Revised 5/12/10 Based On  
Revised Expenditure Totals**

<b>Sal/Benefits</b>	<b>2011 Proposed</b>	<b>2011 Adopted</b>	<b>Inc/ (Dec)</b>
General Fund	1,387,921	1,352,878	(35,044)
Wastewater	288,233	240,372	(47,861)
Total General Fund	1,676,155	1,593,250	(82,905)
Charged to RDA	247,917	245,663	(2,254)
Charged to RDA Hsing	77,313	77,146	(167)
Charged to Water	822,339	751,077	(71,262)
Charged to WW	412,219	404,943	(7,276)
Charged to Gas Tax	36,319	35,768	(551)
Charged to Fleet	80,048	78,653	(1,394)
	1,676,155	1,593,250	(82,905)

-1

<b>Overhead Allocations</b>	<b>2011 Proposed</b>	<b>2011 Adopted</b>	<b>Inc/ (Dec)</b>
General Fund	806,279	797,198	(9,081)
Wastewater			-
Total General Fund	806,279	797,198	(9,081)
Charged to RDA	60,983	88,191	27,208
Charged to RDA Hsing	19,018	27,695	8,677
Charged to Water	337,497	311,316	(26,181)
Charged to WW	355,929	337,394	(18,535)
Charged to Gas Tax	-	-	-
Charged to Fleet	32,852	32,601	(251)
	806,279	797,198	(9,081)

<b>Total Allocations</b>	<b>2011 Proposed</b>	<b>2011 Adopted</b>	<b>Inc/ (Dec)</b>
General Fund	2,194,200	2,150,076	(44,125)
Wastewater	288,233	240,372	(47,861)
Total General Fund	2,482,434	2,390,448	(91,986)
Charged to RDA	308,900	333,854	24,954
Charged to RDA Hsing	96,331	104,841	8,510
Charged to Water	1,159,836	1,062,393	(97,443)
Charged to WW	768,148	742,338	(25,810)
Charged to Gas Tax	36,319	35,768	(551)
Charged to Fleet	112,900	111,254	(1,645)
	2,482,434	2,390,448	(91,986)

**SUMMARY OF FY 2011/12 ALLOCATIONS**

	Allocations/Transfers Out				Revenue			
	Salary/ Benefits	Admin	OPEB Funding	Street Maint Materials & Services	Total Allocations	General Fund	WW	Total Revenue
Streets (Gas Tax)	6,659			173,275	179,934	179,934		179,934
Streets (St. Sales Tax)	160,264				160,264	160,264		160,264
Traffic & Safety	13,011			39,375	52,386	52,386		52,386
Fleet	114,267	60,469			174,736	174,736		174,736
RDA Project	267,438	102,814			370,252	370,252		370,252
RDA Housing	80,299	30,870			111,169	111,169		111,169
Water (to GF)	462,148	335,418	68,725		866,291	866,291		866,291
Water (to WW)	171,682				171,682		171,682	171,682
Wastewater	464,755	397,746	112,181		974,682	974,682		974,682
	1,740,523	927,317	180,906	212,650	3,061,396	2,889,714	171,682	3,061,396



# SALARY/BENEFIT ALLOCATION

	2009 Adopted	2010 Adopted	2011 Adopted	2012 Requested
Salary/benefit Allocations				
Streets (Gas Tax)	50,222	49,774	35,768	6,659
Streets (St. Sales Tax)				160,264
Traffic & Safety				13,011
Fleet			78,653	114,267
RDA Project	321,146	274,922	245,663	267,438
RDA Housing	86,934	84,994	77,146	80,299
Water (to GF)	581,722	593,562	510,705	462,148
Water (to WW)	270,008	280,527	240,372	171,682
Wastewater	464,168	483,208	404,943	464,755
Total Allocations	1,774,200	1,766,987	1,593,250	1,740,523
Revenue				
General Fund	1,504,192	1,486,460	1,352,878	1,568,841
Wastewater	270,008	280,527	240,372	171,682
Total Revenue	1,774,200	1,766,987	1,593,250	1,740,523
Transfers to GF for Street Maintenance & Traffic/Safety Materials				
Streets (Gas Tax)				173,275
Streets (St. Sales Tax)				
Traffic & Safety				39,375
				212,650

## SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
RDA		267,438	267,438		267,438	13%
RDA Housing		80,299	80,299		80,299	4%
Fleet		114,267	114,267		114,267	5%
Water Enterprise		462,148	462,148	171,682	633,830	30%
Wastewater Enterprise	741,538	464,755	1,206,293	(171,682)	1,034,611	49%
	<u>741,538</u>	<u>1,388,907</u>	<u>2,130,445</u>	<u>0</u>	<u>2,130,445</u>	<u>100%</u>

### Non-Salary General Fund Costs to be Allocated

Legal (total less \$30k)	170,000	
Council	7,200	
GF - City Manager	3,750	
GF - City Clerk	3,850	
HR	18,950	
Finance	71,400	
CDD	9,175	
Non-Dept (excluding transfers, OPEB & PayGo Retiree Medical Costs)	<u>534,703</u>	
GF Retiree Medical PayGo	173,350	} Not charged to RDA
Public Works	<u>135,038</u>	
	1,127,416	
Retiree Medical Benefits		
OPEB FY11/12 Funding	231,000	} Not charged to RDA
WW PayGo	<u>71,238</u>	
	302,238	
	<u><u>1,429,654</u></u>	

	2009 Adopted	2010 Adopted	2011 Adopted	2012 Requested
Admin Allocations				
Streets (Gas Tax)	-	-	-	-
Streets (St. Sales Tax)	-	-	-	-
Traffic & Safety	-	-	-	-
Fleet	-	-	32,601	60,469
RDA Project	72,365	74,761	88,191	102,814
RDA Housing	19,589	23,113	27,695	30,870
Water	252,512	304,921	311,317	335,418
Wastewater	251,398	323,413	337,394	397,746
Total Admin Allocations	595,864	726,208	797,198	927,317
Trn from 221 & 230 for Street				
Maint Materials & Services				212,650
				1,139,967
Trn from 610 for OPEB				68,725
Trn from 710 for OPEB				112,181
				1,320,873

FY 2008/09 Salary/Benefit Allocations																						
		#	Salary/ Benefits	Credit		Debit							Check		GF Exp	St	Fleet	Water	WW	RDA Proj	RDA Hsing	TOTAL
		Emp		GF	WW	GF Exp	St	Fleet	Water	WW	RDA Proj	RDA Hsing	Total									
CITY COUNCIL																						
Councilmembers			103,433	67,231	-	36,201	-	-	20,687	20,687	20,687	5,172	103,433	-	35%	0%	0%	20%	20%	20%	5%	100%
			103,433	67,231	-	36,201	-	-	20,687	20,687	20,687	5,172	103,433	-								
CITY MANAGER																						
City Manager		1.0	199,501	99,751	-	99,751	-	-	19,950	19,950	49,875	9,975	199,501	-	50%	0%	0%	10%	10%	25%	5%	100%
Assist to CM		0.8	88,884	26,665	-	62,219	-	-	8,888	8,888	8,888	-	88,884	-	70%	0%	0%	10%	10%	10%	0%	100%
Admin Sec		1.0	81,787	24,536	-	57,251	-	-	8,179	8,179	8,179	-	81,787	-	70%	0%	0%	10%	10%	10%	0%	100%
		2.8	370,172	150,952	-	219,220	-	-	37,017	37,017	66,942	9,975	370,172	-								
CITY CLERK 110.4131																						
City Clerk		1.0	119,225	35,768	-	83,458	-	-	11,923	11,923	11,923	-	119,225	-	70%	0%	0%	10%	10%	10%	0%	100%
Office Clerk		1.0	72,831	21,849	-	50,982	-	-	7,283	7,283	7,283	-	72,831	-	70%	0%	0%	10%	10%	10%	0%	100%
		2.0	192,057	57,617	-	134,440	-	-	19,206	19,206	19,206	-	192,057	-								
FINANCE																						
Fin Director		1.0	120,776	78,504	-	42,272	-	-	30,194	30,194	12,078	6,039	120,776	-	35%	0%	0%	25%	25%	10%	5%	100%
Sr. Gov. Acct.		1.0	91,179	59,267	-	31,913	-	-	22,795	22,795	9,118	4,559	91,179	-	35%	0%	0%	25%	25%	10%	5%	100%
Accountant I		1.0	81,894	45,042	-	36,852	-	-	20,473	20,473	4,095	-	81,894	-	45%	0%	0%	25%	25%	5%	0%	100%
Fin Tech I		1.0	66,759	53,407	-	13,352	-	-	26,704	26,704	-	-	66,759	-	20%	0%	0%	40%	40%	0%	0%	100%
		4.0	360,608	236,220	-	124,388	-	-	100,166	100,166	25,290	10,598	360,608	-								
Public Safety																						
Police Chief		1.0	186,016	-	-	186,016	-	-	-	-	-	-	186,016	-	100%	0%	0%	0%	0%	0%	0%	100%
Police Lieutenant		1.0	137,191	-	-	137,191	-	-	-	-	-	-	137,191	-	100%	0%	0%	0%	0%	0%	0%	100%
PD Adm Secretary		1.0	66,998	-	-	66,998	-	-	-	-	-	-	66,998	-	100%	0%	0%	0%	0%	0%	0%	100%
Police Sergeant		3.0	423,722	-	-	423,722	-	-	-	-	-	-	423,722	-	100%	0%	0%	0%	0%	0%	0%	100%
Police Officers *		12.0	1,380,221	-	-	1,380,221	-	-	-	-	-	-	1,380,221	-	100%	0%	0%	0%	0%	0%	0%	100%
CSO		2.0	136,174	-	-	136,174	-	-	-	-	-	-	136,174	-	100%	0%	0%	0%	0%	0%	0%	100%
PST		2.0	139,439	-	-	139,439	-	-	-	-	-	-	139,439	-	100%	0%	0%	0%	0%	0%	0%	100%
		22.0	2,469,763	-	-	2,469,763	-	-	-	-	-	-	2,469,763	-								
COMMUNITY DEVELOPMENT																						
Comm Dev Dir		1.0	142,087	71,043	-	71,043	-	-	-	-	56,835	14,209	142,087	-	50%	0%	0%	0%	0%	40%	10%	100%
Senior Planner		1.0	110,543	44,217	-	66,326	-	-	5,527	5,527	27,636	5,527	110,543	-	60%	0%	0%	5%	5%	25%	5%	100%
HED Coordinator		0.8	78,795	55,157	-	23,639	-	-	-	-	23,639	31,518	78,795	-	30%	0%	0%	0%	0%	30%	40%	100%
Adm Secretary		1.0	66,003	23,101	-	42,902	-	-	-	-	19,801	3,300	66,003	-	65%	0%	0%	0%	0%	30%	5%	100%
		3.8	397,428	193,518	-	203,910	-	-	5,527	5,527	127,910	54,554	397,428	-								
PUBLIC WORKS																						
Public Works Director	DG	1.0	148,065	111,049	-	37,016	29,613	14,807	29,613	29,613	7,403	-	148,065	-	25%	20%	10%	20%	20%	5%	0%	100%
Engineering Tech	LP	1.0	90,652	72,522	-	18,130	-	-	45,326	27,196	-	-	90,652	-	20%	0%	0%	50%	30%	0%	0%	100%
Public Works Project Analyst	CP	1.0	77,898	62,319	-	15,580	19,475	-	15,580	27,264	-	-	77,898	-	20%	25%	0%	20%	35%	0%	0%	100%
Water Project Manager	TJB	0.6	48,909	22,009	-	26,900	-	-	9,782	12,227	-	-	48,909	-	55%	0%	0%	20%	25%	0%	0%	100%
Public Works Superintendent	MC	1.0	123,567	111,210	-	12,357	24,713	12,357	37,070	37,070	-	-	123,567	-	10%	20%	10%	30%	30%	0%	0%	100%
Maintenance Worker IV	I Sanderson	1.0	93,491	65,444	-	28,047	28,047	-	18,698	18,698	-	-	93,491	-	30%	30%	0%	20%	20%	0%	0%	100%
Maintenance Worker III	R Oates	1.0	77,177	61,741	-	15,435	19,294	-	19,294	23,153	-	-	77,177	-	20%	25%	0%	25%	30%	0%	0%	100%
Maintenance Worker II	J Balassi	1.0	80,771	64,616	-	16,154	8,077	-	28,270	28,270	-	-	80,771	-	20%	10%	0%	35%	35%	0%	0%	100%
Maintenance Worker II	A Dondanville	1.0	84,647	76,182	-	8,465	29,627	-	21,162	25,394	-	-	84,647	-	10%	35%	0%	25%	30%	0%	0%	100%
Maintenance Worker II	T Mitchell	1.0	80,771	52,501	-	28,270	8,077	-	20,193	24,231	-	-	80,771	-	35%	10%	0%	25%	30%	0%	0%	100%
Maintenance Worker I	A Roberts	1.0	64,525	61,298	-	3,226	-	-	32,262	29,036	-	-	64,525	-	5%	0%	0%	50%	45%	0%	0%	100%
														-								
Mechanic	D Orsi	1.0	87,104	87,104	-	-	-	87,104	-	-	-	-	87,104	-	0%	0%	100%	0%	0%	0%	0%	100%
Seasonal Workers (2)	2 (July 1 thru Sept 30)	Hourly	15,307	15,307	-	-	13,011	-	2,296	-	-	-	15,307	-	0%	85%	0%	15%	0%	0%	0%	100%
		11.6	1,072,882	863,302	-	209,580	179,934	114,267	279,545	282,152	7,403	-	1,072,882	-								

		#	Salary/ Benefits	Credit		Debit							Check Total									
		Emp		GF	WW	GF Exp	St	Fleet	Water	WW	RDA Proj	RDA Hsing		GF Exp	St	Fleet	Water	WW	RDA Proj	RDA Hsing	TOTAL	
WATER & WASTEWATER TREATMENT													Fund 710									
Lead Treatment Operator-Water	H. Daniels	1.0	82,026	-	77,925	-	-	-	77,925	4,101	-	-	82,026	-	0%	0%	0%	95%	5%	0%	0%	100%
Lead Treatment Operator-WW	J. Smith	1.0	97,422	-	4,871	-	-	-	4,871	92,551	-	-	97,422	-	0%	0%	0%	5%	95%	0%	0%	100%
Treatment Plant Operator II	L. Bainbridge	1.0	84,107	-	-	-	-	-	-	84,107	-	-	84,107	-	0%	0%	0%	0%	100%	0%	0%	100%
Treatment Plant Operator II	J Goekler	1.0	83,871	-	29,355	-	-	-	29,355	54,516	-	-	83,871	-	0%	0%	0%	35%	65%	0%	0%	100%
Treatment Plant Operator II	M Shaw	1.0	83,871	-	25,161	-	-	-	25,161	58,710	-	-	83,871	-	0%	0%	0%	30%	70%	0%	0%	100%
Treatment Plant Operator II /Electric	M Larson	1.0	94,716	-	28,415	-	-	-	28,415	66,301	-	-	94,716	-	0%	0%	0%	30%	70%	0%	0%	100%
Lab Director	E Whitten	1.0	105,204	-	5,260	-	-	-	5,260	99,943	-	-	105,204	-	0%	0%	0%	5%	95%	0%	0%	100%
Seasonal Worker (1)	1 (July 1 thru Sept 30)	Hourly	6,945	-	695	-	-	-	695	6,251	-	-	6,945	-	0%	0%	0%	10%	90%	0%	0%	100%
		7.0	638,162	-	171,682	-	-	-	171,682	466,480	-	-	638,162	-								
Grand Total		53.2	5,604,505	1,568,841	171,682	3,397,503	179,934	114,267	633,830	931,235	267,438	80,299	5,604,505									

\*Salary/bene total for PD officers only includes cost for 11 officers. It does include hourly diff for FTO, etc., comp time payout & overtime.

Total from salary/benefit spreadsheet	5,668,083 (63,578)	Salary/benefit Allocation Distribution			
			Debit	Credit	
		110		1,568,841	
		170	267,438		
		171	80,299		
		221	6,659		
		230	13,011		
		250	160,264		
		522	114,267		
		To GF	610 462,148		
		To WW	610 171,682		
		710	464,755	171,682	
		Total	1,740,523	1,740,523	

## FY 2011/12 PERSONNEL STAFFING ALLOCATIONS

[illegible]

**CITY COUNCIL**

Councilmembers (5)	35%	20%	20%	20%	5%	100%
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## Policy and Executive

**CITY MANAGER**

City Manager	1	50%	10%	10%	25%	5%	100%
Assistant to the City Manager	0.75	70%	10%	10%	10%		100%
Administrative Secretary	1	70%	10%	10%	10%		100%

<b>TOTAL</b>	<b>2.75</b>
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## Support Services

## CITY CLERK

City Clerk	1	70%	10%	10%	10%	100%
Office Clerk	1	70%	10%	10%	10%	100%

<b>TOTAL</b>	<b>2</b>
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## FINANCE

Finance Director/City Treasurer	1	35%	25%	25%	10%	5%	100%
Senior Government Account	1	35%	25%	25%	10%	5%	100%
Government Accountant I	1	45%	25%	25%	5%		100%
Finance Technician I	1	20%	40%	40%			100%

<b>TOTAL</b>	<b>4</b>
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## Public Safety

**POLICE**

Police Chief	1	100%	100%
Lieutenant	1	100%	100%
Administrative Secretary	1	100%	100%
Police Sergeant	3	100%	100%
Police Officer	12	100%	100%
Community Service Officers	2	100%	100%
Police Service Technician	2	100%	100%

<b>TOTAL</b>	<b>22</b>
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## Community Services

## COMMUNITY DEVELOPMENT

Community Development Director	1	50%			40%	10%	100%
Senior Planner	1	60%	5%	5%	25%	5%	100%
Housing & Economic Development Coordi	0.8	30%			30%	40%	100%
Administrative Secretary	1	65%			30%	5%	100%

<b>TOTAL</b>	<b>3.8</b>
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## FY 2011/12 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---							
		General Fund	Street Maint	Fleet Services	Water Enterprise	Sewer Enterprise	RDA Project	RDA Housing	TOTAL

### **PUBLIC WORKS**

Public Works Director	1	25%	20%	10%	20%	20%	5%		100%
Engineering Tech	1	20%			50%	30%			100%
Public Works Project Analyst	1	20%	25%		20%	35%			100%
Water Project Manager *	0.6	55%			20%	25%			100%
Public Works Superintendent	1	10%	20%	10%	30%	30%			100%
Maintenance Worker IV	1	30%	30%		20%	20%			100%
Maintenance Worker III	1	20%	25%		25%	30%			100%
Maintenance Worker II	1	20%	10%		35%	35%			100%
Maintenance Worker II	1	10%	35%		25%	30%			100%
Maintenance Worker II	1	35%	10%		25%	30%			100%
Maintenance Worker I	1	5%			50%	45%			100%
Maintenance Worker I	1	20%	20%		30%	30%			100%
Mechanic	1			100%					100%
Seasonal Workers (2)	Hourly		85%		15%				100%
<b><u>TOTAL</u></b>	<b><u>12.6</u></b>								

### **WATER & WASTEWATER TREATMENT**

Lead Treatment Operator-Water	1				95%	5%			100%
Lead Treatment Operator-WW	1				5%	95%			100%
Treatment Plant Operator II	1					100%			100%
Treatment Plant Operator II	1				35%	65%			100%
Treatment Plant Operator II	1				30%	70%			100%
Treatment Plant Operator II /Electrician	1				30%	70%			100%
Env. Compliance Coordinator	1				5%	95%			100%
Seasonal Worker (1)	Hourly				10%	90%			100%
<b><u>TOTAL</u></b>	<b><u>7</u></b>								

**TOTAL APPROVED POSITIONS                      54.15**

**SUMMARY OF FY 2012/13 ALLOCATIONS**

	Allocations/Transfers Out				Revenue			
	Salary/ Benefits	Admin	OPEB Funding	Other	Total Allocations	General Fund	WW	Total Revenue
CVSC	51,604	22,438			74,042	74,042		74,042
Fleet	106,059	46,115			152,173	152,173		152,173
RDA Project	189,269	54,598		6,132	250,000	250,000		250,000
RDA Housing	71,666	20,673			92,339	92,339		92,339
Water (to GF)	492,069	292,988	76,193		861,250	861,250		861,250
Water (to WW)	181,770	-			181,770		181,770	181,770
Wastewater	491,311	447,883	116,475		1,055,669	1,055,669		1,055,669
	1,583,748	884,695	192,668	6,132	2,667,243	2,485,473	181,770	2,667,243



# SALARY/BENEFIT ALLOCATION

2009 Adopted	2010 Adopted	2011 Adopted	2012 Adopted	2013 Requested
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## Salary/benefit Allocations

Streets (Gas Tax)	50,222	49,774	35,768	-	-
Streets (St. Sales Tax)	-	-	-	-	-
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	51,604
Fleet	-	-	78,653	139,511	106,059
RDA Project	321,146	274,922	245,663	267,438	189,269
RDA Housing	86,934	84,994	77,146	80,299	71,666
Water (to GF)	581,722	593,562	510,705	478,308	492,069
Water (to WW)	270,008	280,527	240,372	171,554	181,770
Wastewater	464,168	483,208	404,943	480,874	491,311
Total Allocations	1,774,200	1,766,987	1,593,250	1,617,984	1,583,748

## Revenue

General Fund	1,504,192	1,486,460	1,352,878	1,446,430	1,401,978
Wastewater	270,008	280,527	240,372	171,554	181,770
Total Revenue	1,774,200	1,766,987	1,593,250	1,617,984	1,583,748

## Transfers to GF for Street Maintenance & Traffic/Safety Materials

Streets (Gas Tax)	173,275
Streets (St. Sales Tax)	
Traffic & Safety	39,375
	212,650

## SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
CVSC		51,604	51,604		51,604	2.43%
RDA		189,269	189,269		189,269	8.92%
RDA Housing		71,666	71,666		71,666	3.38%
Fleet		106,059	106,059		106,059	5.00%
Water Enterprise		492,069	492,069	181,770	673,839	31.75%
Wastewater Enterprise	720,541	491,311	1,211,852	(181,770)	1,030,082	48.53%
	<u>720,541</u>	<u>1,401,978</u>	<u>2,122,519</u>	<u>-</u>	<u>2,122,519</u>	<u>97.57%</u>

### Non-Salary General Fund Costs to be Allocated

Legal (total less \$30k)	140,000	
Council	42,700	
GF - Admin	31,690	
GF - City Clerk	4,350	
Finance	31,550	
CDD	17,825	
Non-Dept (excluding transfers, OPEB	<u>344,167</u>	
& PayGo Retiree Medical Costs)	612,282	
GF Retiree Medical PayGo	160,000	} Not charged to RDA
Public Works	<u>150,597</u>	
	922,879	
Retiree Medical Benefits		
OPEB FY11/12 Funding	240,000	} Not charged to RDA
WW PayGo	<u>-</u>	
	240,000	
	<u><u>1,162,879</u></u>	

	2009 Adopted	2010 Adopted	2011 Adopted	2012 Adopted	2012 Requested
Admin Allocations					
CVSC	-	-	-	-	22,438
Fleet	-	-	32,601	68,137	46,115
RDA Project (Successor Agency)	72,365	74,761	88,191	91,737	54,598
RDA Housing (Successor Hsing)	19,589	23,113	27,695	27,544	20,673
Water	252,512	304,921	311,317	317,391	292,988
Wastewater	251,398	323,413	337,394	378,739	447,883
Total Admin Allocations	595,864	726,208	797,198	883,548	884,695
Trn from 221 & 230 for Street Maint Materials & Services				212,650	OPEB FY11/12 Funding
				1,096,198	
Trn from 610 for OPEB				76,193	76,193
Trn from 710 for OPEB				116,475	116,475
				1,288,866	192,668

FY 2008/09 Salary/Benefit Allocations																					
		#	Salary/ Benefits	Credit		Debit							Check	Successor							
		Emp		GF	WW	GF Exp	CVSC	Fleet	Water	WW	RDA Proj	RDA Hsing	Total		GF Exp	CVSC	Fleet	Water	WW	Agency	Hsing
CITY COUNCIL																					
Councilmembers			95,017	45,608	-	49,409	-	-	19,003	19,003	4,751	2,851	95,017	-	52%	0%	0%	20%	20%	5%	3%
			95,017	45,608	-	49,409	-	-	19,003	19,003	4,751	2,851	95,017	-							
CITY MANAGER																					
City Manager		1.0	205,459	102,730	-	102,730	10,273	-	20,546	20,546	41,092	10,273	205,459	-	50%	5%	0%	10%	10%	20%	5%
Assist to CM		1.0	105,834	42,334	-	63,500	10,583	-	10,583	10,583	10,583	-	105,834	-	60%	10%	0%	10%	10%	10%	0%
Admin Assistant		1.0	86,062	21,515	-	64,546	4,303	-	8,606	8,606	-	-	86,062	-	75%	5%	0%	10%	10%	0%	0%
City Clerk		1.0	112,336	39,318	-	73,019	-	-	11,234	11,234	16,850	-	112,336	-	65%	0%	0%	10%	10%	15%	0%
Office Assistant		1.0	71,403	17,851	-	53,552	-	-	7,140	7,140	3,570	-	71,403	-	75%	0%	0%	10%	10%	5%	0%
		5.0	581,094	223,747	-	357,347	25,159	-	58,109	58,109	72,096	10,273	581,094	-							
FINANCE																					
Fin Director		1.0	128,766	99,150	-	29,616	2,575	-	32,191	32,191	25,753	6,438	128,766	-	23%	2%	0%	25%	25%	20%	5%
Sr. Gov. Acct.		1.0	99,281	59,568	-	39,712	4,964	-	24,820	24,820	4,964	-	99,281	-	40%	5%	0%	25%	25%	5%	0%
Accountant I		1.0	83,624	41,812	-	41,812	-	-	20,906	20,906	-	-	83,624	-	50%	0%	0%	25%	25%	0%	0%
Fin Tech I		1.0	54,556	43,645	-	10,911	-	-	21,822	21,822	-	-	54,556	-	20%	0%	0%	40%	40%	0%	0%
		4.0	366,226	244,175	-	122,051	7,539	-	99,740	99,740	30,717	6,438	366,226	-							
Public Safety																					
Police Chief		1.0	206,921	-	-	206,921	-	-	-	-	-	-	206,921	-	100%	0%	0%	0%	0%	0%	0%
Police Lieutenant		1.0	155,730	-	-	155,730	-	-	-	-	-	-	155,730	-	100%	0%	0%	0%	0%	0%	0%
PD Adm Assistant		1.0	67,498	-	-	67,498	-	-	-	-	-	-	67,498	-	100%	0%	0%	0%	0%	0%	0%
Police Sergeant		3.0	414,760	-	-	414,760	-	-	-	-	-	-	414,760	-	100%	0%	0%	0%	0%	0%	0%
Police Officers *		11.0	1,262,667	-	-	1,262,667	-	-	-	-	-	-	1,262,667	-	100%	0%	0%	0%	0%	0%	0%
CSO		2.0	125,387	-	-	125,387	-	-	-	-	-	-	125,387	-	100%	0%	0%	0%	0%	0%	0%
PST		2.0	126,429	-	-	126,429	-	-	-	-	-	-	126,429	-	100%	0%	0%	0%	0%	0%	0%
Parking		Hourly	14,485	-	-	-	-	-	-	-	-	-	-	-							
		21.0	2,373,876	-	-	2,359,392	-	-	-	-	-	-	2,359,392	#							
COMMUNITY DEVELOPMENT																					
Comm Dev Dir		1.0	141,472	63,662	-	77,810	-	-	7,074	7,074	35,368	14,147	141,472	-	55%	0%	0%	5%	5%	25%	10%
Senior Planner		1.0	91,188	27,356	-	63,832	-	-	4,559	4,559	13,678	4,559	91,188	-	70%	0%	0%	5%	5%	15%	5%
HED Coordinator		0.8	75,048	48,781	-	26,267	-	-	-	-	18,762	30,019	75,048	-	35%	0%	0%	0%	0%	25%	40%
Admin Assistant		1.0	67,568	10,135	-	57,433	-	-	-	-	6,757	3,378	67,568	-	85%	0%	0%	0%	0%	10%	5%
		3.8	375,276	149,935	-	225,341	-	-	11,633	11,633	74,565	52,104	375,276	-							
PUBLIC WORKS																					
Public Works Director	DG	1.0	142,808	85,685	-	57,123	7,140	14,281	28,562	28,562	7,140	-	142,808	-	40%	5%	10%	20%	20%	5%	0%
Engineering Tech	LP	1.0	100,103	80,082	-	20,021	-	-	50,051	30,031	-	-	100,103	-	20%	0%	0%	50%	30%	0%	0%
Public Works Project Analyst	CP	1.0	82,329	45,281	-	37,048	-	-	16,466	28,815	-	-	82,329	-	45%	0%	0%	20%	35%	0%	0%
Water Project Manager	TJB	0.6	53,118	26,559	-	26,559	-	-	13,279	13,279	-	-	53,118	-	50%	0%	0%	25%	25%	0%	0%
Public Works Superintendent	MC	1.0	113,979	85,484	-	28,495	5,699	11,398	34,194	34,194	-	-	113,979	-	25%	5%	10%	30%	30%	0%	0%
Lead Maint Worker		1.0	80,027	32,011	-	48,016	-	-	16,005	16,005	-	-	80,027	-	60%	0%	0%	20%	20%	0%	0%
Maintenance Worker IV	I Sanderson	1.0	86,958	47,827	-	39,131	-	-	21,739	26,087	-	-	86,958	-	45%	0%	0%	25%	30%	0%	0%
Maintenance Worker III	R Oates	1.0	72,813	50,969	-	21,844	-	-	25,485	25,485	-	-	72,813	-	30%	0%	0%	35%	35%	0%	0%
Maintenance Worker II	A Dondanville	1.0	78,972	75,023	-	3,949	-	-	39,486	35,537	-	-	78,972	-	5%	0%	0%	50%	45%	0%	0%
Maintenance Worker II	J Balassi	1.0	75,690	41,630	-	34,061	-	-	18,923	22,707	-	-	75,690	-	45%	0%	0%	25%	30%	0%	0%
Maintenance Worker II	T Mitchell	1.0	75,990	41,795	-	34,196	-	-	18,998	22,797	-	-	75,990	-	45%	0%	0%	25%	30%	0%	0%
Maintenance Worker I	A Roberts	1.0	55,216	38,651	-	16,565	-	-	19,326	19,326	-	-	55,216	-	30%	0%	0%	35%	35%	0%	0%
Mechanic	D Orsi	1.0	80,380	80,380	-	-	-	80,380	-	-	-	-	80,380	-	0%	0%	100%	0%	0%	0%	0%
Seasonal Worker (1)	2 (July 1 thru Sept 30)	Hourly	7,136	7,136	-	-	6,066	-	1,070	-	-	-	7,136	-	0%	85%	0%	15%	0%	0%	0%
		12.6	1,105,520	738,513	-	367,006	18,905	106,059	303,583	302,825	7,140	-	1,105,520	-							

		# Emp	Salary/ Benefits	Credit		Debit						Check Total	Successor								
				GF	WW	GF Exp	CVSC	Fleet	Water	WW	RDA Proj		RDA Hsing	GF Exp	CVSC	Fleet	Water	WW	Agency	Hsing	
WATER & WASTEWATER TREATMENT													Fund 710								
Lead Treatment Operator-Water	H. Daniels	1.0	87,518	-	83,142	-	-	-	83,142	4,376	-	-	87,518	-	0%	0%	0%	95%	5%	0%	0%
Lead Treatment Operator-WW	J. Smith	1.0	100,682	-	5,034	-	-	-	5,034	95,648	-	-	100,682	-	0%	0%	0%	5%	95%	0%	0%
Treatment Plant Operator II	L. Bainbridge	1.0	87,562	-	-	-	-	-	-	87,562	-	-	87,562	-	0%	0%	0%	0%	100%	0%	0%
Treatment Plant Operator II	J Goekler	1.0	87,248	-	30,537	-	-	-	30,537	56,711	-	-	87,248	-	0%	0%	0%	35%	65%	0%	0%
Treatment Plant Operator II	M Shaw	1.0	87,248	-	26,174	-	-	-	26,174	61,074	-	-	87,248	-	0%	0%	0%	30%	70%	0%	0%
Treatment Plant Operator II /Electric	M Larson	1.0	91,982	-	27,594	-	-	-	27,594	64,387	-	-	91,982	-	0%	0%	0%	30%	70%	0%	0%
OIT	Brians	1.0	64,778	-	3,239	-	-	-	3,239	61,539	-	-	64,778	-	0%	0%	0%	5%	95%	0%	0%
Lab Director	E Whitten	1.0	106,068	-	5,303	-	-	-	5,303	100,765	-	-	106,068	-	0%	0%	0%	5%	95%	0%	0%
Seasonal Worker (1)	1 (July 1 thru Sept 30)	Hourly	7,453	-	745	-	-	-	745	6,708	-	-	7,453	-	0%	0%	0%	10%	90%	0%	0%
		8.0	720,540	-	181,770	-	-	-	181,770	538,770	-	-	720,540	-							
Grand Total		54.4	5,617,549	1,401,978	181,770	3,480,546	51,604	106,059	673,839	1,030,081	189,269	71,666	5,603,064								

Total from salary/benefit spreadsheet5,617,5480

	Debit		Credit	
GF			1,401,978	
Successor	189,269			
Successor Hsing	71,666			
CVSC	51,604			
Fleet	106,059			
Water	673,839			
WW	491,311		181,770	
	1,583,748		1,583,748	

Salary/benefit Allocation Distribution				
	Debit	Credit GF	Crcredit WW	Total CR
Successor	189,269	189,269		189,269
Successor Hsir	71,666	71,666		71,666
CVSC	51,604	51,604		51,604
Fleet	106,059	106,059		106,059
Water	492,069	492,069		492,069
Water	181,770		181,770	181,770
WW	491,311	491,311		491,311
Total	1,583,748	1,401,978	181,770	1,583,748

Successor	189,621	(352)
Successor Hsing	71,896	(230)
CVSC	52,379	(775)
Fleet	109,966	(3,907)
Water	673,942	(103)
WW	498,176	(6,865)
	1,595,980	(12,232)
		(12,232)


[illegible]

TOTAL

100%

100%  
100%  
100%  
100%  
100%

100%  
100%  
100%  
100%

100%  
100%  
100%  
100%  
100%  
100%  
100%

100%  
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100%  
100%

100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%

TOTAL  
SAL/BEN

13,099.00  
6,393.50  
27,341.08  
20,842.60  
27,341.08

95,017.27

205,459.45  
105,833.79  
80,226.57

391,519.81

112,336.18  
71,402.91

183,739.09

128,765.81  
99,280.76  
83,407.65  
54,492.24

365,946.47

143,764.22  
132,908.21  
138,087.89  
86,216.92  
98,756.92  
83,482.60

112,239.13  
105,362.27  
121,291.21  
116,403.92  
100,888.09  
100,888.09  
116,403.92  
116,692.06  
71,323.06  
54,064.35

1,386.89  
54,029.00  
48,626.10

TOTAL

100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%  
100%

1,802,814.84
206,920.54
155,729.73
67,497.91
430,148.18
56,699.39
69,729.30
126,428.69
141,472.09
91,187.86
67,568.09
75,047.76
375,275.80
142,808.09
82,329.00
100,102.88
53,117.55
378,357.52
113,978.52
80,027.25
71,856.36
86,000.99
74,733.48
78,014.52
75,033.33
54,259.11
80,379.99
5,740.75
720,024.29
106,068.44
85,266.24
86,944.03
64,223.82
84,951.96
89,685.59
84,951.96
100,107.94
7,453.44
5,740.75
715,394.17
7,136.44
-
-
7,136.44
14,384.50
14,484.50



TOTAL

5,606,287.06
-
5,606,287.06
5,555,418.17
0.01

## FY 2011/12 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---							
		General Fund	C. V.	Fleet Services	Water Enterprise	Sewer Enterprise	RDA Successor Agency	Successor L/M Income Hsing Agency	TOTAL
			Starr Ctr						

### CITY COUNCIL

Councilmembers (5)		52%			20%	20%	5%	3%	100%
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### CITY MANAGER

City Manager	1	50%	5%		10%	10%	20%	5%	100%
Assistant to the City Manager	1	60%	10%		10%	10%	10%		100%
Administrative Assistant	1	75%	5%		10%	10%			100%
City Clerk	1	65%			10%	10%	15%		100%
Office Assistant	1	75%			10%	10%	5%		100%
<b><u>TOTAL</u></b>	<b><u>5</u></b>								

### FINANCE

Finance Director/City Treasurer	1	23%	2%		25%	25%	20%	5%	100%
Senior Government Account	1	40%	5%		25%	25%	5%		100%
Government Accountant I	1	50%			25%	25%			100%
Finance Technician I	1	20%			40%	40%			100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>								

### POLICE

Police Chief	1	100%							100%
Lieutenant	1	100%							100%
Administrative Assistant	1	100%							100%
Police Sergeant	3	100%							100%
Police Officer	11	100%							100%
Community Service Officers	2	100%							100%
Police Service Technician	2	100%							100%
Parking Enforcement (Seasonal)	Hourly	100%							100%
<b><u>TOTAL</u></b>	<b><u>21</u></b>								

### COMMUNITY DEVELOPMENT

Community Development Director	1	55%			5%	5%	25%	10%	100%
Assistant Planner	1	70%			5%	5%	15%	5%	100%
Housing & Economic Development Coordir	0.8	35%					25%	40%	100%
Administrative Assistant	1	85%					10%	5%	100%
<b><u>TOTAL</u></b>	<b><u>3.8</u></b>								

## FY 2011/12 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---							
		General Fund	C. V.	Fleet Services	Water Enterprise	Sewer Enterprise	RDA Successor Agency	Successor L/M Income Hsing Agency	TOTAL
			Starr Ctr						

### PUBLIC WORKS

Public Works Director	1	40%	5%	10%	20%	20%	5%		100%
Engineering Tech	1	20%			50%	30%			100%
Public Works Project Analyst	1	45%			20%	35%			100%
Water Project Coordinator	0.6	50%			25%	25%			100%
Public Works Superintendent	1	25%	5%	10%	30%	30%			100%
Lead Maintenance Worker	1	60%			20%	20%			100%
Maintenance Worker IV	1	45%			25%	30%			100%
Maintenance Worker III	1	30%			35%	35%			100%
Maintenance Worker II	1	5%			50%	45%			100%
Maintenance Worker II	1	45%			25%	30%			100%
Maintenance Worker II	1	45%			25%	30%			100%
Maintenance Worker I	1	30%			35%	35%			100%
Mechanic	1			100%					100%
Seasonal Worker (1)	Hourly		85%		15%				100%
<b>TOTAL</b>	<b>12.6</b>								

### WATER & WASTEWATER TREATMENT

Lead Treatment Operator-Water	1				95%	5%			100%
Lead Treatment Operator-WW	1				5%	95%			100%
Treatment Plant Operator II	1					100%			100%
Treatment Plant Operator II	1				35%	65%			100%
Treatment Plant Operator II	1				30%	70%			100%
Treatment Plant Operator II /Electrician	1				30%	70%			100%
Env. Compliance Coordinator	1				5%	95%			100%
OIT	1				5%	95%			100%
Seasonal Worker (1)	Hourly				10%	90%			100%
<b>TOTAL</b>	<b>8</b>								

**TOTAL APPROVED POSITIONS                      54.40**

# SALARY/BENEFIT ALLOCATION

2010 Adopted	2011 Adopted	2012 Adopted	2013 Adopted	2014 Requested
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## Salary/benefit Allocations

Streets (Gas Tax)	49,774	35,768	-	-	-
Streets (St. Sales Tax)	-	-	-	-	-
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	38,342
Facilities					79,515
IT					10,999
Fleet	-	78,653	139,511	106,059	22,763
RDA Project	274,922	245,663	267,438	194,688	189,749
RDA Housing	84,994	77,146	80,299	-	-
Water (to GF)	593,562	510,705	478,308	500,885	494,171
Water (to WW)	280,527	240,372	171,554	180,623	178,375
Wastewater	483,208	404,943	480,874	502,849	499,712
Total Allocations	1,766,987	1,593,250	1,617,984	1,485,104	1,513,625

## Revenue

General Fund	1,486,460	1,352,878	1,446,430	1,304,481	1,335,251
Wastewater	280,527	240,372	171,554	180,623	178,375
Total Revenue	1,766,987	1,593,250	1,617,984	1,485,104	1,513,625

GF W/O Sal/Benefit fr CV Starr

1,335,250.52

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Grand Total*	2,756,406
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Does not include sal/benefit amount for CV Starr.  
Only charging them admin costs.

## SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
CVSC		38,342	38,342		38,342	1.71%
RDA		189,749	189,749		189,749	8.46%
RDA Housing		-	-		-	0.00%
Facilities Maint		79,515	79,515		79,515	3.54%
IT	90,094	10,999	101,093		101,093	4.50%
Fleet	82,864	22,763	105,627		105,627	4.71%
Water Enterprise		494,171	494,171	178,375	672,546	29.97%
Wastewater Enterprise	735,974	499,712	1,235,686	(178,375)	1,057,311	47.11%
	<u>908,932</u>	<u>1,335,251</u>	<u>2,244,182</u>	<u>-</u>	<u>2,244,182</u>	<u>98.29%</u>

### Non-Salary General Fund Costs to be Allocated

Legal	160,000	
Council	28,700	
GF - Admin	48,450	
GF - City Clerk	4,360	
Finance	13,350	W/O audit cost - charged directly to enterprise & RDA SA funds
CDD	16,950	Excludes housing assistance funds
Public Works Admin	43,672	
Non-Dept (excluding transfers)	<u>1,199,388</u>	
	1,514,870	

	2010 Adopted	2011 Adopted	2012 Adopted	2013 Adopted	2014 Requested
Admin Allocations					
CVSC	-	-	-	38,858	25,882

Facilities					53,674
IT					68,240
Fleet	-	32,601	68,137	48,554	71,300
RDA SA	74,761	88,191	91,737	55,312	60,251
RDA Housing (Successor I	23,113	27,695	27,544	-	-
Water	304,921	311,317	317,391	311,999	453,983
Wastewater	323,413	337,394	378,739	477,386	713,707
Total Admin Allocations	726,208	797,198	883,548	932,109	1,447,037

Trn from 221 & 230 for Street					225,000
Maint Materials & Services					8,000
CSO					150,000
PW Street Projects					10,000
Gen Plan Maint Fee					30,000
Task Force Officer					60,000
					483,000

FY 2008/09 Salary/Benefit Allocations																					
		#	Salary/ Benefits	Credit		Debit											Check		GF Exp	CVSC	Fleet
		Emp		GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	Total				
CITY COUNCIL																					
Councilmembers			120,643	62,735	-	57,909	2,413	-	-	-	3,619	2,413	24,129	24,129	6,032	-	120,643	-	48%	2%	0%
			120,643	62,735	-	57,909	2,413	-	-	-	3,619	2,413	24,129	24,129	6,032	-	120,643	-			
CITY MANAGER																					
City Manager		1.0	212,180	95,481	-	116,699	10,609	-	-	-	-	-	21,218	21,218	42,436	-	212,180	-	55%	5%	0%
Assist to CM		1.0	109,990	54,995	-	54,995	10,999	-	10,999	-	-	-	10,999	10,999	10,999	-	109,990	-	50%	10%	0%
HR Tech		1.0	68,123	17,031	-	51,092	-	-	-	-	-	-	8,175	8,856	-	-	68,123	-	75%	0%	0%
City Clerk		1.0	120,350	42,123	-	78,228	-	-	-	-	-	-	12,035	12,035	18,053	-	120,350	-	65%	0%	0%
Office Assistant		1.0	72,775	18,194	-	54,581	-	-	-	-	-	-	7,278	7,278	3,639	-	72,775	-	75%	0%	0%
IT Tech		1.0	90,094	90,094	-	-	-	-	90,094	-	-	-	-	-	-	-	90,094	-	0%	0%	0%
		6.0	673,512	317,917	-	355,595	21,608	-	101,093	-	-	-	59,704	60,385	75,126	-	673,512	-			
FINANCE																					
Fin Director		1.0	137,097	109,677	-	27,419	2,742	4,113	-	-	4,113	2,742	34,274	34,274	27,419	-	137,097	-	20%	2%	3%
Sr. Gov. Acct.		1.0	96,291	62,589	-	33,702	2,889	1,926	-	-	2,889	1,926	24,073	24,073	4,815	-	96,291	-	35%	3%	2%
Accountant I		1.0	83,564	43,453	-	40,111	-	1,671	-	-	-	-	20,891	20,891	-	-	83,564	-	48%	0%	2%
Fin Tech I		1.0	58,119	46,495	-	11,624	-	-	-	-	-	-	23,247	23,247	-	-	58,119	-	20%	0%	0%
		4.0	375,071	262,215	-	112,856	5,631	7,710	-	-	7,002	4,668	102,485	102,485	32,234	-	375,071	-			
Public Safety																					
Police Chief		1.0	212,529	-	-	212,529	-	-	-	-	-	-	-	-	-	-	212,529	-	100%	0%	0%
Police Lieutenant		1.0	151,802	-	-	151,802	-	-	-	-	-	-	-	-	-	-	151,802	-	100%	0%	0%
PD Adm Assistant		1.0	72,362	-	-	72,362	-	-	-	-	-	-	-	-	-	-	72,362	-	100%	0%	0%
Police Sergeant		3.0	423,061	-	-	423,061	-	-	-	-	-	-	-	-	-	-	423,061	-	100%	0%	0%
Police Officers *		11.0	1,256,187	-	-	1,256,187	-	-	-	-	-	-	-	-	-	-	1,256,187	-	100%	0%	0%
CSO		3.0	208,037	-	-	140,872	-	-	-	-	-	-	-	-	-	-	140,872	67,165	100%	0%	0%
PST		2.0	131,271	-	-	131,271	-	-	-	-	-	-	-	-	-	-	131,271	-	100%	0%	0%
Parking		1.0	9,237	-	-	9,237	-	-	-	-	-	-	-	-	-	-	9,237	-	100%	0%	0%
		23.0	2,464,485	-	-	2,397,320	-	-	-	-	-	-	-	-	-	-	2,397,320	67,165			
COMMUNITY DEVELOPMENT																					
Comm Dev Dir		1.0	144,029	50,410	-	93,619	-	-	-	-	-	-	7,201	7,201	36,007	-	144,029	-	65%	0%	0%
Asst. Planner		1.0	97,382	24,346	-	73,037	-	-	-	-	-	-	4,869	4,869	14,607	-	97,382	-	75%	0%	0%
HED Coordinator		0.8	76,431	19,108	-	57,323	-	-	-	-	-	-	-	-	19,108	-	76,431	-	75%	0%	0%
Admin Assistant		1.0	66,341	6,634	-	59,707	-	-	-	-	-	-	-	-	6,634	-	66,341	-	90%	0%	0%
		3.8	384,183	100,497	-	283,686	-	-	-	-	-	-	12,071	12,071	76,356	-	384,183	-			
PUBLIC WORKS																					
Public Works Director	DG	1.0	181,511	167,898	-	13,613	4,538	9,076	-	27,227	36,302	9,076	36,302	45,378	-	-	181,511	-	8%	3%	5%
Associate Eng	LP	1.0	109,989	82,492	-	27,497	-	-	-	-	21,998	-	38,496	21,998	-	-	109,989	-	25%	0%	0%
Public Works Project Analyst	CP	1.0	83,271	49,963	-	33,308	-	-	-	-	16,654	-	16,654	16,654	-	-	83,271	-	40%	0%	0%
Water Project Manager	TJB	0.6	56,071	28,036	-	28,036	-	-	-	-	-	-	14,018	14,018	-	-	56,071	-	50%	0%	0%
PW Manager	MC	1.0	119,541	53,794	-	65,748	-	5,977	-	-	-	-	23,908	23,908	-	-	119,541	-	55%	0%	5%
Operations Manager	JS	1.0	114,059	82,122	-	31,936	2,281	-	-	11,406	17,109	5,703	22,812	22,812	-	-	114,059	-	28%	2%	0%
Lead Maint Worker	MH	1.0	93,585	67,381	-	26,204	1,872	-	-	9,359	14,038	4,679	18,717	18,717	-	-	93,585	-	28%	2%	0%
Maintenance Worker IV	I Sanderson	1.0	90,577	63,404	-	27,173	-	-	-	-	9,058	4,529	22,644	27,173	-	-	90,577	-	30%	0%	0%
Maintenance Worker III	R Oates	1.0	75,041	52,529	-	22,512	-	-	-	-	7,504	3,752	18,760	22,512	-	-	75,041	-	30%	0%	0%
Maintenance Worker II	A Dondanville	1.0	84,465	59,126	-	25,340	-	-	-	-	8,447	4,223	21,116	25,340	-	-	84,465	-	30%	0%	0%
Maintenance Worker II	J Balassi	1.0	78,809	47,285	-	31,524	-	-	-	11,821	-	-	15,762	19,702	-	-	78,809	-	40%	0%	0%
Maintenance Worker II	T Mitchell	1.0	78,809	59,107	-	19,702	-	-	-	19,702	-	-	19,702	19,702	-	-	78,809	-	25%	0%	0%
Maintenance Worker I	A Roberts	1.0	56,820	45,456	-	11,364	-	-	-	-	-	-	22,728	22,728	-	-	56,820	-	20%	0%	0%
Mechanic	D Orsi	1.0	82,864	82,864	-	-	-	82,864	-	-	-	-	-	-	-	-	82,864	-	0%	0%	100%
Seasonal Worker (2) Traffic Sa	2 (July 1 thru	Hourly	27,745	27,745	-	-	-	-	-	-	23,584	-	4,162	-	-	-	27,745	-	0%	0%	0%
		13.6	1,333,158	969,201	-	363,958	8,691	97,917	-	79,515	154,693	31,962	295,782	300,642	-	-	1,333,158	-			



		#	Salary/	Credit		Debit											Check				
		Emp	Benefits	GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	Total		GF Exp	CVSC	Fleet
WATER & WASTEWATER TREATMENT																		Fund 710			
Lead Treatment Operator-Wate	H. Daniels	1.0	94,904	-	80,668	-	-	-	-	-	-	-	80,668	14,236	-	-	94,904	-	0%	0%	0%
Lead Treatment Operator-WW	J. Goekler	1.0	93,426	-	4,671	-	-	-	-	-	-	-	4,671	88,754	-	-	93,426	-	0%	0%	0%
Treatment Plant Operator II	L. Bainbridge	1.0	88,222	-	-	-	-	-	-	-	-	-	-	88,222	-	-	88,222	-	0%	0%	0%
Treatment Plant Operator II	C Brians	1.0	81,998	-	28,699	-	-	-	-	-	-	-	28,699	53,299	-	-	81,998	-	0%	0%	0%
Treatment Plant Operator II	M Shaw	1.0	87,677	-	26,303	-	-	-	-	-	-	-	26,303	61,374	-	-	87,677	-	0%	0%	0%
Treatment Plant Operator II /EI	M Larson	1.0	91,346	-	27,404	-	-	-	-	-	-	-	27,404	63,942	-	-	91,346	-	0%	0%	0%
Lab Director	E Whitten	1.0	117,895	-	5,895	-	-	-	-	-	-	-	5,895	112,001	-	-	117,895	-	0%	0%	0%
OIT	Brians	1.0	66,324	-	3,316	-	-	-	-	-	-	-	3,316	63,008	-	-	66,324	-	0%	0%	0%
Seasonal Worker (1)	1 (July 1 thru	Hourly	14,184	-	1,418	-	-	-	-	-	-	-	1,418	12,765	-	-	14,184	-	0%	0%	0%
		8.0	735,976	-	178,375	-	-	-	-	-	-	-	178,375	557,601	-	-	735,976	-			
Grand Total		58.4	6,087,028	1,539,607	178,375	3,571,323	38,342	105,627	101,093	79,515	165,314	39,043	672,546	1,057,313	189,749	-	6,019,863				

Total from salary/benefit spreadsheet6,087,0262

	Debit		Credit	
GF			1,539,607	
Successor	189,749			
Successor Hsing	-			
CVSC	38,342			
Facilities	79,515			
IT	10,999			
Fleet	22,763			
Water	672,546			
WW	499,712		178,375	
	1,513,625		1,717,982	

Successor	189,621	128
Successor Hsing	71,896	(71,896)
CVSC	52,379	(14,037)
Fleet	109,966	(87,203)
Water	673,942	(1,396)
WW	498,176	1,536
	1,595,980	(172,868)
	(82,355)	

Salary/benefit Allocation Distribution			
	Debit	Credit GF	Crredit WW    Total CR
Successor	189,749	189,749	189,749
Successor Hsir	-	-	-
CVSC	38,342	38,342	38,342
Facilities	79,515		
IT	10,999		
Fleet	22,763	105,627	105,627
Water	494,171	494,171	494,171
Water	178,375		178,375
WW	499,712	499,712	499,712
Total	1,513,625	1,327,601	178,375    1,505,976


#	Salary/ Benefits	Credit		Debit													Check			
Emp		GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing			Total	GF Exp	CVSC	Fleet

Storm				Successor				TOTAL
IT	Fac	Street	Drain	Water	WW	Agency	Hsing	
0%	0%	3%	2%	20%	20%	5%	0%	100%
0%	0%	0%	0%	10%	10%	20%	0%	100%
10%	0%	0%	0%	10%	10%	10%	0%	100%
0%	0%	0%	0%	12%	13%	0%	0%	100%
0%	0%	0%	0%	10%	10%	15%	0%	100%
0%	0%	0%	0%	10%	10%	5%	0%	100%
100%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	3%	2%	25%	25%	20%	0%	100%
0%	0%	3%	2%	25%	25%	5%	0%	100%
0%	0%	0%	0%	25%	25%	0%	0%	100%
0%	0%	0%	0%	40%	40%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	0%	0%	5%	5%	25%	0%	100%
0%	0%	0%	0%	5%	5%	15%	0%	100%
0%	0%	0%	0%	0%	0%	25%	0%	100%
0%	0%	0%	0%	0%	0%	10%	0%	100%
0%	15%	20%	5%	20%	25%	0%	0%	100%
0%	0%	20%	0%	35%	20%	0%	0%	100%
0%	0%	20%	0%	20%	20%	0%	0%	100%
0%	0%	0%	0%	25%	25%	0%	0%	100%
0%	0%	0%	0%	20%	20%	0%	0%	100%
0%	10%	15%	5%	20%	20%	0%	0%	100%
0%	10%	15%	5%	20%	20%	0%	0%	
0%	0%	10%	5%	25%	30%	0%	0%	100%
0%	0%	10%	5%	25%	30%	0%	0%	100%
0%	0%	10%	5%	25%	30%	0%	0%	100%
0%	15%	0%	0%	20%	25%	0%	0%	100%
0%	25%	0%	0%	25%	25%	0%	0%	100%
0%	0%	0%	0%	40%	40%	0%	0%	100%
0%	0%	0%	0%	0%	0%	0%	0%	100%
0%	0%	85%	0%	15%	0%	0%	0%	100%

TOTAL  
SAL/BEN

98,756.92
13,099.00
6,393.50
27,341.08
20,842.60
27,341.08
95,017.27
205,459.45
105,833.79
80,226.57
391,519.81
112,336.18
71,402.91
183,739.09
128,765.81
99,280.76
83,407.65
54,492.24
365,946.47
143,764.22
132,908.21
138,087.89
86,216.92
98,756.92
83,482.60
112,239.13
105,362.27
121,291.21
116,403.92
100,888.09
100,888.09
116,403.92
116,692.06
71,323.06
54,064.35
1,386.89
54,029.00
48,626.10

Storm				Successor				TOTAL	
IT	Fac	Street	Drain	Water	WW	Agency	Hsing		
									1,802,814.84
0%	0%	0%	0%	85%	15%	0%	0%	100%	206,920.54
0%	0%	0%	0%	5%	95%	0%	0%	100%	155,729.73
0%	0%	0%	0%	0%	100%	0%	0%	100%	67,497.91
0%	0%	0%	0%	35%	65%	0%	0%	100%	430,148.18
0%	0%	0%	0%	30%	70%	0%	0%	100%	
0%	0%	0%	0%	30%	70%	0%	0%	100%	56,699.39
0%	0%	0%	0%	5%	95%	0%	0%	100%	126,428.69
0%	0%	0%	0%	5%	95%	0%	0%	100%	69,729.30
0%	0%	0%	0%	10%	90%	0%	0%	100%	
									141,472.09
									91,187.86
									67,568.09
									75,047.76
								375,275.80	
									142,808.09
									82,329.00
									100,102.88
									53,117.55
								378,357.52	
									113,978.52
									80,027.25
									71,856.36
									86,000.99
									74,733.48
									78,014.52
									75,033.33
									54,259.11
									80,379.99
									5,740.75
								720,024.29	
									106,068.44
									85,266.24
									86,944.03
									64,223.82
									84,951.96
									89,685.59
									84,951.96
									100,107.94
								7,453.44	
								5,740.75	
								715,394.17	
								7,136.44	
								-	
								-	
								7,136.44	
								14,384.50	
								14,484.50	

Storm					Successor			
IT	Fac	Street	Drain	Water	WW	Agency	Hsing	TOTAL

## FY 2013/14 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---										
		General Fund	C. V.	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	RDA	TOTAL
			Starr Ctr								Successor Agency	
<b><u>CITY COUNCIL</u></b>												
Councilmembers (5)		48.0%	2.0%				3.0%	2.0%	20.0%	20.0%	5.0%	100%
<b><u>CITY MANAGER</u></b>												
City Manager	1	55.0%	5.0%						10.0%	10.0%	20.0%	100%
Assistant to the City Manager	1	50.0%	10.0%		10.0%				10.0%	10.0%	10.0%	100%
Administrative Assistant	1	75.0%							12.0%	13.0%		100%
City Clerk	1	65.0%							10.0%	10.0%	15.0%	100%
Office Assistant	1	75.0%							10.0%	10.0%	5.0%	100%
IT Technician	1	0.0%			100.0%							100%
<b><u>TOTAL</u></b>	<b><u>5</u></b>											
<b><u>FINANCE</u></b>												
Finance Director/City Treasurer	1	20.0%	2.0%	3.0%			3.0%	2.0%	25.0%	25.0%	20.0%	100%
Senior Government Account	1	35.0%	3.0%	2.0%			3.0%	2.0%	25.0%	25.0%	5.0%	100%
Government Accountant I	1	48.0%		2.0%					25.0%	25.0%		100%
Finance Technician I	1	20.0%							40.0%	40.0%		100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>											
<b><u>POLICE</u></b>												
Police Chief	1	100.0%										100%
Lieutenant	1	100.0%										100%
Administrative Assistant	1	100.0%										100%
Police Sergeant	3	100.0%										100%
Police Officer	11	100.0%										100%
Community Service Officers	3	100.0%										100%
Police Service Technician	2	100.0%										100%
Parking Enforcement (Seasonal)	Hourly	100.0%										100%
<b><u>TOTAL</u></b>	<b><u>22</u></b>											
<b><u>COMMUNITY DEVELOPMENT</u></b>												
Community Development Director	1	65.0%							5.0%	5.0%	25.0%	100%
Assistant Planner	1	75.0%							5.0%	5.0%	15.0%	100%
Housing & Economic Developement Coordi	0.8	75.0%									25.0%	100%
Administrative Assistant	1	90.0%									10.0%	100%
<b><u>TOTAL</u></b>	<b><u>3.8</u></b>											
<b><u>PUBLIC WORKS</u></b>												
Public Works Director	1	7.5%	2.5%	5.0%		15.0%	20.0%	5.0%	20.0%	25.0%		100%
Associate City Engineer	1	25.0%					20.0%		35.0%	20.0%		100%
Public Works Project Analyst	1	40.0%					20.0%		20.0%	20.0%		100%
Water Project Coordinator	0.6	50.0%							25.0%	25.0%		100%
Public Works Manager	1	55.0%		5.0%					20.0%	20.0%		100%
Operations Manager	1	12.5%	2.5%	5.0%		10.0%	15.0%	5.0%	20.0%	30.0%		100%
Lead Maintenance Worker	1	28.0%	2.0%			10.0%	15.0%	5.0%	20.0%	20.0%		100%
Maintenance Worker IV	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker III	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	40.0%				15.0%			20.0%	25.0%		100%
Maintenance Worker II	1	25.0%				25.0%			25.0%	25.0%		100%
Maintenance Worker I	1	20.0%							40.0%	40.0%		100%
Mechanic	1			100.0%								100%
Seasonal Worker (2)	Hourly						85.0%		15.0%			100%
<b><u>TOTAL</u></b>	<b><u>13.6</u></b>											
<b><u>WATER &amp; WASTEWATER TREATMENT</u></b>												
Lead Treatment Operator-Water, Collectic	1								85.0%	15.0%		100%
Lead Treatment Operator-WW	1								5.0%	95.0%		100%
Treatment Plant Operator II	1									100.0%		100%
Treatment Plant Operator II	1								35.0%	65.0%		100%
Treatment Plant Operator II	1								30.0%	70.0%		100%
Treatment Plant Operator II /Electrician	1								30.0%	70.0%		100%

FY 2013/14 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -										
		General Fund	C. V.	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	RDA Successor Agency	TOTAL
			Starr Ctr									
Env. Compliance Coordinator	1								5.0%	95.0%		100%
OIT	1								5.0%	95.0%		100%
Seasonal Worker (1)	Hourly								10.0%	90.0%		100%
<b>TOTAL</b>	<b>8</b>											

TOTAL APPROVED POSITIONS 56.40

FY 2012/13 Updated 04/23/12

# SALARY/BENEFIT ALLOCATION

UPDATED 5/26					
	2011 Adopted	2012 Adopted	2013 Adopted	2014 Adopted	2015 Requested
Salary/benefit Allocations					
Streets (Gas Tax)	35,768	-	-	-	-
Streets (St. Sales Tax)	-	-	-	-	-
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	-
Facilities				79,515	82,249
IT				10,999	18,859
Fleet	78,653	139,511	106,059	22,763	21,376
RDA Successor	245,663	267,438	194,688	190,189	-
RDA Housing	77,146	80,299	-	-	-
Water (to GF)	510,705	478,308	500,885	496,019	489,085
Water (to WW)	240,372	171,554	180,623	177,473	178,034
Wastewater	404,943	480,874	502,849	501,561	506,336
Total Allocations	1,593,250	1,617,984	1,485,104	1,478,519	1,295,940
Revenue					
General Fund	1,352,878	1,446,430	1,304,481	1,301,046	1,117,906
Wastewater	240,372	171,554	180,623	177,473	178,034
Total Revenue	1,593,250	1,617,984	1,485,104	1,478,519	1,295,940
GF W/O Sal/Benefit fr CV Starr					1,117,906.30
UPDATED 5/26					
		1,117,906			
		250,000			
		1,397,697			1,117,906
		2,765,603			1,407,697



		10,000			2,525,603
		2,775,603			178,034
					2,703,637
on exp worksheet	Admin	Sal/Benefit	total		
CVStarr	10,000				
Facilities	56,913	82,249	139,163	139,163	-
IT	79,332	18,859	98,191	98,191	-
Fleet	72,870	21,376	94,247	94,247	-
Water	485,662	667,119	1,152,781	1,152,781	-
WW	702,919	506,336	1,209,255	1,209,255	-
	1,407,697	1,295,940	2,703,637	2,693,637	10,000
To WW		(178,034)	(178,034)		
		1,117,906	2,525,603		
RDA			250,000		
			2,775,603		

### SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
CVSC		-	-		-	0.00%
						0.00%
RDA Housing		-	-		-	0.00%
Facilities Maint		82,249	82,249		82,249	4.07%
IT	95,789	18,859	114,648		114,648	5.68%
Fleet	83,933	21,376	105,309		105,309	5.21%
Water Enterprise		489,085	489,085	178,034	667,119	34.75%
Wastewater Enterprise	722,272	506,336	1,228,608	(178,034)	1,050,575	50.29%
	901,994	1,117,906	2,019,900	-	2,019,900	100.00%

#### Non-Salary General Fund Costs to be Allocated

Legal	177,000	
Council	18,700	
GF - Admin	59,750	
GF - City Clerk	4,875	
Finance	16,250	W/O audit cost - charged directly to enterprise & RDA SA funds
CDD	17,600	
Public Works	107,710	PW includes depts 4330, 4570, 4522, and 4392 minus fleet & facility allocations
Non-Dept (excluding transfers)	1,005,812	
	1,407,697	
	1,397,697	Less amt pd by CV Starr

	2011 Adopted	2012 Adopted	2013 Adopted	2014 Adopted	2015 Requested		
Admin Allocations							
CVSC	-	-	38,858		10,000	set by budget	10,000

Facilities				51,801	56,913	9.9%	52,535	(10,000)
IT				65,859	79,332	20.5%	67,362	(20,000)
Fleet	32,601	68,137	48,554	68,813	72,870	5.9%	70,220	(10,000)
	88,191	91,737						
RDA Housing (Successor t	27,695	27,544	-	-	-		-	
Water	311,317	317,391	311,999	463,937	485,662	4.7%	534,158	
Wastewater	337,394	378,739	477,386	689,511	702,919	1.9%	723,606	(50,000)
Total Admin Allocations	797,198	883,548	876,797	1,339,921	1,407,697	5.1%	1,457,881	

Trn from 221 & 230 for Street							487558	
Maint Materials & Services					208,000		(1,896)	
CSO	100,000				100,000			
PW Street Projects								

Gen Plan Maint Fee	30,000				30,000			
Task Force Officer	60,000				100,000			
					438,000			

CVSC Admin	26,906							
RDA SA	250,000							
Sal/Bene Alloc	1,124,859							
Admin	1,326,629							

2,728,394

Salary/benefit Allocation Distribution

	Debit	Credit GF	Crcredit W\	Total CR
Success <sup>o</sup>	197,290	197,290		197,290
Success <sup>o</sup>	-	-		-
CVSC	39,928	39,928		39,928
Facilities	76,302	76,302		
IT	12,573	12,573		
Fleet	15,305	15,305		15,305
Water	467,568	467,568		467,568
Water	177,643		177,643	177,643
WW	477,705	477,705		477,705

4,378	(6,650)	Total	1,464,313	1,286,670	177,643	1,375,438
11,970	(15,100)					
2,651	(5,550)					
-						
-						
(48,496)	23,850					
(20,687)	(1,850)					
(50,184)						

FY 2014/15 Salary/Benefit Allocations																	
UPDATED 5/26		# Emp	Salary/ Benefits	Credit		Debit										Check Total	
				GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	GF Exp
<b>CITY COUNCIL</b>																	
Councilmembers			132,362	66,181	-	66,181	-	-	-	-	3,971	2,647	26,472	26,472	6,618	-	132,362
			132,023	66,181	-	66,181	-	-	-	-	3,971	2,647	26,472	26,472	6,618	-	132,362
<b>CITY MANAGER</b>																	
City Manager		1.0	215,323	107,662	-	107,662	-	-	-	-	-	-	32,298	32,298	43,065	-	215,323
Assist to CM		1.0	125,727	50,291	-	75,436	-	-	18,859	-	-	-	12,573	12,573	6,286	-	125,727
HR Tech		1.0	71,312	17,828	-	53,484	-	-	-	-	-	-	8,557	9,271	-	-	71,312
City Clerk		1.0	116,647	40,826	-	75,821	-	-	-	-	-	-	11,665	11,665	17,497	-	116,647
Admin Assistant		1.0	87,305	21,826	-	65,479	-	-	-	-	-	-	8,731	8,731	4,365	-	87,305
IT Tech		1.0	95,789	-	-	-	-	-	95,789	-	-	-	-	-	-	-	95,789
		6.0	712,103	238,433	-	377,881	-	-	114,648	-	-	-	73,824	74,537	71,213	-	712,103
<b>FINANCE</b>																	
Fin Director		1.0	140,675	112,540	-	28,135	-	4,220	-	2,814	4,220	2,814	35,169	35,169	28,135	-	140,675
Gov Acct II		1.0	102,222	66,444	-	35,778	-	2,044	-	3,067	3,067	2,044	25,556	25,556	5,111	-	102,222
Accountant I		1.0	84,930	44,164	-	40,766	-	1,699	-	-	-	-	21,233	21,233	-	-	84,930
temp			5,199														
Fin Tech I		1.0	61,548	49,238	-	12,310	-	-	-	-	-	-	24,619	24,619	-	-	61,548
		4.0	394,574	272,386	-	116,989	-	7,963	-	5,880	7,287	4,858	106,576	106,576	33,246	-	389,375
																	5,199
<b>Public Safety</b>																	
Police Chief		1.0	215,821	-	-	215,821	-	-	-	-	-	-	-	-	-	-	215,821
Police Lieutenant		1.0	168,772	-	-	168,772	-	-	-	-	-	-	-	-	-	-	168,772
PD Adm Sec/Office Mgr		1.0	79,960	-	-	79,960	-	-	-	-	-	-	-	-	-	-	79,960
Police Sergeant		3.0	423,864	-	-	423,864	-	-	-	-	-	-	-	-	-	-	423,864
Police Officers *		11.0	1,174,368	-	-	1,174,368	-	-	-	-	-	-	-	-	-	-	1,174,368
CSO		3.0	199,531	-	-	199,531	-	-	-	-	-	-	-	-	-	-	199,531
PST		2.0	126,812	-	-	126,812	-	-	-	-	-	-	-	-	-	-	126,812
OT,FTO,comp			132,119			132,119											132,119
Parking		1.0	9,182	-	-	9,182	-	-	-	-	-	-	-	-	-	-	9,237
			2,530,429	-	-	2,530,429	-	-	-	-	-	-	-	-	-	-	2,530,484
																	(55)
<b>COMMUNITY DEVELOPMENT</b>																	
Comm Dev Dir		1.0	146,817	51,386	-	95,431	-	-	-	-	-	-	7,341	7,341	36,704	-	146,817
Asst. Planner		1.0	100,175	25,044	-	75,131	-	-	-	-	-	-	5,009	5,009	15,026	-	100,175
HED Coordinator		1.0	86,576	21,644	-	64,932	-	-	-	-	-	-	-	-	21,644	-	86,576
grant funded temp		0.8															
Admin Assistant		1.0	62,512	6,251	-	56,261	-	-	-	-	-	-	-	-	6,251	-	62,512
		4.8	396,080	104,325	-	291,755	-	-	-	-	-	-	12,350	12,350	79,626	-	396,080
<b>PUBLIC WORKS</b>																	
Public Works Director	TV	1.0	147,148	132,433	-	14,715	-	7,357	-	22,072	29,430	7,357	29,430	36,787	-	-	147,148
Assoc City Engineer		1.0	105,582	79,187	-	26,396	-	-	-	-	21,116	-	36,954	21,116	-	-	105,582
Public Works Project Analyst	CP	1.0	84,184	50,510	-	33,674	-	-	-	-	16,837	-	16,837	16,837	-	-	84,184
Water Project Manager	TJB	0.6	58,004	29,002	-	29,002	-	-	-	-	-	-	14,501	14,501	-	-	58,004
PW Manager	MC	0.0		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operations Manager	JS	1.0	121,116	102,949	-	15,745	-	6,056	-	12,112	18,167	6,056	24,223	36,335	-	-	118,694
Lead Maint Worker	MH	1.0	98,960	69,272	-	29,688	-	-	-	9,896	14,844	4,948	19,792	19,792	-	-	98,960
Maintenance Worker IV	I Sanderson	1.0	93,291	65,304	-	27,987	-	-	-	-	9,329	4,665	23,323	27,987	-	-	93,291
Maintenance Worker III	R Oates	1.0	83,880	58,716	-	25,164	-	-	-	-	8,388	4,194	20,970	25,164	-	-	83,880
Maintenance Worker II	Curr at Step 5	1.0	83,108	58,176	-	24,932	-	-	-	-	8,311	4,155	20,777	24,932	-	-	83,108
Maintenance Worker II	J Balassi	1.0	80,723	48,434	-	32,289	-	-	-	12,108	-	-	16,145	20,181	-	-	80,723
Maintenance Worker II	T Mitchell	1.0	80,723	60,542	-	20,181	-	-	-	20,181	-	-	20,181	20,181	-	-	80,723
Maintenance Worker I	A Roberts	1.0	56,471	45,177	-	11,294	-	-	-	-	-	-	22,588	22,588	-	-	56,471
Mechanic	D Orsi	1.0	83,933	-	-	-	-	83,933	-	-	-	-	-	-	-	-	83,933

UPDATED 5/26																				
		#	Salary/	Credit		Debit											Check			GF Exp
		Emp	Benefits	GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	Total			
Seasonal Worker (2) Traffic Sa		2 (July 1 thru Se	Hourly	27,624	-	-	-	-	-	-	23,480	-	4,144	-	-	-	27,624	-		0%
		12.6	1,204,747	799,701	-	291,067	-	97,346	-	76,369	149,903	31,375	269,863	286,402	-	-	1,202,325	2,422		

UPDATED 5/26		#	Salary/ Benefits	Credit		Debit											Check		
		Emp		GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	Total		GF Exp
WATER & WASTEWATER TREATMENT																		Fund 710	
Lead Treatment Operator-Wate	H. Daniels	1.0	92,550	-	78,668	-	-	-	-	-	-	-	78,668	13,883	-	-	92,550	-	0%
Lead Treatment Operator-WW	J. Goekler	1.0	98,748	-	4,937	-	-	-	-	-	-	-	4,937	93,811	-	-	98,748	-	0%
Treatment Plant Operator II	L. Bainbridge	1.0	89,437	-	-	-	-	-	-	-	-	-	-	89,437	-	-	89,437	-	0%
Treatment Plant Operator II	C Brians	1.0	87,213	-	30,525	-	-	-	-	-	-	-	30,525	56,688	-	-	87,213	-	0%
Treatment Plant Operator II	M Shaw	1.0	88,977	-	26,693	-	-	-	-	-	-	-	26,693	62,284	-	-	88,977	-	0%
Treatment Plant Operator II /EI	M Larson	1.0	92,978	-	27,893	-	-	-	-	-	-	-	27,893	65,085	-	-	92,978	-	0%
Lab Director	F Kemper	1.0	102,050	-	5,103	-	-	-	-	-	-	-	5,103	96,948	-	-	102,050	-	0%
OIT	Ramos	1.0	56,331	-	2,817	-	-	-	-	-	-	-	2,817	53,514	-	-	56,331	-	0%
Seasonal Worker (1)	1 (July 1 thru Se	Hourly	13,988	-	1,399	-	-	-	-	-	-	-	1,399	12,589	-	-	13,988	-	0%
		8.0	722,272	-	178,034	-	-	-	-	-	-	-	178,034	544,238	-	-	735,976	(13,704)	
Grand Total		58.4	6,092,228	1,481,026	178,034	3,674,302	-	105,309	114,648	82,249	161,160	38,880	667,119	1,050,575	190,703	-	6,091,852		

Add Noyo Center

100,860  
6,193,088

-

21,376

18,859

82,249

489,085

506,336

190,703

Total from salary/benefit spreadsheet

6,193,091  
(3)

	Debit		Credit	
GF			1,481,026	
Successor				
gas tax?	-			
CVSC	-			
Facilities	82,249			
IT	18,859			
Fleet	21,376			
Water	667,119			
WW	506,336		178,034	
	1,295,940		1,659,060	

Successor	189,621	(189,621)
Successor Hsing	71,896	(71,896)
CVSC	52,379	(52,379)
Fleet	109,966	(88,590)
Water	673,942	(6,823)
WW	498,176	8,160
	1,595,980	(401,148)
	(300,040)	

Salary/benefit Allocation Distribution

	Debit	Credit GF	Crcredit WW	Total CR
Successor	190,703	190,703		190,703
Successor Hsir	-	-		-
CVSC	-	-		-
Facilities	82,249	82,249		
IT	18,859	18,859		
Fleet	21,376	21,376		21,376
Water	489,085	489,085		489,085
Water	178,034		178,034	178,034
WW	506,336	506,336		506,336
Total	1,486,643	1,308,609	178,034	1,385,535

Sal/Benefit to GF

SA Admin

CVSC

Admin

1,117,906  
250,000

520	4393	Salary/Ben	79,515	82,349	82,249	(100)	3.4%	2,734
521	4394	Salary/Ben	10,999	18,859	18,859	0	71.5%	7,860
522	4550	Salary/Ben	22,763	21,378	21,376	(2)	-6.1%	(1,387)
610	4610	Salary/Ben	673,492	668,563	667,119	(1,444)	-0.9%	(6,373)
710	4710	Salary/Ben	501,561	507,256	506,336	(920)	1.0%	4,775
			1,288,330	1,298,405	1,295,940	(2,465)	0.6%	7,610



UPDATED 5/26

#	Salary/ Benefits	Credit		Debit												Check	
Emp		GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing		Total	GF Exp

Storm					Successor					TOTAL	
CVSC	Fleet	IT	Fac	Street	Drain	Water	WW	Agency	Hsing		
0%	0%	0%	0%	3%	2%	20%	20%	5%	0%	100%	
0%	0%	0%	0%	0%	0%	15%	15%	20%	0%	100%	
0%	0%	15%	0%	0%	0%	10%	10%	5%	0%	100%	
0%	0%	0%	0%	0%	0%	12%	13%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	10%	10%	15%	0%	100%	
0%	0%	0%	0%	0%	0%	10%	10%	5%	0%	100%	
0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	3%	0%	2%	3%	2%	25%	25%	20%	0%	100%	
0%	2%	0%	3%	3%	2%	25%	25%	5%	0%	100%	
0%	2%	0%	0%	0%	0%	25%	25%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	40%	40%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	5%	5%	25%	0%	100%	
0%	0%	0%	0%	0%	0%	5%	5%	15%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	25%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	10%	0%	100%	
0%	5%	0%	15%	20%	5%	20%	25%	0%	0%	100%	
0%	0%	0%	0%	20%	0%	35%	20%	0%	0%	100%	
0%	0%	0%	0%	20%	0%	20%	20%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	25%	25%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0%	5%	0%	10%	15%	5%	20%	30%	0%	0%	98%	
0%	0%	0%	10%	15%	5%	20%	20%	0%	0%		
0%	0%	0%	0%	10%	5%	25%	30%	0%	0%	100%	
0%	0%	0%	0%	10%	5%	25%	30%	0%	0%	100%	
0%	0%	0%	0%	10%	5%	25%	30%	0%	0%	100%	
0%	0%	0%	15%	0%	0%	20%	25%	0%	0%	100%	
0%	0%	0%	25%	0%	0%	25%	25%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	40%	40%	0%	0%	100%	
0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	

TOTAL  
SAL/BEN

98,756.92  
13,099.00  
6,393.50  
27,341.08  
20,842.60  
27,341.08  

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95,017.27  

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205,459.45  
105,833.79  
80,226.57  

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391,519.81  

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112,336.18  
71,402.91  

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183,739.09  

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128,765.81  
  
99,280.76  
83,407.65  
54,492.24  

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365,946.47  

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143,764.22  
132,908.21  
  
138,087.89  
86,216.92  
98,756.92  
83,482.60  
112,239.13  
105,362.27  
121,291.21  
116,403.92  
100,888.09  
  
100,888.09  
116,403.92  
116,692.06  
71,323.06  
54,064.35  
  
1,386.89  
54,029.00

Storm				Successor						TOTAL	48,626.10
CVSC	Fleet	IT	Fac	Street	Drain	Water	WW	Agency	Hsing		
0%	0%	0%	0%	85%	0%	15%	0%	0%	0%	100%	

CVSC	Fleet	IT	Fac	Storm		Successor				TOTAL	
				Street	Drain	Water	WW	Agency	Hsing		
											1,802,814.84
0%	0%	0%	0%	0%	0%	85%	15%	0%	0%	100%	206,920.54
0%	0%	0%	0%	0%	0%	5%	95%	0%	0%	100%	155,729.73
0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	100%	67,497.91
0%	0%	0%	0%	0%	0%	35%	65%	0%	0%	100%	430,148.18
0%	0%	0%	0%	0%	0%	30%	70%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	30%	70%	0%	0%	100%	56,699.39
0%	0%	0%	0%	0%	0%	5%	95%	0%	0%	100%	126,428.69
0%	0%	0%	0%	0%	0%	5%	95%	0%	0%	100%	69,729.30
0%	0%	0%	0%	0%	0%	10%	90%	0%	0%	100%	
											141,472.09
											91,187.86
											67,568.09
											75,047.76
375,275.80											
											142,808.09
											82,329.00
											100,102.88
											53,117.55
378,357.52											
											113,978.52
											80,027.25
											71,856.36
											86,000.99
											74,733.48
											78,014.52
											75,033.33
											54,259.11
											80,379.99
											5,740.75
720,024.29											
											106,068.44
											85,266.24
											86,944.03
											64,223.82
											84,951.96
											89,685.59
											84,951.96
											100,107.94
7,453.44											
											5,740.75
715,394.17											
											7,136.44
											-
											-
7,136.44											
											14,384.50
14,484.50											

CVSC	Fleet	IT	Fac	Street	Storm	Water	WW	Successor		TOTAL
					Drain			Agency	Hsing	

5,606,287.06

-

5,606,287.06

5,555,418.17

0.01

## FY 2014/15 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---										
		General Fund	C. V.	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	RDA	TOTAL
			Starr Ctr								Successor Agency	
<b><u>CITY COUNCIL</u></b>												
Councilmembers (5)		50.0%					3.0%	2.0%	20.0%	20.0%	5.0%	100%
<b><u>CITY MANAGER</u></b>												
City Manager	1	50.0%							15.0%	15.0%	20.0%	100%
Assistant to the City Manager	1	60.0%			15.0%				10.0%	10.0%	5.0%	100%
Administrative Assistant	1	75.0%							12.0%	13.0%		100%
City Clerk	1	65.0%							10.0%	10.0%	15.0%	100%
Office Assistant	1	75.0%							10.0%	10.0%	5.0%	100%
IT Technician	1	0.0%			100.0%							100%
<b><u>TOTAL</u></b>	<b><u>5</u></b>											
<b><u>FINANCE</u></b>												
Finance Director/City Treasurer	1	20.0%		3.0%		2.0%	3.0%	2.0%	25.0%	25.0%	20.0%	100%
Government Accountant II	1	35.0%		2.0%		3.0%	3.0%	2.0%	25.0%	25.0%	5.0%	100%
Government Accountant I	1	48.0%		2.0%					25.0%	25.0%		100%
Finance Technician I	1	20.0%							40.0%	40.0%		100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>											
<b><u>POLICE</u></b>												
Police Chief	1	100.0%										100%
Lieutenant	1	100.0%										100%
Administrative Assistant	1	100.0%										100%
Police Sergeant	3	100.0%										100%
Police Officer	11	100.0%										100%
Community Service Officers	3	100.0%										100%
Police Service Technician	2	100.0%										100%
Parking Enforcement (Seasonal)	Hourly	100.0%										100%
<b><u>TOTAL</u></b>	<b><u>22</u></b>											
<b><u>COMMUNITY DEVELOPMENT</u></b>												
Community Development Director	1	65.0%							5.0%	5.0%	25.0%	100%
Assistant Planner	1	75.0%							5.0%	5.0%	15.0%	100%
Housing & Economic Developement Coordi	1	75.0%									25.0%	100%
Administrative Assistant	1	90.0%									10.0%	100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>											
<b><u>PUBLIC WORKS</u></b>												
Public Works Director	1	10.0%		5.0%		15.0%	20.0%	5.0%	20.0%	25.0%		100%
Associate City Engineer	1	25.0%					20.0%		35.0%	20.0%		100%
Public Works Project Analyst	1	40.0%					20.0%		20.0%	20.0%		100%
Water Project Coordinator	0.6	50.0%							25.0%	25.0%		100%
Operations Manager	1	15.0%		5.0%		10.0%	15.0%	5.0%	20.0%	30.0%		100%
Lead Maintenance Worker	1	30.0%				10.0%	15.0%	5.0%	20.0%	20.0%		100%
Maintenance Worker IV	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker III	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	40.0%				15.0%			20.0%	25.0%		100%
Maintenance Worker II	1	25.0%				25.0%			25.0%	25.0%		100%
Maintenance Worker I	1	20.0%							40.0%	40.0%		100%
Mechanic	1			100.0%								100%
Seasonal Worker (2)	Hourly						85.0%		15.0%			100%
<b><u>TOTAL</u></b>	<b><u>12.6</u></b>											
<b><u>WATER &amp; WASTEWATER TREATMENT</u></b>												
Lead Treatment Operator-Water, Collectic	1								85.0%	15.0%		100%
Lead Treatment Operator-WW	1								5.0%	95.0%		100%
Treatment Plant Operator II	1									100.0%		100%
Treatment Plant Operator II	1								35.0%	65.0%		100%
Treatment Plant Operator II	1								30.0%	70.0%		100%
Treatment Plant Operator II /Electrician	1								30.0%	70.0%		100%

FY 2014/15 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -										
		General Fund	C. V.	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	RDA Successor Agency	TOTAL
			Starr Ctr									
Env. Compliance Coordinator	1								5.0%	95.0%		100%
OIT	1								5.0%	95.0%		100%
Seasonal Worker (1)	Hourly								10.0%	90.0%		100%
<b>TOTAL</b>	<b>8</b>											

TOTAL APPROVED POSITIONS 55.60

FY 2012/13 Updated 04/23/12

# SALARY/BENEFIT ALLOCATION

2011 Adopted	2012 Adopted	2013 Adopted	2014 Adopted	2015 Requested
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## Salary/benefit Allocations

Streets (Gas Tax)	35,768	-	-	-	-
Streets (St. Sales Tax)	-	-	-	-	-
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	-
Facilities				79,515	82,349
IT				10,999	18,859
Fleet	78,653	139,511	106,059	22,763	21,378
RDA Successor	245,663	267,438	194,688	190,189	-
RDA Housing	77,146	80,299	-	-	-
Water (to GF)	510,705	478,308	500,885	496,019	489,812
Water (to WW)	240,372	171,554	180,623	177,473	178,751
Wastewater	404,943	480,874	502,849	501,561	507,256
Total Allocations	1,593,250	1,617,984	1,485,104	1,478,519	1,298,404

## Revenue

General Fund	1,352,878	1,446,430	1,304,481	1,301,046	1,119,653
Wastewater	240,372	171,554	180,623	177,473	178,751
Total Revenue	1,593,250	1,617,984	1,485,104	1,478,519	1,298,404

GF W/O Sal/Benefit fr CV Starr

1,119,652.91

UPDATED 5/22

1,119,653	
250,000	
1,447,881	1,119,653
2,817,534	1,457,881



		10,000			2,577,534
		2,827,534			178,751
					2,756,285
on exp worksheet	Admin	Sal/Benefit	total		
CVStarr	10,000				
Facilities	52,535	82,349	134,884	134,884	-
IT	67,362	18,859	86,221	86,221	-
Fleet	70,220	21,378	91,597	91,597	-
Water	534,158	668,563	1,202,721	1,202,721	-
WW	723,606	507,256	1,230,861	1,230,861	-
	1,457,881	1,298,404	2,756,285	2,746,285	10,000
To WW		(178,751)	(178,751)		
		1,119,653	2,577,534		
RDA			250,000		
			2,827,534		

**SALARY & BENEFIT ALLOCATION PERCENTAGES**

	<b>Fund Personnel Expenditures</b>	<b>Salary &amp; Benefits Allocation</b>	<b>Sub-Total Fund Salary &amp; Benefit Cost</b>	<b>Salary &amp; Benefit Cost Credited to WW from Water</b>	<b>Sub-Total Fund Salary &amp; Benefit Cost</b>	<b>% of Allocated Cost</b>			
CVSC		-	-		-	0.00%			
						0.00%			
RDA Housing		-	-		-	0.00%			
Facilities Maint		82,349	82,349		82,349	4.07%	520	4393	Salary/Benef
IT	96,182	18,859	115,041		115,041	5.68%	521	4394	Salary/Benef
Fleet	84,258	21,378	105,636		105,636	5.22%	522	4550	Salary/Benef
Water Enterprise		489,812	489,812	178,751	668,563	34.73%	610	4610	Salary/Benef
Wastewater Enterprise	725,036	507,256	1,232,292	(178,751)	1,053,540	50.30%	710	4710	Salary/Benef
	905,476	1,119,653	2,025,129	-	2,025,129	100.00%			
		1,119,653							

**Non-Salary General Fund Costs to be Allocated**

Legal	177,000								
Council	18,700								
GF - Admin	59,750								
GF - City Clerk	4,875								
Finance	16,250	W/O audit cost - charged directly to enterprise & RDA SA funds							Salary/benefit Allocation
CDD	17,600								Debit
Public Works	237,894	PW includes depts 4330, 4570, 4522, and 75% of 4392							Success
Non-Dept (excluding transfers)	1,005,812								197,290
	1,537,881								-
									CVSC
									39,928
									Facilities
									76,302
									IT
									12,573
									Fleet
									15,305
									Water
									467,568
									Water
									177,643
									WW
									477,705

Admin Allocations  
CVSC

- - 38,858 10,000 set by budget

	2020	2021	2022	2023	2024	2025	
Facilities				51,801	52,535	1.4%	Total
IT				65,859	67,362	2.3%	
Fleet	32,601	68,137	48,554	68,813	70,220	2.0%	
	88,191	91,737					
RDA Housing (Successor I	27,695	27,544	-	-	-		
Water	311,317	317,391	311,999	463,937	534,158	15.1%	
Wastewater	337,394	378,739	477,386	689,511	723,606	4.9%	
Total Admin Allocations	797,198	883,548	876,797	1,339,921	1,457,881	8.8%	
Trn from 221 & 230 for Street					208,000		
Maint Materials & Services							
CSO	100,000				100,000		
PW Street Projects							
Gen Plan Maint Fee	30,000				30,000		
Task Force Officer	60,000				100,000		
					438,000		
CVSC Admin	26,906						
RDA SA	250,000						
Sal/Bene Alloc	1,124,859						
Admin	1,326,629						
	2,728,394						

79,515	82,349
10,999	18,859
22,763	21,378
673,492	668,563
501,561	507,256
1,288,330	#####

on Distribution		
Credit GF	Crcredit W\	Total CR
197,290		197,290
-		-
39,928		39,928
76,302		
12,573		
15,305		15,305
467,568		467,568
	177,643	177,643
477,705		477,705

1,286,670    177,643    1,375,438

Facilities

IT

Fleet

Water

Water to WW

WW

			FY 13/14	FY 14/15
110	4190	Allocation to IT Int Serv Fund	182,454	161,780
110	4330	Allocation to IT Int Serv Fund	7,400	-
610		Allocation to IT Int Serv Fund	129,168	80,890
710		Allocation to IT Int Serv Fund	130,166	80,890
			449,188	323,560

110		Alloc to Facilities Maint	142,700	132,741
610		Alloc to Facilities Maint	100,000	66,370
710		Alloc to Facilities Maint	100,000	66,370
			342,700	265,481

520		Admin Allocation	51,801	52,535
521		Admin Cost Allocation	65,859	71,394
522		Admin Cost Allocation	68,813	69,372
610		Admin Costs Allocation	463,937	534,158
710		Admin Costs Allocation	689,511	680,789
810		Admin Cost Allocation	42,290	10,000
			1,382,211	1,418,248

110	4200	Fleet Services	250,422	186,746
110	4330	Fleet Services	3,305	4,970
110	4392	Fleet Services	14,873	44,749
110	4520	Fleet Services	16,185	11,529
110	4522	Fleet Services	10,061	12,266
110	4570	Fleet Services	10,936	14,755
110	4840	Fleet Services	6,124	3,700
610	4612	Fleet Services	94,924	109,094
710	4712	Fleet Services	115,046	85,436
			521,876	473,246

520	4393	Salary/Benefit Allocation	79,515	82,349
521	4394	Salary/Benefit Allocation	10,999	18,859
522	4550	Salary/Benefit Allocation	22,763	21,378
610	4610	Salary/Benefits Allocation	673,492	668,563
710	4710	Salary/Benefits Allocation	501,561	507,256
			1,288,330	1,298,405

**SALARY/BENEFIT ALLOCATION**

UPDATED 5/26					
	2012 Adopted	2013 Adopted	2014 Adopted	2015 Adopted	2016 Requested
Salary/benefit Allocations					
Streets (Gas Tax)	-	-	-	-	-
Streets (St. Sales Tax)	-	-	-	-	-
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	-
Facilities			79,515	82,349	80,575
IT			10,999	18,860	27,740
Fleet	139,511	106,059	22,763	21,375	23,296
RDA Successor	267,438	194,688	190,189	250,000	246,800
RDA Housing	80,299	-	-	-	-
Water (to GF)	478,308	500,885	496,019	488,368	464,078
Water (to WW)	171,554	180,623	177,473	178,751	183,768
Wastewater	404,943	480,874	502,849	506,336	480,598
Total Allocations	1,542,053	1,463,129	1,479,807	1,546,039	1,506,854
Revenue					
General Fund	1,370,499	1,282,506	1,302,334	1,367,288	1,323,087
Wastewater	171,554	180,623	177,473	178,751	183,768
Total Revenue	1,542,053	1,463,129	1,479,807	1,546,039	1,506,854
GF W/O Sal/Benefit fr CV Starr					1,323,086.84
UPDATED 5/26					
		1,076,287			
		250,000			
		1,461,588			1,323,087
		2,787,875			1,471,588

		10,000			2,794,675
		2,797,875			183,768
					2,978,442
on exp worksheet	Admin	Sal/Benefit	total		
CVStarr	10,000			10,000	
Facilities	58,389	80,575	138,964	138,964	-
IT	91,507	27,740	119,247	119,247	-
Fleet	79,614	23,296	102,910	102,910	-
Water	494,599	647,846	1,142,444	1,142,444	-
WW	737,479	480,598	1,218,077	1,218,077	-
	1,471,588	1,260,054	2,731,642	2,721,642	10,000
To WW		(183,768)	(183,768)		
		1,076,287	2,547,875		
RDA			246,800		
			2,794,675		



# **SALARY & BENEFIT ALLOCATION PERCENTAGES**

	<b>Fund Personnel Expenditures</b>	<b>Salary &amp; Benefits Allocation</b>	<b>Sub-Total Fund Salary &amp; Benefit Cost</b>	<b>Salary &amp; Benefit Cost Credited to WW from Water</b>	<b>Sub-Total Fund Salary &amp; Benefit Cost</b>	<b>% of Allocated Cost</b>
CVSC		-	-		-	0.00%
						0.00%
RDA Housing		-	-		-	0.00%
Facilities Maint		80,575	80,575		80,575	3.99%
IT	98,539	27,740	126,279		126,279	6.26%
Fleet	86,570	23,296	109,866		109,866	5.45%
Water Enterprise		464,078	464,078	183,768	647,846	33.84%
Wastewater Enterprise	755,570	480,598	1,236,168	(183,768)	1,052,400	50.46%
	940,679	1,076,287	2,016,966	-	2,016,966	100.00%

## **Non-Salary General Fund Costs to be Allocated**

Legal	170,000	
Council	10,000	
GF - Admin	48,930	
GF - City Clerk	5,425	
Finance	33,200	
CDD	7,800	
Public Works	162,642	PW includes depts 4330, 4570, 4522, and 4392 minus fleet & facility allocations
Non-Dept (excluding transfers)	1,033,591	
	1,471,588	
	1,461,588	Less amt pd by CV Starr

	<b>2012 Adopted</b>	<b>2013 Adopted</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>2016 Requested</b>		
Admin Allocations							
CVSC	-	38,858	38,858	10,000	10,000	set by budget	10,000

Facilities				56,913	58,389	2.6%	52,535	(10,000)
IT				79,332	91,507	15.3%	67,362	(20,000)
Fleet	68,137	48,554	48,554	72,870	79,614	9.3%	70,220	(10,000)
	91,737							
RDA Housing (Successor t	27,544	-	-	-	-		-	
Water	317,391	311,999	311,999	485,662	494,599	1.8%	534,158	
Wastewater	378,739	477,386	477,386	702,919	737,479	4.9%	723,606	(50,000)
Total Admin Allocations	883,548	876,797	876,797	1,407,696	1,471,588	4.5%	1,457,881	
				1,407,696	1,471,588		487,558	
Trn from 221 & 230 for Street			GF Sal/Benefits	1,367,288	1,323,087		7,041	
Maint Materials & Services				2,774,984	2,794,675			
CSO	100,000							
PW Street Projects								
Gen Plan Maint Fee	30,000							
Task Force Officer	60,000							
CVSC Admin	26,906							
RDA SA	250,000							
Sal/Bene Alloc	1,124,859							
Admin	1,326,629							
	2,728,394							

Salary/benefit Allocation Distribution

	Debit	Credit GF	Credit W\	Total CR
Success <sup>0</sup>	197,290	197,290		197,290
Success <sup>0</sup>	-	-		-
CVSC	39,928	39,928		39,928
Facilities	76,302	76,302		
IT	12,573	12,573		
Fleet	15,305	15,305		15,305
Water	467,568	467,568		467,568
Water	177,643		177,643	177,643
WW	477,705	477,705		477,705

5,853	(6,650) Total	1,464,313	1,286,670	177,643	1,375,438
24,145	(15,100)				
9,395	(5,550)				
-					
-					
(39,559)	23,850				
13,873	(1,850)				
13,707					

FY 2014/15 Salary/Benefit Allocations																		
UPDATED 5/26		#	Salary/	Credit		Debit											Check	
		Emp	Benefits	GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	Total	GF Exp
CITY COUNCIL																		
Councilmembers			131,451	59,153	-	72,298	-	-	-	-	3,944	2,629	26,290	26,290	-	-	131,451	-
			131,451	59,153	-	72,298	-	-	-	-	3,944	2,629	26,290	26,290	-	-	131,451	-
CITY MANAGER																		
City Manager		1.0	219,068	65,720	-	153,348	-	-	-	-	-	-	32,860	32,860	-	-	219,068	-
Assist CM		1.0	150,584	52,704	-	97,880	-	-	22,588	-	-	-	15,058	15,058	-	-	150,584	-
HR Tech		1.0	76,425	19,106	-	57,319	-	-	-	-	-	-	9,171	9,935	-	-	76,425	-
City Clerk		1.0	119,137	23,827	-	95,310	-	-	-	-	-	-	11,914	11,914	-	-	119,137	-
Admin Assistant		1.0	87,701	17,540	-	70,161	-	-	-	-	-	-	8,770	8,770	-	-	87,701	-
AV Tech			23,477			-	-	-	23,477	-	-	-	-	-	-	-	-	0%
IT Tech		1.0	98,539	-	-	-	-	-	98,539	-	-	-	-	-	-	-	98,539	-
		6.0	774,931	178,899	-	474,016	-	-	144,604	-	-	-	77,773	78,538	-	-	751,454	-
FINANCE																		
Fin Director		1.0	143,383	88,897	-	54,486	-	4,301	2,868	2,868	4,301	2,868	35,846	35,846	-	-	143,383	-
Senior Gov Accountant		1.0	114,217	71,957	-	42,260	-	3,427	2,284	3,427	3,427	2,284	28,554	28,554	-	-	114,217	-
Accountant I		1.0	87,126	43,563	-	43,563	-	-	-	-	-	-	21,782	21,782	-	-	87,126	-
Fin Tech I		1.0	73,226	60,045	-	13,181	-	1,465	-	-	-	-	29,290	29,290	-	-	73,226	-
		4.0	417,952	264,462	-	153,490	-	9,193	5,152	6,294	7,728	5,152	115,472	115,472	-	-	417,952	-
Public Safety																		
Police Chief		1.0	229,441	-	-	229,441	-	-	-	-	-	-	-	-	-	-	229,441	-
Police Lieutenant		1.0	179,174	-	-	179,174	-	-	-	-	-	-	-	-	-	-	179,174	-
PD Adm Sec/Office Mgr		1.0	86,491	-	-	86,491	-	-	-	-	-	-	-	-	-	-	86,491	-
Police Sergeant		4.0	581,076	-	-	581,076	-	-	-	-	-	-	-	-	-	-	581,076	-
Police Officers *		11.0	1,106,219	-	-	1,106,219	-	-	-	-	-	-	-	-	-	-	1,106,219	-
CSO		3.0	193,762	-	-	193,762	-	-	-	-	-	-	-	-	-	-	193,762	-
PST		2.0	135,654	-	-	135,654	-	-	-	-	-	-	-	-	-	-	135,654	-
Parking		1.0	9,262	-	-	9,262	-	-	-	-	-	-	-	-	-	-	9,237	-
		24.0	2,521,079	-	-	2,521,079	-	-	-	-	-	-	-	-	-	-	2,521,054	25
COMMUNITY DEVELOPMENT																		
Comm Dev Dir		1.0	149,451	14,945	-	134,506	-	-	-	-	-	-	7,473	7,473	-	-	149,451	-
Assoc Planner		1.0	72,791	7,279	-	65,512	-	-	-	-	-	-	3,640	3,640	-	-	72,791	-
HED Coordinator		1.0	105,483	-	-	105,483	-	-	-	-	-	-	-	-	-	-	105,483	-
Grant Admin Assistant		0.8	22,131	-	-	22,131	-	-	-	-	-	-	-	-	-	-	22,131	-
Admin Assistant		1.0	66,405	-	-	66,405	-	-	-	-	-	-	-	-	-	-	66,405	-
		4.8	416,261	22,224	-	394,037	-	-	-	-	-	-	11,112	11,112	-	-	416,261	-
PUBLIC WORKS																		
Public Works Director	TV	1.0	157,914	142,123	-	15,791	-	7,896	-	23,687	31,583	7,896	31,583	39,479	-	-	157,914	-
Engineering Tech	SF	1.0	60,408	45,306	-	15,102	-	-	-	-	12,082	-	21,143	12,082	-	-	60,408	-
Public Works Project Analyst	CP	1.0	86,513	51,908	-	34,605	-	-	-	-	17,303	-	17,303	17,303	-	-	86,513	-
Water Project Manager	TJB	0.8	79,306	43,618	-	35,688	-	-	-	-	-	11,896	19,827	11,896	-	-	79,306	-
PW Manager	MC	0.0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Operations Manager	JS	1.0	124,160	105,536	-	18,624	-	6,208	-	12,416	18,624	6,208	24,832	37,248	-	-	124,160	-
Lead Maint Worker	IS	1.0	103,752	72,626	-	31,126	-	-	-	10,375	15,563	5,188	20,750	20,750	-	-	103,752	-
Maintenance Worker III	R Oates	1.0	86,729	60,710	-	26,019	-	-	-	-	8,673	4,336	21,682	26,019	-	-	86,729	-
Maintenance Worker II	S Baxman	1.0	80,064	56,045	-	24,019	-	-	-	-	8,006	4,003	20,016	24,019	-	-	80,064	-
Maintenance Worker II	J Balassi	1.0	80,274	56,192	-	24,082	-	-	-	-	8,027	4,014	20,069	24,082	-	-	80,274	-
Maintenance Worker II	T Mitchell	1.0	85,061	51,037	-	34,024	-	-	-	12,759	-	-	17,012	21,265	-	-	85,061	-
Maintenance Worker I	A Roberts	1.0	60,174	45,131	-	15,044	-	-	-	15,044	-	-	15,044	15,044	-	-	60,174	-
Maintenance Worker I																	-	20%
Mechanic	D Orsi	1.0	86,570	-	-	-	-	86,570	-	-	-	-	-	-	-	-	86,570	-
Seasonal Worker (2) Traffic Safety	2 (July 1 thru Se	Hourly	27,807	-	-	-	-	-	-	-	23,636	-	4,171	-	-	-	27,807	-

UPDATED 5/26		#	Salary/ Benefits	Credit		Debit											Check		
		Emp		GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing	Total		GF Exp
		11.8	1,118,732	730,231	-	274,124	-	100,674	-	74,281	143,496	43,541	233,431	249,186	-	-	1,118,732	-	
WATER & WASTEWATER TREATMENT																	Fund 710		

UPDATED 5/26		# Emp	Salary/ Benefits	Credit		Debit											Check Total		GF Exp
				GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing			
Lead Treatment Operator-Water	H. Daniels	1.0	94,744	-	80,532	-	-	-	-	-	-	-	80,532	14,212	-	-	94,744	-	0%
Lead Treatment Operator-WW	J. Goekler	1.0	101,523	-	5,076	-	-	-	-	-	-	-	5,076	96,447	-	-	101,523	-	0%
Treatment Plant Operator II	L. Bainbridge	1.0	91,201	-	-	-	-	-	-	-	-	-	-	91,201	-	-	91,201	-	0%
Treatment Plant Operator II	C Brians	1.0	91,960	-	32,186	-	-	-	-	-	-	-	32,186	59,774	-	-	91,960	-	0%
Treatment Plant Operator II	M Shaw	1.0	90,725	-	27,218	-	-	-	-	-	-	-	27,218	63,508	-	-	90,725	-	0%
Treatment Plant Operator II /Electri	M Larson	1.0	95,121	-	28,536	-	-	-	-	-	-	-	28,536	66,585	-	-	95,121	-	0%
Lab Director	F Kemper	1.0	109,479	-	5,474	-	-	-	-	-	-	-	5,474	104,005	-	-	109,479	-	0%
OIT	Ramos	1.0	66,729	-	3,336	-	-	-	-	-	-	-	3,336	63,393	-	-	66,729	-	0%
Seasonal Worker (1)	1 (July 1 thru Se	Hourly	14,088	-	1,409	-	-	-	-	-	-	-	1,409	12,679	-	-	14,088	-	0%
		8.0	755,570	-	183,768	-	-	-	-	-	-	-	183,768	571,802	-	-	735,976	19,594	
Grand Total		58.6	6,135,976	1,254,969	183,768	3,889,044	-	109,866	149,756	80,575	155,168	51,322	647,846	1,052,400	-	-	6,102,677		

Add Noyo Center	22,494	-	23,296	27,740	80,575	464,078	480,598	-
	6,158,470							

Total from salary/benefit spreadsheet	6,395,350														0.15	1,524	1,500
Vac/sick payout-city clerk	(41,900)														0.16	1,633	1,500
PW Comp time payout	(12,449)														0.15	1,467	1,450
WW Comp time payout	(6,459)														0.15	1,479	1,450
															0.15	1,459	1,450
	6,334,542														0.15	1,530	1,500
	(176,072)																
Salary/benefit Allocation Distribution																	
Debit																	
Successor	-																
Successor Hsir	-																
CVSC	-																
Facilities	80,575																
IT	27,740																
Fleet	23,296																
Water	464,078																
Water	183,768																
WW	480,598																
Total	1,260,054																

	Debit		Credit	
GF			1,254,969	
Successor				
gas tax?	-			
CVSC	-			
Facilities	80,575			
IT	51,217			
Fleet	23,296			
Water	647,846			
WW	480,598		183,768	
	1,283,531		1,438,737	

Sal/Benefit to GF	1,076,287	520	4393	Salary/Ben	79,515	82,349	80,575	(1,774)	1.3%	1,060
SA Admin	250,000	521	4394	Salary/Ben	10,999	18,859	27,740	8,881	152.2%	16,741
CVSC Admin		522	4550	Salary/Ben	22,763	21,378	23,296	1,918	2.3%	533
		610	4610	Salary/Ben	673,492	668,563	647,846	(20,717)	-3.8%	(25,646)
		710	4710	Salary/Ben	501,561	507,256	480,598	(26,658)	-4.2%	(20,963)
					1,288,330	1,298,405	1,260,054	(38,351)	-2.2%	(28,276)

Successor	189,621	(189,621)
Successor Hsing	71,896	(71,896)
CVSC	52,379	(52,379)
Fleet	109,966	(86,670)
Water	673,942	(26,096)
WW	498,176	(17,578)
	1,595,980	(444,240)
	(312,449)	

UPDATED 5/26

#	Salary/ Benefits	Credit		Debit												Check		
Emp		GF	WW	GF Exp	CVSC	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	RDA Proj	RDA Hsing		Total		GF Exp



<div>StormSuccessor</div>										TOTAL	
CVSC	Fleet	IT	Fac	Street	Drain	Water	WW	Agency	Hsing		
0%	0%	0%	0%	3%	2%	20%	20%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	15%	15%	0%	0%	100%	
0%	0%	15%	0%	0%	0%	10%	10%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	12%	13%	0%	0%	100%	TOTAL
0%	0%	0%	0%	0%	0%	10%	10%	0%	0%	100%	SAL/BEN
0%	0%	0%	0%	0%	0%	10%	10%	0%	0%	100%	
0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	3%	2%	2%	3%	2%	25%	25%	0%	0%	100%	
0%	3%	2%	3%	3%	2%	25%	25%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	25%	25%	0%	0%	100%	
0%	2%	0%	0%	0%	0%	40%	40%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	5%	5%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	5%	5%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	5%	0%	15%	20%	5%	20%	25%	0%	0%	100%	
0%	0%	0%	0%	20%	0%	35%	20%	0%	0%	100%	
0%	0%	0%	0%	20%	0%	20%	20%	0%	0%	100%	
0%	0%	0%	0%	0%	15%	25%	15%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0%	5%	0%	10%	15%	5%	20%	30%	0%	0%	100%	
0%	0%	0%	10%	15%	5%	20%	20%	0%	0%		
0%	0%	0%	0%	10%	5%	25%	30%	0%	0%	100%	
0%	0%	0%	0%	10%	5%	25%	30%	0%	0%	100%	
0%	0%	0%	15%	0%	0%	20%	25%	0%	0%	100%	
0%	0%	0%	25%	0%	0%	25%	25%	0%	0%	100%	
0%	0%	0%	0%	0%	0%	40%	40%	0%	0%		
0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
0%	0%	0%	0%	85%	0%	15%	0%	0%	0%	100%	

Operations Manager  
Lead Maintenance Worker  
Maintenance Worker III  
Maintenance Worker II  
Maintenance Worker II  
Maintenance Worker II  
Maintenance Worker I  
Maintenance Worker I  
Mechanic

## Seasonal Worker (2)

206,920.54
155,729.73
67,497.91
<b>430,148.18</b>
56,699.39
<b>126,428.69</b>
69,729.30
141,472.09
91,187.86
67,568.09
75,047.76

CVSC	Fleet	IT	Fac	Street	Storm			Successor		TOTAL
					Drain	Water	WW	Agency	Hsing	
										5,606,287.06
										-
										5,606,287.06
										5,555,418.17
										0.01

FY 2015/16 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -										
		General Fund	C. V.	Fleet Services	IT ISF	Facilities ISF		Storm Drains	Water Enterprise	Sewer Enterprise	RDA	TOTAL
			Starr Ctr								Successor Agency	
CITY COUNCIL												
Councilmembers (5)		55.0%						3.0%	2.0%	20.0%	20.0%	100%
CITY MANAGER												
City Manager	1	70.0%								15.0%	15.0%	100%
Assistant to the City Manager	1	65.0%			15.0%					10.0%	10.0%	100%
Administrative Assistant	1	75.0%								12.0%	13.0%	100%
City Clerk	1	80.0%								10.0%	10.0%	100%
Office Assistant	1	80.0%								10.0%	10.0%	100%
av Tech	0.5				100.0%							
IT Technician	1	0.0%			100.0%							100%
TOTAL	6.5											
FINANCE												
Finance Director/City Treasurer	1	38.0%		3.0%	2.0%	2.0%	3.0%	2.0%	25.0%	25.0%		100%
Government Accountant II	1	37.0%		3.0%	2.0%	3.0%	3.0%	2.0%	25.0%	25.0%		100%
Government Accountant I	1	50.0%							25.0%	25.0%		100%
Finance Technician I	1	18.0%		2.0%					40.0%	40.0%		100%
TOTAL	4											
POLICE												
Police Chief	1	100.0%										100%
Lieutenant	1	100.0%										100%
Administrative Assistant	1	100.0%										100%
Police Sergeant	3	100.0%										100%
Police Officer	11	100.0%										100%
Community Service Officers	3	100.0%										100%
Police Service Technician	2	100.0%										100%
Parking Enforcement (Seasonal)	Hourly	100.0%										100%
TOTAL	22											
COMMUNITY DEVELOPMENT												
Community Development Director	1	90.0%							5.0%	5.0%		100%
Assistant Planner	1	90.0%							5.0%	5.0%		100%
Housing & Economic Developement Coordi	1	100.0%										100%
Grants Assistant	5	100.0%										
Administrative Assistant	1	100.0%										100%
TOTAL	9											
PUBLIC WORKS												
Public Works Director	1	10.0%		5.0%		15.0%	20.0%	5.0%	20.0%	25.0%		100%
Engineering Tech	1	25.0%					20.0%		35.0%	20.0%		100%
Public Works Project Analyst	1	40.0%					20.0%		20.0%	20.0%		100%
Water Project Coordinator	0.8	45.0%						15.0%	25.0%	15.0%		100%
Operations Manager	1	15.0%		5.0%		10.0%	15.0%	5.0%	20.0%	30.0%		100%
Lead Maintenance Worker	1	30.0%				10.0%	15.0%	5.0%	20.0%	20.0%		100%
Maintenance Worker III	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	30.0%					10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	40.0%				15.0%			20.0%	25.0%		100%
Maintenance Worker I	1	25.0%				25.0%			25.0%	25.0%		100%
Maintenance Worker I	1	20.0%							40.0%	40.0%		100%
Mechanic	1			100.0%								100%
Seasonal Worker (2)	Hourly						85.0%		15.0%			100%
TOTAL	12.8											
WATER & WASTEWATER TREATMENT												
Lead Treatment Operator-Water, Collectic	1								85.0%	15.0%		100%
Lead Treatment Operator-WW	1								5.0%	95.0%		100%
Treatment Plant Operator II	1									100.0%		100%
Treatment Plant Operator II	1								35.0%	65.0%		100%

FY 2015/16 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -										
		General Fund	C. V.	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	RDA	TOTAL
			Starr Ctr								Successor Agency	
Treatment Plant Operator II	1								30.0%	70.0%		100%
Treatment Plant Operator II /Electrician	1								30.0%	70.0%		100%
Env. Compliance Coordinator	1								5.0%	95.0%		100%
OIT	1								5.0%	95.0%		100%
Seasonal Worker (1)	Hourly								10.0%	90.0%		100%
<b>TOTAL</b>	<b>8</b>											

TOTAL APPROVED POSITIONS 62.30

FY 2012/13 Updated 04/23/12

# SALARY/BENEFIT ALLOCATION

2011 Adopted	2012 Adopted	2013 Adopted	2014 Adopted	2015 Requested
-----------------	-----------------	-----------------	-----------------	-------------------

## Salary/benefit Allocations

Streets (Gas Tax)	35,768	-	-	-	-
Streets (St. Sales Tax)	-	-	-	-	-
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	-
Facilities				79,515	82,349
IT				10,999	18,859
Fleet	78,653	139,511	106,059	22,763	21,378
RDA Successor	245,663	267,438	194,688	190,189	-
RDA Housing	77,146	80,299	-	-	-
Water (to GF)	510,705	478,308	500,885	496,019	489,812
Water (to WW)	240,372	171,554	180,623	177,473	178,751
Wastewater	404,943	480,874	502,849	501,561	507,256
Total Allocations	1,593,250	1,617,984	1,485,104	1,478,519	1,298,404

## Revenue

General Fund	1,352,878	1,446,430	1,304,481	1,301,046	1,119,653
Wastewater	240,372	171,554	180,623	177,473	178,751
Total Revenue	1,593,250	1,617,984	1,485,104	1,478,519	1,298,404

GF W/O Sal/Benefit fr CV Starr

1,119,652.91

UPDATED 5/22

1,119,653	
250,000	
1,447,881	1,119,653
2,817,534	1,457,881

		10,000			2,577,534
		2,827,534			178,751
					2,756,285
on exp worksheet	Admin	Sal/Benefit	total		
CVStarr	10,000				
Facilities	52,535	82,349	134,884	134,884	-
IT	67,362	18,859	86,221	86,221	-
Fleet	70,220	21,378	91,597	91,597	-
Water	534,158	668,563	1,202,721	1,202,721	-
WW	723,606	507,256	1,230,861	1,230,861	-
	1,457,881	1,298,404	2,756,285	2,746,285	10,000
To WW		(178,751)	(178,751)		
		1,119,653	2,577,534		
RDA			250,000		
			2,827,534		



## SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost			
CVSC		-	-		-	0.00%			
						0.00%			
RDA Housing		-	-		-	0.00%			
Facilities Maint		82,349	82,349		82,349	4.07%	520	4393	Salary/Benef
IT	96,182	18,859	115,041		115,041	5.68%	521	4394	Salary/Benef
Fleet	84,258	21,378	105,636		105,636	5.22%	522	4550	Salary/Benef
Water Enterprise		489,812	489,812	178,751	668,563	34.73%	610	4610	Salary/Benef
Wastewater Enterprise	725,036	507,256	1,232,292	(178,751)	1,053,540	50.30%	710	4710	Salary/Benef
	905,476	1,119,653	2,025,129	-	2,025,129	100.00%			
		1,119,653							

### Non-Salary General Fund Costs to be Allocated

Legal	177,000			
Council	18,700			
GF - Admin	59,750			
GF - City Clerk	4,875			
Finance	16,250	W/O audit cost - charged directly to enterprise & RDA SA funds		Salary/benefit Allocatio
CDD	17,600			Debit
Public Works	237,894	PW includes depts 4330, 4570, 4522, and 75% of 4392	Success:	197,290
Non-Dept (excluding transfers)	<u>1,005,812</u>		Success:	-
	1,537,881		CVSC	39,928

	<b>2011 Adopted</b>	<b>2012 Adopted</b>	<b>2013 Adopted</b>	<b>2014 Adopted</b>	<b>2015 Requested</b>		Fleet	15,305
							Water	467,568
Admin Allocations							Water	177,643
CVSC	-	-	38,858		10,000	set by budget	WW	477,705

	2020	2021	2022	2023	2024	2025	
Facilities				51,801	52,535	1.4%	Total
IT				65,859	67,362	2.3%	
Fleet	32,601	68,137	48,554	68,813	70,220	2.0%	
	88,191	91,737					
RDA Housing (Successor I	27,695	27,544	-	-	-		
Water	311,317	317,391	311,999	463,937	534,158	15.1%	
Wastewater	337,394	378,739	477,386	689,511	723,606	4.9%	
Total Admin Allocations	797,198	883,548	876,797	1,339,921	1,457,881	8.8%	
Trn from 221 & 230 for Street					208,000		
Maint Materials & Services							
CSO	100,000				100,000		
PW Street Projects							
Gen Plan Maint Fee	30,000				30,000		
Task Force Officer	60,000				100,000		
					438,000		
CVSC Admin	26,906						
RDA SA	250,000						
Sal/Bene Alloc	1,124,859						
Admin	1,326,629						
	2,728,394						

79,515	82,349
10,999	18,859
22,763	21,378
673,492	668,563
501,561	507,256
1,288,330	#####

on Distribution		
Credit GF	Crcredit W\	Total CR
197,290		197,290
-		-
39,928		39,928
76,302		
12,573		
15,305		15,305
467,568		467,568
	177,643	177,643
477,705		477,705

1,286,670    177,643    1,375,438

Facilities

IT

Fleet

Water

Water to WW

WW

			FY 13/14	FY 14/15
110	4190	Allocation to IT Int Serv Fund	182,454	161,780
110	4330	Allocation to IT Int Serv Fund	7,400	-
610		Allocation to IT Int Serv Fund	129,168	80,890
710		Allocation to IT Int Serv Fund	130,166	80,890
			449,188	323,560

110		Alloc to Facilities Maint	142,700	132,741
610		Alloc to Facilities Maint	100,000	66,370
710		Alloc to Facilities Maint	100,000	66,370
			342,700	265,481

520		Admin Allocation	51,801	52,535
521		Admin Cost Allocation	65,859	71,394
522		Admin Cost Allocation	68,813	69,372
610		Admin Costs Allocation	463,937	534,158
710		Admin Costs Allocation	689,511	680,789
810		Admin Cost Allocation	42,290	10,000
			1,382,211	1,418,248

110	4200	Fleet Services	250,422	186,746
110	4330	Fleet Services	3,305	4,970
110	4392	Fleet Services	14,873	44,749
110	4520	Fleet Services	16,185	11,529
110	4522	Fleet Services	10,061	12,266
110	4570	Fleet Services	10,936	14,755
110	4840	Fleet Services	6,124	3,700
610	4612	Fleet Services	94,924	109,094
710	4712	Fleet Services	115,046	85,436
			521,876	473,246

520	4393	Salary/Benefit Allocation	79,515	82,349
521	4394	Salary/Benefit Allocation	10,999	18,859
522	4550	Salary/Benefit Allocation	22,763	21,378
610	4610	Salary/Benefits Allocation	673,492	668,563
710	4710	Salary/Benefits Allocation	501,561	507,256
			1,288,330	1,298,405

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**COST ALLOCATION PLAN**  
**Fiscal Year 2016-17**

***City of Fort Bragg***

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## INTRODUCTION

### *Purpose of the Plan*

The purpose of the City's Cost Allocation Plan is to identify the total costs of providing specific City services and appropriately allocate these costs to the Departments and or Funds who benefit from the identified services. Why is a separate cost accounting analysis required to do this? Because in almost all organizations—whether in the private or the public sector—the cost of producing goods or delivering services can be classified into two basic categories: direct and indirect costs. Programs that incur only direct costs benefit from the City's administrative structure and therefore should be charged for that support.

“Direct costs” by their nature are usually easy to identify and relate to a specific service. However, this is not the case for “indirect costs.” As such, if we want to know the “total cost” of providing a specific service, then we need to develop an approach—a plan—for reasonably allocating indirect costs to direct cost programs.

**What Are Direct and Indirect Costs?** Direct costs are those that can be specifically identified with a particular cost objective, such as street maintenance, police protection and water service. Indirect costs are not readily identifiable with a direct operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective. Although indirect costs are generally not readily identifiable with direct cost programs, their cost should be included if we want to know the total cost of delivering specific services.

Common examples of indirect costs provided by City departments include: the Finance Department provides accounting and utility billing services, the Administrative Services Department provides legal services and personnel administration and the City's Public Works department provides engineering and building and street maintenance.

**Budgeting and Accounting for Indirect Costs.** Theoretically, all indirect costs could be directly charged to specific cost objectives; however, practical difficulties generally preclude such an approach for organizational and accounting reasons. As such, almost all organizations separately budget and account for direct and indirect costs depending on their financial reporting needs and the complexity of their operations.

**Distributing Indirect Costs.** In order to determine the total cost of delivering specific services, some methodology for determining and distributing indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical, consistent and reasonable manner.

**Plan Goal: Reasonable Allocation of Costs.** The goal of most Cost Allocation Plans is to provide a clear, consistent and reasonable basis for allocating indirect costs. It is important to stress that the goal of the Cost Allocation Plan is a reasonable allocation of indirect costs, not a “perfect” one. By their very nature, indirect costs are difficult to link with direct costs. As such, in developing an allocation approach, it is important to keep this goal in mind: balancing the cost and effort of complicated allocation methods with the likely benefits from the end results.



## INDIRECT COST ALLOCATION STRATEGIES

There are several ways of allocating indirect costs, including:

**Internal Service Funds.** Many cities allocate costs through formal internal service funds for services like facility maintenance, information technology and fleet maintenance. Typically with this approach, the internal service fund provides services to the organization and charges back departments based on their actual usage of the service at standard per unit billing rates, like a private company would (except the goal is to break even rather than earn a profit). In this case, for the operating programs, indirect costs become direct costs, like they would if they contracted-out for the service.

While this approach can result in added accounting costs to develop internal billing rates and track actual usage, it has the advantage of encouraging more efficient use of internal services by allocating costs based on actual usage, setting aside funds for long-term capital replacement needs and helping measure performance.

As shown in the side bar, the City uses three internal service funds to allocate organization-wide support costs.

### City Internal Service Funds

- Facilities Repair and Maintenance
- Technology Maintenance and Replacement
- Fleet and Equipment Services

**Payroll Allocations.** Some organizations allocate percentages of key support staff to selected funds through direct payroll allocations, such as 15% of the City Manager to the Water Fund or 20% of the Public Works Director to the Wastewater Fund, with direct cost distributions of non-staffing costs via accounts payable where possible.

While this practice is not uncommon, it has some drawbacks, such as the basis for the percentage allocations. Using this method requires a tracking of staff time by task, which requires a detailed method or program, which can be costly or time consuming.

**Direct Cost Allocations.** Even where internal service funds are used, cost allocation plans are still often needed in allocating indirect costs to the internal service funds (so their costs reflect the full cost of providing services to the organization) and in allocating other indirect costs not typically recovered through internal service funds, such as city manager, city attorney, city clerk, human resources and accounting. In this case, direct cost are sometimes allocated to indirect cost departments based on a percentage of indirect costs or payroll costs and direct costs.

**Combination of the Three.** Some agencies use a combination of these three approaches as is the case with the City of Fort Bragg.

## DETERMINING DIRECT AND INDIRECT COSTS

The first step in preparing the City's Cost Allocation Plan is determining direct and indirect costs. Program costs that primarily provide service to the public are identified as direct costs, whereas the cost of programs that primarily provide services to the organization are identified as indirect costs.

In accordance with generally accepted accounting principles, only operating costs are considered in the determination of indirect costs. As such, capital outlay, debt service, interfund transfers and “pass-through” costs are excluded from the calculations.

The City’s indirect costs departments are: City Council, Administrative Services, Finance, Public Works - Administration, Public Works – Corporation Yard and Non-Departmental.

### ***Bases of Allocation***

The City’s method of cost allocation is based primarily on the Personnel Staffing Allocation and therefore assumes that all indirect costs are incurred proportionately to the amount of time each staff member spends on direct cost program. However, this may not be a reasonable assumption in all cases, as the benefit received from certain types of support service programs may be more closely related to another indicator of activity than cost.

For example, if a program service is primarily delivered through contract and does not have any City staffing directly associated with it, distributing human resources costs to it may result in an inequitable allocation of costs. Because of this, the City’s Cost Allocation Plan firsts allocates indirect personnel costs and then bases the allocation of non-personnel costs on the relationship of total personnel costs (both direct and allocated) so that total personnel effort is reflected in the indirect costs allocations.

Some of these costs lend themselves to an easily justified allocation method, other costs may not be as intuitive; however, the allocation of costs are consistent with generally accepted accounting principles and recognize the concept that the cost of developing the information necessary to perform the cost allocations should not exceed the benefits likely to be gained.

### ***Indirect Cost Allocations***

Historically the City has estimated the percentage of time each staff member spends in each of the direct costs areas and presented this estimate in the City’s budget. Personnel costs are allocated based on these allocations. The personnel staffing allocations reflect the City’s estimate of the percentage of time each staff member spends working in areas that benefit each of the City’s costs centers that receive an allocation from indirect cost departments. These estimates have been determined by the department director based on staffing, anticipated work load and departmental project plans. In future years the City’s project management system in conjunction with the payroll system will provide actual time spent on various activities and projects and will be the basis for determining estimates of time spent in direct cost areas.

Non personnel costs, such as professional fees, supplies and repairs and maintenance are allocated based on the department’s personnel cost percentage applied to the total non-personnel costs to be allocated.

A summary of the indirect cost allocations is presented on the last page of this Plan.

### **SIMPLE METHOD OF ALLOCATING COSTS**

With a sophisticated cost allocation system, the cost of one indirect program would be allocated to the other indirect costs programs and iterative allocations then made to direct cost programs until all indirect costs are distributed. However, this process is extremely time

consuming and places a higher level of reliance on the underlying significance of the allocation bases than may be appropriate.

The City has opted to use a “simple method” of cost allocation. In performing the cost allocations, all indirect personnel costs have been allocated first to direct cost programs including the City’s internal service funds. Then a secondary allocation is performed to allocate non-personnel costs direct cost programs. This method is simpler than the multiple iterations employed in a complex system. . For example, Administrative Services personnel costs are allocated solely to direct cost programs based on the Personnel Staffing Allocations presented in the budget. However, as Administrative Services also benefits other indirect cost programs such as Finance and Public Works Administration, the cost allocations could appear to be distorted since no allocations are made to them.

Although there are some conceptual difficulties with the simple approach, it has been determined that the cost of preparation, review and audit for a more complex allocation plan is significantly higher than the City’s approach and outweighs the corresponding increase in benefit. Again, as noted above, the plan’s goal is a reasonable allocation of indirect costs, not a “perfect” one.

## USES OF THE COST ALLOCATION PLAN

By identifying total program costs, the Cost Allocation Plan can be used as an analytical tool in many financial decision-making situations, including:

- **Reimbursement of Cost Transfers.** The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds. For example, although the City's administrative, legal services, human resources and accounting funds are budgeted and accounted for in the General Fund, these programs provide support services to other City funds. The Cost Allocation Plan provides a clear methodology for determining this level of support and a basis for reimbursing these costs.
- **General Fund User Charges.** Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that the full cost of services are considered in setting rates.

## PLAN PREPARATION

In a true cost accounting system, indirect costs would be computed and allocated on an ongoing basis throughout the fiscal year based on actual costs. However, frequent updating in municipal finance would not serve any specific purpose—such as unit price control in a manufacturing company—but it would consume significant accounting resources. As such, the City’s Cost Allocation Plan is prepared annually based on the current years budgeted costs.

This approach works well when significant variances are not expected between budget and actual. However, where large variances are possible, at end of the fiscal year, a “true-up” should be calculated based on actual costs. Any variances (either over or under the Cost Allocation Plan amounts) can then be recorded in the current operating costs.

At the end of each year, the City will assess whether there were any significant variances between budget and actual, and prepare a “true-up” adjustment to reflect such variances.

## **SUMMARY**

The Cost Allocation Plan helps make determining total program costs possible by establishing a reasonable methodology for identifying and allocating indirect costs to direct cost programs. Because of this, the Cost Allocation Plan can be a valuable analytical tool in a number of situations, including establishing fees designed for full cost recovery and reimbursing support service costs provided by the General Fund to other funds. The allocation of costs is summarized on the following page. Indirect costs represent 28% of General Fund appropriations in FY 2016/17.

**Table 1 – Personnel Staffing Allocations**

FY 2016/17 PERSONNEL STAFFING ALLOCATIONS										
Description	Number of Employees	--- Percent of Time Allocated By Fund ---								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
<b><u>CITY COUNCIL</u></b>										
Councilmembers (5)		50.0%				5.0%	0.0%	20.0%	25.0%	100%
<b><u>CITY MANAGER</u></b>										
City Manager	1	60.0%						20.0%	20.0%	100%
Administrative Services Director	1	65.0%		15.0%				10.0%	10.0%	100%
Human Resources Technician	1	70.0%						15.0%	15.0%	100%
City Clerk	1	70.0%						15.0%	15.0%	100%
Administrative Assistant	1	80.0%						10.0%	10.0%	100%
IT Technician	1	0.0%		100.0%						100%
<b><u>TOTAL</u></b>	<b><u>6</u></b>									
<b><u>FINANCE</u></b>										
Finance Director/City Treasurer	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Senior Government Account	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Government Accountant I	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Finance Technician I	1	15.0%	1.0%	1.0%	1.0%	1.0%	1.0%	40.0%	40.0%	100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>									
<b><u>POLICE</u></b>										
Police Chief	1	100.0%								100%
Lieutenant	1	100.0%								100%
Administrative Coordinator	1	100.0%								100%
Police Sergeant	3	100.0%								100%
Police Officer	11	100.0%								100%
Community Service Officers	3	100.0%								100%
Police Service Technician	2	100.0%								100%
Parking Enforcement (Seasonal)	Hourly	100.0%								100%
<b><u>TOTAL</u></b>	<b><u>22</u></b>									
<b><u>COMMUNITY DEVELOPMENT</u></b>										
Community Development Director	1	90.0%						5.0%	5.0%	100%
Assistant Planner	1	90.0%						5.0%	5.0%	100%
Special Projects Manager	1	100.0%								100%
Grants Assistant	0.5	100.0%								100%
Administrative Assistant	1	100.0%								100%
<b><u>TOTAL</u></b>	<b><u>4.5</u></b>									

## FY 2016/17 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
<b><u>PUBLIC WORKS</u></b>										
Public Works Director	1	10.0%	5.0%		15.0%	20.0%	5.0%	20.0%	25.0%	100%
Engineering Technician	1	25.0%				20.0%		35.0%	20.0%	100%
Public Works Project Analyst	1	40.0%				20.0%		20.0%	20.0%	100%
Water Project Coordinator	0.8	10.0%					50.0%	25.0%	15.0%	100%
Assistant Director of Public Works	1	15.0%	5.0%		10.0%	15.0%	5.0%	20.0%	30.0%	100%
Lead Maintenance Worker	1	30.0%			10.0%	15.0%	5.0%	20.0%	20.0%	100%
Maintenance Worker III	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	40.0%			15.0%			20.0%	25.0%	100%
Maintenance Worker II	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	20.0%						40.0%	40.0%	100%
Mechanic	1		100.0%							100%
Seasonal Worker (2)	Hourly					85.0%		15.0%		100%
<b><u>TOTAL</u></b>	<b><u>12.8</u></b>									
<b><u>WATER &amp; WASTEWATER TREATMENT</u></b>										
Lead Treatment Operator-WCD	1							85.0%	15.0%	100%
Lead Treatment Operator-WW	1							5.0%	95.0%	100%
Treatment Plant Operator II	1							5.0%	95.0%	100%
Treatment Plant Operator II	1							25.0%	75.0%	100%
Treatment Plant Operator II	1							25.0%	75.0%	100%
Treatment Plant Operator II /Electrician	1							25.0%	75.0%	100%
Env. Compliance Coordinator	1							5.0%	95.0%	100%
OIT	1							5.0%	95.0%	100%
Seasonal Worker (1)	Hourly							10.0%	90.0%	100%
<b><u>TOTAL</u></b>	<b><u>8</u></b>									
<b>TOTAL APPROVED POSITIONS</b>	<b>57.30</b>									

**Table 2 – Basis of Non-Personnel Indirect Cost Allocations**

	Fund Personnel Expenditures	Personnel Costs Allocated	Total Personnel Costs Including Salary and Benefit Allocations	% of Allocated Costs	Non-Personnel Costs Allocated	Total Allocations
<b>Direct Cost Department</b>						
Streets		\$ 133,998	\$ 133,998	5.67%	\$ 60,865	\$ 194,863
Facilities Repair & Maint ISF		105,762	105,762	4.47%	48,039	153,801
Technology Maint & Replacement ISF	\$ 141,464	31,251	172,715	7.31%	78,451	109,702
Fleet & Equipment Services ISF	91,712	24,475	116,187	4.92%	52,775	77,250
Water Enterprise		509,282	509,282	21.55%	231,326	740,608
Wastewater Enterprise	798,526	526,954	1,325,481	56.08%	602,059	1,129,014
	<u>\$ 1,031,702</u>	<u>\$ 1,331,724</u>	<u>\$ 2,363,426</u>	<u>100.00%</u>	<u>\$ 1,073,514</u>	<u>\$ 2,405,238</u>

<b>Indirect Non Personnel General Fund Cost to be Allocated</b>	
City Council	\$ 19,600
Administrative Services	59,978
City Attorney	120,000
Finance	33,903
Public Works Administration	11,760
Public Works Corp Yard	11,400
Non-Departmental *	<u>826,873</u>
	1,083,514
Less Allocation to C.V. Starr Enterprise	<u>10,000</u>
	<u>\$ 1,073,514</u>

\* General fund personnel expenses (including public safety) after allocations are \$5M

\* \*Excludes Transfers, Allocations, Caspar and Community Support

**Table 3 – Internal Service Fund Allocations**

Allocated To	Facilities Repair and Maintenance	Technology Maintenance And Replacement
General Fund - 50%	\$ 179,327	\$ 175,074
Water - 25%	89,663	87,537
Wastewater - 25%	89,663	87,537
Total	<u>\$ 358,653</u>	<u>\$ 350,148</u>

Allocated To	Fleet and Equipment Services
Police Department	\$ 98,640
Public Works: Admin	2,801
Public Works: Parks	25,948
Public Works: Streets	6,679
Public Works: Storm Drains	7,110
Public Works: Corp Yard	8,618
Public Works: Traffic Safety	2,155
Water	50,573
Wastewater	52,356
	<u>\$ 254,880</u>



SALARY/BENEFIT ALLOCATION

	2013 Adopted	2014 Adopted	2015 Adopted	2016 Adopted	2017 Requested
Salary/benefit Allocations					
Streets (Gas Tax)	-	-	-	-	-
Streets - Capital Project	-	-	-	-	134,054
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	-
Facilities		79,515	82,349	80,575	105,766
IT		10,999	18,860	27,740	31,250
Fleet	106,059	22,763	21,375	23,296	24,503
RDA Successor	194,688	190,189	250,000	246,800	89,607
RDA Housing	-	-	-	-	-
Water (to GF)	500,885	496,019	488,368	464,078	509,261
Water (to WW)	180,623	177,473	178,751	183,768	175,915
Wastewater (to GF)	480,874	502,849	506,336	480,598	526,981
Total Allocations	1,463,129	1,479,807	1,546,039	1,506,854	1,597,337
Revenue					
General Fund	1,282,506	1,302,334	1,367,288	1,323,087	1,421,421
Wastewater	180,623	177,473	178,751	183,768	175,915
Total Revenue	1,463,129	1,479,807	1,546,039	1,506,854	1,597,337

GF W/O Sal/Benefit fr CV Starr 1,421,421.48

UPDATED 5/3

Salary/Bene	1,331,814
OH - Minus GF	424,919
Revenue to GF - Linked	1,756,734

1,331,814  
-

SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
Facilities Maint	-	105,766	105,766		105,766	2%
IT	141,457	31,250	172,707		172,707	3%
Fleet	91,708	24,503	116,211		116,211	2%
Streets - Capital Project		134,054	134,054		134,054	2%
GF		4,237,563	4,237,563		4,237,563	64%
Water Enterprise		509,261	509,261	175,915	685,176	10%
Wastewater Enterprise	798,490	526,981	1,325,471	(175,915)	1,149,556	17%
	1,031,656	5,569,378	6,601,034	-	6,601,034	100.00%

Non-Salary General Fund Costs to be Allocated

Administrative Services	42,673
Legal	150,000
Council	24,500
Finance	40,079
PW Engineering	19,950
Public Works Corp Yard	46,855
Non-Dept (excluding transfers)	844,788

exclude community contributions and Caspar landfill

1,168,845  
1,158,845

Less amt pd by CV Starr

	2013 Adopted	2014 Adopted	2015 Adopted	2016 Adopted	2017 Requested	
Admin Allocations						
Facilities			56,913	58,389	18,568	-68.2%
IT			79,332	91,507	30,320	-66.9%
Fleet	48,554	48,554	72,870	79,614	20,401	-74.4%
Streets - Capital Project	-	-	-	-	23,534	
GF	-	-	-	-	743,926	
Water	311,999	311,999	485,662	494,599	120,286	-75.7%
Wastewater	477,386	477,386	702,919	737,479	201,810	-72.6%
CVSC	38,858	38,858	10,000	10,000	10,000	set by budget
Total Admin Allocations	876,797	876,797	1,407,696	1,471,588	1,168,845	-20.6%

GF Sal/Benefits	1,471,588	1,168,845
	1,323,087	5,569,378
	2,794,675	6,738,223

Streets	Alleys	
1,550,000	300,000	1,850,000
84%	16%	
Sal/Bene	112,315.15	21,738.42
OH	19,717.50	3,816.29



## FY 2016/17 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL

**CITY COUNCIL**

Councilmembers (5)	50.0%	5.0%	0.0%	20.0%	25.0%	100%
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**CITY MANAGER**

City Manager	1	60.0%		20.0%	20.0%	100%
Administrative Services Director	1	65.0%	15.0%	10.0%	10.0%	100%
Human Resources Technician	1	70.0%		15.0%	15.0%	100%
City Clerk	1	70.0%		15.0%	15.0%	100%
Administrative Assistant	1	80.0%		10.0%	10.0%	100%
IT Technician	1	0.0%	100.0%			100%
Audi-Visual Tech	1		100.0%			100%
<b>TOTAL</b>	<b>6.5</b>					

## FINANCE

Finance Director/City Treasurer	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Senior Government Accountant	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Government Accountant I	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Finance Technician I	1	15.0%	1.0%	1.0%	1.0%	1.0%	1.0%	40.0%	40.0%	100%
<b>TOTAL</b>	<b>4</b>									

**POLICE**

Police Chief	1	100.0%	100%
Lieutenant	1	100.0%	100%
Administrative Coordinator	1	100.0%	100%
Police Sergeant	3	100.0%	100%
Police Officer	11	100.0%	100%
Community Service Officers	3	100.0%	100%
Police Service Technician	2	100.0%	100%
Parking Enforcement (Seasonal (3))	Hourly	100.0%	100%
<b>TOTAL</b>	<b>22</b>		

## COMMUNITY DEVELOPMENT

Community Development Director	1	90.0%	5.0%	5.0%	100%
Assistant Planner	1	90.0%	5.0%	5.0%	100%
Special Projects Manager	1	100.0%			100%
Grants Assistant	0.5	100.0%			100%
Administrative Assistant	1	100.0%			100%
<b><i>TOTAL</i></b>	<b><i>4.5</i></b>				

## FY 2016/17 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL

## FY 2016/17 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	--- Percent of Time Allocated By Fund ---								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL

### PUBLIC WORKS

Public Works Director	1	10.0%	5.0%		15.0%	20.0%	5.0%	20.0%	25.0%	100%
Engineering Technician	1	25.0%				20.0%		35.0%	20.0%	100%
Public Works Project Analyst	1	40.0%				20.0%		20.0%	20.0%	100%
Water Project Coordinator	0.8	10.0%					50.0%	25.0%	15.0%	100%
Assistant Director of Public Works	1	15.0%	5.0%		10.0%	15.0%	5.0%	20.0%	30.0%	100%
Lead Maintenance Worker	1	30.0%			10.0%	15.0%	5.0%	20.0%	20.0%	100%
Maintenance Worker III	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	40.0%			15.0%			20.0%	25.0%	100%
Maintenance Worker II	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	20.0%						40.0%	40.0%	100%
Seasonal Worker Maintenance (1)	Hourly	100.0%								100%
Mechanic	1		100.0%							100%
Seasonal Worker Streets (2)	Hourly					85.0%		15.0%		100%
<b><u>TOTAL</u></b>	<b><u>12.8</u></b>									

### WATER & WASTEWATER TREATMENT

Lead Treatment Operator-WCD	1							85.0%	15.0%	100%
Lead Treatment Operator-WW	1							5.0%	95.0%	100%
Treatment Plant Operator II	1							5.0%	95.0%	100%
Treatment Plant Operator II	1							25.0%	75.0%	100%
Treatment Plant Operator II	1							25.0%	75.0%	100%
Treatment Plant Operator II /Electrician	1							25.0%	75.0%	100%
Env. Compliance Coordinator	1							5.0%	95.0%	100%
OIT	1							5.0%	95.0%	100%
Seasonal Worker (1)	Hourly							10.0%	90.0%	100%
<b><u>TOTAL</u></b>	<b><u>8</u></b>									

**TOTAL APPROVED POSITIONS**      **57.80**

	Fund Personnel Expenditures	Personnel Costs Allocated	Total Personnel Costs Including Salary and Benefit Allocations
<b>Direct Cost Department</b>			
General Fund	\$ 4,237,563		\$ 4,237,563
Streets		\$ 134,054	134,054
Facilities Repair & Maint ISF		105,766	105,766
Technology Maint & Replacement ISF	141,457	31,250	172,707
Fleet & Equipment Services ISF	91,708	24,503	116,211
Water Enterprise		685,176	685,176
Wastewater Enterprise	798,490	351,065	1,149,556
	<u>\$ 5,269,219</u>	<u>\$ 1,331,814</u>	<u>\$ 6,601,034</u>

<b>Indirect Non Personnel General Fund Cost to be Allocated</b>	
City Council	\$ 24,500
Administration	42,673
City Attorney	150,000
Finance	40,079
Public Works Administration	19,950
Public Works Corp Yard	46,855
Non-Departmental *	844,788
	<u>1,168,845</u>
Less Allocation to C.V. Starr Enterprise	10,000
	<u>\$ 1,158,845</u>

\* Excludes Transfers, Allocations, Caspar and Community Support

From Personnel spreadsheet	\$ 6,631,736
Less Street Maint	(30,701.79)
Total	\$ 6,601,034
Check against CAP	\$ 6,601,034
Difference	<u>\$ -</u>

% of Allocated Costs	Non-Personnel Costs Allocated	Total Allocations	
64%	\$ 743,926	\$ 743,926	
2%	23,534	157,587	-
2%	18,568	124,334	-
3%	30,320	61,570	-
2%	20,401	44,905	-
10%	120,286	805,463	-
17%	201,810	552,876	-
100%	\$ 1,158,845	\$ 1,746,734	

Allocated To	Facilities Repair and Maintenance	Technology Maintenance And Replacement
General Fund - 50%	\$ 162,051	\$ 137,309
Water - 25%	81,025	68,655
Wastewater - 25%	81,025	68,655
Total	<u>\$ 324,102</u>	<u>\$ 274,619</u>

Allocated To	Fleet and Equipment Services
Police Department	\$ 81,326
Public Works: Admin	2,309
Public Works: Parks	21,394
Public Works: Streets	5,507
Public Works: Storm Drains	5,862
Public Works: Corp Yard	7,105
Public Works: Traffic Safety	1,777
Water	41,696
Wastewater	43,166
	<u>\$ 210,143</u>

**NOTE:** Fleet allocations are based on the number of vehicles used by each department.



### SALARY/BENEFIT ALLOCATION

	2013 Adopted	2014 Adopted	2015 Adopted	2016 Adopted	2017 Requested
Salary/benefit Allocations					
Streets (Gas Tax)	-	-	-	-	
Streets - Capital Project	-	-	-	-	134,054
Traffic & Safety	-	-	-	-	-
CVSC	-	-	-	-	-
Facilities		79,515	82,349	80,575	105,766
IT		10,999	18,860	27,740	31,250
Fleet	106,059	22,763	21,375	23,296	24,503
RDA Successor	194,688	190,189	250,000	246,800	89,607
RDA Housing	-	-	-	-	-
Water (to GF)	500,885	496,019	488,368	464,078	509,261
Water (to WW)	180,623	177,473	178,751	183,768	178,017
Wastewater	480,874	502,849	506,336	480,598	526,981
Total Allocations	1,463,129	1,479,807	1,546,039	1,506,854	1,599,438
Revenue					
General Fund	1,282,506	1,302,334	1,367,288	1,323,087	1,421,421
Wastewater	180,623	177,473	178,751	183,768	178,017
Total Revenue	1,463,129	1,479,807	1,546,039	1,506,854	1,599,438

GF W/O Sal/Benefit fr CV Starr	1,421,421.48
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**UPDATED 5/3**

Salary/Bene	1,331,814
OH - Minus GF	289,058
<b>Revenue to GF - Linked</b>	<b>1,620,872</b>

### SALARY & BENEFIT ALLOCATION PERCENTAGES

	Fund Personnel Expenditures	Salary & Benefits Allocation	Sub-Total Fund Salary & Benefit Cost	Salary & Benefit Cost Credited to WW from Water	Sub-Total Fund Salary & Benefit Cost	% of Allocated Cost
	-	105,766	105,766	-	-	0%
Facilities Maint	-	105,766	105,766	-	105,766	2%
IT	26,774	31,250	58,024	-	58,024	1%
Fleet	91,708	24,503	116,211	-	116,211	2%
Streets - Capital Project	-	134,054	134,054	-	134,054	2%
GF	-	4,212,171	4,212,171	-	4,212,171	74%
Water Enterprise	-	509,261	509,261	178,017	687,278	12%
Wastewater Enterprise	-	526,981	526,981	(178,017)	348,964	6%
	118,482	5,543,985	5,662,468	-	5,662,468	100.00%

### Non-Salary General Fund Costs to be Allocated

Administrative Services	42,673	
Legal	150,000	
Council	24,500	
Finance	36,879	
PW Engineering	14,700	
Public Works Corp Yard	14,250	
Non-Dept (excluding transfers)	<u>816,538</u>	exclude community contributions and Caspar landfill
	1,099,540	
	1,089,540	Less amt pd by CV Starr

	2013 Adopted	2014 Adopted	2015 Adopted	2016 Adopted	2017 Requested	
Admin Allocations						
Facilities			56,913	58,389	20,351	-65.1%
IT			79,332	91,507	11,165	-87.8%
Fleet	48,554	48,554	72,870	79,614	22,361	-71.9%
Streets - Capital Project	-	-	-	-	25,794	
<b>GF</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>810,482</b>	
Water	311,999	311,999	485,662	494,599	132,242	-73.3%
Wastewater	477,386	477,386	702,919	737,479	67,146	-90.9%
CVSC	38,858	38,858	10,000	10,000	10,000	set by budget
Total Admin Allocations	876,797	876,797	1,407,696	1,471,588	1,099,540	-25.3%
				1,471,588	1,099,540	
			GF Sal/Benefits	1,323,087	5,543,985	
				2,794,675	6,643,525	

	Streets	Alleys	
	1,550,000	300,000	1,850,000
	84%	16%	
Sal/Bene	112,315.15	21,738.42	
OH	21,611.05	4,182.78	

### Total Salary & Benefits After Allocations

	\$	%
General Fund	\$ 4,221,952	64%
Wastewater Enterprise	1,150,941	17%
Water Enterprise	683,822	10%
Technology Internal Service	172,715	3%
Streets Capital Project	133,998	2%
Fleet Internal Service	116,187	2%
Facilities Internal Service	105,762	2%
<b>Total Salary/Benefits</b>	<b>\$ 6,585,378</b>	<b>100%</b>



FY 2016/17 Salary/Benefit Allocations

UPDATED 5/26		Salary/ Benefits	Credit		Debit								Check	Storm										TOTAL
			GF	WW	GF Exp	Fleet	IT	Fac	Streets	Storm Dr	Water	WW	Total		GF Exp	Fleet	IT	Fac	Street	Drain	Water	WW		
CITY COUNCIL																								
Councilmembers		124,920	62,460	-	62,460	-	-	-	-	6,246	-	24,984	31,230	124,920	-	50%	0%	0%	0%	5%	0%	20%	25%	100%
		124,920	62,460	-	62,460	-	-	-	-	6,246	-	24,984	31,230	124,920	-									
CITY MANAGER																								
City Manager		225,094	90,037	-	135,056	-	-	-	-	-	-	45,019	45,019	225,094	-	60%	0%	0%	0%	0%	0%	20%	20%	100%
Administrative Services Director		137,950	48,283	-	89,668	-	-	20,693	-	-	-	13,795	13,795	137,950	-	65%	0%	15%	0%	0%	0%	10%	10%	100%
HR Tech		72,608	21,782	-	50,825	-	-	-	-	-	-	10,891	10,891	72,608	-	70%	0%	0%	0%	0%	0%	15%	15%	100%
City Clerk		98,415	29,524	-	68,890	-	-	-	-	-	-	14,762	14,762	98,415	-	70%	0%	0%	0%	0%	0%	15%	15%	100%
Admin Assistant		91,693	18,339	-	73,354	-	-	-	-	-	-	9,169	9,169	91,693	-	80%	0%	0%	0%	0%	0%	10%	10%	100%
		625,759	207,965	-	417,794	-	-	20,693	-	-	-	93,636	93,636	625,759	-									
FINANCE																								
Fin Director		140,785	90,103	-	50,683	4,224	4,224	4,224	4,224	4,224	2,816	35,196	35,196	140,785	-	36%	3%	3%	3%	3%	2%	25%	25%	100%
Government Accountant II		93,057	59,557	-	33,501	2,792	2,792	2,792	2,792	2,792	1,861	23,264	23,264	93,057	-	36%	3%	3%	3%	3%	2%	25%	25%	100%
Accountant I		92,215	59,018	-	33,197	2,766	2,766	2,766	2,766	2,766	1,844	23,054	23,054	92,215	-	36%	3%	3%	3%	3%	2%	25%	25%	100%
Fin Tech I		77,570	65,935	-	11,636	776	776	776	776	776	776	31,028	31,028	77,570	-	15%	1%	1%	1%	1%	1%	40%	40%	100%
		403,628	274,612	-	129,016	10,557	10,557	10,557	10,557	10,557	7,297	112,543	112,543	403,628	-									
Public Safety																								
Police Chief		228,030	-	-	228,030	-	-	-	-	-	-	-	-	228,030	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Police Lieutenant		192,676	-	-	192,676	-	-	-	-	-	-	-	-	192,676	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
PD Adm Sec/Office Mgr		93,361	-	-	93,361	-	-	-	-	-	-	-	-	93,361	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Police Sergeant		642,365	-	-	642,365	-	-	-	-	-	-	-	-	642,365	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Police Officers *		1,141,206	-	-	1,141,206	-	-	-	-	-	-	-	-	1,141,206	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
CSO		216,695	-	-	216,695	-	-	-	-	-	-	-	-	216,695	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
PST		166,031	-	-	166,031	-	-	-	-	-	-	-	-	166,031	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Parking		-	-	-	-	-	-	-	-	-	-	-	-	-	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Departmental OT etc.		123,332	-	-	123,332	-	-	-	-	-	-	-	-	123,332	-	100%								
		2,803,696	-	-	2,803,696	-	-	-	-	-	-	-	-	2,803,696	-									
COMMUNITY DEVELOPMENT																								
Comm Dev Dir		158,535	15,853	-	142,681	-	-	-	-	-	-	7,927	7,927	158,535	-	90%	0%	0%	0%	0%	0%	5%	5%	100%
Assistant Planner		88,706	8,871	-	79,836	-	-	-	-	-	-	4,435	4,435	88,706	-	90%	0%	0%	0%	0%	0%	5%	5%	100%
Special Projects Manager		131,593	-	-	131,593	-	-	-	-	-	-	-	-	131,593	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Grants Assistant		24,347	-	-	24,347	-	-	-	-	-	-	-	-	24,347	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
Admin Assistant		58,768	-	-	58,768	-	-	-	-	-	-	-	-	58,768	-	100%	0%	0%	0%	0%	0%	0%	0%	100%
		461,949	24,724	-	437,225	-	-	-	-	-	-	12,362	12,362	461,949	-									
PUBLIC WORKS																								
Public Works Director	TV	159,355	143,420	-	15,936	7,968	-	23,903	31,871	7,968	31,871	39,839	159,355	-	10%	5%	0%	15%	20%	5%	20%	25%	100%	
Engineering Tech	SF	80,609	60,457	-	20,152	-	-	-	16,122	-	28,213	16,122	80,609	-	25%	0%	0%	0%	20%	0%	35%	20%	100%	
Public Works Project Analyst	CP	91,177	54,706	-	36,471	-	-	-	18,235	-	18,235	18,235	91,177	-	40%	0%	0%	0%	20%	0%	20%	20%	100%	
Water Project Manager	TJB	92,627	83,364	-	9,263	-	-	-	-	46,313	23,157	13,894	92,627	-	10%	0%	0%	0%	0%	50%	25%	15%	100%	
Assistant Director of Public Works	JS	119,557	101,623	-	17,934	5,978	-	11,956	17,934	5,978	23,911	35,867	119,557	-	15%	5%	0%	10%	15%	5%	20%	30%	100%	
Lead Maint Worker	IS	104,710	73,297	-	31,413	-	-	10,471	15,707	5,236	20,942	20,942	104,710	-	30%	0%	0%	10%	15%	5%	20%	20%	100%	
Maintenance Worker III	R Oates	87,562	61,294	-	26,269	-	-	-	8,756	4,378	21,891	26,269	87,562	-	30%	0%	0%	0%	10%	5%	25%	30%	100%	
Maintenance Worker II	S Baxman	86,256	60,379	-	25,877	-	-	-	8,626	4,313	21,564	25,877	86,256	-	30%	0%	0%	0%	10%	5%	25%	30%	100%	
Maintenance Worker II	J Balassi	84,265	50,559	-	33,706	-	-	-	12,640	-	16,853	21,066	84,265	-	40%	0%	0%	15%	0%	0%	20%	25%	100%	
Maintenance Worker II	T Mitchell	84,265	63,198	-	21,066	-	-	-	21,066	-	25%	21,066	84,265	-	25%	0%	0%	25%	0%	0%	25%	25%	100%	
Maintenance Worker I	A Roberts	60,691	45,519	-	15,173	-	-	15,173	-	-	15,173	15,173	60,691	-	25%	0%	0%	25%	0%	0%	25%	25%	100%	
Maintenance Worker I	D Orsi	57,150	45,720	-	11,430	-	-	-	-	-	22,860	22,860	57,150	-	20%	0%	0%	0%	0%	0%	40%	40%	100%	
Seasonal Worker (2)		-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%	0%	0%	100%	0%	0%	0%	100%	
Departmental Comp time payout		15,810	-	-	15,810	-	-	-	-	-	-	-	-	-	100%									
		1,124,034	843,536	-	280,498	13,946	-	95,209	117,250	74,185	265,736	277,210	1,108,224	15,810										
WATER & WASTEWATER TREATMENT																								
Lead Treatment Operator-Water	H. Daniels	95,019	-	80,766	-	-	-	-	-	-	80,766	14,253	95,019	-	0%	0%	0%	0%	0%	0%	85%	15%	100%	
Lead Treatment Operator-WW	J. Goekler	100,749	-	5,037	-	-	-	-	-	-	5,037	95,711	100,749	-	0%	0%	0%	0%	0%	0%	5%	95%	100%	
Treatment Plant Operator II	L. Bainbridge	124,325	-	6,216	-	-	-	-	-	-	6,216	118,108	124,325	-	0%	0%	0%	0%	0%	0%	5%	95%	100%	
Treatment Plant Operator II	C Brians	97,464	-	24,366	-	-	-	-	-	-	24,366	73,098	97,464	-	0%	0%	0%	0%	0%	0%	25%	75%	100%	
Treatment Plant Operator II	M Shaw	93,426	-	23,356	-	-	-	-	-	-	23,356	70,069	93,426	-	0%	0%	0%	0%	0%	0%	25%	75%	100%	
Treatment Plant Operator II /Electrician	M Larson	106,406	-	26,601	-	-	-	-	-	-	26,601	79,804	106,406	-	0%	0%	0%	0%	0%	0%	25%	75%	100%	
Lab Director	F Kemper	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	0%	0%	0%	0%	0%	5%	95%	100%	

5,543,985.47

GF 65%  
ISF 22%  
WWW 12%

36  
18

## FY 2016/17 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -								
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
<b><u>CITY COUNCIL</u></b>										
Councilmembers (5)		50.0%				5.0%	0.0%	20.0%	25.0%	100%
<b><u>CITY MANAGER</u></b>										
City Manager	1	60.0%						20.0%	20.0%	100%
Administrative Services Director	1	65.0%		15.0%				10.0%	10.0%	100%
Human Resources Technician	1	70.0%						15.0%	15.0%	100%
City Clerk	1	70.0%						15.0%	15.0%	100%
Administrative Assistant	1	80.0%						10.0%	10.0%	100%
IT Technician	1	0.0%		100.0%						100%
Audi-Visual Tech	1			100.0%						100%
<b>TOTAL</b>	<b>6.5</b>									
<b><u>FINANCE</u></b>										
Finance Director/City Treasurer	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Senior Government Account	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Government Accountant I	1	36.0%	3.0%	3.0%	3.0%	3.0%	2.0%	25.0%	25.0%	100%
Finance Technician I	1	15.0%	1.0%	1.0%	1.0%	1.0%	1.0%	40.0%	40.0%	100%
<b>TOTAL</b>	<b>4</b>									
<b><u>POLICE</u></b>										
Police Chief	1	100.0%								100%
Lieutenant	1	100.0%								100%
Administrative Coordinator	1	100.0%								100%
Police Sergeant	3	100.0%								100%
Police Officer	11	100.0%								100%
Community Service Officers	3	100.0%								100%
Police Service Technician	2	100.0%								100%
Parking Enforcement (Seasonal)	Hourly	100.0%								100%
<b>TOTAL</b>	<b>22</b>									
<b><u>COMMUNITY DEVELOPMENT</u></b>										
Community Development Director	1	90.0%						5.0%	5.0%	100%
Assistant Planner	1	90.0%						5.0%	5.0%	100%
Special Projects Manager	1	100.0%								100%
Grants Assistant	0.5	100.0%								100%
Administrative Assistant	1	100.0%								100%
<b>TOTAL</b>	<b>4.5</b>									
<b><u>PUBLIC WORKS</u></b>										
Public Works Director	1	10.0%	5.0%		15.0%	20.0%	5.0%	20.0%	25.0%	100%
Engineering Technician	1	25.0%				20.0%		35.0%	20.0%	100%
Public Works Project Analyst	1	40.0%				20.0%		20.0%	20.0%	100%
Water Project Coordinator	0.8	10.0%					50.0%	25.0%	15.0%	100%
Assistant Director of Public Works	1	15.0%	5.0%		10.0%	15.0%	5.0%	20.0%	30.0%	100%
Lead Maintenance Worker	1	30.0%			10.0%	15.0%	5.0%	20.0%	20.0%	100%
Maintenance Worker III	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	30.0%				10.0%	5.0%	25.0%	30.0%	100%
Maintenance Worker II	1	40.0%			15.0%			20.0%	25.0%	100%
Maintenance Worker II	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	25.0%			25.0%			25.0%	25.0%	100%
Maintenance Worker I	1	20.0%						40.0%	40.0%	100%
Mechanic	1		100.0%							100%
Seasonal Worker (2)	Hourly					85.0%		15.0%		100%

## Liability Insurance/Claims Premium Distribution

### Distribution Basis/Bases

Total Liability Insurance/Claims Premium FY 2015/2016

**Total**

<b>Percent</b>	<b>Dept. Budget</b>
<b>100%</b>	\$ 288,013
<b>100%</b>	<b>\$ 288,013</b>

Org #	Departments	Claims Paid: Last 3 Years			Claims Made: Last 3 Years			Operating Budget			Total Distribution
		Amount	Percent	Distribution	No.	Percent	Disbribution	Amount	Percent	Distribution	
GENERAL FUND											
10017100	Business, Economic, Grant & Housing	-	0.00%	-	-	0.00%	-	313,850	0.94%	896	896
10018000	Community Outreach/Public Information Services	-	0.00%	-	-	0.00%	-	37,000	0.11%	106	106
10022100	Parks	958	0.28%	300	2	5.48%	5,300	1,097,489	3.27%	3,133	8,733
10022810	Recreation Administration (includes all Recreation Activities)	-	0.00%	-	-	0.00%	-	866,223	2.58%	2,473	2,473
10023100	Planning & Community Development	-	0.00%	-	-	0.00%	-	506,928	1.51%	1,447	1,447
10023320	Building Inspection	-	0.00%	-	-	0.00%	-	284,354	0.85%	812	812
10024210	Engineering (includes Landfill/Solid Waste)	-	0.00%	-	-	0.00%	-	610,161	1.82%	1,742	1,742
10024214	Traffic Signal Operations	-	0.00%	-	-	0.00%	-	33,000	0.10%	94	94
10024220	Streets	12,481	3.67%	3,500	7	19.18%	18,400	775,765	2.31%	2,214	24,114
10024224	Storm Drain	-	0.00%	-	-	0.00%	-	98,239	0.29%	280	280
10020217	Animal Control	-	0.00%	-	-	0.00%	-	83,765	0.25%	239	239
10520210	Police Patrol	82,498	24.26%	23,300	10	27.40%	26,300	5,243,320	15.62%	14,967	64,567
10520224	Police Major Crimes	-	0.00%	-	-	0.00%	-	162,314	0.48%	463	463
10520218	Community Services Officers (Includes SLESF)	-	0.00%	-	-	0.00%	-	504,767	1.50%	1,441	1,441
10521210	Fire	8,699	2.56%	2,500	1	2.74%	2,600	2,144,519	6.39%	6,122	11,222
ENTERPRISE FUNDS											
64020213	Parking Enforcement	-	0.00%	-	-	0.00%	-	127,906	0.38%	365	365
72022400	Golf	-	0.00%	-	-	0.00%	-	41,973	0.13%	120	120
73022600	Conference Center	36,000	10.59%	10,200	1	2.74%	2,600	257,524	0.77%	735	13,535
77725200	Airport	-	0.00%	-	-	0.00%	-	1,116,037	3.32%	3,186	3,186
80026110	Electric Overhead	-	0.00%	-	-	0.00%	-	1,069,948	3.19%	3,054	3,054
80026120	Electric Underground	-	0.00%	-	-	0.00%	-	1,059,977	3.16%	3,026	3,026
80026130	Electric Substation	-	0.00%	-	-	0.00%	-	297,165	0.89%	848	848
80026200	Electric Testing & Calibrating	-	0.00%	-	-	0.00%	-	229,920	0.68%	656	656
80026300	Electric Generation	-	0.00%	-	-	0.00%	-	8,541,565	25.45%	24,382	24,382
80026330	Electric Hydro Plant	-	0.00%	-	-	0.00%	-	268,443	0.80%	766	766
80026400	Electric Administration	4,131	1.21%	1,200	2	5.48%	5,300	560,546	1.67%	1,600	8,100
80526610	Street Lighting	-	0.00%	-	-	0.00%	-	368,369	1.10%	1,052	1,052
80626500	Public Benefit	-	0.00%	-	-	0.00%	-	510,000	1.52%	1,456	1,456
82024410	Water Administration	5,557	1.63%	1,600	3	6.85%	6,600	539,837	1.61%	1,541	9,741
82024411	Water Production Operations & Management	-	0.00%	-	-	0.00%	-	1,091,424	3.25%	3,115	3,115
82024414	Water Distribution Operations & Maintenance	-	0.00%	-	-	0.00%	-	747,750	2.23%	2,134	2,134
84024420	Wastewater Administration	189,778	55.80%	53,600	11	30.14%	28,900	562,786	1.68%	1,606	84,106
84024421	Wastewater Operations & Maintenance	-	0.00%	-	-	0.00%	-	572,944	1.71%	1,635	1,635
84024425	Wastewater Treatment	-	0.00%	-	-	0.00%	-	2,296,575	6.84%	6,556	6,556
SPECIAL REVENUE & OTHER FUNDS											
10017200	Successor Agency	-	0.00%	-	-	0.00%	-	33,800	0.10%	96	96
31122870	Alex Rorabaugh Recreation Center (ARRC)	-	0.00%	-	-	0.00%	-	76,426	0.23%	218	218
31217100	Downtown Business Improvement	-	0.00%	-	-	0.00%	-	15,000	0.04%	43	43
69122700	Museum	-	0.00%	-	-	0.00%	-	307,703	0.92%	878	878
75017110	Visit Ukiah	-	0.00%	-	-	0.00%	-	110,000	0.33%	314	314
Total Operating Budget Used for Distribution		340,102	100.00%	96,200	37	100.00%	96,000	33,565,312	100.00%	95,813	288,013

## Property, Earthquake & Flood, and Auto Premium Distribution

Org #	Departments	Property Value	Earthquake & Flood Premium (DIC)	Property Insurance Premium	Dept. Percent	Total Distribution
<b>GENERAL FUND</b>						
10012400	Misc. General Government	11,960,097	8,282	8,697	6.99%	\$ 16,979
<b>ENTERPRISE FUNDS</b>						
72022400	Golf	2,163,800	729	1,540	0.93%	\$ 2,269
77725200	Airport	7,193,960	793	5,119	2.43%	\$ 5,912
80026400	Electric	16,094,560	10,743	10,593	8.78%	\$ 21,336
82024410	Water	22,012,239	15,737	15,662	12.92%	\$ 31,400
84024420	Wastewater	98,105,437	57,807	70,663	52.87%	\$ 128,470
<b>INTERNAL SERVICE FUNDS</b>						
20822500	Building Maintenance	6,301,058	4,478	4,483	3.69%	\$ 8,961
20824300	Corp yard	3,560,550	1,961	2,533	1.85%	\$ 4,495
<b>SPECIAL REVENUE &amp; OTHER FUNDS</b>						
31122870	Alex Rorabaugh Recreation Center	6,583,000	-	4,684	1.93%	\$ 4,684
69122700	Museum	12,918,168	9,309	9,192	7.61%	\$ 18,501
<b>Total Property &amp; DIC Premium</b>		<b>186,892,869</b>	<b>109,840</b>	<b>133,166</b>	<b>100.00%</b>	<b>243,006</b>

*Distribution is based on property valuation*

Misc. Gen Gov	16,979
Engineering	116
Streets	3,120
Parks	986
Police	2,911
Fire	5,166
Garage	181
Building Maintenance	9,444
Corp Yard	4,495
Golf	2,269
Airport	6,902
Electric	26,513
Water	34,237
Wastewater	130,903
ARRC	4,684
Museum	18,501
Total	267,406

Org #	Departments	Value of Vehicles	Dept. Percent	Total Distribution
<b>GENERAL FUND</b>				
10024210	Engineering	37,532	0.48%	116
10024220	Streets	1,005,983	12.79%	3,120
10022100	Parks	318,018	4.04%	986
10520210	Police	938,534	11.93%	2,911
10521210	Fire	1,665,563	21.17%	5,166
<b>INTERNAL SERVICE FUNDS</b>				
20324100	Garage	58,496	0.74%	181
20822500	Building Maintenance	155,660	1.98%	483
<b>ENTERPRISE FUNDS</b>				
77725200	Airport	319,271	4.06%	990
80026400	Electric	1,669,064	21.22%	5,177
82024410	WTP	77,874	0.99%	242
82024410	Water	837,034	10.64%	2,596
84024420	Wastewater	684,846	8.71%	2,124
84024420	WWTP	99,348	1.26%	308
<b>Total Auto Insurance Premium</b>		<b>7,867,223.0</b>	<b>100.00%</b>	<b>24,400</b>



Ukiah Property and DIC Coverage FY 14  
Updated 6/17/14

Updated 6/17/14										Boiler and Machinery Total		DIC		Property				
Location	Site	Description	Value of Buildings	Sq Ft	Cost/ Sq Ft	Contents	Fine Arts	Property In the Open	Contractor's Equipment	Property Total	Amount not DIC covered	DIC Coverage	Fund	%	Allocation	%	Allocation	
1	Civic Center	1-001	Civic Center Building	3,772,000	21,695	174	981,900			4,753,900		4,753,900						
2		1-002	Fire Training Building	103,000	380	271	7,868			110,868	110,868	0						
3		1-003	Civic Center Annex	1,017,000	6,311	161	93,500			1,110,500		1,110,500						
4		1-004	Evidence Storage	15,000	200	75				115,000		115,000						
5		1-005	Radio Communication Bldg				100,000			100,000		100,000						
6		1-006	Radio Tower						50,000	50,000		50,000						
7		1-999	Property in the Open						60,790	60,790		60,790						
												6,190,190	6,301,058	208	4.08%	4,478	3.37%	4,483
8	Golf Course	2-001	Shop Building	151,000	1,104	137	39,100			190,100	190,100	0						
9		2-002	Cart Storage #1 Building	478,000	3,100	154				478,000	478,000	0						
10		2-003	Club House Building	861,000	5,666	152	15,000			876,000		876,000						
12		2-005	Cart Storage #2 Building	478,000	3,100	154	10,000			488,000	488,000	0						
16		2-009	Golf Course Booster Station	32,000	100	320	3,900			35,900		35,900						
17		2-999	Property in the Open						95,800	95,800		95,800						
												1,007,700	2,163,800	720	0.66%	729	1.16%	1,540
18	Sun House Museum Complex	3-001	Sun House Building	664,000	2,445	272	205,800	300,000		1,169,800		1,169,800						
19		3-002	Museum Building	2,422,000	10,791	224	25,000	9,252,978		11,699,978		11,699,978						
20		3-003	Storage Building	6,000	200	30	2,500			8,500	8,500	0						
21		3-999	Property in the Open						39,890	39,890	39,890	0						
												12,869,778	12,918,168	691	8.48%	9,309	6.90%	9,192
22	Gobbi Electric Sub-Station	4-001	Control Building	100,000	234	427	9,100			109,100		109,100						
23		4-002	Electrical Sub Station	2,137,000						2,137,000		2,137,000						
24		4-999	Property in the Open						16,900	16,900	16,900	0						
												2,246,100	2,263,000	800	1.48%	1,625	1.21%	1,610
25	Redwood Electric Sub-Station	5-001	Electrical Sub Station	1,203,000						1,203,000		1,203,000						
26		5-999	Property in the Open					3,760	3,760	3,760	3,760	0						
												1,203,000	1,206,760	800	0.79%	870	0.64%	859
27	Old Police Headquarters	6-001	Old Police Headquarters	1,343,000	5,644	238				1,343,000		1,343,000						
28		6-999	Property in the Open					17,840	17,840	17,840	17,840	0						
												1,343,000	1,360,840	100	0.88%	971	0.73%	968
29	Corporation Yard	7-001	Warehouse and Office	1,054,000	6,750	156	209,600			1,263,600		1,263,600						
30		7-002	Garage	949,000	4,747	200	169,700			1,118,700		1,118,700						
31		7-004	Public Works/Water Offices	590,000	3,900	151	139,400			729,400	729,400	0						
32		7-005	Electrical Crew Office	269,000	1,683	160	60,200			329,200		329,200						
33		7-999	Property in the Open						119,650	119,650	119,650	0						
												2,711,500	3,560,550	208	1.79%	1,961	1.90%	2,533
34	Low Gap Electric Switching Yard	8-001	Electrical Switching Yard	252,000						252,000		252,000						
35		8-999	Property in the Open					18,800	18,800	18,800	18,800	0						
												252,000	270,800	800	0.17%	182	0.14%	193
36	Airport	9-001	Commercial Rental Hangar	509,000	4,800	106				509,000	509,000	0						
37		9-002	FAA Flight Service Station	388,000	2,838	137	50,000			438,000		438,000						
38		9-003	Aviation Office Building	244,000	1,648	148				244,000		244,000						
39		9-004	Maintenance Building	488,000	3,000	163				488,000	488,000	0						
40		9-005	Maintenance Building	488,000	3,000	163				488,000	488,000	0						
41		9-006	Maintenance Building	534,000	4,104	130				534,000	534,000	0						
42		9-007	Maintenance Building	413,000	2,696	153				413,000	413,000	0						
43		9-008	Maintenance Building	516,000	3,100	166				516,000	516,000	0						
44		9-009	Contrete Storage	25,000	192	130	7,400			32,400	32,400	0						
45		9-011	T-Hangar #1-10	764,000	9,920	77	5,000			769,000	769,000	0						
46		9-012	T-Hangar #11-20	880,000	11,808	75				880,000	880,000	0						
47		9-013	T-Hangar #21-33	679,000	11,808	58				679,000	679,000	0						
48		9-014	Portable T-Hangar #36	32,000	1,050	30				32,000	32,000	0						
49		9-015	Portable T-Hangar #37	24,000	794	30				24,000	24,000	0						
50		9-016	Portable T-Hangar #38	24,000	794	30				24,000	24,000	0						
51		9-017	Portable T-Hangar #39	24,000	794	30				24,000	24,000	0						
52		9-018	Portable T-Hangar #40	24,000	794	30				24,000	24,000	0						
53		9-019	Portable T-Hangar #41	24,000	794	30				24,000	24,000	0						
54		9-020	Portable T-Hangar #42	24,000	794	30				24,000	24,000	0						
55		9-021	Portable T-Hangar #43	24,000	794	30				24,000	24,000	0						
56		9-022	Portable T-Hangar #44	24,000	794	30				24,000	24,000	0						
57		9-023	Portable T-Hangar #45	24,000	794	30				24,000	24,000	0						
58		9-024	Portable T-Hangar #46	24,000	794	30				24,000	24,000	0						
59		9-025	Portable T-Hangar #47	24,000	810	30				24,000	24,000	0						
60		9-026	Portable T-Hangar #48	32,000	1,050	30				32,000	32,000	0						
61		9-027	Portable T-Hangar #49	32,000	1,050	30				32,000	32,000	0						
62		9-028	Portable T-Hangar #50	32,000	1,050	30				32,000	32,000	0						
63		9-029	Portable T-Hangar #51	32,000	1,050	30				32,000	32,000	0						
64		9-030	Portable T-Hangar #52	24,000	810	30				24,000	24,000	0						
65		9-031	Portable T-Hangar #53	24,000	810	30				24,000	24,000	0						
66		9-032	Portable T-Hangar #54	24,000	810	30				24,000	24,000	0						
67		9-033	Portable T-Hangar #55	24,000	810	30				24,000	24,000	0						
68		9-034	Portable T-Hangar #56	24,000	810	30				24,000	24,000	0						
69		9-035	Portable T-Hangar #57	24,000	810	30				24,000	24,000	0						
70		9-036	Portable T-Hangar #58	24,000	810	30				24,000	24,000	0						
71		9-037	Portable T-Hangar #59	24,000	810	30				24,000	24,000	0						
72		9-038	Portable T-Hangar #60	24,000	810	30				24,000	24,000	0						
73		9-039	Portable T-Hangar #61	24,000	810	30				24,000	24,000	0						
74		9-040	Portable T-Hangar #62	24,000	810	30				24,000	24,000	0						
75		9-041	Portable T-Hangar #63	24,000	810	30				24,000	24,000	0						
76		9-042	Portable T-Hangar #64	24,000	810	30				24,000	24,000	0						
77		9-043	Portable T-Hangar #65	24,000	810	30				24,000	24,000	0						
78		9-901	Portable Office	29,000	384	76				29,000	29,000	0						
79		9-999	Property in the Open															

Ukiah Property and DIC Coverage FY 14  
Updated 6/17/14

										Boiler								
127		15-033	Grit Removal Facility				2,462,000		2,462,000		2,462,000	2,462,000						
128		15-034	Trickling Filter Elec Bldg	1,021,000	800	1,276		1,021,000		1,021,000	1,021,000							
129		15-035	Trickling Filter Pumping Sta				1,423,000		1,423,000		1,423,000	1,423,000						
130		15-036	Aeration Blower Bldg	1,916,000	2,400	798		1,916,000		1,916,000	1,916,000							
131		15-037	AWT Pump Station				827,365		827,365		827,365	827,365						
132		15-038	Recycled Water Filters				304,053		304,053		304,053	304,053						
133		15-039	Disinfection Chmcl Strg Fac	500,000	450	1,111		500,000	500,000		0	500,000						
134		15-040	DAFT Equipment Building	2,500,000	580	4,310		2,500,000			2,500,000	2,500,000						
135		15-041	Trickling Filter Electric Bldg	2,000,000	220	9,091		2,000,000			2,000,000	2,000,000						
136		15-042	Raw Sewage Dist Structure	500,000	500	1,000		500,000			500,000	500,000						
137		15-043	Headworks Electrical Bldg	1,875,000	195	9,615		1,875,000			1,875,000	1,875,000						
138		15-044	Blower Building	1,250,000	409	3,056		1,250,000			1,250,000	1,250,000						
139		15-045	Influent Structure	3,125,000	260	12,019		3,125,000			3,125,000	3,125,000						
140		15-046	Secondary Clarifier (2)				10,937,500	10,937,500	10,937,500		0	10,937,500						
141		15-047	Reclaimed Water Pmpg Stn				875,000	875,000			875,000	875,000						
142		15-048	DAFT units (2)	2,375,000	300	7,917		2,375,000	2,375,000		0	2,375,000						
143		15-049	Screening Facility				1,875,000	1,875,000	1,875,000		0	1,875,000						
144		15-050	Grit Removal				1,875,000	1,875,000			1,875,000	1,875,000						
145		15-051	Bar Screens				3,625,000	3,625,000	3,625,000		0	3,625,000						
146		15-052	Solids Contact Tank				1,200,000	1,200,000			1,200,000	1,200,000						
147		15-053	Drying Bed				625,000	625,000			625,000	625,000						
148		15-054	Power Generation Bldg	3,000,000	300	10,000		3,000,000			3,000,000	3,000,000						
149		15-999	Property in the Open				79,300	79,300	79,300		0	79,300						
												78,713,637	98,105,437	840	51.84%	56,937	52.42%	69,805
150	Ukiah Valley Conference Center	16-001	Conference Center	4,342,000	21,915	198	50,000		4,392,000			4,392,000	4,392,000					
151	Alex Thomas Plaza	17-001	Public Restrooms and Storage	223,000	971	230	1,000		224,000			224,000	224,000					
152		17-999	Property in the Open					123,680	123,680			123,680	123,680					
												4,739,680	4,739,680	100	3.12%	3,428	2.53%	3,372
153	Observatory Park	18-001	House Building	287,000	1,874	153		287,000			287,000	287,000						
154		18-002	Office	15,000	268	56		15,000			15,000	15,000						
155		18-003	Observatory	5,000	169	30		5,000			5,000	5,000						
156		18-999	Property in the Open					7,840	7,840	7,840	0	7,840						
												307,000	314,840	100	0.20%	222	0.17%	224
157	Hydroelectrical Power Plant	20-001	Power Plant	12,354,000				12,354,000			12,354,000	12,354,000						
												12,354,000	12,354,000	800	8.14%	8,936	6.60%	8,790
158	Todd Grove Park	21-001	Restroom Building	94,000	414	227	1,000		95,000			95,000	95,000					
159		21-999	Property in the Open					196,470	196,470			196,470	196,470					
												291,470	291,470	100	0.19%	211	0.16%	207
160	Ukiah Sports Complex	22-001	Restroom / Concession	202,000	934	216	10,000		212,000	212,000	0	212,000						
161		22-999	Property in the Open					142,330	142,330	142,330	0	142,330						
												0	354,330	100	0.00%	-	0.19%	252
162	Pool	23-001	Bath House Building	257,000	2,100	122	15,600		272,600			272,600	272,600					
163		23-002	Pump House	53,000	405	131	25,000		78,000	78,000	0	78,000						
164		23-003	Storage Building	6,000	210	29	1,000		7,000	7,000	0	7,000						
165		23-004	Main Pool	257,000	5,400	48		257,000			257,000	257,000						
166		23-005	Training Pool	174,000				174,000			174,000	174,000						
167		23-999	Property in the Open					40,150	40,150	40,150	0	40,150						
												703,600	828,750	100	0.46%	509	0.44%	590
168	Vinewood Park	25-001	Restroom Building	16,000	180	89	1,000		17,000	17,000	0	17,000						
169		25-999	Property in the Open					94,530	94,530		94,530	94,530						
												94,530	111,530	100	0.06%	68	0.06%	79
170	Oak Manor Park	26-999	Property in the Open				234,610		234,610		234,610	234,610						
171	Nokomis School Park	27-999	Property in the Open				116,498		116,498	116,498	0	116,498						
172	McGarvey Park	28-999	Property in the Open				4,080		4,080	4,080	0	4,080						
												234,610	355,188	100	0.15%	170	0.19%	253
180	Orchard Park	36-999	Property in the Open				30,000		30,000	30,000	0	30,000						
181	River Park	37-999	Property in the Open				100,000		100,000	100,000	0	100,000						
												0	130,000	100	0.00%	-	0.07%	92
186	Orchard Avenue Bridge	48-001	Orchard Ave Bridge				2,099,309		2,099,309		2,099,309	2,099,309						
187	Ukiah Skate Park	49-999	Ukiah Skate Park				1,000,000		1,000,000		1,000,000	1,000,000						
												3,099,309	3,099,309	100	2.04%	2,242	1.66%	2,205
188	Alex Rorabaugh Center		Alex Rorabaugh Center	6,500,000	20,000	325	75,000	8,000	6,583,000	6,583,000	0	6,583,000						
												0	6,583,000	311	0.00%	-	3.52%	4,684
188		Totals	Property FY 14/DC - Ukiah	107,898,000	268,807	401	5,975,832	9,552,978	63,728,359	0	187,155,169	35,304,456	151,850,713	187,155,169	100.00%	109,840	100.00%	133,165

2/11/14, totals equal CJPRMA report 11/29/17 9:10 AM  
 \*Added Alex Rorabaugh property on 2-28-14  
 2/2/15 totals equal CJPRMA report

Summary of Allocations	DIC	Property	
100 General Fund	8,282	8,897	\$ 16,979 6.99%
311 ARC	-	4,684	\$ 4,684 1.93%
208 Building	4,478	4,483	\$ 8,961 3.69%
208 Corp yard	1,961	2,533	\$ 4,495 1.85%
691 Museum	9,309	9,192	\$ 18,501 7.61%
720 Golf Course	729	1,540	\$ 2,269 0.93%
777 Airport	793	5,119	\$ 5,912 2.43%
800 Electric	10,743	10,593	\$ 21,336 8.78%
820 Water	15,737.45	15,662	\$ 31,400 12.92%
840 Wastewater	57,807	70,663	\$ 128,470 52.87%
	<u>109,840</u>	<u>133,166</u>	<u>\$ 243,006</u> 100.00%

Premiums for 2015/206		
DIC	109,840	Earthquake & Flood
Insurance	133,166	Property, Boiler & Machinery, Pollution
Liability	288,548	Liability, Claims, & Fraud Investment
A.D.P	24,400	
Total	555,954	



REDWOOD EMPIRE MUNICIPAL INSURANCE FUND  
VEHICLE LIST  
CITY OF UKIAH

**POLICY YEAR: 2014-2015**

Read only as of 2/26/15

Usage Code	Dept Name	Fund No.	Make and Model	Description	Stated Value	Vehicles 25K+
A	# Airport	777	Chevrolet C2500		\$ 18,914	
D	# Airport	777	Nissan	Pickup	\$ 8,000	
H	# Airport	777	Ford F700	Fuel truck	\$ 53,393	\$ 53,393
H	# Airport	777	International	Fuel truck -refueler for Avia	\$ 203,558	\$ 203,558
H	# Airport	777	GMC	Jet fuel tanker	\$ 30,030	\$ 30,030
J	# Airport	777	Chrysler Gem	Electric 4 seat cart	\$ 5,375	
D	# Bldg Mntc	208	Ford F350 XL	Super duty w/11 ft svc bod	\$ 26,819	\$ 26,819
D	# Bldg Mntc	208	Dodge Ram	Pickup	\$ 16,302	
D	# Comm Svcs	100	Dodge Grand Caravan SE	Van - white	\$ 19,689	
D	# Comm Svcs	100	Chrevrollet S10	Pickup	\$ 13,893	
A	# Elec	800	Toyota Prius	Hybrid - 4 door	\$ 25,958	\$ 25,958
A	# Elec	800	Toyota Prius	Hybrid - 4 door	\$ 25,958	\$ 25,958
D	# Elec	800	Chevrolet Silverado	Pickup	\$ 38,737	38,737
D	# Elec	800	Ford F150	Electric Pickup	\$ 20,283	
D	# Elec	800	Dodge 5500 Altec AT40G	PW Boom Truck	\$ 116,122	\$ 116,122
H	9 Elec	800	Ford LN600	W/National crane	\$ 54,864	\$ 54,864
H	# Elec	800	Ford F800	Truck - construction	\$ 128,352	\$ 128,352
H	# Elec	800	International 4300 SBA	4x2 Digger Derrick	\$ 160,757	\$ 160,757
H	# Elec	800	Ford F 800	Aerial Lift Double Bucket	\$ 106,112	\$ 106,112
H	# Elec	800	Freightliner	M2106 Bucket Truck	\$ 255,454	\$ 255,454
H	# Elec	800	International 4300 AM 55	double bucket truck	\$ 159,780	\$ 159,780
H	# Elec	800	Ford F550 AT 35-G/AT 37-G	Aerial lift truck - white	\$ 69,617	\$ 69,617
H	# Elec	800	Ford F550 AT 37	Single bucket/Altec	\$ 82,914	\$ 82,914
H	# Elec	800	Hogg/Davis CRP 140	Pole Trailer	\$ 25,000	\$ 25,000
H	# Elec	800	Reel Dolly	Trailer	\$ 1,000	
H	# Elec	800	Reel	Dolly	\$ 10,000	
H	# Elec	800	Sauber Reel	Trailer	\$ 36,600	\$ 36,600
H	# Elec	800	Hydraulic Energy Mod 100		\$ 5,000	
H	# Elec	800	Anderson Hot Stick	Trailer	\$ 8,499	
H	# Elec	800	Hogg/Davis Hydra 985	Cable Puller	\$ 85,000	\$ 85,000
H	# Elec	800	Ford F550	truck for electric dept.	\$ 147,537	\$ 147,537
D	# Electric	800	Isuzu	Pickup	\$ 7,882	
D	# Electric	800	Dodge Dakota	Pickup	\$ 14,341	
D	# Electric	800	Ford F250 F20XL	Pickup, white	\$ 21,772	
D	# Electric	800	Ford F150	Pickup	\$ 20,983	
F	# Electric	800	Ford E150 Econoline	Van	\$ 18,216	
H	# Electric	800	GMC 2500	Service truck	\$ 22,325	
D	# Engineering	100	Ford Ranger	Pickup	\$ 12,823	
D	# Engineering	100	Nissan	Pickup King cab	\$ 8,846	
A	# Engineering	800	Ford Taurus LX	Public Works vehicle	\$ 15,863	
A	# Fire	105	Chevrolet S10 Blazer		\$ 32,500	\$ 32,500
C	# Fire	105	GMC	Patrol unit P331	\$ 22,000	
D	# Fire	105	Ford F350	Pickup 3/4 ton	\$ 35,000	\$ 35,000
D	# Fire	105	GMC Sierra 2500 HD	Pickup 4x4	\$ 26,000	\$ 26,000
D	# Fire	105	Chevrolet Fire Chief/Marshall	Pickup extended cab 3/4 t	\$ 28,175	\$ 28,175
D	# Fire	105	Chevrolet Silverado	Pickup	\$ 28,478	\$ 28,478
E	# Fire	105	Braun Express III	Demo ambulance	\$ 75,000	\$ 75,000

G	# Fire	105	LaFrance	Pumper	\$	270,000	\$	270,000
G	# Fire	105	Pierce-Arial Impel 75	Fire Truck	\$	659,558	\$	659,558
G	# Fire	105	Pierce E334	Fire engine	\$	175,000	\$	175,000
G	# Fire	105	Ottowa E331	Fire engine	\$	225,000	\$	225,000
H	# Fire	105	Air Quest SM	Trailer fire dept - refill SCBA bottl	\$	88,852	\$	88,852
I	# Fire	105	Ford Model TT		\$	-		
I	# Fire	105	American LaFrance	Fire engine	\$	-		
D	# Garage	203	Ford F150	Pickup	\$	21,844		
D	# Garage	203	Ford Ranger	Pickup, white	\$	14,651		
H	# Garage	203	Ford F450		\$	22,000		
A	# Gen Govt	100	Toyota Prius	Hybrid - 4 door	\$	25,958	\$	25,958
A	# Gen Govt	100	Toyota Camry	Hybrid - Sedan	\$	27,041	\$	27,041
I	# Landfill	100	John Deere	Gator HPX UTV - streets (	\$	8,634		
D	# Parks	100	Ford F350	Super duty truck	\$	28,695	\$	28,695
D	# Parks	100	Ford F350 XL	Super duty w/11 ft svc bod	\$	26,819	\$	26,819
D	# Parks	100	Ford F-350	Super Duty Truck	\$	35,662	\$	35,662
D	# Parks	100	Ford F150	Pickup 4x4	\$	23,325		
D	# Parks	100	Chevrolet 3500	Utility one ton	\$	24,590		
H	6 Parks	100	Case Model 570 LXT		\$	33,000	\$	33,000
H	# Parks	100	Ford F450	w/Altec bucket	\$	58,793	\$	58,793
H	# Parks	100	Ford F350	3 yard dump body	\$	28,342	\$	28,342
H	# Parks	100	Chevy R3500	Truck	\$	12,210		
H	# Parks	100	Dodge	Truck	\$	14,765		
I	# Parks	100	John Deere	Gator XUV 625i UTV - parl	\$	10,785		
I	# Parks	100	John Deere	997 Z Track 60" Mower	\$	21,031		
A	# Police	105	Ford Explorer	Undercover	\$	20,865		
A	# Police	105	Ford Explorer	Police admin	\$	20,865		
A	# Police	105	Chevrolet Tahoe		\$	50,922	\$	50,922
A	# Police	105	E2 - GEM	Electric car - Police	\$	12,537		
C	# Police	105	Ford	Sedan Police interceptor	\$	32,384	\$	32,384
C	# Police	105	Ford Crown Victoria	Patrol	\$	25,067	\$	25,067
C	# Police	105	Ford Crown Victoria	Police interceptor	\$	30,438	\$	30,438
C	# Police	105	Ford Crown Victoria	Patrol	\$	27,162	\$	27,162
C	# Police	105	Ford Interceptor	SUV	\$	35,527	\$	35,527
C	# Police	105	Ford Interceptor	Patrol	\$	35,229	\$	35,229
C	# Police	105	Ford Crown Victoria	Patrol	\$	30,008	\$	30,008
C	# Police	105	Ford Interceptor	Sedan	\$	34,184	\$	34,184
C	# Police	105	Ford	Sedan Police Interceptor	\$	33,915	\$	33,915
C	# Police	105	Ford Crown Victoria	Police interceptor	\$	27,162	\$	27,162
C	# Police	105	Ford Crown Victoria	Patrol	\$	26,691	\$	26,691
C	# Police	105	Ford Crown Victoria	Patrol	\$	30,008	\$	30,008
C	# Police	105	Ford Crown Victoria	Patrol	\$	28,784	\$	28,784
C	# Police	105	Ford Crown Victoria	Patrol	\$	28,784	\$	28,784
C	# Police	105	Ford Taurus	Detective	\$	14,445		
C	# Police	105	Ford Crown Victoria	Patrol	\$	28,963	\$	28,963
C	# Police	105	Honda Accord	Detective	\$	20,819		
C	# Police	105	Honda Accord	Detective	\$	20,819		
C	# Police	105	Honda Accord	Detective	\$	20,819		
C	# Police	105	Honda Accord	Detective	\$	20,819		
C	# Police	105	Honda Accord	Detective	\$	20,929		
D	# Police	105	Chevrolet Colorado	Pickup	\$	18,387		
D	# Police	105	Toyota Tundra	Pickup 4x4 crew cab	\$	34,682	\$	34,682
D	# Police	105	Toyota Tacoma	Pickup - silver	\$	25,000	\$	25,000
D	# Police	105	Toyota Tacoma	Pickup 4x4 crew cab - grey	\$	25,000	\$	25,000
D	# Police	105	Toyota Tundra 4x4	Pickup Truck	\$	30,000	\$	30,000



D	# Police	105	GMC	Pickup 4x4	\$	20,400		
D	# Police	105	Ford F250	Animal transport body	\$	36,650	\$	36,650
H	# Police	105	Ford F700	Armored truck	\$	9,999		
H	# Police	105	Hawmark	T56X14DS2 Trailer	\$	5,937		
H	# Police	105	Hawmark	T56X14DS2 Trailer	\$	5,937		
J	# Police	105	GO-4 Westward Interc.	Parking enforcement	\$	33,043	\$	33,043
J	# Police	105	Kawasaki Prairie 360	4x4	\$	9,496		
J	# Police	105	Kawasaki	Motorcycle - Police	\$	5,856		
H	# Sewer Dan	840	Ford Utilimaster	Sewer Camera Truck	\$	77,756	\$	77,756
H	# Sewer Dan	840	Chevrolet G33503	Camera truck	\$	178,315	\$	178,315
D	# Streets	100	Ford F350	Pickup	\$	20,588		
D	# Streets	100	Ford F350	Pickup w/service body	\$	28,881	\$	28,881
D	# Streets	100	Ford F350	Stencil paint truck	\$	73,985	\$	73,985
D	# Streets	100	Chevrolet 1500	Pickup 1/2 ton 4X4	\$	16,618		
D	# Streets	100	Ford F150	Pickup extended cab	\$	18,177		
D	# Streets	100	Ford F350	Pickup w/service body	\$	34,295	\$	34,295
D	# Streets	100	Ford F350	Pickup-Svc Body & Lift Ga	\$	31,041	\$	31,041
H	1 Streets	100	John Deere	Riding Lawn Mower	\$	5,000		
H	2 Streets	100	Massey Ferguson 383	Tractor	\$	35,000	\$	35,000
H	# Streets	100	Ford F450	w/aerial lif	\$	45,063	\$	45,063
H	# Streets	100	Ford F550	Dump truck	\$	32,947	\$	32,947
H	# Streets	100	Ford F750	Dump truck	\$	54,343	\$	54,343
H	# Streets	100	Fort F750	Dump truck 6 yd	\$	57,625	\$	57,625
H	# Streets	100	Sterling LT8500	Dump truck	\$	70,506	\$	70,506
H	# Streets	100	Ford LT8000	Dump 10 yards	\$	61,117	\$	61,117
H	# Streets	100	International TYMCO	Street sweeper 4300 SBA	\$	175,073	\$	175,073
H	# Streets	100	Sterling Schwarze A7000	Steet Sweeper	\$	199,612	\$	199,612
H	# Streets	100	Stong Boy	Trailer tilt bed	\$	6,833		
H	# Streets	100	Walton 24 KTP	Tilt deck trailer	\$	13,127		
H	# Streets	100	Nuway	Trailer - Streets	\$	360		
H	# Streets	100	Diamond Emulsion	Sprayer	\$	4,877		
H	# Streets/Parks	100	International S1900	Water truck	\$	20,914		
A	# W/S	840	Toyota Prius	Hybrid - 4 door	\$	23,816		
D	# W/S	840	Ford F350	w/service body	\$	25,224	\$	25,224
D	# W/S	840	Ford F450	Pickup w/service body	\$	71,613	\$	71,613
D	# W/S	840	Ford F150	Super cab	\$	24,484		
D	# W/S	840	Ford F150	Pickup	\$	15,018		
D	# W/S	840	Ford F250	Pickup utility	\$	20,472		
H	4 W/S	840	Case 580K	Backhoe	\$	35,000	\$	35,000
H	5 W/S	840	Case 580	Backhoe Super N 4WD	\$	102,580	\$	102,580
H	# W/S	840	Ford F350	Truck	\$	34,442	\$	34,442
H	# W/S	840	Sterling L7500	6 yrd dump truck	\$	81,551	\$	81,551
H	# W/S	840	Ford F700	w/Cryst 6yd dump bed	\$	36,656	\$	36,656
H	# W/S	840	GMC 7000	Dump	\$	31,346	\$	31,346
H	# W/S	840	Ford F700	Dump	\$	31,187	\$	31,187
H	# W/S	840	Ford F 550-XL	w/ dump body	\$	43,932	\$	43,932
H	# W/S	840	Ford L8501	Sewer drim cleaner	\$	179,394	\$	179,394
H	# W/S	840	Vac-Con 250 SHA/850	Mounted on Sterling L7501	\$	195,803	\$	195,803
H	# W/S	840	International Vac-Con 7400	4x2 Sewer tk V3500L HA-(	\$	303,350	\$	303,350
H	# W/S	840	Sullivan D15-25Q	Air Compressor	\$	10,000		
A	# WTP	820	Jeep Liberty	SUV - white	\$	18,456		
D	# WTP	820	Ford F250	Pickup	\$	21,599		
H	7 WTP	820	Kubota KL2900	Tractor loader	\$	15,300		
H	# WTP	820	Dodge Ram BR 2500	Service truck	\$	22,519		
D	# WWTP	840	Ford Ranger	Pickup	\$	12,027		

D	#	WWTP	840	Dodge Ram 1500	Pickup 1/2 ton LIC.104039	\$	15,793	
D	#	WWTP	840	Dodge Ram 2500	Pickup 3/4 ton	\$	17,580	
H	3	WWTP	840	Case 580K	Backhoe	\$	35,000	\$ 35,000
H	8	WWTP	840	TMC FG20	Forklift	\$	9,000	
J	#	WWTP	840	Kawasaki Mule 3010	ATV - Diesel/green	\$	9,948	

#	A - add vehicle and date	Ukiah	<b><u>\$ 7,844,958</u></b>	<b><u>\$ 6,792,678</u></b>
	D - delete vehicle and date			
	Ukiah vehicle list		<b><u>\$ 6,792,678</u></b>	Vehicles
	7/13/15 2:41 PM			25K+
			<b><u>90</u></b>	

Usage Codes	Premium
A - Passenger cars, SUVs	\$9,477
B - Buses	\$0
C - Patrol cars	\$62,018
D - Utility trucks, vans, light pickup trucks	\$25,728
E - Emergency vehicles - ambulances	\$668
F - Larger vans	\$1,193
G - Fire trucks	\$4,772
H - Trucks - large, trailers, loaders, scrapers, dump	\$62,685
I - Special Interest, antique, historical	\$1,000
J - No charge, motorcycles, electric carts	\$0
	<b><u>\$167,541</u></b>

Deductible	
\$	10,000
\$	8,914
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	6,302
\$	9,689
\$	3,893
\$	-
\$	-
\$	10,283
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\$	4,341
\$	11,772
\$	10,983
\$	8,216
\$	12,325
\$	2,823
\$	-
\$	5,863
\$	-
\$	12,000
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\$	10,400
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\$	10,588
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\$	6,618
\$	8,177
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\$	-
\$	3,127
\$	-
\$	-
\$	10,914
\$	13,816
\$	-
\$	-
\$	14,484
\$	5,018
\$	10,472
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	8,456
\$	11,599
\$	5,300
\$	12,519
\$	2,027

\$ 5,793  
\$ 7,580  
\$ -  
\$ -  
\$ -

**\$ 420,801**

Deductible  
\$10,000

**Remif Pool**

A.D.P Premium & Deduction  
FY 2015/2016

Fund	Department	# of Vehicles per Dept.	Dept. %	Total Allocation
100	Engineering	2	2%	387
100	Streets	16	13%	3,098
100	Parks	10	8%	1,937
105	Police	27	21%	5,229
105	Fire	12	10%	2,324
203	Garage	3	2%	581
205	Meter Reader	3	2%	581
208	Building	6	5%	1,162
777	Airport	6	5%	1,162
800	Electric	18	14%	3,486
820	WTP	4	3%	775
820	Water	11	9%	2,130
840	Sewer	4	3%	775
840	WWTP	4	3%	775
# of vehicles		126	100%	24,400
Total Premium		24,400		

A.D.P Premium & Deduction  
FY 2015/2016

Fund	Department	Value of Vehicles	Dept. %	Total Allocation
100	Engineering	37,532	0.48%	116
100	Streets	1,005,983	12.79%	3,120
100	Parks	318,018	4.04%	986
105	Police	938,534	11.93%	2,911
105	Fire	1,665,563	21.17%	5,166
203	Garage	58,496	0.74%	181
208	Building	155,660	1.98%	483
777	Airport	319,271	4.06%	990
800	Electric	1,669,064	21.22%	5,177
820	WTP	77,874	0.99%	242
820	Water	837,034	9.67%	2,360
840	Sewer	684,846	9.67%	2,360
840	WWTP	99,348	1.26%	308
# of vehicles		7,867,223	100.00%	24,400
Total Premium		24,400		

Liability Insurance Premiums & Claims  
FY 2015/2016

Fund Dept	Claims History	% Allocation	Claims Paid	% Allocation	Total	Claims Paid	% Allocation		
100 Streets	7	19%	27,618	4%	5,285	32,902	12,481	4%	10,569
100 Parks	2	5%	7,891	0%	406	8,296	958	0%	811
105 Police	10	27%	39,454	24%	34,931	74,385	82,498	24%	69,863
105 Fire	1	3%	3,945	3%	3,683	7,629	8,699	3%	7,367
730 Conf. Center	1	3%	3,945	11%	15,243	19,189	36,000	11%	30,486
800 Electric	2	5%	7,891	1%	1,749	9,640	4,131	1%	3,498
820 WTP	1	3%	3,945	0%	163	4,108	384	0%	325
820 Water	1.5	4%	5,918	2%	2,190	8,108	5,173	2%	4,381
840 Sewer	11	30%	43,399	56%	80,356	123,755	189,778	56%	160,712
	36.5	100%	144,007	100%	144,007	288,013	340,102	100%	288,013
Total Combined Premium	144,006.5					288,013			
	144,006.5								
	288,013.0								



**INTERFUND LOAN AGREEMENT BY AND BETWEEN THE FORT BRAGG  
GENERAL FUND AND THE FORT BRAGG WATER ENTERPRISE FUND**

In accordance with Resolution No. 3720-2014 of the Fort Bragg City Council approving and adopting an Interfund Loan Policy, the following Agreement is hereby approved as of June 30, 2017, between the Fort Bragg General Fund, as borrower and the Fort Bragg Wastewater Enterprise Fund, as lender, as authorized by Resolution No. XXXX-XXXX of the Fort Bragg City Council.

**Date of Loan:** July 1, 2017

**Amount:** \$187,105.10

**Annual Interest Rate:** 0.55%

**Term:** Commencing July 1, 2017 and maturing June 30, 2022.

**Payments:** Borrower will make payments as set forth in Schedule I in the amount of \$187,105.10 plus interest. Any unpaid balance as of June 30, 2022, shall be immediately due and payable in full.

**Collateral:** Any and all undesignated fund balance or other reserves available, excluding the operating reserve, shall be paid in accordance with Schedule I, and applied first to repay accrued interest and then to the principal balance outstanding.

**Right to Prepay:** Borrower has the right to make payments of principal at any time before they are due.

**Feasibility Analysis:** The Wastewater Enterprise Fund has sufficient funds to loan to the General Fund, as demonstrated by its current cash balance. The General Fund expects to repay the loan from undesignated fund balances and reserves, which are expected to be \$1,050,329 as of June 30, 2017. These balances and reserves are sufficient to cover the debt service requirement of this loan.

This agreement may be amended with the consent of the Fort Bragg City Council, provided the amendments are consistent with the City's Interfund Loan Policy.

ACKNOWLEDGED:

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City Manager

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Fund Manager

**Amortization Schedule - Interfund Loan**  
**From Fund 710 to Fund 110 (Resolution XXXX-XXXX)**  
**Purpose: Repayment of prior year over-allocations of overhead costs**

Loan Amount	\$ 187,105.10
Annual Interest Rate	0.55%
Loan Period In Years	5
No. of Pymts/Year	4
Start Date of Loan	07/01/17
Optional Extra Payments	

Scheduled Payment	\$ 9,490.91
Scheduled No. of Pymts	20
Actual No. of Pymts	20
Total Early Pymts	TBD
Total Interest	\$ 2,713.10

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance
1	09/30/17	\$ 187,105.10	\$ 9,490.91		\$ 9,490.91	\$ 9,233.64	\$ 257.27	\$ 177,871.46
2	12/31/17	177,871.46	9,490.91		9,490.91	9,246.34	244.57	168,625.12
3	03/31/18	168,625.12	9,490.91		9,490.91	9,259.05	231.86	159,366.07
4	06/30/18	159,366.07	9,490.91		9,490.91	9,271.78	219.13	150,094.29
5	09/30/18	150,094.29	9,490.91		9,490.91	9,284.53	206.38	140,809.76
6	12/31/18	140,809.76	9,490.91		9,490.91	9,297.30	193.61	131,512.46
7	03/31/19	131,512.46	9,490.91		9,490.91	9,310.08	180.83	122,202.38
8	06/30/19	122,202.38	9,490.91		9,490.91	9,322.88	168.03	112,879.50
9	09/30/19	112,879.50	9,490.91		9,490.91	9,335.70	155.21	103,543.80
10	12/31/19	103,543.80	9,490.91		9,490.91	9,348.54	142.37	94,195.26
11	03/31/20	94,195.26	9,490.91		9,490.91	9,361.39	129.52	84,833.87
12	06/30/20	84,833.87	9,490.91		9,490.91	9,374.26	116.65	75,459.61
13	09/30/20	75,459.61	9,490.91		9,490.91	9,387.15	103.76	66,072.46
14	12/31/20	66,072.46	9,490.91		9,490.91	9,400.06	90.85	56,672.40
15	03/31/21	56,672.40	9,490.91		9,490.91	9,412.99	77.92	47,259.41
16	06/30/21	47,259.41	9,490.91		9,490.91	9,425.93	64.98	37,833.48
17	09/30/21	37,833.48	9,490.91		9,490.91	9,438.89	52.02	28,394.59
18	12/31/21	28,394.59	9,490.91		9,490.91	9,451.87	39.04	18,942.73
19	03/31/22	18,942.73	9,490.91		9,490.91	9,464.86	26.05	9,477.86
20	06/30/22	9,477.86	9,490.91		9,490.91	9,477.86	13.05	0.00
		\$ 189,818.20		\$ -	\$ 189,818.20	\$ 187,105.10	\$ 2,713.10	

Total Salary & Benefits After Allocations

	<b>\$\$</b>	<b>%</b>
General Fund	\$ 4,221,952	64%
Wastewater Enterprise	1,325,481	20%
Water Enterprise	509,282	8%
Technology Internal Service	172,715	3%
Streets Capital Project	133,998	2%
Fleet Internal Service	116,187	2%
Facilities Internal Service	105,762	2%
<b>Total Salary/Benefits</b>	<b>\$ 6,585,378</b>	<b>100%</b>

Non-Personnel Costs Allocated

	Current System	W/Full Allocation to GF in 16/17	Proposed 16/17 @20% GF	Proposed 17/18 @ 40%	Proposed 18/19 @60%
General Fund	\$ -	\$ 861,904	\$ 270,878	\$ 543,175	\$ 822,970
Wastewater	631,570	211,839	504,316	382,759	257,743
Water	412,103	162,725	329,070	249,753	168,179
IT	98,246	35,260	78,451	59,542	40,095
Streets - Capital Project	76,223	27,356	60,865	46,195	31,106
Fleet	66,091	23,719	52,775	40,054	26,971
Facilities	60,161	21,591	48,039	36,460	24,552
CVSC	10,000	10,000	10,000	10,000	10,000
	<b>\$ 1,354,394</b>	<b>\$ 1,354,394</b>	<b>\$ 1,354,394</b>	<b>\$ 1,367,937</b>	<b>\$ 1,381,617</b>

Note: FY17/18 and 17/19 assume a 1% increase Year over Year

Total Salary & Benefits After Allocations

	<b>\$\$</b>	<b>%</b>
General Fund	\$ 4,221,952	64%
Wastewater Enterprise	1,325,481	20%
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Non-Personnel Costs Allocated

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General Fund	\$ -	\$ 861,904	\$ 270,878	\$ 543,175	\$ 822,970
Wastewater	631,570	211,839	504,316	382,759	257,743
Water	412,103	162,725	329,070	249,753	168,179
IT	98,246	35,260	78,451	59,542	40,095
Streets - Capital Project	76,223	27,356	60,865	46,195	31,106
Fleet	66,091	23,719	52,775	40,054	26,971
Facilities	60,161	21,591	48,039	36,460	24,552
CVSC	10,000	10,000	10,000	10,000	10,000
	<b>\$ 1,354,394</b>	<b>\$ 1,354,394</b>	<b>\$ 1,354,394</b>	<b>\$ 1,367,937</b>	<b>\$ 1,381,617</b>

Note: FY17/18 and 17/19 assume a 1% increase Year over Year



## **CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

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### **FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING DATE:** September 7, 2016  
**TO:** Finance and Administration Committee  
**AGENDA ITEM TITLE:** **Discuss Repayment of Prior Year Over-Allocations of Non-Personnel Overhead Costs**

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#### **BACKGROUND AND OVERVIEW:**

While developing the FY16-17 budget, an accounting error was discovered that in prior years resulted in an over allocation of non-personnel overhead costs to the Water and Wastewater Enterprises. At the Budget workshop held on May 25, 2016, Council directed Staff to determine the extent of the over-allocation with the intent that the General Fund repay the Enterprise Funds.

City Staff have determined that the over allocation error began in Fiscal Year 2011. Over allocations from Fiscal Year 2011 to Fiscal Year 2016 to the Water Enterprise equal approximately \$1,426,506 and to the Wastewater Enterprise approximately \$1,919,261. The methodology used to calculate the over-allocations as well as the resulting figures have been reviewed by the City's external auditors, JJACPA Inc. and have been found to be reasonable and accurate. The results of the auditor's findings are presented in the attached Agreed Upon Procedures report.

In the course of reviewing the extent of the over-allocation error a second error was discovered by the City's outside auditors which resulted in an under-allocation of costs from the General Fund to the Enterprise funds in prior years. The auditors noted that although the Enterprise funds participate in the benefit of certain City facilities they do not participate in the cost. It was noted that no rent has been charged to either Enterprise Fund for proportionate use of City Hall, Town Hall or the Corporation Yard. Rather than attempt to calculate back rent for use of the facilities it was recommended that the City transfer a proportionate share of each facility's book value to the enterprise funds. Book value is comprised of the facility's historical cost as well as accumulated depreciation. The amount of fixed assets to be transferred from the General Fund to the Water and Wastewater enterprise funds has been calculated at 25% or \$579,331 each, which is representative of the under allocated amount.

Thus far the City Council has taken the following steps to remedy the error:

- Budgeted \$2M in FY2016-17 budget for repayment
- Suspended utility rate increases for FY16-17
- Corrected the allocation methodology moving forward

BUSINESS ITEM NO. \_

**RECOMMENDATION:**

In addition to the \$2 million cash repayment previously authorized by the City Council, staff is recommending a transfer of fixed assets and an interfund loan to complete the correction of prior year allocation errors. The complete corrective plan is summarized below:

**Summary of Over Allocation  
Amounts Owed and Repayment Plan  
As of 8/15/2016**

	Water	Wastewater	Total
Amounts Owed	<u>\$ 1,426,506</u>	<u>\$ 1,919,261</u>	<u>\$ 3,345,767</u>
Initial Cash Payment	847,175	1,152,825	2,000,000
Fixed Assets Transferred	579,331	579,331	1,158,662
5 Yr Interfund Loan		187,105	187,105
Total Repayment	<u>\$ 1,426,506</u>	<u>\$ 1,919,261</u>	<u>\$ 3,345,767</u>

1. As mentioned previously, Council has budgeted \$2M in the FY 2016-17 budget for cash payments.
2. The fixed assets transfer includes transfer of 25% of shared buildings to each of the two Enterprise Funds. The shared buildings to be proportionately transferred are City Hall, Town Hall and the Corporation Yard. Details of the proposed assets transfer are attached.
3. The General Fund and the Wastewater Enterprise will enter into an interfund loan for the balance of \$187,105 with a term of 5yrs at the LAIF interest rate of 0.55%. The proposed interfund loan document and amortization schedule are attached.

**ALTERNATIVES:**

1. Provide further direction to staff.

**ATTACHMENTS:**

1. Agreed Upon Procedures Report – Cost Allocation Application Review (JJACPA)
2. Over Allocation Summary
3. Schedule of Fixed Assets to be transferred
4. Proposed Interfund Loan Agreement and Amortization schedule



**Facility & Equipment Internal Service Fund  
Cost Allocation - Recalculated**

	Total Cost	GF	Water	Wastewater
City Hall	\$185,500	92,750	46,375	46,375
City Hall East	\$127,000	\$127,000	-	-
Fort Building	\$0	-	-	-
Town Hall	\$0	-	-	-
Fire Station, Main St	\$0	-	-	-
Fire Station, Hwy 20	\$0	-	-	-
Guest House	\$270,000	\$270,000	-	-
Police Department	\$11,500	\$11,500	-	-
Otis Johnson Park	\$0	-	-	-
Bainbridge Park	\$0	\$0	-	-
Noyo Headlands Park	\$0	\$0	-	-
Pomo Bluffs Park	\$0	-	-	-
Noyo Beach	\$0	-	-	-
Harbor Lite Trail	\$0	-	-	-
General Repairs	\$23,000	11,500	5,750	5,750
<b>Total Projects and Maint</b>	<b>\$617,000</b>	<b>\$512,750</b>	<b>\$52,125</b>	<b>\$52,125</b>
<b>Allocation Percentages</b>		83%	8%	8%
<b>Overhead Allocated</b>	<b>124,334</b>	<b>103,326</b>	<b>10,504</b>	<b>10,504</b>
<b>Total Cost</b>	<b>741,334</b>	<b>616,076</b>	<b>62,629</b>	<b>62,629</b>
General Fund Original Contribution to Reserve	(400,000)	(400,000)		
Allocate remaining reserve draw 50/25/25	(17,232)	(8,616)	(4,308)	(4,308)
FY16-17 Contribution	324,102	207,460	58,321	58,321
As Presented In Adopted Budget		162,051	81,025	81,025
Increase/(decrease) allocation		45,409	(22,704)	(22,704)



**FORT BRAGG GENERAL FUND FIXED ASSETS  
BUILDINGS AND IMPROVEMENTS 910.160.163**

<b>ACQUISITION/ REMODEL</b>	<b>DESCRIPTION</b>	<b>DATE IN SERVICE</b>	<b>USEFUL LIFE (S/L)</b>	<b>COST BASIS</b>	<b>NBV FY16</b>	<b>Accumulated Depreciation</b>	<b>Water Proportionate Share <u>25%</u></b>	<b>Wastewater Proportionate Share <u>25%</u></b>
1921/45/03	CITY HALL INC REHAB		30	464,643.00	(0)	(464,643)	116,160.75	116,160.75
1959	CORPORATION YARD		30	200,000.00	-	(200,000)	50,000.00	50,000.00
1912/1989	TOWN HALL		20	400,000.00	-	(400,000)	100,000.00	100,000.00
2008-2009	City Hall Remodel 4/1/09	4/1/2009	30	711,241.70	539,358	(171,883)	177,810.43	177,810.43
2009-2010	Town Hall Parapets	12/18/2009	30	221,397.18	173,120	(48,277)	55,349.30	55,349.30
3/1/2015	Town Hall Remodel	3/1/2015	30	320,042.13	300,879	(19,163)	80,010.53	80,010.53
<b>TOTALS</b>				<b>2,317,324.01</b>	<b>1,013,357.14</b>	<b>(1,303,966.87)</b>	<b>579,331.00</b>	<b>579,331.00</b>

## FY 2014/15 PERSONNEL STAFFING ALLOCATIONS

Description	Number of Employees	- - - Percent of Time Allocated By Fund - - -									
		General Fund	Fleet Services	IT ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	RDA Successor Agency	TOTAL
<b><u>CITY COUNCIL</u></b>											
Councilmembers (5)		50.0%				3.0%	2.0%	20.0%	20.0%	5.0%	100%
<b><u>CITY MANAGER</u></b>											
City Manager	1	50.0%						15.0%	15.0%	20.0%	100%
Assistant City Manager	1	60.0%		15.0%				10.0%	10.0%	5.0%	100%
Human Resources Technician	1	75.0%						12.0%	13.0%		100%
City Clerk	1	65.0%						10.0%	10.0%	15.0%	100%
Administrative Assistant	1	75.0%						10.0%	10.0%	5.0%	100%
IT Technician	1	0.0%		100.0%							100%
<b><u>TOTAL</u></b>	<b><u>6</u></b>										
<b><u>FINANCE</u></b>											
Finance Director/City Treasurer	1	20.0%	3.0%		2.0%	3.0%	2.0%	25.0%	25.0%	20.0%	100%
Senior Government Account	1	35.0%	2.0%		3.0%	3.0%	2.0%	25.0%	25.0%	5.0%	100%
Government Accountant I	1	48.0%	2.0%					25.0%	25.0%		100%
Finance Technician I	1	20.0%						40.0%	40.0%		100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>										
<b><u>POLICE</u></b>											
Police Chief	1	100.0%									100%
Lieutenant	1	100.0%									100%
Administrative Coordinator	1	100.0%									100%
Police Sergeant	3	100.0%									100%
Police Officer	11	100.0%									100%
Community Service Officers	3	100.0%									100%
Police Service Technician	2	100.0%									100%
Parking Enforcement (Seasonal)	Hourly	100.0%									100%
<b><u>TOTAL</u></b>	<b><u>22</u></b>										
<b><u>COMMUNITY DEVELOPMENT</u></b>											
Community Development Director	1	65.0%						5.0%	5.0%	25.0%	100%
Assistant Planner	1	75.0%						5.0%	5.0%	15.0%	100%
Housing & Economic Developement Coord.	1	75.0%								25.0%	100%
Administrative Assistant	1	90.0%								10.0%	100%
<b><u>TOTAL</u></b>	<b><u>4</u></b>										
<b><u>PUBLIC WORKS</u></b>											
Public Works Director	1	10.0%	5.0%		15.0%	20.0%	5.0%	20.0%	25.0%		100%
Associate City Engineer	1	25.0%				20.0%		35.0%	20.0%		100%
Public Works Project Analyst	1	40.0%				20.0%		20.0%	20.0%		100%
Water Project Coordinator	0.6	50.0%						25.0%	25.0%		100%
Operations Manager	1	15.0%	5.0%		10.0%	15.0%	5.0%	20.0%	30.0%		100%
Lead Maintenance Worker	1	30.0%			10.0%	15.0%	5.0%	20.0%	20.0%		100%
Maintenance Worker IV	1	30.0%				10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker III	1	30.0%				10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	30.0%				10.0%	5.0%	25.0%	30.0%		100%
Maintenance Worker II	1	40.0%			15.0%			20.0%	25.0%		100%
Maintenance Worker II	1	25.0%			25.0%			25.0%	25.0%		100%
Maintenance Worker I	1	20.0%						40.0%	40.0%		100%
Mechanic	1		100.0%								100%
Seasonal Worker (2)	Hourly					85.0%		15.0%			100%
<b><u>TOTAL</u></b>	<b><u>12.6</u></b>										
<b><u>WATER &amp; WASTEWATER TREATMENT</u></b>											
Lead Treatment Operator-WCD	1							85.0%	15.0%		100%
Lead Treatment Operator-WW	1							5.0%	95.0%		100%
Treatment Plant Operator II	1								100.0%		100%
Treatment Plant Operator II	1							35.0%	65.0%		100%
Treatment Plant Operator II	1							30.0%	70.0%		100%
Treatment Plant Operator II /Electrician	1							30.0%	70.0%		100%
Env. Compliance Coordinator	1							5.0%	95.0%		100%
OIT	1							5.0%	95.0%		100%
Seasonal Worker (1)	Hourly							10.0%	90.0%		100%
<b><u>TOTAL</u></b>	<b><u>8</u></b>										
<b>TOTAL APPROVED POSITIONS</b>	<b>56.60</b>										

% UPDATED 5/22 per budget meeting discussion rc gfm

General Fund Revenue

	CAP	FY15-16 Budget	Year over Year -\$	Year over Year -%
Fleet Services	52,623.77	102,910.00	(50,286.23)	51%
IT	57,457.62	119,247.00	(61,789.38)	48%
Facilities	98,235.66	138,964.00	(40,728.34)	71%
Streets	62,510.25	-	62,510.25	
Water Enterprise	853,562.91	958,677.00	(105,114.09)	89%
Sewer Enterprise	1,053,580.92	1,218,077.00	(164,496.08)	86%
	<u>2,177,971.13</u>	<u>2,537,875.00</u>	<u>(359,903.87)</u>	86%

	Sal/Bene CAP	Sal/Bene 15-16 Budget	
Fleet Services	28,566.69	23,296.00	123%
IT	31,510.14	27,740.00	114%
Facilities	75,157.97	80,575.00	93%
Streets	165,741.08	-	
Water Enterprise	587,487.46	464,078.00	127%
Sewer Enterprise	676,065.47	480,598.00	141%
Interfund Reimbursments	(202,200.00)		
	<u>1,362,328.80</u>	<u>1,076,287.00</u>	127%

	O/H CAP	O/H 15-16 Budget	
Fleet Services	24,057.08	79,614.00	30%
IT	25,947.48	91,507.00	28%
Facilities	23,077.69	58,389.00	40%
Streets	98,969.17	-	
Water Enterprise	266,075.45	494,599.00	54%
Sewer Enterprise	377,515.45	737,479.00	51%
Interfund Reimbursments			
	<u>815,642.33</u>	<u>1,461,588.00</u>	56%

**All Departments Except Technology Allocated Based on Staff Time; Technology Allocated Based on Equipment Use**

<u>Summary</u>													<div>Fund and Department</div>	
		General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets *	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL				
City Council	\$	147,221	\$ 80,971	\$ -	\$ -	\$ -	\$ 4,417	\$ 2,944	\$ 29,444	\$ 29,444	\$ 147,221		Fund 110 :4110	
Administrative Services		1,006,403	744,738	-	30,192	-	-	-	110,704	120,768	1,006,403		Fund 110: 4120, 4130, 4131	
Finance		427,131	145,224	4,271	-	4,271	4,271	4,271	132,411	132,411	427,131		Fund 110 : 4150	
Community Development		369,180	347,029	-	-	-	-	-	11,075	11,075	369,180		Fund 110: 4320	
Public Works		1,089,262	304,993	10,893	-	65,356	108,926	32,678	272,315	294,101	1,089,262		Fund 110: 4330, 4570	
Non-Departmental		1,090,622	479,874	27,266	27,266	21,812	54,531	-	185,406	294,468	1,090,622		Fund 110: 4190, 4390, 4391	
Streets		53,847	-	-	-	-	45,770	-	8,077	-	53,847		Fund 110: 4840	
Wastewater		804,994	-	-	-	-	-	-	185,149	619,845	804,994		Fund 710; 4710, 4711, 4712	
Technology		339,810	152,914	10,194	-	6,796	16,990	-	57,768	95,147	339,810		Fund 521: 4394	
Fleet		331,162	168,892	-	-	-	29,805	9,935	46,363	76,167	331,162		Fund 522: 4550	
Total		\$ 5,659,630	\$ 2,424,637	\$ 52,624	\$ 57,458	\$ 98,236	\$ 264,710	\$ 49,828	\$ 1,038,711	\$ 1,673,426	\$ 5,659,630			

\*

Street allocation is funded by:			\$	853,563	\$	1,053,581
Fund	Est. Amount	Description				
221	\$ 7,200	Traffic Fines				
230	195,000	HUTA				
250	62,510	Special Street Tax				
	<u>\$ 264,710</u>					

Salary/Bene by Department

	General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
City Council	\$ 69,365	\$ -	\$ -	\$ -	\$ 3,784	\$ 2,522	\$ 25,224	\$ 25,224	\$ 126,119
Admin Services	484,204	-	19,630	-	-	-	71,976	78,520	654,330
Finance	127,812	3,759	-	3,759	3,759	3,759	116,535	116,535	375,918
Community Development	338,707	-	-	-	-	-	10,810	10,810	360,326
Public works	279,701	9,989	-	59,936	99,893	29,968	249,733	269,712	998,933
Non-Departmental	209,092	11,880	11,880	9,504	23,760	-	80,786	128,306	475,209
Streets	-	-	-	-	22,003	-	3,883	-	25,885
Wastewater	-	-	-	-	-	-	185,149	619,845	804,994
Technology	44,069	2,938	-	1,959	4,897	-	16,648	27,421	97,932
Fleet	43,324	-	-	-	7,645	2,548	11,893	19,538	84,949
	\$ 1,596,275	\$ 28,567	\$ 31,510	\$ 75,158	\$ 165,741	\$ 38,798	\$ 772,636	\$ 1,295,911	\$ 4,004,596

Overhead by Department

	General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
City Council	11,606	-	-	-	633	422	4,220	4,220	21,102
Admin Services	71,919	-	2,916	-	-	-	10,691	11,663	97,188
City Attorney	188,615	-	7,647	-	-	-	28,037	30,586	254,885
Finance	17,412	512	-	512	512	512	15,876	15,876	51,213
Community Development	8,323	-	-	-	-	-	266	266	8,854
Public works	25,292	903	-	5,420	9,033	2,710	22,582	24,389	90,329
Non-Departmental	270,782	15,385	15,385	12,308	30,771	-	104,620	166,161	615,413
Streets	-	-	-	-	23,767	-	4,194	-	27,962
Wastewater	-	-	-	-	-	-	-	-	-
Technology	108,845	7,256	-	4,838	12,094	-	41,119	67,726	241,878
Fleet	125,568	-	-	-	22,159	7,386	34,470	56,629	246,212
Total	828,361	24,057	25,947	23,078	98,969	11,030	266,075	377,515	1,655,034

Allocation Basis

<u>Department</u>	Estimated Percentage	Average of Estimated	Average of Estimated	Percentage of
	Determined at Department Level	Departmental Staff Time	City Wide Staff Time	Vehicles by Department
City Council	X			
Administrative Services		X		
Finance		X		
Community Development		X		
Public Works		X		
Non-Departmental			X	
Streets		X		
Wastewater		X		
Technology		X		
Fleet				X

\*

- - - Allocated by Percent of Staff Time - - -

CITY COUNCIL

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
55.0%				3.0%	2.0%	20.0%	20.0%	100%

Salary/Benefits	\$	69,365	\$	-	\$	-	\$	-	\$	3,784	\$	2,522	\$	25,224	\$	25,224	\$	126,119
Overhead		11,606		-		-		-		633		422		4,220		4,220		21,102
Total	\$	80,971	\$	-	\$	-	\$	-	\$	4,417	\$	2,944	\$	29,444	\$	29,444	\$	147,221

Fund 110 Department(s)                      4110

**- - - Allocated by Percent of Staff Time - - -**

**Administrative Services**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
74.0%	0.0%	3.0%	0.0%	0.0%	0.0%	11.0%	12.0%	100%

Salary/Benefits	\$ 484,204	\$ -	\$ 19,630	\$ -	\$ -	\$ -	\$ 71,976	\$ 78,520	\$ 654,330
City Attorney	188,615	-	7,647	-	-	-	28,037	30,586	254,885
Overhead	71,919	-	2,916	-	-	-	10,691	11,663	97,188
Total	\$ 744,738	\$ -	\$ 30,192	\$ -	\$ -	\$ -	\$ 110,704	\$ 120,768	\$ 1,006,403

Fund 110 Department(s)   #       4120  
    #  
    #

**- - - Allocated by Percent of Staff Time - - -**

**Finance**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
34.0%	1.0%	0.0%	1.0%	1.0%	1.0%	31.0%	31.0%	100%

Salary/Benefits	\$ 127,812	\$ 3,759	\$ -	\$ 3,759	\$ 3,759	\$ 3,759	\$ 116,535	\$ 116,535	\$ 375,918
Overhead	17,412	512	-	512	512	512	15,876	15,876	51,213
Total	<u>\$ 145,224</u>	<u>\$ 4,271</u>	<u>\$ -</u>	<u>\$ 4,271</u>	<u>\$ 4,271</u>	<u>\$ 4,271</u>	<u>\$ 132,411</u>	<u>\$ 132,411</u>	<u>\$ 427,131</u>

Fund 110 Department(s)                      4150



**- - - Allocated by Percent of Staff Time - - -**

**Community Development**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
94.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.0%	3.0%	100%

Salary/Benefits	\$ 338,707	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,810	\$ 10,810	\$ 360,326
Overhead	8,323	-	-	-	-	-	266	266	8,854
Total	<u>\$ 347,029</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,075</u>	<u>\$ 11,075</u>	<u>\$ 369,180</u>

Fund 110 Department(s)                      4320

**- - - Allocated by Percent of Staff Time - - -**

**Public Works**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
28.0%	1.0%	0.0%	6.0%	10.0%	3.0%	25.0%	27.0%	100%

Salary/Benefits	\$ 279,701	\$ 9,989	\$ -	\$ 59,936	\$ 99,893	\$ 29,968	\$ 249,733	\$ 269,712	\$ 998,933
Overhead	25,292	903	-	5,420	9,033	2,710	22,582	24,389	90,329
Total	<u>\$ 304,993</u>	<u>\$ 10,893</u>	<u>\$ -</u>	<u>\$ 65,356</u>	<u>\$ 108,926</u>	<u>\$ 32,678</u>	<u>\$ 272,315</u>	<u>\$ 294,101</u>	<u>\$ 1,089,262</u>

Fund 110 Department(s)                      4330

**- - - Allocated by Percent of Staff Time (Average of All Staff) - - -**

**Public Works**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
44.0%	2.5%	2.5%	2.0%	5.0%	0.0%	17.0%	27.0%	100%

Salary/Benefits	\$ 209,092	\$ 11,880	\$ 11,880	\$ 9,504	\$ 23,760	\$ -	\$ 80,786	\$ 128,306	\$ 475,209
Overhead	270,782	15,385	15,385	12,308	30,771	-	104,620	166,161	615,413
Total	<u>\$ 479,874</u>	<u>\$ 27,266</u>	<u>\$ 27,266</u>	<u>\$ 21,812</u>	<u>\$ 54,531</u>	<u>\$ -</u>	<u>\$ 185,406</u>	<u>\$ 294,468</u>	<u>\$ 1,090,622</u>

Fund 110 Department(s) # 4190

- - - Allocated by Percent of Staff Time - - -

Streets

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
0.0%	0.0%	0.0%	0.0%	85.0%	0.0%	15.0%	0.0%	100%

Salary/Benefits	\$	-	\$	-	\$	-	\$	22,003	\$	-	\$	3,883	\$	-	\$	25,885
Overhead		-		-		-		23,767		-		4,194		-		27,962
Total	\$	-	\$	-	\$	-	\$	45,770	\$	-	\$	8,077	\$	-	\$	53,847

Fund 110 Department(s)                      4840

- - - Allocated by Percent of Staff Time - - -

**Wastewater**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	23.0%	77.0%	100%

Salary/Benefits	\$	-	\$	-	\$	-	\$	-	\$	185,149	\$	619,845	\$	804,994
Overhead		-		-		-		-		-		-		-
Total	\$	-	\$	-	\$	-	\$	-	\$	185,149	\$	619,845	\$	804,994

Fund 110 Department(s)                      710

**- - - Allocated by Percent of Staff Time - - -**

**Technology**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
45.0%	3.0%	0.0%	2.0%	5.0%	0.0%	17.0%	28.0%	100%

Salary/Benefits	\$ 44,069	\$ 2,938	\$ -	\$ 1,959	\$ 4,897	\$ -	\$ 16,648	\$ 27,421	\$ 97,932
Overhead	108,845	7,256	-	4,838	12,094	-	41,119	67,726	241,878
Total	<u>\$ 152,914</u>	<u>\$ 10,194</u>	<u>\$ -</u>	<u>\$ 6,796</u>	<u>\$ 16,990</u>	<u>\$ -</u>	<u>\$ 57,768</u>	<u>\$ 95,147</u>	<u>\$ 339,810</u>

Fund 521

**- - - Allocated by Percent of Staff Time - - -**

**Fleet**

General Fund	Fleet Services	Technology ISF	Facilities ISF	Streets	Storm Drains	Water Enterprise	Sewer Enterprise	TOTAL
51.0%	0.0%	0.0%	0.0%	9.0%	3.0%	14.0%	23.0%	100%

Salary/Benefits	\$ 43,324	\$ -	\$ -	\$ -	\$ 7,645	\$ 2,548	\$ 11,893	\$ 19,538	\$ 84,949
Overhead	125,568	-	-	-	22,159	7,386	34,470	56,629	246,212
Total	\$ 168,892	\$ -	\$ -	\$ -	\$ 29,805	\$ 9,935	\$ 46,363	\$ 76,167	\$ 331,162

Fund 522