

RESOLUTION NO. 6313-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL UPDATING AND ESTABLISHING USER AND REGULATORY FEES

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in provided those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that current user and regulatory fees charged for City services do not adequately recoup the City's costs of providing certain services and thus, a significant amount of these costs are currently paid out of the City's general fund and, therefore, borne by the general public; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually, commencing July 1, 2021 the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for Consumer Price Index All Urban Consumers, San Francisco-Oakland-Hayward, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, this action is found to be in compliance with the requirements of California Government Code § 66016 and 66018; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol that:

1. Each WHEREAS paragraph, set forth above, is hereby adopted as a specific finding of this City Council.
2. The City Council hereby adopts the fees as set forth in attached Exhibit "A" and incorporated by this reference.
3. Any and all provisions of prior resolutions of the City Council establishing or modifying fees for the services, programs or products set forth in Exhibit "A," are hereby repealed and replaced as of the effective date of this Resolution in the manner set forth in Exhibit "A;" provided, however, that such repeal shall not excuse or affect the failure of any person or entity to pay any fee heretofore imposed

upon such person or entity. The City Council desires to clarify that in adopting this Resolution, it is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

4. Non-Profit Organizations are eligible to apply for a fee reduction/waiver for flat fees only as listed in this user fee schedule and as listed below:
 - a. Fee Reduction (25% Department Head Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a twenty five percent (25%) reduction of fees. Such fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$500.00 in total reduction/waiver of fees.
 - b. Fee Reduction (50% City Manager Approval): Not for profit organizations and non-profit entities that have a documented federal tax-exempt status are eligible to apply for a fifty percent (50%) reduction of fees. Such fee reduction shall be submitted to the Department Head of fee holder for final determination. Such fee shall not exceed \$1,000.00 in total reduction/waiver of fees; and
 - c. Fees requested above \$1000 for waiver shall require Council approval

5. Fees amounts adopted by this Resolution shall be effective December 1, 2020.

IN COUNCIL DULY PASSED this 15th day of September 2020.

The above and foregoing Resolution was duly passed, approved and adopted at a meeting by the City Council on the 15th day of September 2020 by the following vote:

VOTE:

AYES: Councilmembers Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter

NOES: None

ABSTAIN: None

ABSENT: None



APPROVED: _____
Mayor Patrick Slayter



ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC



APPROVED AS TO FORM: _____
Larry McLaughlin, City Manager/Attorney

Exhibit A

Exhibit A



Schedule of User and Regulatory Fees

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Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties.

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SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

A. Fees for Commonly Requested Building Permit Types (Fees Shown In This Section (Section A.) Include All Applicable Permit Issuance, Inspection, and Internal Plan Check). If third party plan review is required, additional fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.

Activity Description	Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	\$135	per permit	
2 HVAC Change-Out - Commercial (per unit)	\$240	per permit	
3 Residential Solar Photovoltaic System - Solar Permit			
a) 15kW or less	\$450	per permit	
b) Above 15kW – base	\$450	base fee	
c) Above 15kW – per kW	\$15	per kW	
4 Commercial Solar Photovoltaic System - Solar Permit			
a) 50kW or less	\$1,000	per permit	
b) 50kW – 250kW – Base	\$1,000	base fee	
c) 50kW – 250kW – per kW above 50kW	\$7	per kW	
d) Above 250kW – base	\$2,400	base fee	
e) Above 250kW – per kW	\$5	per kW	
5 Service Panel Upgrade - Residential	\$180	per permit	
6 Service Panel Upgrade - Commercial	\$240	per permit	
7 Water Heater Change-Out	\$135	per permit	
8 Line Repair - Sewer / Water / Gas	\$180	per permit	
9 Residential Re-Roof			
a) Up to 2,000 SF	\$240	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$80	per permit	
10 Mobile Home Awning	\$196	per permit	
11 Demolition	\$180	per permit	
12 Temporary Power Pole	\$180	per permit	
13 Swimming Pool/Spa Equipment Change-out Only	\$280	per permit	
14 Window / Sliding Glass Door			
a) Retrofit / Repair			
i) Up to 5	\$240	per permit	
ii) Each additional 5	\$40	per permit	
b) New / Alteration			
i) Up to 5	\$320	per permit	
ii) Each additional 5	\$60	per permit	
15 Construction and Demolition Materials Management Plan Fee - Application Plan Review & Deposit Administration Fee	\$133		

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

Building Permit Fees

Determination of Valuation for Fee-Setting Purposes

● Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.. Additional fees apply for plan review, when applicable.

B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Permit Fee				
\$1 to \$500	\$75.00				
\$501 to \$2,000	\$75.00	for the first \$500	plus	\$4.05	for each add'l \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$135.75	for the first \$4,000	plus	\$21.51	for each add'l \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$630.48	for the first \$10,000	plus	\$15.52	for each add'l \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$1,018.48	for the first \$50,000	plus	\$10.75	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,555.98	for the first \$100,000	plus	\$8.61	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4,999.98	for the first \$500,000	plus	\$7.30	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$8,649.98	for the first \$1,000,000	plus	\$4.75	for each additional \$1,000 or fraction thereof over \$1,000,000

For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee

Green Building Compliance Review = Base permit fee x .15

Accessibility Compliance Review = Base permit fee x .15

Energy Compliance Review = Base permit fee x .15

For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing permit fee = Base permit fee x .10

Electrical permit fee = Base permit fee x .10

Mechanical permit fee = Base permit fee x .10

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

C. Building Plan Review Fees

Fee Description	Fee	Charge Basis	Note
1 Plan Check Fees			
a) Plan Review Fee, if applicable (% of building permit fee)	75%	% of building permit fee	[a]
b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	% of building permit fee	
c) Master Plan			
i) Master Plan	100% of standard plan check fee		
ii) Production Phase Units / Identical Buildings	25% of standard plan check fee		[b]
d) Alternate Materials and Materials Review (per hour)	\$160	per hour	
e) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$160	per hour	

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

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SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

Building Fees

D. Other Fees

Fee Description	Fee	Charge Basis	Note
1 Permit Issuance Fee	\$80	per permit	
2 General Plan Maintenance Fee (percent of permit fee)	10%	per permit	[a]
3 Technology Fee (percent of permit fee)	7%	per permit	
4 Incremental Fee (Training) (percent of assessed value)	.10% of value; \$6 minimum	per permit	
5 Credit Card Transaction Fee (% of amount paid by card)	3%	per permit	[b]
6 Digitizing		per permit	
a) Document Size up to 11"x17"		per permit	
i) 1st 10 pages (per page)	\$1	per permit	
ii) Each additional page (per page)	\$0.50	per permit	
b) Document Size Larger than 11"x17" (per page)	\$4	per permit	
7 Strong Motion Instrumentation (SMI)			
a) Residential	\$0.50 or valuation x .00013		
b) Commercial	\$0.50 or valuation x .00028		
8 Building Standards (SB 1473) Fee Calculation (Valuation)			
a) \$1 - \$25,000	\$1		
b) \$25,001 - \$50,000	\$2		
c) \$50,001 - \$75,000	\$3		
d) \$75,001 - \$100,000	\$4		
e) Each Add'l \$25,000 or fraction thereof	Add \$1		
9 Certificate of Occupancy			
a) Temporary Certificate of Occupancy (per 30 Days)	\$240	per permit	
b) Certificate of Occupancy	\$120	per permit	
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$480		
Job Card Re-Print, Change Of Contractor			
11 Job Card / Permit Re-Print	\$53		
12 Change Of Contractor	\$80		
Violation Fees			
13 Investigation Fee For Work Done Without Permits	2x Permit Fee		
Other Fees			
1 Phased Inspection Fee (per inspection)	\$80		
2 After Hours Inspection (per hour) (2-hour minimum)	\$192		
3 Re-inspection Fee (3rd Time or More) (each)	\$80		[c]
4 Missed inspection Fee	\$80		
5 Fees for Services Not Listed in this Fee Schedule (per hour)	\$160		

[a] Fee only applies to permits for new construction and additions.

[b] For amounts paid by credit card in excess of \$5,000.

[c] Reinspection fee applies after second re-inspection.

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
1 Adjustment	\$650		Fixed Fee	
2 Administrative Permit Review	\$425		Fixed Fee	
3 Annexation				
a) Annexation Request - Preliminary		\$4,000	Deposit	
b) Annexation / Prezone Request		\$8,000	Deposit	
4 Antenna Permit				
a) Administrative		\$3,000	Deposit	
b) Hearing Level		\$6,000	Deposit	
5 Appeal of Commission, Board, or Staff determination	\$1,000		Fixed Fee	[a]
6 Building Permit Review				
a) Alterations/Additions - Residential	\$65		Fixed Fee	
b) New Construction - Single Family Residential (Inc. ADUs)	\$175		Fixed Fee	
c) New Construction - 2-4 Residential Units	\$245		Fixed Fee	
d) New Construction - 5+ Residential Units	\$700		Fixed Fee	
e) Alterations/Additions - Non-Residential	\$175		Fixed Fee	
f) New Construction - Non-Residential < 10,000 SF	\$500		Fixed Fee	
g) New Construction - Non-Residential 10,000 SF or More	\$1,000		Fixed Fee	
7 Business License Application Review	\$35		Fixed Fee	
8 Certificate of Compliance		\$3,000	Deposit	
9 Design Review				
a) Administrative	\$325		Fixed Fee	[b]
b) Design Review Board Review				
i) Additions/modifications (to an existing building or site)	\$500		Fixed Fee	
ii) Amendment to an Existing Design Review Approval	\$400		Fixed Fee	
iii) New Building Less than 10,000 SF or 1-2 Dwellings		\$2,000	Deposit	
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$4,000	Deposit	
10 Development Agreement		\$15,000	Deposit	
11 Initial Study Preparation		\$6,000	Deposit	
12 EIR Review		\$12,000	Deposit	
13 Filming Permit				
a) Filming Permit	\$625		Fixed Fee	
b) Filming Permit - Still	\$450		Fixed Fee	
c) Filming Permit - Amendment	\$250		Fixed Fee	
d) Nonprofit or Student Filming Permit	\$150		Fixed Fee	
14 General Plan Map or Text Amendment		\$6,000	Deposit	
15 Lot Line Adjustment / Merger		\$3,000	Deposit	
16 Variance		\$4,000	Deposit	

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
17 Minor Administrative Permit Review	\$250		Fixed Fee	
18 Preapplication Conference	\$450		Fixed Fee	
19 Preliminary Review		\$3,000	Deposit	
20 Public Art Review		\$2,000	Deposit	
21 Reasonable Accomodation Request	\$400		Fixed Fee	[c]
22 Research Fee	\$170		Fixed Fee	
23 Rezone or Text Amendment		\$5,000	Deposit	
24 Sign Review				
a) Sandwich Board Sign / Banner Review	\$60		Fixed Fee	
b) Administrative/staff level review	\$140		Fixed Fee	
c) Individual / Minor	\$230		Fixed Fee	
d) Major		\$600	Deposit	
e) Sign Exception		\$425	Deposit	
25 Site Inspection	\$135		Fixed Fee	
26 Subdivision				
a) Tentative Minor Subdivision		\$7,000	Deposit	
b) Tentative Major Subdivision		\$8,000	Deposit	
c) Subdivision Ordinance Exception	\$2,900		Fixed Fee	
27 Time Extension Request				
a) Staff Level	\$200		Fixed Fee	
b) Council or Commission Hearing	\$500		Fixed Fee	
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$200		Fixed Fee	
29 Tree Protection Plan	\$475		Fixed Fee	
30 Tree Removal				
a) Arborist	\$300		Fixed Fee	
b) Tree Board	\$350		Fixed Fee	
31 Use Permit				
a) Planning Director review		\$1,500	Deposit	
b) Planning Commission review		\$3,000	Deposit	
c) Temporary Use (less than 6 months)				
i) Single Event	\$300		Fixed Fee	
ii) Multiple Events		\$300	Deposit	
32 Water Efficient Landscape Review	\$282		Fixed Fee	
33 Zoning Determination	\$169		Fixed Fee	
34 Zoning Ordinance Interpretation	\$550		Fixed Fee	
35 Density Bonus review		\$2,000	Deposit	
36 Inclusionary / Affordable Housing Agreement		\$5,000	Deposit	

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
Other				
37 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
38 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[d]
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Planning Director		\$229	Deposit	
b) Assistant Planner		\$137	Deposit	
c) Administrative Assistant		\$122	Deposit	
d) Other In-House Staff		Hrly rate	Deposit	
e) Contract Service Providers		T&M plus 15% admin	Deposit	
40 Excess Review / Field Inspections		Bill Hourly	Deposit	[e]
41 Work Without a Permit / Work Outside Scope of Permit	2x Fee		Fixed Fee	

[a] Fee is per appeal.

[b] Includes review of minor amendments if no Design Review Board hearing is required; and, Administrative Design Review where required by Code or approved by Commission.

[c] To review request for relief of certain provisions to upgrade ADA on private property.

[d] For amounts paid by credit card in excess of \$5,000.

[e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

* Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.

When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.

Refund Policy

Application fees are not refundable except as follows:

A. Refund of 100% shall be made if a determination is made by the Planning Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.

B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.

C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee *	Deposit	Charge Basis	Note
1 Encroachment Permits				
a) Annual	\$2,000		Fixed Fee	
b) Debris Box	\$1,500		Fixed Fee	
c) Recordable		\$1,000	Deposit	
d) Homeowner	\$300		Fixed Fee	
e) Single Contractor	\$525		Fixed Fee	
f) Additional Contractors	\$300		Fixed Fee	
g) Minor Encroachment Permit	\$325		Fixed Fee	
2 Grading Permits				
a) Minor (less than 500 CY)	\$650		Fixed Fee	
b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$1,000		Fixed Fee	
3 Plan Checks				
a) Major Subdivision		\$7,500	Deposit	
b) Minor Subdivision		\$5,000	Deposit	
c) Major Commercial Project		\$7,500	Deposit	
d) Minor Commercial Project		\$5,000	Deposit	
e) Major Residential Project		\$5,000	Deposit	
f) Minor Residential Project		\$2,000	Deposit	
g) Minor Permits		\$2,000	Deposit	
h) Major Permits		\$5,000	Deposit	
4 Inspections				
a) Major Subdivision		4% of Engineer's Cost Estimate	Deposit	
b) Minor Subdivision		\$3,000	Deposit	
c) Major Commercial Project		4% of Engineer's Cost Estimate	Deposit	
d) Minor Commercial Project		\$2,500	Deposit	
e) Major Residential Project		4% of Engineer's Cost Estimate	Deposit	
f) Minor Residential Project		\$2,500	Deposit	
g) Minor Permits		\$500	Deposit	
h) Major Permits		4% of Engineer's Cost Estimate	Deposit	
5 Certificate of Correction		\$500	Deposit	
6 Infrastructure Reimbursement Agreement		\$1,500	Deposit	
7 Legal Document Description Review		\$1,000	Deposit	
8 Map Amendment		\$1,250	Deposit	
9 Outside Service Area Agreement		\$2,500	Deposit	
10 Reversion to Acreage		\$1,400	Deposit	
11 Oversize Load Permit				
a) Per Day	\$16		Fixed Fee	
b) Annual	\$90		Fixed Fee	

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee *	Deposit	Charge Basis	Note
Other				
12 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
13 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[a]
14 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Public Works Superintendent		\$184	Deposit	
b) Engineering Manager		\$175	Deposit	
c) Sr. Maintenance Worker / Inspector		\$115	Deposit	
d) Management Analyst		\$128	Deposit	
e) Administrative Assistant		\$98	Deposit	
f) Other In-House Staff		Bill Hourly	Deposit	
g) Contract Service Providers		T&M + 15% admin fee	Deposit	
15 Excess Review / Field Inspections		Bill Hourly	Deposit	
16 Work Without a Permit / Work Outside Scope of Permit	2x Permit Fee		Fixed Fee	

[a] For amounts paid by credit card in excess of \$5,000.

* Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

** Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

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Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.

Refund Policy

Application fees are not refundable except as follows:

- A. Refund of 100% shall be made if a determination is made by the City Engineer that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.
- B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.
- C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
1 Water Based Fire Protection Systems (1):		
a) Fire Sprinkler Commercial/Multi Family/Other - New System		
i) Plan Review (up to 50 heads)	\$306	
ii) Inspection (up to 50 heads)	\$306	
b) Fire Sprinkler Commercial/Multi Family/Other - Alteration		
i) Plan Review (up to 25 heads)	\$153	
ii) Inspection (up to 25 heads)	\$153	
c) Fire Sprinkler, Per additional head - New or Alteration		
i) Plan Review	\$1	
ii) Inspection	\$1	
d) Fire Sprinkler Single Family/Duplex - New System		
i) Plan Review	\$230	
ii) Inspection	\$230	
e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System		
i) Plan Review	\$153	
ii) Inspection	\$153	
f) Standpipe		
i) Plan Review (per vertical standpipe)	\$230	
ii) Inspection (per vertical standpipe)	\$306	
g) Fire Pump		
i) Plan Review	\$306	
ii) Inspection	\$306	
h) Fire Protection Underground System		
i) Plan Review (includes 1 riser or hydrant)	\$230	
ii) Inspection (includes 1 riser or hydrant)	\$230	
i) Per Additional Sprinkler Riser or Hydrant		
i) Plan Review	\$153	
ii) Inspection	\$153	
2 Fire Alarm System (1):		
a) Fire Alarm - New System		
i) Plan Review (up to 25 devices)	\$306	
ii) Inspection (up to 25 devices)	\$306	
b) Fire Alarm - Alteration		
i) Plan Review (up to 5 devices)	\$153	
ii) Inspection (up to 5 devices)	\$153	
c) Per Additional Device		
i) Plan Review - New or Alteration	\$2	
ii) Inspection - New or Alteration	\$2	
3 Alternative Automatic Extinguishing Systems (2):		
a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other		
i) Plan Review	\$230	
ii) Inspection	\$230	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
4 Other Fire Construction Reviews and Inspections (2):		
a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & Other Fire Construction Permit		
i) Plan Review	\$306	
ii) Inspection	\$306	
b) Commercial Indoor or Outdoor Cannabis Cultivation		
i) Up to 5,000 SF	\$306	
ii) Per Additional 100 SF over 5,000 SF	\$3	
c) Cannabis Extraction System	\$153	
d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	\$153	per hour
5 Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under Ground; Fuel Dispensing; LPG) (4):		
a) Above Ground Tank or Underground Tank installation or removal and/or Pipe Installation or Removal (1 tank)	\$459	
b) Above Ground Tank or Underground Tank installation or removal (per add'l tank)	\$153	
c) Under Ground Tank Installation, New System (1 tank)	\$1,224	
d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per add'l tank)	\$459	
e) Under Ground - Hazardous Materials Tank Removal (1 tank)	\$459	
Permits to Operate (Type of Permit Activity)		
6 Amusement Building	\$306	
7 Carnivals and Fairs	\$306	
8 Combustible Dust Operations	\$306	
9 Covered Mall Buildings	\$306	
10 Exhibits and Trade Shows	\$306	
11 Explosives or Blasting Agents	\$765	
12 Recreational or Bon Fire	\$153	
13 Theatrical Fire Performance	\$306	
14 High Pile Storage	\$306	
15 Hot Work Operations	\$306	
16 Industrial Ovens	\$306	
17 Lumber Yards	\$306	
18 Misc. Combustible Storage	\$306	
19 Places of Assembly		
a) Less than 300 occupant load	\$306	
b) 300 - 999 occupant load	\$459	
c) 1,000 or more occupant load	\$612	
20 Commercial Day Care Facility		
a) 7 - 49 persons	\$306	
b) 50 - 149 persons	\$459	
c) 150 or more persons	\$612	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
21 Institutional		
a) Less than 6 patients	\$306	
b) 6 or more patients	\$459	
c) Detention facilities	\$612	
22 Apartments/Hotels/Motels		
a) 3 - 16 units	\$153	
b) 17 - 32 units	\$306	
c) 33 or more units	\$459	
23 Large Family Day Care		
a) Large Family Day Care	\$306	
b) Pre-inspection (at hourly rate)	\$153	
24 850 Inspections		
a) 850 Inspection	\$153	
25 Residential Care Facilities		
a) 7 or more residents	\$459	
b) Pre-inspection (at hourly rate)	\$153	
26 Business License Inspection (5):		
a) Commercial Other	\$150	
b) Home Occupancy	\$75	
27 Tents, Air-Supported Structures & Temporary Stage Canopies Permit		
a) 400 - 2,000 SF (First)	\$153	
b) Greater than 2,000 SF (First)	\$230	
c) Each additional	\$77	
28 Burn Permit	\$150	
29 Fireworks		
a) Fireworks - Public Display	\$300	
b) Fireworks Stand	\$200	
Building Permit Plan Review and Inspection Fees		
30 Building Permit Plan Review and Inspection Fees (Greater of A or B)		
A) Commercial Industrial Plan Review and Inspection (% of building permit fee)	25%	
B) Commercial Industrial Plan Review and Inspection - minimum fee		
i) Commercial / Industrial - New		
i) Plan Review	\$306	
ii) Inspection	\$306	
ii) Commercial / Industrial - Tenant Improvement		
i) Plan Review	\$191	
ii) Inspection	\$230	
iii) Commercial / Industrial (over 2 stories) - New		
i) Plan Review	\$153	per hour
ii) Inspection	\$153	per hour

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
iv) Commercial / Industrial (over 2 stories) - Tenant Improvement		
i) Plan Review	\$153	per hour
ii) Inspection	\$153	per hour
v) Multi-Family - New		
i) Plan Review	\$459	
ii) Inspection	\$459	
vi) Multi-Family - Tenant Improvement		
i) Plan Review	\$306	
ii) Inspection	\$306	
31 Fire Code Verification:		
a) Operational permit Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly rate (3)	\$77	per 1/2 hour
b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	\$153	per hour
c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	\$186	per hour
32 False Alarm (After 3rd in Calendar Year)	\$1,450	
33 Other:		
a) Technology Fee (percent of permit fee)	7%	% of permit fee
b) Credit Card Transaction Fee (% of amount paid by card) (8)	3%	% of card pmt.
c) Fire Records and Research (add'l fees apply for copies of mat'ls)	\$38	per 1/4 hour
d) Fire Report	\$20	each
e) Plan Revision	\$153	per revision
f) Excess Plan Review	\$153	per review
g) Missed Inspection / Excess Inspections	\$153	each
h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	\$153	per hour
i) Expedited Review (subject to availability)	1.5x base fee	
j) Work Commenced without a Permit	2x base fee	
k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)	bill hourly	per hour
l) Special Requests for Fire Services	bill hourly	per hour
m) Fire Prevention Fee-Related Services Not Identified in this Schedule	\$153	per hour

Notes:

- (1) Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (2) Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (3) Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable.
- (4) Fee includes plan check and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (5) Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (6) Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$153, the Division's fully-burdened hourly rate. For example, a fee amount of \$306 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.
- (7) Inspection outside normal work hours will require hourly fees in addition to other required fees.
- (8) For amounts paid by credit card in excess of \$5,000.
- (9) Use staff hourly billing or OES rates.
- (10) Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Animal Release			
a) Dog or Cat	\$100	Fixed Fee	
b) Small Companion Animal	\$40	Fixed Fee	
2 Audio / Video Reproduction	Bill Hourly; \$45 Min.	Per Hour	
3 Clearance Letters	\$25	Fixed Fee	
4 Dog License			
a) Neutered	\$20	Fixed Fee	
b) Neutered (for Senior Citizens)	\$10	Fixed Fee	
c) Non-Neutered	\$40	Fixed Fee	
d) Non-Neutered (for Senior Citizens)	\$20	Fixed Fee	
5 False Alarm Fee	\$100	Fixed Fee	
6 Fingerprint / Live Scan Fees	\$20	Fixed Fee	
7 Firearms & Property Storage Fee			
a) Base fee for up to five weapons for 30 days	\$58	Fixed Fee	
b) Fee per additional weapon or per additional day after 30 days	\$5	Fixed Fee	
8 Hazardous Material Response	Bill Hourly	Per Hour	
9 Noise / Party Abatement Fee (per response beginning with 3rd response)	\$50 Min.; fee escalates for add'l responses	Per Response	
10 Party Control	\$100	Fixed Fee	
11 Photograph Reproduction	\$20	Fixed Fee	
12 Report Copy	\$20	Fixed Fee	
13 Research / Crime Analysis Fee	\$35 per hour	Per Hour	
14 Residential Parking Permit Fee	\$10	Fixed Fee	
15 Special Events			
a) Major	\$260	Fixed Fee	
b) Minor	\$50	Fixed Fee	
16 Vehicle Release	\$100	Fixed Fee	
17 VIN Verification Fee	\$25	Fixed Fee	
18 Motor Vehicle Certificate	\$200	Fixed Fee	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - PUBLIC WORKS FEES

Activity Description	Fee	Charge Basis	Note
1 Aerial Lift Tower Truck	\$175	Per Hour	
2 After Hours Phone Call	\$80	Fixed Fee	
3 After Hours Public Works Response	\$270	Fixed Fee	
4 Air Compressor- Jack Hammer	\$180	Per Hour	
5 Backhoe Tractor	\$200	Per Hour	
6 Banner Installation - (City - Non-Profit)	\$350	Fixed Fee	
7 Banner Installation - (Non-City - Non-Profit)	\$550	Fixed Fee	
8 Concrete Saw	\$190	Per Hour	
9 Inspection- Sewer Main Video	\$2,000	Deposit	
10 Large Dump Truck	\$190	Per Hour	
11 Multi Trash Pump	\$180	Per Hour	
12 Pavement Repair & Trench Inspect.	\$280	Service	
13 Pickup Truck	\$150	Per Hour	
14 Property Clean Up Notification	\$90	Per 1/2 Hour	
15 Service Call	\$180	Per Hour	
16 Sewer Camera	\$270	Per Hour	
17 Sewer Cleaning Truck	\$370	Per Hour	
18 Small Dump Truck	\$190	Per Hour	
19 Village MHP Dump Station Fee	\$50	Fixed Fee	
20 Annual Inspection of Backflow Protection Devices	\$125	Fixed Fee	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - PARKS, SPECIAL EVENTS & FACILITY USE

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee	Charge Basis	Note
1 Application Fee					
a) Up to 50 people	\$0	\$0	\$0	Fixed Fee	
b) 51 - 200 people	\$100	\$150	\$200	Fixed Fee	
c) More than 200 people	\$150	\$250	\$350	Fixed Fee	
2 Security Deposit					
a) Up to 50 people	\$150	\$150	\$150	Deposit	
b) 51 - 200 people	\$500	\$500	\$500	Deposit	
c) More than 200 people	\$1,000	\$1,000	\$1,000	Deposit	
3 Daily Use Fee					
a) Up to 50 people	\$50	\$75	\$100	Fixed Fee	[a]
b) 51 - 200 people	\$125	\$250	\$500	Fixed Fee	[a]
c) More than 200 people	\$250	\$500	\$1,000	Fixed Fee	[a]
4 Amplified Sound / Stage / Bouncehouse					
a) Amplified Sound Use	\$50	\$75	\$100	Fixed Fee	
b) Stage Use	\$50	\$75	\$100	Fixed Fee	
c) Bouncehouse Use	\$30	\$40	\$50	Fixed Fee	

[a] 25% discount available for park use of less than 3 hours.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - PARKS, SPECIAL EVENTS & FACILITY USE

Activity Description	Fee	Charge Basis	Note
5 Parking Space Fee			
a) Residential Area	\$10	Fixed Fee	[b]
b) Non-Residential Area	\$15	Fixed Fee	[b]
6 Classes with Instructors Utilizing Park Area (per week)			
a) Small Group, 1 - 15 Persons	\$25	Fixed Fee	[c]
b) Medium Group, 16 - 30 Persons	\$50	Fixed Fee	[c]
c) Large Group, More than 30 Persons	\$75	Fixed Fee	[c]
7 City Hall Meeting Room	\$15	Per Hour	

[b] Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons).

[c] Per week fee for classes with monetary component (e.g. charge for classes).

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - CLERK FEES

Activity Description	Fee	Charge Basis	Note
1 Duplication Fee			
a) Up to 11" x 17"			
i) Up to 10 pages	No Charge	Fixed Fee	
ii) More than 10 pages (per page, after 1st 10)	\$0.25	Fixed Fee	
b) Oversize	Actual Cost	Fixed Fee	
2 Meeting Recording Fee			
3 Municipal Code	\$20	Fixed Fee	
4 Solemnization of Marriage			
a) Solemnization of Marriage - City Hall	\$50	Fixed Fee	
b) Solemnization of Marriage - Outside City Hall	\$75 + Mileage Cost	Fixed Fee	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - ADMINISTRATIVE SERVICES FEES (FINANCE)

Activity Description	Fee	Charge Basis	Note
1 Monthly Administration Fee for Water Deposit Accounts	\$35	Fixed Fee	
2 Research Fee (per 1/2 hour)	\$85	Fixed Fee	
3 Returned Check Fee			
a) 1st Check	\$25	Fixed Fee	[a]
b) Each Additional Check	\$35	Fixed Fee	[a]
4 Issuance of 48 Hour Notice	\$55	Fixed Fee	
5 Shut Off/Turn On Fee	\$110	Fixed Fee	
6 New Water Service Fee	\$50	Fixed Fee	
7 Deposit for New Service	\$175	Deposit	
8 One Time Transfer Agreement Fee Between Tenants	\$50	Fixed Fee	
9 Business License Application Processing Fee	\$50	Fixed Fee	
10 Water Tower Key Replacement Fee	\$10	Fixed Fee	

[a] CA Civil Code 1719.

CITY COUNCIL | SEPTEMBER 15, 2020

FEE SCHEDULE UPDATE

ClearSource Financial Consulting

TERRY MADSEN | PRINCIPAL CONSULTANT
tmadsen@clearsourcefinancial.com | 831.288.0608
www.clearsourcefinancial.com

FEE-RELATED SERVICES REVIEWED

- ➔ **Building** Fees, such as construction permit processing, plan check, and inspection
- ➔ **Current Planning** Fees, such as entitlement review and review for compliance with zoning code
- ➔ **Public Works** Fees, such as engineering, encroachment, and excavation review and inspection
- ➔ **Fire Prevention** Fees, such as fire alarm, fire sprinkler, and construction review for compliance with Fire Code
- ➔ **Non-Development Related** Fees, such as vehicle impound, false alarm response, license review, etc.

PURPOSE OF FEE UPDATE

Optimize Revenues Available to Fund City Services:

- ➔ Ensure user and regulatory fees are set according to the **costs of service**, in compliance with statutory allowance and limits
- ➔ Enable more direct recovery of costs incurred to serve **private interests/benefit** or respond to **individual actions**
- ➔ Provide opportunity for **relief to General Fund resources** that are often viewed more critical to services of broader public benefit, subject to City Council policy direction
- ➔ Enable **continuity of service level expectations** by improving cost recovery levels

STATUTORY ALLOWANCE AND LIMITATIONS

City Council has Authority to Directly Approve User and Regulatory Fees and Increases to Fees:

- ➔ Fees proposed are not taxes, as defined by Article 13C of the California State Constitution
- ➔ Fees are set in accordance with parameters set by Article 13C and by Section 66014 of the California Government Code:
 - Costs allocated to the payer should bear a fair or reasonable relationship to the payer's burdens on or benefits received from the governmental activity
 - Fees should not exceed the reasonable cost of providing the service for which the fee is charged

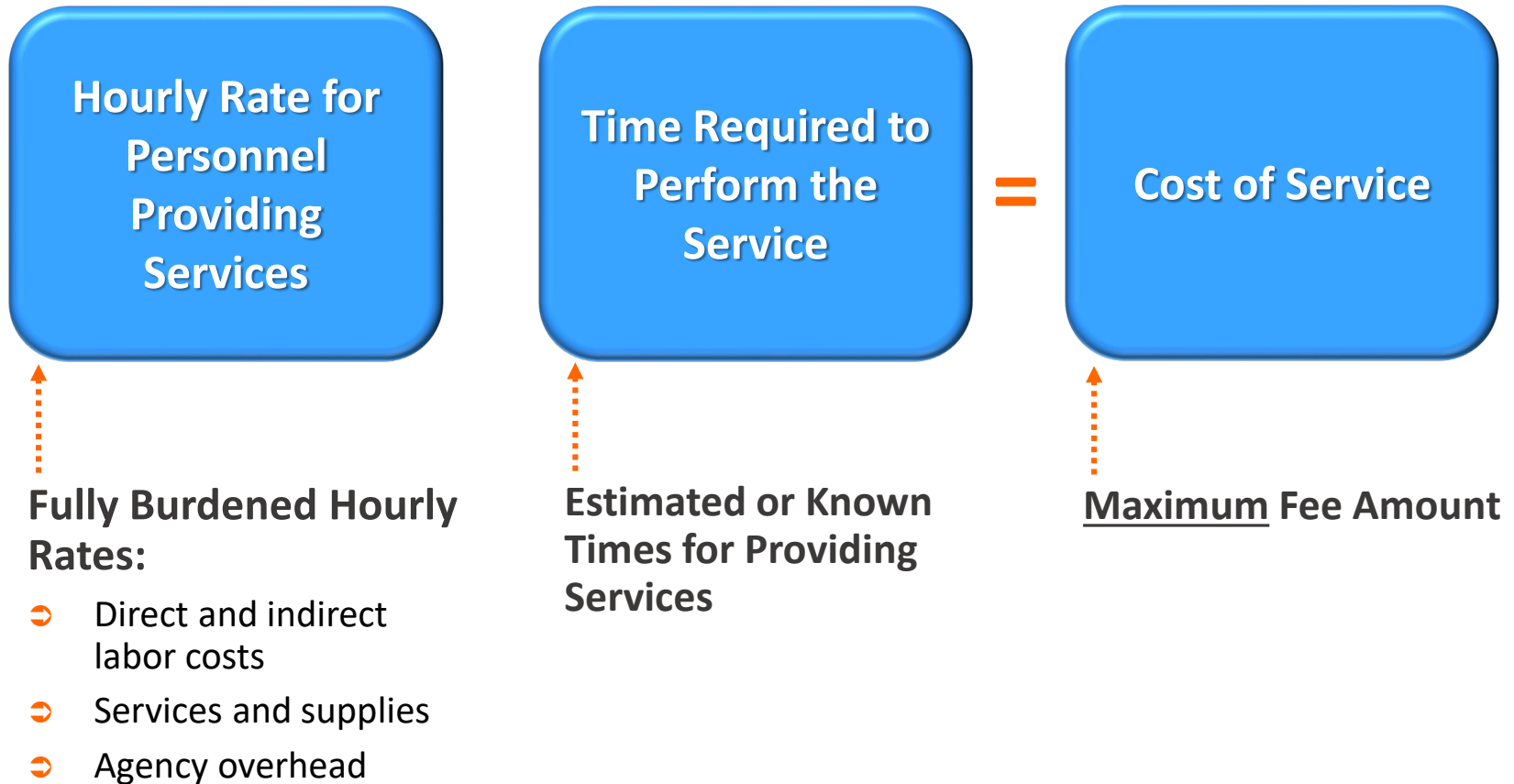
City Council Financial Policy Addresses Fees:

- ➔ The City will adopt user fees with appropriate levels of cost recovery.
- ➔ User fee studies should be performed and updated annually to ensure the proper balance of costs and service charges. The City should strive to cover the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.
- ➔ Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council as fees are annually updated to ensure they reflect all direct and reasonable indirect costs of providing such services.



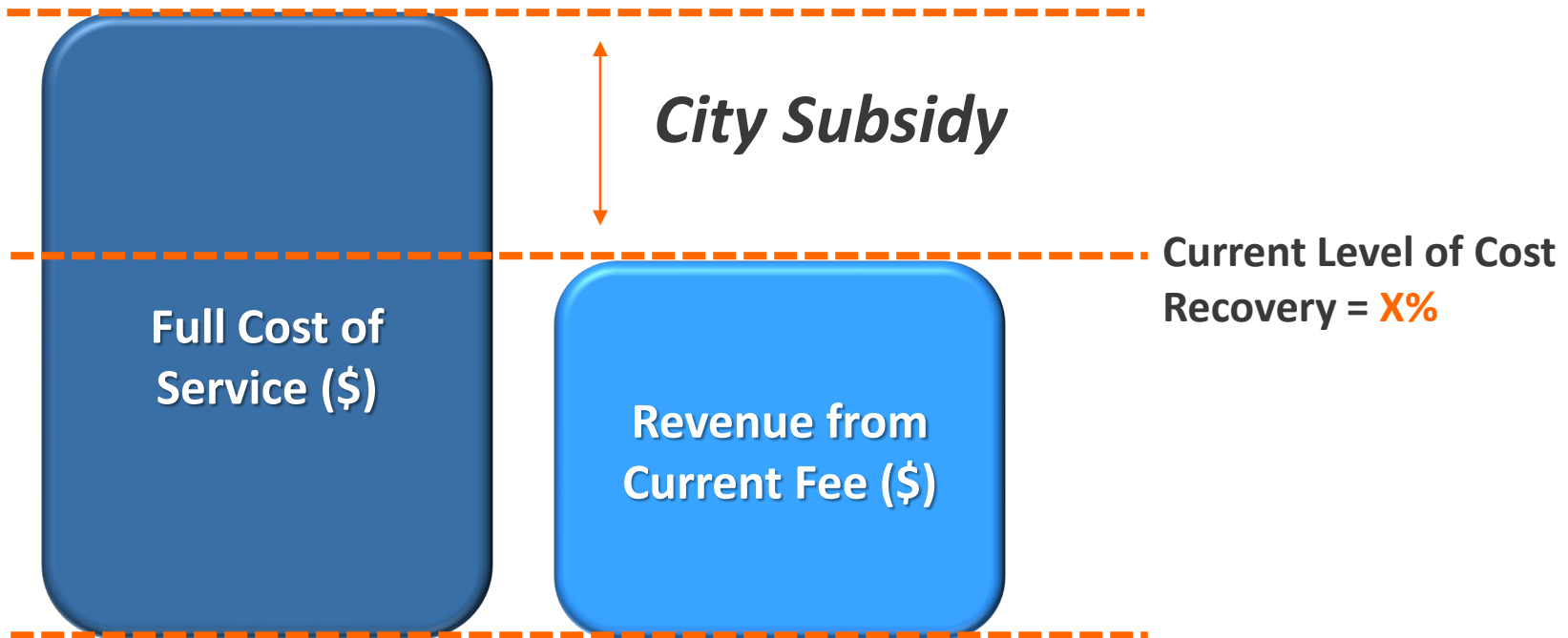
COST OF SERVICE METHODS

DERIVING THE COST OF SERVICE



EVALUATING COST RECOVERY

Compare full cost of service to revenues available to fund activities
Set policy for targeted recovery within the spectrum





**FINDINGS AND
IMPACTS OF POTENTIAL ACTION**

COST RECOVERY PERFORMANCE

DIRECT FEE-RELATED SERVICES	PREVAILING FEES				PROPOSED FEES			
	Annual Cost of Service	Annual Fee Revenue	General Fund Subsidy	Overall Current Cost Recovery	Annual Fee Revenue	New Revenue to General Fund	General Fund Subsidy	Targeted Cost Recovery
Building	\$335,000	\$240,000	\$95,000	72%	\$335,000	\$95,000	\$0	100%
Current Planning	\$270,000	\$80,000	\$190,000	30%	\$120,000	\$40,000	\$150,000	44%
Land Eng'rg / Encroachment	\$60,000	\$40,000	\$20,000	67%	\$60,000	\$20,000	\$0	100%
Fire Prevention	\$107,000	\$27,000	\$80,000	25%	\$40,000	\$13,000	\$67,000	37%
Dev Svcs Tech Enhancement	\$30,000	\$7,000	\$23,000	23%	\$16,000	\$9,000	\$14,000	53%
General Plan Update	\$70,000	\$5,000	\$65,000	7%	\$10,000	\$5,000	\$60,000	14%
Training	\$10,000	\$7,000	\$3,000	70%	\$7,000	\$0	\$3,000	70%
Total	\$882,000	\$406,000	\$476,000	46%	\$588,000	\$182,000	\$294,000	67%

* Amounts shown are estimates. Actual amounts will vary based on applicant volume and project types. Many individual fees for current planning and fire prevention services will target full cost recovery (100%). Revenue impact is intended to represent a conservative estimate to allow for development and refinement of deposit tracking and billing systems.

OVERALL FINDING AND ACTION REQUESTED

The City may enhance cost recovery for services of individual benefit or cause:

- ➔ Current fees and charges for service in certain service areas can be increased and/or restructured to statutory limits or less
- ➔ General Fund subsidy of individually-based service can be reduced

(Specific findings by service area follow.)

BUILDING

- ➔ Establish additional easy to understand, fixed fees, for the most commonly requested permit categories. This will allow contractors and residents to more easily forecast estimated fees and allow staff and contract service providers to more effectively manage the fee collection process.
- ➔ Significantly reduce the number of fee categories in the fee schedule to eliminate unused fee categories
- ➔ Fee collections will continue to be proportional to project complexity and scale (i.e. larger fees for larger projects and smaller fees for smaller projects)

CURRENT PLANNING

- ➔ Majority of cost incurred are for projects that use a deposit-based collection mechanism
 - For deposit-based billing ensure staff track time to various projects and amounts are billed accordingly
 - For deposit-based billings increase hourly billing rate to reflect current divisional costs
 - Example - Associate Planner: Current Rate = \$77/hr; Full Cost = \$137/hr

- ➔ For fixed fee services target less than full cost recovery for some services to align fees to community goals and values (e.g. reduced cost recovery for appeals).

PUBLIC WORKS FEES

- ➔ City uses deposit-based billings for majority of plan review and field inspection services.
- ➔ Proposed fees are intended to recover 100% of contract service costs, plus share of associated staff support costs
- ➔ Proposed fees are built to scale, if contract service agreement changes or various consultants are required
- ➔ Fixed fees for minor projects will allow for ease of project administration by staff and ease of estimating by fee payers

FIRE PREVENTION

- ➔ Modify fee structure to allow for scaling of fees for larger projects
 - Current fees capture costs of smaller projects (the vast majority of City work), however they don't accommodate scaling for larger projects to account for increased complexity and service time

- ➔ Develop more comprehensive schedule to allow for City collection of fees as goals or policies change
 - Example: Fees included to recover annual inspection costs associated with multi-family buildings and hotels/motels

- ➔ Clarify service levels included in base fees and collection mechanisms for service in excess of standard

NEW FEES PROPOSED

- ➔ Credit Card Transaction Processing Fee
 - Only applies for credit card payments greater than \$5,000
 - 3% fee intended to serve as a pass-through of amounts charged by vendor

- ➔ Digitizing Fee
 - Recovers costs of transitioning hardcopy submittals into digital, searchable, format
 - \$1 per page for standard sheets; \$4 per sheet for plan sheets

- ➔ Technology Enhancement Fee
 - Fee to recover costs of GIS updates/land management, and permit tracking software.
 - Fee is already collected for building permits. Fee will also apply for Planning, Land Development Engineering, and Fire permit fees.



RECOMMENDATIONS

BENEFITS OF PROACTIVE FEE MANAGEMENT

Ongoing review and adjustment of fees provides multiple benefits:

- ➔ Increasing the availability of General Fund revenues to be used for services and activities available to all Sebastopol residents and businesses, such as public works and safety services.
- ➔ Keeping pace with general cost inflation.
- ➔ Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multiyear period.
- ➔ Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- ➔ Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- ➔ Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

ACTION REQUESTED

- ➔ **Conduct Public Hearing**
- ➔ **Determine Whether to Approve the Proposed Master Fee Schedule (Effective December 1, 2020)**
- ➔ **Authorize future inflationary adjustments with direction for periodic review**

CITY OF SEBASTOPOL

FEE SCHEDULE UPDATE

DISCUSSION & QUESTIONS

ClearSource Financial Consulting

TERRY MADSEN | PRINCIPAL CONSULTANT
tmadsen@clearsourcefinancial.com | 831.288.0608
www.clearsourcefinancial.com

AUGUST 2020

User and Regulatory Fee Study

ClearSource Financial Consulting

TERRY MADSEN | PRINCIPAL CONSULTANT

tmadsen@clearsourcefinancial.com | 831.288.0608

7960 B Soquel Drive, Suite 363 | Aptos, California 95003

www.clearsourcefinancial.com

REPORTING

1	TRANSMITTAL
2	EXECUTIVE SUMMARY Overall Findings
8	PROJECT ORIENTATION Scope, Guidance, Methods
13	BUILDING PERMIT FEES
14	CURRENT PLANNING FEES
15	ENGINEERING AND ENCROACHMENT PERMIT FEES
16	FIRE PREVENTION FEES
17	NON-DEVELOPMENT RELATED FEES

APPENDICES

A	ILLUSTRATION OF PROPOSED FEE SCHEDULE
B	ILLUSTRATION OF PROPOSED FEE CHANGES
C	COST OF SERVICE ANALYSIS

August 2020

CITY OF SEBASTOPOL

Attn: Ana Kwong, Finance Director
Sebastopol City Hall
7120 Bodega Avenue
Sebastopol, California 95472

User and Regulatory Fee Study

Dear Ana:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Sebastopol.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,



TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING

PHONE NUMBER: 831.288.0608

EMAIL ADDRESS: tmadsen@clearsourcefinancial.com

STUDY OVERVIEW

The City of Sebastopol has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

The City derives its annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at public hearing a new **Master Fee Schedule** for adoption and continued update in subsequent years.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service.** When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees.** The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

ILLUSTRATION OF COST RECOVERY SCENARIOS

EXHIBIT 1 | ILLUSTRATION OF COST RECOVERY SCENARIOS

COST RECOVERY THRESHOLD	CHARACTERISTIC OF THE SERVICE / ACTION
<p>“NONE”</p> <p>No Recovery of the Costs of Service</p>	<ul style="list-style-type: none"> • Acute interest in protecting: <ul style="list-style-type: none"> – Public safety – Integrity of City infrastructure, assets, and operations – Vulnerable populations • Collection of fees is not feasible or cost-effective
<p>“LOW”</p> <p>Up to 50% of the Full Cost of Service</p>	<ul style="list-style-type: none"> • The broader public benefits greatly from the individual service provided • Larger fee amounts may discourage compliance with City requirements • Market sensitivities may negatively impact demand for services deemed important to the character of the community • City policy directs an influence on fee amounts for: <ul style="list-style-type: none"> – Concern for low-income participation – Concern for specific sectors, such as owner-occupied residences or small business – Priority for resident participation, versus non-resident
<p>“MODERATE”</p> <p>Greater than 50% of the Full Cost of Service</p>	<ul style="list-style-type: none"> • While the individual benefits greatly from service provided, public benefit or public interest in compliance/participation is present • Factors described in lower thresholds retain some influence • Though service benefits the individual to a high degree, fee levels should be sensitive to the encouragement of current City initiatives
<p>“FULL”</p> <p>100% of the Full Cost of Service</p>	<ul style="list-style-type: none"> • Service benefits the individual to a great degree • Service is highly regulatory • Fee amounts do not materially impact compliance or demand • Fee amounts for comparable service are in line with other regional communities • The City discourages the activity
<p>“PENALTY”</p> <p>Greater than Full Cost</p>	<ul style="list-style-type: none"> • Must be a fine/penalty for non-compliance with City code

FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendices. However, summarized in the following tables by broad fee category and highlighted in the subsequent findings statements, are outcomes and proposals of particular interest to City leaders and policymakers.

EXHIBIT 2 | SUMMARY OF PRIMARY OUTCOMES AND FINDINGS

Building Fees

#	Finding / Recommendation	Description
1	Current fees recover approximately 72% of the full cost of providing fee-related services	<ul style="list-style-type: none"> The Division collects approximately \$240,000 annually in fee revenues. Fee-related expenditures are roughly \$335,000. This results in an aggregate cost recovery level of 72% and a General Fund subsidy of approximately \$95,000. Cities throughout the State typically target full cost recovery from building permit fees. Full cost recovery is targeted from proposed fees with a few exceptions for minor permits.
2	Reformat and restructure fee schedule to facilitate more consistent application of the fee schedule	<ul style="list-style-type: none"> Use fee methodology that results in lower fees for less complex projects and allows for scaling and higher fees for more complex projects (i.e. a nexus between fees and typical service requirements).

Current Planning Fees

#	Finding / Recommendation	Description
1	Current fees recover approximately 30% of the full cost of providing services	<ul style="list-style-type: none"> The Division collects approximately \$80,000 annually in fee revenues. Fee-related expenditures are approximately \$270,000. This results in an aggregate cost recovery level of 30% and a General Fund subsidy of approximately \$190,000. Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
2	Targeting full cost recovery for development projects, including Planning fees has become more	<ul style="list-style-type: none"> The majority of fee-related services provided by the Division are proposed to be billed on an hourly basis, with an initial deposit collected. This billing method is intended to recover the cost of time and materials provided by City staff and

	common throughout the State, but remains challenging	<p>contract service personnel during the review of fee-related service applications.</p> <ul style="list-style-type: none"> In order for the billing system to function properly, the City must have systems in place to track time amongst the various development requests examined by staff and contractors. For deposit-based projects the City should bill project applicants for effort including intake, processing, technical reviews, inspections, meetings, and issuance/approvals. The current hourly billing rates are significantly less than the City's full cost of service. For example, the current billing rate for the Associate Planner is \$77; the full cost of service is \$137.
3	Target less than full cost recovery for minor permits or permits with high community benefits	<ul style="list-style-type: none"> Less than full cost recovery is proposed for reviews for home occupation, appeals, tree permits, etc.

Land Development and Encroachment Permit Fees

#	Finding / Recommendation	Description
1	Continue use of deposit-based structure to encourage cost recovery of City staff and outside service provider costs	<ul style="list-style-type: none"> The department uses outside service providers to perform certain plan review and inspection activities. Although, the services are primarily performed by an outside service provider, City staff have to oversee and administer the review and approve and review reports and findings and may also perform certain plan review and inspection-related activities. The proposed fee structure encourages recovery of City costs in addition to contract service provider costs.
2	Revenue may fluctuate widely from year-to-year depending on project development cycles	<ul style="list-style-type: none"> The department's most significant fee-related work is associated with review of public improvements associated with new developments. The department may collect a large sum of fees, which commit the City to multiple months or potentially multiple years of review efforts.
3	Adopt fees that allow the City to recover costs for non-standard services	<ul style="list-style-type: none"> The proposed fee schedule includes fees for: <ul style="list-style-type: none"> Missed inspections Excessive project reviews Expedited service requests Requests for after-hours work.

Fire Fees

#	Finding / Recommendation	Description
1	Modify fee schedule to allow for scaling of fees	<ul style="list-style-type: none">• Use fee methodology that results in lower fees for less complex projects and higher fees for more complex projects (i.e. a nexus between fees and typical service requirements).
2	Adopt broad schedule of fees but only apply fees for services provided	<ul style="list-style-type: none">• Adopting a broad schedule of fees allows the City to have fees in place should the City wish to charge for services such as multi-family and hotel/motel annual inspections.

Event Permit and Facility Use Fees

#	Finding / Recommendation	Description
1	Adopt a structure of fees that reflects reduced rental rates for community groups and residents as compared to non-resident users	<ul style="list-style-type: none">• Create distinct categories for:<ul style="list-style-type: none">○ Community Group (lowest fees)○ Resident (mid fees)○ Non-Resident (highest fees)

IMPACT TO COST RECOVERY AND CITY FUNDS

The anticipated revenue impact of the proposed changes included in the fee schedule update is **\$182,000**.

EXHIBIT 3 | COST RECOVERY IMPACT OF PROPOSED FEE CHANGES

DIRECT FEE-RELATED SERVICES	PREVAILING FEES				PROPOSED FEES			
	Annual Cost of Service	Annual Fee Revenue	General Fund Subsidy	Overall Current Cost Recovery	Annual Fee Revenue	New Revenue to General Fund	General Fund Subsidy	Targeted Cost Recovery
Building	\$335,000	\$240,000	\$95,000	72%	\$335,000	\$95,000	\$0	100%
Current Planning	\$270,000	\$80,000	\$190,000	30%	\$120,000	\$40,000	\$150,000	44%
Land Eng'rg / Encroachment	\$60,000	\$40,000	\$20,000	67%	\$60,000	\$20,000	\$0	100%
Fire Prevention	\$107,000	\$27,000	\$80,000	25%	\$40,000	\$13,000	\$67,000	37%
Dev Svcs Tech Enhancement	\$30,000	\$7,000	\$23,000	23%	\$16,000	\$9,000	\$14,000	53%
General Plan Update	\$70,000	\$5,000	\$65,000	7%	\$10,000	\$5,000	\$60,000	14%
Training	\$10,000	\$7,000	\$3,000	70%	\$7,000	\$0	\$3,000	70%
Total	\$882,000	\$406,000	\$476,000	46%	\$588,000	\$182,000	\$294,000	67%

** Amounts shown are estimates. Actual amounts will vary based on applicant volume and project types. Many individual fees for current planning and fire prevention services will target full cost recovery (100%). Revenue impact is intended to represent a conservative estimate to allow for development and refinement of deposit tracking and billing systems.*

Additional revenues expected from proposed changes to fees and charges are intended to offset the cost of providing existing services associated with those fee-related regulatory functions. Additional fee revenue is not intended to fund new services.

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided

The revenue impact is based on historical project volumes. In light of the current pandemic associated with COVID-19, it is important to note this study does not attempt to forecast aggregate decreases in total costs recovered that may result from “shelter-in-place” orders or other control measures.

SCOPE OF STUDY

The City of Sebastopol has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of a new **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Year 2019-2020 and 2020-2021 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- Calculate the full cost of service, including citywide overhead costs.
- Recommend fees to be charged for each service.
- Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- Identify new fees and/or revenue sources for eligible services, where discovered and applicable.
- Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

DIRECT SERVICES UNDER REVIEW

Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- **Building** – Services include building permits for construction and sub-trades.
- **Planning** – Services include development review/current planning, special events, other community permitting, and miscellaneous labor.
- **Fire Prevention** – Services include alarm and sprinkler review.
- **Public Works** – Services include land development review and encroachment permitting.
- **Non-Development Related Services** – Services include but are not limited to vehicle impound release fees, animal licensing, license application review, event permit fees, and report request fees.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- A charge imposed as a condition of property development.
- Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, “Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (“charges”) recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City’s activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer’s burdens on, or benefits received from the activities and services provided by the City.

METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Estimated annual hours spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California.
- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel related costs were based on the rates currently used by the City’s contract service providers.
- All other services and supplies expenditures were based on budgeted expenditures.
- For purposes of estimating the full cost of service, a reasonable, conservative, allocation of central service costs to direct service departments was developed that yields Citywide indirect rates to inform this analysis.
- Estimated labor times were developed based on responses from the staff primarily responsible for the provision of services examined in the study. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown below.

EXHIBIT 4 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES



CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- **Update Systems for Fee Outcomes** – Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- **Actively Monitor the Use of Fees** – In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects and ensuring fees are applied in the correct amount and using the correct and intended basis.
- **Monitor Feedback and Permit Statistics** – Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Annually Review and Adjust Fee Values** – In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) for San Francisco-Oakland-Hayward.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted every three to five years to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

BUILDING PERMIT AND PLAN REVIEW FEES

The Building Division provides local enforcement of mandatory State building codes and standards and municipal ordinances related to construction, modification, use, and occupancy of private and public buildings and properties. The division enforces the Sebastopol Municipal Code and provides a variety of daily services such as permit issuance and plan check for new construction and modification of existing structures.

Building Fees: Study Outcomes and Recommendations

#	Finding / Recommendation	Description
1	Current fees recover approximately 72% of the full cost of providing fee-related services	<ul style="list-style-type: none"> The Division collects approximately \$240,000 annually in fee revenues. Fee-related expenditures are roughly \$335,000. This results in an aggregate cost recovery level of 72% and a General Fund subsidy of approximately \$95,000. Cities throughout the State typically target full cost recovery from building permit fees. Full cost recovery is targeted from proposed fees with a few exceptions for minor permits.
2	Restructure fees and/or reformat fee schedule to facilitate more consistent application of the fee schedule	<ul style="list-style-type: none"> Use fee methodology that results in lower fees for less complex projects and higher fees for more complex projects (i.e. establish a nexus between fees and typical service requirements).
3	Underlying hourly rate for fee-related services in in-line with the region and other municipalities served by ClearSource	<ul style="list-style-type: none"> For full cost recovery, the City's underlying cost of providing fee related services is \$160 per hour.

CURRENT PLANNING FEES

The Planning Division is responsible for implementing the Zoning Code and the goals, policies, and objectives of the City’s General Plan. Planning staff and contract services support provide comprehensive City planning services in both long-range planning and development review.

Planning Fees: Study Outcomes and Recommendations

#	Finding / Recommendation	Description
1	Current fees recover approximately 30% of the full cost of providing services	<ul style="list-style-type: none"> The Division collects approximately \$80,000 annually in fee revenues. Fee-related expenditures are approximately \$270,000. This results in an aggregate cost recovery level of 30% and a General Fund subsidy of approximately \$190,000. Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
2	Targeting full cost recovery for development projects, including Planning fees has become more common throughout the State, but remains challenging	<ul style="list-style-type: none"> The majority of fee-related services provided by the Division are proposed to be billed on an hourly basis, with an initial deposit collected. This billing method is intended to recover the cost of time and materials provided by City staff and contract service personnel during the review of fee-related service applications. In order for the billing system to function properly, the City must have systems in place to track time amongst the various development requests examined by staff and contractors. For deposit-based projects the City should bill project applicants for effort including intake, processing, technical reviews, inspections, meetings, and issuance/approvals. The current hourly billing rates are significantly less than the City’s full cost of service. For example, the current billing rate for the Associate Planner is \$77; the full cost of service is \$137.
3	Target less than full cost recovery for minor permits or permits with high community benefits	<ul style="list-style-type: none"> Less than full cost recovery is proposed for reviews for home occupation, appeals, tree permits, etc.

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Land development engineering and encroachment permit fees are collected to offset the costs of regulating activities impacting public facilities, infrastructure, and the right of way. Staff and contract service providers review development, construction, and other requests for conformance with the City's policies and standards. The costs of providing services generated by individualized action, such as encroachments and excavations, are proposed to be recovered in full, or in part, from fees. Costs associated with non-fee related services will be paid from other sources, typically General Fund revenues.

Land Development Engineering and Encroachment Fees: Study Outcomes and Recommendations

#	Finding / Recommendation	Description
1	Continue use of deposit-based structure to encourage cost recovery of City staff and outside service provider costs	<ul style="list-style-type: none"> The department uses outside service providers to perform certain plan review and inspection activities. Although, the services are primarily performed by an outside service provider, City staff have to oversee and administer the review and approve and review reports and findings and may also perform certain plan review and inspection-related activities. The proposed fee structure encourages recovery of City costs in addition to contract service provider costs.
2	Revenue may fluctuate widely from year-to-year depending on project development cycles	<ul style="list-style-type: none"> The department's most significant fee-related work is associated with review of public improvements associated with new developments. The department may collect a large sum of fees, which commit the City to multiple months or potentially multiple years of review efforts.
3	Adopt fees that allow the City to recover costs for non-standard services	<ul style="list-style-type: none"> The proposed fee schedule includes fees for: <ul style="list-style-type: none"> Missed inspections Excessive project reviews Expedited service requests Requests for after-hours work.

FIRE PREVENTION FEES

The Fire Department leads mitigation efforts designed to help prevent emergencies. Fee related efforts performed by the Fire Department include review and inspection of fire sprinkler systems, reviewing plans for new construction to determine fire safety compliance, and confirming that hazardous materials are properly stored.

Land Development Engineering and Encroachment Fees: Study Outcomes and Recommendations

#	Finding / Recommendation	Description
1	Restructure fees to enhance the nexus between services provided and fees collected for those services	<ul style="list-style-type: none">• The proposed fee schedule better reflects the range of review and inspection services provided by the Fire Department.• The proposed fee schedule distinguishes between the plan review and inspection components of fees, allowing the City to capture plan review costs associated with projects that may/may not lead to final development and inspection.
2	Recalibrate fees to target full cost recovery (100%)	<ul style="list-style-type: none">• Collecting fees for services will allow the City to offset a greater share of the fire prevention related costs.

Non-development related fees and charges include, but are not limited to:

- **Police fees:** fees charged for services such as false alarm response, vehicle impounding, provision of report copies, etc.
 - Existing fees recover most of the City's costs of providing fee related services. No significant changes are proposed

- **Business license fees:** fees charged for regulatory actions associated with licensing businesses within the City of Sebastopol.
 - In light of the current COVID-19 crisis, no increases are proposed to any existing regulatory business license fees.

- **Animal license fees:**
 - Contract service costs continue to increase and animal control costs are highly subsidized by the General Fund. License fees are proposed to increase slightly.
 - License for Spayed/Neutered Animal
 - Current Fee: \$10; Proposed Fee: \$20
 - Seniors Current Fee: \$5; Proposed Fee: \$10
 - License for Non-Spayed/Neutered Animal
 - Current Fee: \$20; Proposed Fee: \$40
 - Seniors Current Fee: \$10; Proposed Fee: \$20

ILLUSTRATION OF PROPOSED FEE SCHEDULE



Schedule of User and Regulatory Fees

Table of Contents

Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, development impact fees, utility rates, and punitive fines and penalties.

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City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

A. Fees for Commonly Requested Building Permit Types (Fees Shown In This Section (Section A.) Include All Applicable Permit Issuance, Inspection, and Internal Plan Check). If third party plan review is required, additional fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.

Activity Description	Fee	Charge Basis	Note
1 HVAC Change-Out - Residential	\$135	per permit	
2 HVAC Change-Out - Commercial (per unit)	\$240	per permit	
3 Residential Solar Photovoltaic System - Solar Permit			
a) 15kW or less	\$450	per permit	
b) Above 15kW – base	\$450	base fee	
c) Above 15kW – per kW	\$15	per kW	
4 Commercial Solar Photovoltaic System - Solar Permit			
a) 50kW or less	\$1,000	per permit	
b) 50kW – 250kW – Base	\$1,000	base fee	
c) 50kW – 250kW – per kW above 50kW	\$7	per kW	
d) Above 250kW – base	\$2,400	base fee	
e) Above 250kW – per kW	\$5	per kW	
5 Service Panel Upgrade - Residential	\$180	per permit	
6 Service Panel Upgrade - Commercial	\$240	per permit	
7 Water Heater Change-Out	\$135	per permit	
8 Line Repair - Sewer / Water / Gas	\$180	per permit	
9 Residential Re-Roof			
a) Up to 2,000 SF	\$240	per permit	
b) Each Add'l 1,000 SF or fraction thereof	\$80	per permit	
10 Mobile Home Awning	\$196	per permit	
11 Demolition	\$180	per permit	
12 Temporary Power Pole	\$180	per permit	
13 Swimming Pool/Spa Equipment Change-out Only	\$280	per permit	
14 Window / Sliding Glass Door			
a) Retrofit / Repair			
i) Up to 5	\$240	per permit	
ii) Each additional 5	\$40	per permit	
b) New / Alteration			
i) Up to 5	\$320	per permit	
ii) Each additional 5	\$60	per permit	
15 Construction and Demolition Materials Management Plan Fee - Application Plan Review & Deposit Administration Fee	\$133		

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

Building Permit Fees

Determination of Valuation for Fee-Setting Purposes

● Project valuations shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, Fees Collected on Behalf of Other Agencies (e.g. State of California), etc.. Additional fees apply for plan review, when applicable.

B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Permit Fee				
\$1 to \$500	\$75.00				
\$501 to \$2,000	\$75.00	for the first \$500	plus	\$4.05	for each add'l \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$135.75	for the first \$4,000	plus	\$21.51	for each add'l \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$630.48	for the first \$10,000	plus	\$15.52	for each add'l \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$1,018.48	for the first \$50,000	plus	\$10.75	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,555.98	for the first \$100,000	plus	\$8.61	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4,999.98	for the first \$500,000	plus	\$7.30	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$8,649.98	for the first \$1,000,000	plus	\$4.75	for each additional \$1,000 or fraction thereof over \$1,000,000

For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee

Green Building Compliance Review = Base permit fee x .15

Accessibility Compliance Review = Base permit fee x .15

Energy Compliance Review = Base permit fee x .15

For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing permit fee = Base permit fee x .10

Electrical permit fee = Base permit fee x .10

Mechanical permit fee = Base permit fee x .10

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

C. Building Plan Review Fees

Fee Description	Fee	Charge Basis	Note
1 Plan Check Fees			
a) Plan Review Fee, if applicable (% of building permit fee)	75%	% of building permit fee	[a]
b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg	% of building permit fee	
c) Master Plan			
i) Master Plan	100% of standard plan check fee		
ii) Production Phase Units / Identical Buildings	25% of standard plan check fee		[b]
d) Alternate Materials and Materials Review (per hour)	\$160	per hour	
e) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$160	per hour	

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - BUILDING FEES

Building Fees

D. Other Fees

Fee Description	Fee	Charge Basis	Note
1 Permit Issuance Fee	\$80	per permit	
2 General Plan Maintenance Fee (percent of permit fee)	10%	per permit	[a]
3 Technology Fee (percent of permit fee)	7%	per permit	
4 Incremental Fee (Training) (percent of assessed value)	.10% of value; \$6 minimum	per permit	
5 Credit Card Transaction Fee (% of amount paid by card)	3%	per permit	[b]
6 Digitizing		per permit	
a) Document Size up to 11"x17"		per permit	
i) 1st 10 pages (per page)	\$1	per permit	
ii) Each additional page (per page)	\$0.50	per permit	
b) Document Size Larger than 11"x17" (per page)	\$4	per permit	
7 Strong Motion Instrumentation (SMI)			
a) Residential	\$0.50 or valuation x .00013		
b) Commercial	\$0.50 or valuation x .00028		
8 Building Standards (SB 1473) Fee Calculation (Valuation)			
a) \$1 - \$25,000	\$1		
b) \$25,001 - \$50,000	\$2		
c) \$50,001 - \$75,000	\$3		
d) \$75,001 - \$100,000	\$4		
e) Each Add'l \$25,000 or fraction thereof	Add \$1		
9 Certificate of Occupancy			
a) Temporary Certificate of Occupancy (per 30 Days)	\$240	per permit	
b) Certificate of Occupancy	\$120	per permit	
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$480		
Job Card Re-Print, Change Of Contractor			
11 Job Card / Permit Re-Print	\$53		
12 Change Of Contractor	\$80		
Violation Fees			
13 Investigation Fee For Work Done Without Permits	2x Permit Fee		
Other Fees			
1 Phased Inspection Fee (per inspection)	\$80		
2 After Hours Inspection (per hour) (2-hour minimum)	\$192		
3 Re-inspection Fee (3rd Time or More) (each)	\$80		[c]
4 Missed inspection Fee	\$80		
5 Fees for Services Not Listed in this Fee Schedule (per hour)	\$160		

[a] Fee only applies to permits for new construction and additions.

[b] For amounts paid by credit card in excess of \$5,000.

[c] Reinspection fee applies after second re-inspection.

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
1 Adjustment	\$650		Fixed Fee	
2 Administrative Permit Review	\$425		Fixed Fee	
3 Annexation				
a) Annexation Request - Preliminary		\$4,000	Deposit	
b) Annexation / Prezone Request		\$8,000	Deposit	
4 Antenna Permit				
a) Administrative		\$3,000	Deposit	
b) Hearing Level		\$6,000	Deposit	
5 Appeal of Commission, Board, or Staff determination	\$1,000		Fixed Fee	[a]
6 Building Permit Review				
a) Alterations/Additions - Residential	\$65		Fixed Fee	
b) New Construction - Single Family Residential (Inc. ADUs)	\$175		Fixed Fee	
c) New Construction - 2-4 Residential Units	\$245		Fixed Fee	
d) New Construction - 5+ Residential Units	\$700		Fixed Fee	
e) Alterations/Additions - Non-Residential	\$175		Fixed Fee	
f) New Construction - Non-Residential < 10,000 SF	\$500		Fixed Fee	
g) New Construction - Non-Residential 10,000 SF or More	\$1,000		Fixed Fee	
7 Business License Application Review	\$35		Fixed Fee	
8 Certificate of Compliance		\$3,000	Deposit	
9 Design Review				
a) Administrative	\$325		Fixed Fee	[b]
b) Design Review Board Review				
i) Additions/modifications (to an existing building or site)	\$500		Fixed Fee	
ii) Amendment to an Existing Design Review Approval	\$400		Fixed Fee	
iii) New Building Less than 10,000 SF or 1-2 Dwellings		\$2,000	Deposit	
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units		\$4,000	Deposit	
10 Development Agreement		\$15,000	Deposit	
11 Initial Study Preparation		\$6,000	Deposit	
12 EIR Review		\$12,000	Deposit	
13 Filming Permit				
a) Filming Permit	\$625		Fixed Fee	
b) Filming Permit - Still	\$450		Fixed Fee	
c) Filming Permit - Amendment	\$250		Fixed Fee	
d) Nonprofit or Student Filming Permit	\$150		Fixed Fee	
14 General Plan Map or Text Amendment		\$6,000	Deposit	
15 Lot Line Adjustment / Merger		\$3,000	Deposit	
16 Variance		\$4,000	Deposit	

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
17 Minor Administrative Permit Review	\$250		Fixed Fee	
18 Preapplication Conference	\$450		Fixed Fee	
19 Preliminary Review		\$3,000	Deposit	
20 Public Art Review		\$2,000	Deposit	
21 Reasonable Accomodation Request	\$400		Fixed Fee	[c]
22 Research Fee	\$170		Fixed Fee	
23 Rezone or Text Amendment		\$5,000	Deposit	
24 Sign Review				
a) Sandwich Board Sign / Banner Review	\$60		Fixed Fee	
b) Administrative/staff level review	\$140		Fixed Fee	
c) Individual / Minor	\$230		Fixed Fee	
d) Major		\$600	Deposit	
e) Sign Exception		\$425	Deposit	
25 Site Inspection	\$135		Fixed Fee	
26 Subdivision				
a) Tentative Minor Subdivision		\$7,000	Deposit	
b) Tentative Major Subdivision		\$8,000	Deposit	
c) Subdivision Ordinance Exception	\$2,900		Fixed Fee	
27 Time Extension Request				
a) Staff Level	\$200		Fixed Fee	
b) Council or Commission Hearing	\$500		Fixed Fee	
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$200		Fixed Fee	
29 Tree Protection Plan	\$475		Fixed Fee	
30 Tree Removal				
a) Arborist	\$300		Fixed Fee	
b) Tree Board	\$350		Fixed Fee	
31 Use Permit				
a) Planning Director review		\$1,500	Deposit	
b) Planning Commission review		\$3,000	Deposit	
c) Temporary Use (less than 6 months)				
i) Single Event	\$300		Fixed Fee	
ii) Multiple Events		\$300	Deposit	
32 Water Efficient Landscape Review	\$282		Fixed Fee	
33 Zoning Determination	\$169		Fixed Fee	
34 Zoning Ordinance Interpretation	\$550		Fixed Fee	
35 Density Bonus review		\$2,000	Deposit	
36 Inclusionary / Affordable Housing Agreement		\$5,000	Deposit	

City of Sebastopol

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fixed Fee	Deposit	Charge Basis	Note
Other				
37 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
38 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[d]
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Planning Director		\$229	Deposit	
b) Assistant Planner		\$137	Deposit	
c) Administrative Assistant		\$122	Deposit	
d) Other In-House Staff		Hrly rate	Deposit	
e) Contract Service Providers		T&M plus 15% admin	Deposit	
40 Excess Review / Field Inspections		Bill Hourly	Deposit	[e]
41 Work Without a Permit / Work Outside Scope of Permit	2x Fee		Fixed Fee	

[a] Fee is per appeal.

[b] Includes review of minor amendments if no Design Review Board hearing is required; and, Administrative Design Review where required by Code or approved by Commission.

[c] To review request for relief of certain provisions to upgrade ADA on private property.

[d] For amounts paid by credit card in excess of \$5,000.

[e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

* Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.

When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.

Refund Policy

Application fees are not refundable except as follows:

- A. Refund of 100% shall be made if a determination is made by the Planning Director that the permit and associated fee are not required by the City's Municipal Code or adopted City Resolution.
- B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.
- C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee *	Deposit	Charge Basis	Note
1 Encroachment Permits				
a) Annual	\$2,000		Fixed Fee	
b) Debris Box	\$1,500		Fixed Fee	
c) Recordable		\$1,000	Deposit	
d) Homeowner	\$300		Fixed Fee	
e) Single Contractor	\$525		Fixed Fee	
f) Additional Contractors	\$300		Fixed Fee	
g) Minor Encroachment Permit	\$325		Fixed Fee	
2 Grading Permits				
a) Minor (less than 500 CY)	\$650		Fixed Fee	
b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$1,000		Fixed Fee	
3 Plan Checks				
a) Major Subdivision		\$7,500	Deposit	
b) Minor Subdivision		\$5,000	Deposit	
c) Major Commercial Project		\$7,500	Deposit	
d) Minor Commercial Project		\$5,000	Deposit	
e) Major Residential Project		\$5,000	Deposit	
f) Minor Residential Project		\$2,000	Deposit	
g) Minor Permits		\$2,000	Deposit	
h) Major Permits		\$5,000	Deposit	
4 Inspections				
a) Major Subdivision		4% of Engineer's Cost Estimate	Deposit	
b) Minor Subdivision		\$3,000	Deposit	
c) Major Commercial Project		4% of Engineer's Cost Estimate	Deposit	
d) Minor Commercial Project		\$2,500	Deposit	
e) Major Residential Project		4% of Engineer's Cost Estimate	Deposit	
f) Minor Residential Project		\$2,500	Deposit	
g) Minor Permits		\$500	Deposit	
h) Major Permits		4% of Engineer's Cost Estimate	Deposit	
5 Certificate of Correction		\$500	Deposit	
6 Infrastructure Reimbursement Agreement		\$1,500	Deposit	
7 Legal Document Description Review		\$1,000	Deposit	
8 Map Amendment		\$1,250	Deposit	
9 Outside Service Area Agreement		\$2,500	Deposit	
10 Reversion to Acreage		\$1,400	Deposit	
11 Oversize Load Permit				
a) Per Day	\$16		Fixed Fee	
b) Annual	\$90		Fixed Fee	

City of Sebastopol

MASTER FEE SCHEDULE - ENGINEERING FEES

Activity Description	Fixed Fee *	Deposit	Charge Basis	Note
Other				
12 Technology Fee (percent of fixed fee or hourly billing rate)	7%		Fixed Fee	
13 Credit Card Transaction Fee (% of amount paid by card)	3%		Fixed Fee	[a]
14 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule				
a) Public Works Superintendent		\$184	Deposit	
b) Engineering Manager		\$175	Deposit	
c) Sr. Maintenance Worker / Inspector		\$115	Deposit	
d) Management Analyst		\$128	Deposit	
e) Administrative Assistant		\$98	Deposit	
f) Other In-House Staff		Bill Hourly	Deposit	
g) Contract Service Providers		T&M + 15% admin fee	Deposit	
15 Excess Review / Field Inspections		Bill Hourly	Deposit	
16 Work Without a Permit / Work Outside Scope of Permit	2x Permit Fee		Fixed Fee	

[a] For amounts paid by credit card in excess of \$5,000.

* Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

** Applicants shall be responsible for any additional materials, attorney, peer review, or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

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- B. If an applicant requests to withdraw a fixed fee application prior to project evaluation, refund of 50% of the applicable fee shall be refunded.
- C. No refund of application fees shall be made after initial project evaluation has commenced, unless a fee waiver is approved by the City Council.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
1 Water Based Fire Protection Systems (1):		
a) Fire Sprinkler Commercial/Multi Family/Other - New System		
i) Plan Review (up to 50 heads)	\$306	
ii) Inspection (up to 50 heads)	\$306	
b) Fire Sprinkler Commercial/Multi Family/Other - Alteration		
i) Plan Review (up to 25 heads)	\$153	
ii) Inspection (up to 25 heads)	\$153	
c) Fire Sprinkler, Per additional head - New or Alteration		
i) Plan Review	\$1	
ii) Inspection	\$1	
d) Fire Sprinkler Single Family/Duplex - New System		
i) Plan Review	\$230	
ii) Inspection	\$230	
e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System		
i) Plan Review	\$153	
ii) Inspection	\$153	
f) Standpipe		
i) Plan Review (per vertical standpipe)	\$230	
ii) Inspection (per vertical standpipe)	\$306	
g) Fire Pump		
i) Plan Review	\$306	
ii) Inspection	\$306	
h) Fire Protection Underground System		
i) Plan Review (includes 1 riser or hydrant)	\$230	
ii) Inspection (includes 1 riser or hydrant)	\$230	
i) Per Additional Sprinkler Riser or Hydrant		
i) Plan Review	\$153	
ii) Inspection	\$153	
2 Fire Alarm System (1):		
a) Fire Alarm - New System		
i) Plan Review (up to 25 devices)	\$306	
ii) Inspection (up to 25 devices)	\$306	
b) Fire Alarm - Alteration		
i) Plan Review (up to 5 devices)	\$153	
ii) Inspection (up to 5 devices)	\$153	
c) Per Additional Device		
i) Plan Review - New or Alteration	\$2	
ii) Inspection - New or Alteration	\$2	
3 Alternative Automatic Extinguishing Systems (2):		
a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other		
i) Plan Review	\$230	
ii) Inspection	\$230	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
4 Other Fire Construction Reviews and Inspections (2):		
a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & Other Fire Construction Permit		
i) Plan Review	\$306	
ii) Inspection	\$306	
b) Commercial Indoor or Outdoor Cannabis Cultivation		
i) Up to 5,000 SF	\$306	
ii) Per Additional 100 SF over 5,000 SF	\$3	
c) Cannabis Extraction System	\$153	
d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	\$153	per hour
5 Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under Ground; Fuel Dispensing; LPG) (4):		
a) Above Ground Tank or Underground Tank installation or removal and/or Pipe Installation or Removal (1 tank)	\$459	
b) Above Ground Tank or Underground Tank installation or removal (per add'l tank)	\$153	
c) Under Ground Tank Installation, New System (1 tank)	\$1,224	
d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per add'l tank)	\$459	
e) Under Ground - Hazardous Materials Tank Removal (1 tank)	\$459	
Permits to Operate (Type of Permit Activity)		
6 Amusement Building	\$306	
7 Carnivals and Fairs	\$306	
8 Combustible Dust Operations	\$306	
9 Covered Mall Buildings	\$306	
10 Exhibits and Trade Shows	\$306	
11 Explosives or Blasting Agents	\$765	
12 Recreational or Bon Fire	\$153	
13 Theatrical Fire Performance	\$306	
14 High Pile Storage	\$306	
15 Hot Work Operations	\$306	
16 Industrial Ovens	\$306	
17 Lumber Yards	\$306	
18 Misc. Combustible Storage	\$306	
19 Places of Assembly		
a) Less than 300 occupant load	\$306	
b) 300 - 999 occupant load	\$459	
c) 1,000 or more occupant load	\$612	
20 Commercial Day Care Facility		
a) 7 - 49 persons	\$306	
b) 50 - 149 persons	\$459	
c) 150 or more persons	\$612	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
21 Institutional		
a) Less than 6 patients	\$306	
b) 6 or more patients	\$459	
c) Detention facilities	\$612	
22 Apartments/Hotels/Motels		
a) 3 - 16 units	\$153	
b) 17 - 32 units	\$306	
c) 33 or more units	\$459	
23 Large Family Day Care		
a) Large Family Day Care	\$306	
b) Pre-inspection (at hourly rate)	\$153	
24 850 Inspections		
a) 850 Inspection	\$153	
25 Residential Care Facilities		
a) 7 or more residents	\$459	
b) Pre-inspection (at hourly rate)	\$153	
26 Business License Inspection (5):		
a) Commercial Other	\$150	
b) Home Occupancy	\$75	
27 Tents, Air-Supported Structures & Temporary Stage Canopies Permit		
a) 400 - 2,000 SF (First)	\$153	
b) Greater than 2,000 SF (First)	\$230	
c) Each additional	\$77	
28 Burn Permit	\$150	
29 Fireworks		
a) Fireworks - Public Display	\$300	
b) Fireworks Stand	\$200	
Building Permit Plan Review and Inspection Fees		
30 Building Permit Plan Review and Inspection Fees (Greater of A or B)		
A) Commercial Industrial Plan Review and Inspection (% of building permit fee)	25%	
B) Commercial Industrial Plan Review and Inspection - minimum fee		
i) Commercial / Industrial - New		
i) Plan Review	\$306	
ii) Inspection	\$306	
ii) Commercial / Industrial - Tenant Improvement		
i) Plan Review	\$191	
ii) Inspection	\$230	
iii) Commercial / Industrial (over 2 stories) - New		
i) Plan Review	\$153	per hour
ii) Inspection	\$153	per hour

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - FIRE PREVENTION FEES

Activity Description	Fee	Charge Basis
iv) Commercial / Industrial (over 2 stories) - Tenant Improvement		
i) Plan Review	\$153	per hour
ii) Inspection	\$153	per hour
v) Multi-Family - New		
i) Plan Review	\$459	
ii) Inspection	\$459	
vi) Multi-Family - Tenant Improvement		
i) Plan Review	\$306	
ii) Inspection	\$306	
31 Fire Code Verification:		
a) Operational permit Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly rate (3)	\$77	per 1/2 hour
b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	\$153	per hour
c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	\$186	per hour
32 False Alarm (After 3rd in Calendar Year)	\$1,450	
33 Other:		
a) Technology Fee (percent of permit fee)	7%	% of permit fee
b) Credit Card Transaction Fee (% of amount paid by card) (8)	3%	% of card pmt.
c) Fire Records and Research (add'l fees apply for copies of mat'ls)	\$38	per 1/4 hour
d) Fire Report	\$20	each
e) Plan Revision	\$153	per revision
f) Excess Plan Review	\$153	per review
g) Missed Inspection / Excess Inspections	\$153	each
h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	\$153	per hour
i) Expedited Review (subject to availability)	1.5x base fee	
j) Work Commenced without a Permit	2x base fee	
k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)	bill hourly	per hour
l) Special Requests for Fire Services	bill hourly	per hour
m) Fire Prevention Fee-Related Services Not Identified in this Schedule	\$153	per hour

Notes:

- (1) Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (2) Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (3) Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable.
- (4) Fee includes plan check and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (5) Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (6) Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$153, the Division's fully-burdened hourly rate. For example, a fee amount of \$306 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.
- (7) Inspection outside normal work hours will require hourly fees in addition to other required fees.
- (8) For amounts paid by credit card in excess of \$5,000.
- (9) Use staff hourly billing or OES rates.
- (10) Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Animal Release			
a) Dog or Cat	\$100	Fixed Fee	
b) Small Companion Animal	\$40	Fixed Fee	
2 Audio / Video Reproduction	Bill Hourly; \$45 Min.	Per Hour	
3 Clearance Letters	\$25	Fixed Fee	
4 Dog License			
a) Neutered	\$20	Fixed Fee	
b) Neutered (for Senior Citizens)	\$10	Fixed Fee	
c) Non-Neutered	\$40	Fixed Fee	
d) Non-Neutered (for Senior Citizens)	\$20	Fixed Fee	
5 False Alarm Fee	\$100	Fixed Fee	
6 Fingerprint / Live Scan Fees	\$20	Fixed Fee	
7 Firearms & Property Storage Fee			
a) Base fee for up to five weapons for 30 days	\$58	Fixed Fee	
b) Fee per additional weapon or per additional day after 30 days	\$5	Fixed Fee	
8 Hazardous Material Response	Bill Hourly	Per Hour	
9 Noise / Party Abatement Fee (per response beginning with 3rd response)	\$50 Min.; fee escalates for add'l responses	Per Response	
10 Party Control	\$100	Fixed Fee	
11 Photograph Reproduction	\$20	Fixed Fee	
12 Report Copy	\$20	Fixed Fee	
13 Research / Crime Analysis Fee	\$35 per hour	Per Hour	
14 Residential Parking Permit Fee	\$10	Fixed Fee	
15 Special Events			
a) Major	\$260	Fixed Fee	
b) Minor	\$50	Fixed Fee	
16 Vehicle Release	\$100	Fixed Fee	
17 VIN Verification Fee	\$25	Fixed Fee	
18 Motor Vehicle Certificate	\$200	Fixed Fee	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - PUBLIC WORKS FEES

Activity Description	Fee	Charge Basis	Note
1 Aerial Lift Tower Truck	\$175	Per Hour	
2 After Hours Phone Call	\$80	Fixed Fee	
3 After Hours Public Works Response	\$270	Fixed Fee	
4 Air Compressor- Jack Hammer	\$180	Per Hour	
5 Backhoe Tractor	\$200	Per Hour	
6 Banner Installation - (City - Non-Profit)	\$350	Fixed Fee	
7 Banner Installation - (Non-City - Non-Profit)	\$550	Fixed Fee	
8 Concrete Saw	\$190	Per Hour	
9 Inspection- Sewer Main Video	\$2,000	Deposit	
10 Large Dump Truck	\$190	Per Hour	
11 Multi Trash Pump	\$180	Per Hour	
12 Pavement Repair & Trench Inspect.	\$280	Service	
13 Pickup Truck	\$150	Per Hour	
14 Property Clean Up Notification	\$90	Per 1/2 Hour	
15 Service Call	\$180	Per Hour	
16 Sewer Camera	\$270	Per Hour	
17 Sewer Cleaning Truck	\$370	Per Hour	
18 Small Dump Truck	\$190	Per Hour	
19 Village MHP Dump Station Fee	\$50	Fixed Fee	
20 Annual Inspection of Backflow Protection Devices	\$125	Fixed Fee	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - PARKS, SPECIAL EVENTS & FACILITY USE

Activity Description	Community Group Fee	Resident Fee	Non-Resident Fee	Charge Basis	Note
1 Application Fee					
a) Up to 50 people	\$0	\$0	\$0	Fixed Fee	
b) 51 - 200 people	\$100	\$150	\$200	Fixed Fee	
c) More than 200 people	\$150	\$250	\$350	Fixed Fee	
2 Security Deposit					
a) Up to 50 people	\$150	\$150	\$150	Deposit	
b) 51 - 200 people	\$500	\$500	\$500	Deposit	
c) More than 200 people	\$1,000	\$1,000	\$1,000	Deposit	
3 Daily Use Fee					
a) Up to 50 people	\$50	\$75	\$100	Fixed Fee	[a]
b) 51 - 200 people	\$125	\$250	\$500	Fixed Fee	[a]
c) More than 200 people	\$250	\$500	\$1,000	Fixed Fee	[a]
4 Amplified Sound / Stage / Bouncehouse					
a) Amplified Sound Use	\$50	\$75	\$100	Fixed Fee	
b) Stage Use	\$50	\$75	\$100	Fixed Fee	
c) Bouncehouse Use	\$30	\$40	\$50	Fixed Fee	

[a] 25% discount available for park use of less than 3 hours.

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - PARKS, SPECIAL EVENTS & FACILITY USE

Activity Description	Fee	Charge Basis	Note
5 Parking Space Fee			
a) Residential Area	\$10	Fixed Fee	[b]
b) Non-Residential Area	\$15	Fixed Fee	[b]
6 Classes with Instructors Utilizing Park Area (per week)			
a) Small Group, 1 - 15 Persons	\$25	Fixed Fee	[c]
b) Medium Group, 16 - 30 Persons	\$50	Fixed Fee	[c]
c) Large Group, More than 30 Persons	\$75	Fixed Fee	[c]
7 City Hall Meeting Room	\$15	Per Hour	

[b] Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons).

[c] Per week fee for classes with monetary component (e.g. charge for classes).

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - CLERK FEES

Activity Description	Fee	Charge Basis	Note
1 Duplication Fee			
a) Up to 11" x 17"			
i) Up to 10 pages	No Charge	Fixed Fee	
ii) More than 10 pages (per page, after 1st 10)	\$0.25	Fixed Fee	
b) Oversize	Actual Cost	Fixed Fee	
2 Meeting Recording Fee			
	\$20	Fixed Fee	
3 Municipal Code			
	\$20	Fixed Fee	
4 Solemnization of Marriage			
a) Solemnization of Marriage - City Hall	\$50	Fixed Fee	
b) Solemnization of Marriage - Outside City Hall	\$75 + Mileage Cost	Fixed Fee	

City of Sebastopol

SCHEDULE OF USER AND REGULATORY FEES - ADMINISTRATIVE SERVICES FEES (FINANCE)

Activity Description	Fee	Charge Basis	Note
1 Monthly Administration Fee for Water Deposit Accounts	\$35	Fixed Fee	
2 Research Fee (per 1/2 hour)	\$85	Fixed Fee	
3 Returned Check Fee			
a) 1st Check	\$25	Fixed Fee	[a]
b) Each Additional Check	\$35	Fixed Fee	[a]
4 Issuance of 48 Hour Notice	\$55	Fixed Fee	
5 Shut Off/Turn On Fee	\$110	Fixed Fee	
6 New Water Service Fee	\$50	Fixed Fee	
7 Deposit for New Service	\$175	Deposit	
8 One Time Transfer Agreement Fee Between Tenants	\$50	Fixed Fee	
9 Business License Application Processing Fee	\$50	Fixed Fee	
10 Water Tower Key Replacement Fee	\$10	Fixed Fee	

[a] CA Civil Code 1719.

ILLUSTRATION OF PROPOSED FEE CHANGES



Illustration of Proposed Fee Changes

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City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	BUILDING FEES						
1	HVAC Change-Out - Residential	\$75	\$135	\$60	\$180	75%	
2	HVAC Change-Out - Commercial (per unit)	varies	\$240	varies	\$240	100%	
3	Residential Solar Photovoltaic System - Solar Permit						Fee amounts authorized by State
	a) 15kW or less	\$450	\$450	\$0			
	b) Above 15kW – base	\$450	\$450	\$0			
	c) Above 15kW – per kW	\$15	\$15	\$0			
4	Commercial Solar Photovoltaic System - Solar Permit						Fee amounts authorized by State
	a) 50kW or less	\$1,000	\$1,000	\$0			
	b) 50kW – 250kW – Base	\$1,000	\$1,000	\$0			
	c) 50kW – 250kW – per kW above 50kW	\$7	\$7	\$0			
	d) Above 250kW – base	\$2,400	\$2,400	\$0			
	e) Above 250kW – per kW	\$5	\$5	\$0			
5	Service Panel Upgrade - Residential	\$150	\$180	\$30	\$180	100%	
6	Service Panel Upgrade - Commercial	varies	\$240	varies	\$240	100%	
7	Water Heater Change-Out	\$75	\$135	\$60	\$180	75%	
8	Line Repair - Sewer / Water / Gas	varies	\$180	varies	\$180	100%	
9	Residential Re-Roof						
	a) Up to 2,000 SF	\$150	\$240	\$90	\$320	75%	
	b) Each Add'l 1,000 SF or fraction thereof		\$80	\$80	\$80	100%	
10	Mobile Home Awning	\$196	\$196	\$0			
11	Demolition	\$75	\$180	\$105	\$240	75%	
12	Temporary Power Pole	varies	\$180	varies	\$180	100%	
13	Swimming Pool/Spa Equipment Change-out Only	varies	\$280	varies	\$280	100%	
14	Window / Sliding Glass Door						
	a) Retrofit / Repair						
	i) Up to 5	varies	\$240	varies	\$240	100%	
	ii) Each additional 5	varies	\$40	varies	\$40	100%	
	b) New / Alteration						
	i) Up to 5	varies	\$320	varies	\$320	100%	
	ii) Each additional 5	varies	\$60	varies	\$60	100%	
15	Construction and Demolition Materials Management Plan Fee - Application Plan Review & Deposit Administration Fee	n/a - new fee	\$133		\$133	100%	

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
1	Permit Issuance Fee	\$75	\$80	\$5	\$80	100%	
2	General Plan Maintenance Fee (percent of permit fee)	varies	10%	varies	71%	14%	
3	Technology Fee (percent of permit fee)	varies	7%	varies	13%	55%	
4	Incremental Fee (Training) (percent of assessed value)	.10% of value; \$6 minimum	.10% of value; \$6 minimum	\$0		71%	
5	Credit Card Transaction Fee (% of amount paid by card)	n/a - new fee	3%		3%	100%	Add CC processing fee for > \$5,000
6	Digitizing						
	a) Document Size up to 11"x17"						
	i) 1st 10 pages (per page)	n/a - new fee	\$1				To recover costs of converting hard copy to digital record
	ii) Each additional page (per page)	n/a - new fee	\$1				
	b) Document Size Larger than 11"x17" (per page)	n/a - new fee	\$4				
7	Strong Motion Instrumentation (SMI) Fee Calculation						State fee
	a) Residential	\$0.50 or valuation x .00013	\$0.50 or valuation x .00013	\$0			
	b) Commercial	\$0.50 or valuation x .00028	\$0.50 or valuation x .00028	\$0			
8	Building Standards (SB 1473) Fee Calculation (Valuation)						State fee
	a) \$1 - \$25,000	\$1	\$1	\$0			
	b) \$25,001 - \$50,000	\$2	\$2	\$0			
	c) \$50,001 - \$75,000	\$3	\$3	\$0			
	d) \$75,001 - \$100,000	\$4	\$4	\$0			
	e) Each Add'l \$25,000 or fraction thereof	Add \$1	Add \$1				
9	Certificate of Occupancy						
	a) Temporary Certificate of Occupancy (per 30 Days)	varies	\$240	varies	\$240	100%	
	b) Certificate of Occupancy	varies	\$120	varies	\$120	100%	
10	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	varies	\$480	varies	\$480	100%	
	Job Card Re-Print, Change Of Contractor						
11	Job Card / Permit Re-Print	varies	\$53	varies	\$53	100%	
12	Change Of Contractor	varies	\$80	varies	\$80	100%	
	Violation Fees						
13	Investigation Fee For Work Done Without Permits		2x Permit Fee				

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits						
1	\$1 - \$500	\$75	\$75	\$0	\$160	47%	base fee
2	\$501 - \$2,000	\$75	\$75	\$0	\$160	47%	base fee shown
3	\$2,001 - \$25,000	\$136	\$136	\$0	\$240	57%	base fee shown
4	\$25,001 - \$50,000	\$630	\$630	\$0	\$800	79%	base fee shown
5	\$50,001 - \$100,000	\$1,018	\$1,018	\$0	\$1,280	80%	base fee shown
6	\$100,001 - \$500,000	\$1,556	\$1,556	\$0	\$1,920	81%	base fee shown
7	\$500,001 - \$1,000,000	\$5,000	\$5,000	\$0	\$5,760	87%	base fee shown
8	\$1,000,001 and up	\$8,650	\$8,650	\$0	\$9,600	90%	base fee shown
	For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee						
9	Green Building Compliance	15%	15%	0%	17%	90%	
10	Accessibility Compliance	15%	15%	0%	17%	90%	
11	Energy Compliance	15%	15%	0%	17%	90%	
	For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee						
12	Mechanical	varies	10%		10%	100%	
13	Plumbing	varies	10%		10%	100%	
14	Electrical	varies	10%		10%	100%	
1	Plan Check Fees						
	a) Plan Review Fee, if applicable (% of building permit fee)	varies	75%	varies		100%	
	b) Phased Plan Check (when applicable)	varies	1.5x full plan check fee for entire bldg	varies		100%	
	c) Master Plan						
	i) Master Plan	varies	100% of standard plan check fee	varies		100%	
	ii) Production Phase Units / Identical Buildings	varies	25% of standard plan check fee	varies		100%	
	d) Alternate Materials and Materials Review (per hour)	varies	\$160	varies	\$160	100%	
	e) Excess Plan Review Fee (3rd and subsequent) (per hour)	varies	\$160	varies	\$160	100%	
	Other Fees						
1	Phased Inspection Fee (per inspection)	varies	\$80	varies	\$80	100%	
2	After Hours Inspection (per hour) (2-hour minimum)	varies	\$192	varies	\$192	100%	
3	Re-inspection Fee (3rd Time or More) (each)	varies	\$80	varies	\$80	100%	
4	Missed inspection Fee	varies	\$80	varies	\$80	100%	
5	Fees for Services Not Listed in this Fee Schedule (per hour)	varies	\$160	varies	\$160	100%	

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	<u>PLANNING FEES</u>						
1	Adjustment	\$445	\$650	\$205	\$973	67%	
2	Administrative Permit Review	\$360	\$425	\$65	\$643	66%	
3	Annexation						
	a) Annexation Request - Preliminary	\$3,390	\$4,000	\$610	\$4,668	100%	
	b) Annexation / Prezone Request	\$6,615	\$8,000	\$1,385	\$8,783	100%	
4	Antenna Permit						
	a) Administrative	\$740	\$3,000	\$2,260	\$3,293	100%	
	b) Hearing Level	\$740	\$6,000	\$5,260	\$6,991	100%	
5	Appeal of Commission, Board, or Staff determination	\$400	\$1,000	\$600	\$4,909	20%	
6	Building Permit Review						
	a) Alterations/Additions - Residential	\$100 - \$260	\$65	varies	\$68	95%	
	b) New Construction - Single Family Residential (Inc. ADUs)	\$100 - \$260	\$175	varies	\$183	96%	
	c) New Construction - 2-4 Residential Units	\$260	\$245	(\$15)	\$366	67%	
	d) New Construction - 5+ Residential Units	\$260	\$700	\$440	\$731	96%	
	e) Alterations/Additions - Non-Residential	\$100 - \$260	\$175	varies	\$183	96%	
	f) New Construction - Non-Residential < 10,000 SF	\$260	\$500	\$240	\$549	91%	
	g) New Construction - Non-Residential 10,000 SF or More	\$260	\$1,000	\$740	\$1,097	91%	
7	Business License Application Review	\$35	\$35	\$0	\$65	54%	
8	Certificate of Compliance	\$1,905	\$3,000	\$1,095	\$3,324	100%	
9	Design Review						
	a) Administrative	\$205	\$325	\$120	\$691	47%	
	b) Design Review Board Review						
	i) Additions/modifications (to an existing building or site)	\$350	\$500	\$150	\$752	66%	
	ii) Amendment to an Existing Design Review Approval	\$235	\$400	\$165	\$616	65%	
	iii) New Building Less than 10,000 SF or 1-2 Dwellings	\$1,370	\$2,000	\$630	\$2,617	100%	
	iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units	\$1,370	\$4,000	\$2,630	\$4,192	100%	
10	Development Agreement	\$12,505	\$15,000	\$2,495	\$16,259	100%	
11	Initial Study Preparation	\$3,670	\$6,000	\$2,330	\$7,395	100%	
12	EIR Review	\$9,685	\$12,000	\$2,315	\$13,717	100%	
13	Filming Permit						
	a) Filming Permit	\$555	\$625	\$70	\$1,387	45%	
	b) Filming Permit - Still	\$445	\$450	\$5	\$662	68%	

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	c) Filming Permit - Amendment	\$140	\$250	\$110	\$801	31%	
	d) Nonprofit or Student Filming Permit	\$150	\$150	\$0	\$732	20%	
14	General Plan Map or Text Amendment	\$4,370	\$6,000	\$1,630	\$7,277	100%	
15	Lot Line Adjustment / Merger	\$1,795	\$3,000	\$1,205	\$4,315	100%	
16	Variance	\$1,155	\$4,000	\$2,845	\$4,351	100%	
17	Minor Administrative Permit Review	\$140	\$250	\$110	\$361	69%	
18	Preapplication Conference	\$400	\$450	\$50	\$1,491	30%	
19	Preliminary Review	\$1,965	\$3,000	\$1,035	\$5,224	100%	
20	Public Art Review	\$1,435	\$2,000	\$565	\$2,376	100%	
21	Reasonable Accomodation Request	\$400	\$400	\$0	\$854	47%	
22	Research Fee	\$135	\$170	\$35	\$191	89%	
23	Rezone or Text Amendment	\$4,150	\$5,000	\$850	\$5,942	100%	
24	Sign Review						
	a) Sandwich Board Sign / Banner Review	\$35	\$60	\$25	\$133	45%	
	b) Administrative/staff level review	\$120	\$140	\$20	\$196	71%	
	c) Individual / Minor	\$205	\$230	\$25	\$323	71%	
	d) Major	\$380	\$600	\$220	\$801	100%	
	e) Sign Exception	\$90	\$425	\$335	\$938	100%	
25	Site Inspection	\$120	\$135	\$15	\$194	70%	
26	Subdivision						
	a) Tentative Minor Subdivision	\$4,900	\$7,000	\$2,100	\$8,188	100%	
	b) Tentative Major Subdivision	\$5,270	\$8,000	\$2,730	\$9,405	100%	
	c) Subdivision Ordinance Exception	\$1,050	\$2,900	\$1,850	\$6,271	46%	
27	Time Extension Request						
	a) Staff Level	\$160	\$200	\$40	\$221	91%	
	b) Council or Commission Hearing	\$160	\$500	\$340	\$1,066	47%	
28	Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$145	\$200	\$55	\$221	91%	
29	Tree Protection Plan	\$385	\$475	\$90	\$774	61%	

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
30	Tree Removal						
	a) Arborist	\$250	\$300	\$50	\$483	62%	
	b) Tree Board	\$300	\$350	\$50	\$816	43%	
31	Use Permit						
	a) Planning Director review	\$1,155	\$1,500	\$345	\$1,993	100%	
	b) Planning Commission review	\$1,770	\$3,000	\$1,230	\$3,714	100%	
	c) Temporary Use (less than 6 months)						
	i) Single Event	\$285	\$300	\$15	\$449	67%	
	ii) Multiple Events	\$285	\$300	\$15	\$449	100%	
32	Water Efficient Landscape Review	\$355	\$282	(\$73)	\$312	90%	
33	Zoning Determination	\$125	\$169	\$44	\$187	90%	
34	Zoning Ordinance Interpretation	\$515	\$550	\$35	\$1,224	45%	
35	Density Bonus review	n/a - new	\$2,000		\$3,032	100%	
36	Inclusionary / Affordable Housing Agreement	n/a - new	\$5,000		\$6,675	100%	
	Other						
37	Technology Fee (percent of fixed fee or hourly billing rate)	n/a - new	7%		13%		
38	Credit Card Transaction Fee (% of amount paid by card)	n/a - new	3%		3%	100%	Add CC processing fee for > \$5,000
39	Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule						
	a) Planning Director		\$229			100%	
	b) Assistant Planner		\$137			100%	
	c) Administrative Assistant		\$122			100%	
	d) Other In-House Staff		Hrly rate			100%	
	e) Contract Service Providers		T&M plus 15% admin			100%	
40	Excess Review / Field Inspections		Bill Hourly			100%	
41	Work Without a Permit / Work Outside Scope of Permit		2x Fee			100%	
	ENGINEERING FEES						
1	Encroachment Permits						
	a) Annual	\$1,100	\$2,000	\$900	\$2,184	92%	
	b) Debris Box	\$1,500	\$1,500	\$0			
	c) Recordable	\$1,000	\$1,000	\$0	varies - deposit	100%	
	d) Homeowner	\$200	\$300	\$100	\$642	47%	
	e) Single Contractor	\$500	\$525	\$25	\$642	82%	
	f) Additional Contractors	\$275	\$300	\$25	\$424	71%	
	g) Minor Encroachment Permit	\$300	\$325	\$25	\$424	77%	

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
2	Grading Permits						
	a) Minor (less than 500 CY)	\$600	\$650	\$50	\$1,194	54%	
	b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$900	\$1,000	\$100	\$1,322	76%	
3	Plan Checks						Update initial deposit amounts
	a) Major Subdivision	\$6,500	\$7,500		varies - deposit	100%	
	b) Minor Subdivision	\$4,500	\$5,000		varies - deposit	100%	
	c) Major Commercial Project	\$7,500	\$7,500		varies - deposit	100%	
	d) Minor Commercial Project	\$4,000	\$5,000		varies - deposit	100%	
	e) Major Residential Project	\$2,500	\$5,000		varies - deposit	100%	
	f) Minor Residential Project	\$1,200	\$2,000		varies - deposit	100%	
	g) Minor Permits	\$1,500	\$2,000		varies - deposit	100%	
	h) Major Permits	varies	\$5,000		varies - deposit	100%	
4	Inspections						Update initial deposit amounts
	a) Major Subdivision	\$3,500	4% of Engineer's Cost		varies - deposit	100%	
	b) Minor Subdivision	\$2,000	\$3,000		varies - deposit	100%	
	c) Major Commercial Project	\$3,400	4% of Engineer's Cost		varies - deposit	100%	
	d) Minor Commercial Project	\$2,000	\$2,500		varies - deposit	100%	
	e) Major Residential Project	\$3,400	4% of Engineer's Cost		varies - deposit	100%	
	f) Minor Residential Project	\$1,700	\$2,500		varies - deposit	100%	
	g) Minor Permits	\$450	\$500		varies - deposit	100%	
	h) Major Permits	varies	4% of Engineer's Cost Estimate		varies - deposit	100%	
5	Certificate of Correction	\$350	\$500		varies - deposit	100%	Update initial deposit amount
6	Infrastructure Reimbursement Agreement	\$900	\$1,500		varies - deposit	100%	Update initial deposit amount
7	Legal Document Description Review	\$600	\$1,000		varies - deposit	100%	Update initial deposit amount
8	Map Amendment	\$950	\$1,250		varies - deposit	100%	Update initial deposit amount
9	Outside Service Area Agreement	\$1,500	\$2,500		varies - deposit	100%	Update initial deposit amount
10	Reversion to Acreage	\$2,400	\$1,400		varies - deposit	100%	Update initial deposit amount
11	Oversize Load Permit						
	a) Per Day	\$16	\$16				Set to match CalTrans
	b) Annual	\$90	\$90				Set to match CalTrans
	Other						
12	Technology Fee (percent of fixed fee or hourly billing rate)	n/a	7%		13%		Add technology fee
13	Credit Card Transaction Fee (% of amount paid by card)	n/a - new	3%		varies - deposit	100%	Add CC processing fee for > \$5,000

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
14	Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule						
	b) Engineering Manager		\$175		\$175	100%	Update hourly billing rates
	a) Public Works Superintendent		\$184		\$184	100%	Update hourly billing rates
	c) Sr. Maintenance Worker / Inspector		\$115		\$115	100%	Update hourly billing rates
	d) Management Analyst		\$128		\$128	100%	Update hourly billing rates
	e) Administrative Assistant		\$98		\$98	100%	Update hourly billing rates
	f) Other In-House Staff		Bill Hourly			100%	Update hourly billing rates
	g) Contract Service Providers		T&M + 15% admin fee			100%	Update hourly billing rates
15	Excess Review / Field Inspections		Bill Hourly			100%	Add category
16	Work Without a Permit / Work Outside Scope of Permit		2x Permit Fee				Add category
FIRE PREVENTION FEES							
1	Water Based Fire Protection Systems (1):						Modify fee structure to allow for scaling for small v. large scale projects and to clearly illustrate plan review v. inspection components of fee.
	a) Fire Sprinkler Commercial/Multi Family/Other - New System						
	i) Plan Review (up to 50 heads)	\$550; \$275 re-insp. For	\$306		\$306	100%	
	ii) Inspection (up to 50 heads)	PC and insp.	\$306		\$306	100%	
	b) Fire Sprinkler Commercial/Multi Family/Other - Alteration						
	i) Plan Review (up to 25 heads)	\$550; \$275 re-insp. For	\$153		\$153	100%	
	ii) Inspection (up to 25 heads)	PC and insp.	\$153		\$153	100%	
	c) Fire Sprinkler, Per additional head - New or Alteration						
	i) Plan Review	n/a - new structure	\$1		\$1	100%	
	ii) Inspection	n/a - new structure	\$1		\$1	100%	
	d) Fire Sprinkler Single Family/Duplex - New System						
	i) Plan Review	\$450; \$200 re-insp. For	\$230		\$230	100%	
	ii) Inspection	PC and insp.	\$230		\$230	100%	
	e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System						
	i) Plan Review	\$450; \$200 re-insp. For	\$153		\$153	100%	
	ii) Inspection	PC and insp.	\$153		\$153	100%	
	f) Standpipe						Modify fee structure to allow for scaling for small v. large scale projects and to clearly illustrate plan review v. inspection components of fee.
	i) Plan Review (per vertical standpipe)	n/a - new structure	\$230		\$230	100%	
	ii) Inspection (per vertical standpipe)	n/a - new structure	\$306		\$306	100%	
	g) Fire Pump						
	i) Plan Review	n/a - new structure	\$306		\$306	100%	
	ii) Inspection	n/a - new structure	\$306		\$306	100%	
	h) Fire Protection Underground System						
	i) Plan Review (includes 1 riser or hydrant)	n/a - new structure	\$230		\$230	100%	

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	ii) Inspection (includes 1 riser or hydrant)	n/a - new structure	\$230		\$230	100%	
	i) Per Additional Sprinkler Riser or Hydrant						
	i) Plan Review	n/a - new structure	\$153		\$153	100%	
	ii) Inspection	n/a - new structure	\$153		\$153	100%	
2	Fire Alarm System (1):						Modify fee structure to allow for scaling for small v. large scale projects and to clearly illustrate plan review v. inspection components of fee.
	a) Fire Alarm - New System						
	i) Plan Review (up to 25 devices)	\$350; \$150 re-insp. For PC and insp.	\$306		\$306	100%	
	ii) Inspection (up to 25 devices)		\$306		\$306	100%	
	b) Fire Alarm - Alteration						
	i) Plan Review (up to 5 devices)	\$350; \$150 re-insp. For PC and insp.	\$153		\$153	100%	
	ii) Inspection (up to 5 devices)		\$153		\$153	100%	
	c) Per Additional Device						
	i) Plan Review - New or Alteration	n/a - new structure	\$2		\$2	100%	
	ii) Inspection - New or Alteration	n/a - new structure	\$2		\$2	100%	
3	Alternative Automatic Extinguishing Systems (2):						Modify fee structure to illustrate plan review v. inspection.
	a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other						
	i) Plan Review	\$350; \$175 re-insp. For PC and insp.	\$230		\$230	100%	
	ii) Inspection		\$230		\$230	100%	
4	Other Fire Construction Reviews and Inspections (2):						Modify fee structure to allow for scaling for small v. large scale projects and to clearly illustrate plan review v. inspection components of fee.
	a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems,						
	i) Plan Review	n/a - new structure	\$306		\$306	100%	
	ii) Inspection	n/a - new structure	\$306		\$306	100%	
	b) Commercial Indoor or Outdoor Cannabis Cultivation						
	i) Up to 5,000 SF	n/a - new structure	\$306		\$306	100%	
	ii) Per Additional 100 SF over 5,000 SF	n/a - new structure	\$3		\$3	100%	
	c) Cannabis Extraction System	n/a - new structure	\$153		\$153	100%	
	d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	n/a - new structure	\$153		\$153	100%	
5	Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under						Service currently provided by another agency. Fee is placeholder only.
	a) Above Ground Tank or Underground Tank installation or removal and/or Pipe	n/a - new structure	\$459		\$459	100%	
	b) Above Ground Tank or Underground Tank installation or removal (per add'l	n/a - new structure	\$153		\$153	100%	
	c) Under Ground Tank Installation, New System (1 tank)	n/a - new structure	\$1,224		\$1,224	100%	
	d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per	n/a - new structure	\$459		\$459	100%	
	e) Under Ground - Hazardous Materials Tank Removal (1 tank)	n/a - new structure	\$459		\$459	100%	

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	Permits to Operate (Type of Permit Activity)						
6	Amusement Building	n/a - new structure	\$306		\$306	100%	
7	Carnivals and Fairs	n/a - new structure	\$306		\$306	100%	
8	Combustible Dust Operations	n/a - new structure	\$306		\$306	100%	
9	Covered Mall Buildings	n/a - new structure	\$306		\$306	100%	
10	Exhibits and Trade Shows	n/a - new structure	\$306		\$306	100%	
11	Explosives or Blasting Agents	n/a - new structure	\$765		\$765	100%	
12	Recreational or Bon Fire	n/a - new structure	\$153		\$153	100%	
13	Theatrical Fire Performance	n/a - new structure	\$306		\$306	100%	
14	High Pile Storage	n/a - new structure	\$306		\$306	100%	
15	Hot Work Operations	n/a - new structure	\$306		\$306	100%	
16	Industrial Ovens	n/a - new structure	\$306		\$306	100%	
17	Lumber Yards	n/a - new structure	\$306		\$306	100%	
18	Misc. Combustible Storage	n/a - new structure	\$306		\$306	100%	
19	Places of Assembly						
	a) Less than 300 occupant load	n/a - new structure	\$306		\$306	100%	
	b) 300 - 999 occupant load	n/a - new structure	\$459		\$459	100%	
	c) 1,000 or more occupant load	n/a - new structure	\$612		\$612	100%	
20	Commercial Day Care Facility						
	a) 7 - 49 persons	n/a - new structure	\$306		\$306	100%	
	b) 50 - 149 persons	n/a - new structure	\$459		\$459	100%	
	c) 150 or more persons	n/a - new structure	\$612		\$612	100%	
21	Institutional						
	a) Less than 6 patients	n/a - new structure	\$306		\$306	100%	
	b) 6 or more patients	n/a - new structure	\$459		\$459	100%	
	c) Detention facilities	n/a - new structure	\$612		\$612	100%	
22	Apartments/Hotels/Motels						
	a) 3 - 16 units	n/a - new structure	\$153		\$153	100%	
	b) 17 - 32 units	n/a - new structure	\$306		\$306	100%	
	c) 33 or more units	n/a - new structure	\$459		\$459	100%	
23	Large Family Day Care						
	a) Large Family Day Care	n/a - new structure	\$306		\$306	100%	
	b) Pre-inspection (at hourly rate)	n/a - new structure	\$153		\$153	100%	

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
24	850 Inspections a) 850 Inspection	n/a - new structure	\$153		\$153	100%	
25	Residential Care Facilities a) 7 or more residents b) Pre-inspection (at hourly rate)	n/a - new structure n/a - new structure	\$459 \$153		\$459 \$153	100% 100%	
26	Business License Inspection (5): a) Commercial Other b) Home Occupancy	\$150 \$75	\$150 \$75	\$0 \$0	\$230 \$153	65% 49%	
27	Tents, Air-Supported Structures & Temporary Stage Canopies Permit a) 400 - 2,000 SF (First) b) Greater than 2,000 SF (First) c) Each additional	n/a - new structure n/a - new structure n/a - new structure	\$153 \$230 \$77		\$153 \$230 \$77	100% 100% 100%	
28	Burn Permit	\$150	\$150	\$0	\$230	65%	
29	Fireworks a) Fireworks - Public Display b) Fireworks Stand	\$300 \$200	\$300 \$200	\$0 \$0	\$383 \$306	78% 65%	
Building Permit Plan Review and Inspection Fees							
30	Building Permit Plan Review and Inspection Fees (Greater of A or B) A) Commercial Industrial Plan Review and Inspection (% of building permit fee) B) Commercial Industrial Plan Review and Inspection - minimum fee i) Commercial / Industrial - New i) Plan Review ii) Inspection ii) Commercial / Industrial - Tenant Improvement i) Plan Review ii) Inspection iii) Commercial / Industrial (over 2 stories) - New i) Plan Review ii) Inspection iv) Commercial / Industrial (over 2 stories) - Tenant Improvement i) Plan Review ii) Inspection v) Multi-Family - New i) Plan Review ii) Inspection	25%	25%	0%	\$0 \$0 \$306 \$306 \$191 \$230 \$153 \$153 \$153 \$153 \$153 \$153	0% 0% 100% 100% 100% 100% 100% 100% 100% 100%	

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	vi) Multi-Family - Tenant Improvement						
	i) Plan Review	n/a - new structure	\$306		\$306	100%	
	ii) Inspection	n/a - new structure	\$306		\$306	100%	
31	Fire Code Verification:						
	a) Operational permit Plan Review/Application Code Review and Presubmittal	n/a - new structure	\$77		\$77	100%	
	b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	n/a - new structure	\$153		\$153	100%	
	c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	n/a - new structure	\$186		\$186	100%	
32	False Alarm (After 3rd in Calendar Year)	\$1,450	\$1,450	\$0	\$0	0%	
33	Other:						
	a) Technology Fee (percent of permit fee)	n/a - new	\$0		\$0	55%	
	b) Credit Card Transaction Fee (% of amount paid by card) (8)	n/a - new	3%		3%	100%	Add CC processing fee for > \$5,000
	c) Fire Records and Research (add'l fees apply for copies of mat'ls)	n/a - new structure	\$38		\$38	100%	
	d) Fire Report	\$100	\$20	(\$80)	\$43	47%	
	e) Plan Revision	n/a - new structure	\$153		\$153	100%	
	f) Excess Plan Review	n/a - new structure	\$153		\$153	100%	
	g) Missed Inspection / Excess Inspections	n/a - new structure	\$153		\$153	100%	
	h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	n/a - new structure	\$153		\$153	100%	
	i) Expedited Review (subject to availability)	n/a - new structure	1.5x base fee		\$0	100%	
	j) Work Commenced without a Permit	n/a - new structure	2x base fee		\$0	100%	
	k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)		bill hourly		\$0	100%	
	l) Special Requests for Fire Services	n/a - new structure	bill hourly		\$0	100%	
	m) Fire Prevention Fee-Related Services Not Identified in this Schedule	n/a - new structure	\$153		\$153	100%	
	<u>POLICE FEES</u>						
1	Animal Release						
	a) Dog or Cat	\$100 Dog; \$35 Cat	\$100	varies	\$187	53%	Combine dog and cat category. Add small companion animal category, set similar to current fee for cat.
	b) Small Companion Animal	n/a	\$40	n/a	\$122	33%	
2	Audio / Video Reproduction	Bill Hourly; \$45 Min.	Bill Hourly; \$45 Min.	\$0	\$108	varies	
3	Clearance Letters	\$15	\$25	\$10	\$30	83%	
4	Dog License						Adjust fees slightly. Contract cost increasing and low overall cost recovery levels for animal control.
	a) Neutered	\$10	\$20	\$10			
	b) Neutered (for Senior Citizens)	\$5	\$10	\$5			

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	c) Non-Neutered	\$20	\$40	\$20			
	d) Non-Neutered (for Senior Citizens)	\$10	\$20	\$10			
5	False Alarm Fee	\$75	\$100	\$25	\$172	58%	
6	Fingerprint / Live Scan Fees	\$20	\$20	\$0	\$27	73%	
7	Firearms & Property Storage Fee						
	a) Base fee for up to five weapons for 30 days	\$53	\$58	\$5	\$115	50%	
	b) Fee per additional weapon or per additional day after 30 days	\$5	\$5	\$0	\$0		
8	Hazardous Material Response	Bill Hourly	Bill Hourly		\$282		
9	Noise / Party Abatement Fee (per response beginning with 3rd response)	\$50 Min.; fee escalates	\$50 Min.; fee escalates	\$0	\$542		
10	Party Control	\$100	\$100	\$0	\$282	35%	
11	Photograph Reproduction	\$20	\$20	\$0	\$83	24%	
12	Report Copy	\$20	\$20	\$0	\$50	40%	
13	Research / Crime Analysis Fee	\$35 per hour	\$35 per hour		\$133	0%	
14	Residential Parking Permit Fee	\$10	\$10	\$0	\$58	17%	
15	Special Events						
	a) Major	\$260	\$260	\$0	\$700	37%	
	b) Minor	\$50	\$50	\$0	\$148	34%	
16	Vehicle Release	\$75	\$100	\$25	\$230	43%	
17	VIN Verification Fee	\$15	\$25	\$10	\$58	43%	
18	Motor Vehicle Certificate	\$200	\$200	\$0	\$270	74%	
19	Oversize Load Permits						Move to PW Section of fee schedule.
20	Alarm Permit						Remove. Category not used by PD.
	a) Private Alarm Permit – Commercial						
	b) Private Alarm Permit – Residential						
21	Parking Space Rentals						Remove. Category not used by PD.
22	Vehicle Violation Correction Inspection						Remove. Category not used by PD.

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
	<u>PUBLIC WORKS FEES</u>						
1	Aerial Lift Tower Truck	\$175	\$175	\$0	\$193	91%	
2	After Hours Phone Call	\$80	\$80	\$0	\$90	89%	
3	After Hours Public Works Response	\$270	\$270	\$0	\$475	57%	
4	Air Compressor- Jack Hammer	\$180	\$180	\$0	\$193	93%	
5	Backhoe Tractor	\$200	\$200	\$0	\$203	98%	
6	Banner Installation - (City - Non-Profit)	\$350	\$350	\$0	\$387	90%	
7	Banner Installation - (Non-City - Non-Profit)	\$550	\$550	\$0	\$579	95%	
8	Concrete Saw	\$190	\$190	\$0	\$210	91%	
9	Inspection- Sewer Main Video	\$2,000	\$2,000	\$0	\$2,490	80%	
10	Large Dump Truck	\$190	\$190	\$0	\$227	84%	
11	Multi Trash Pump	\$180	\$180	\$0	\$192	94%	
12	Pavement Repair & Trench Inspect.	\$280	\$280	\$0	\$326	86%	
13	Pickup Truck	\$150	\$150	\$0	\$154	97%	
14	Property Clean Up Notification	\$90	\$90	\$0	\$150	60%	
15	Service Call	\$180	\$180	\$0	\$182	99%	
16	Sewer Camera	\$270	\$270	\$0	\$270	100%	
17	Sewer Cleaning Truck	\$370	\$370	\$0	\$399	93%	
18	Small Dump Truck	\$190	\$190	\$0	\$210	91%	
19	Village MHP Dump Station Fee	\$50	\$50	\$0	\$56	90%	
20	Annual Inspection of Backflow Protection Devices	\$125	\$125	\$0	\$191	65%	
	<u>CLERK / ADMIN FEES</u>						
1	Duplication Fee a) Up to 11" x 17" i) Up to 10 pages ii) More than 10 pages (per page, after 1st 10) b) Oversize	n/a n/a n/a	No Charge \$0.25 Actual Cost	n/a n/a n/a			Add to fee schedule for clarity Add to fee schedule for clarity Add to fee schedule for clarity
2	Meeting Recording Fee	\$20	\$20	\$0			

City of Sebastopol
LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee or Initial Deposit Amount	Change	Max Fee	Proposed Cost Recovery	Notes
3	Municipal Code	\$20	\$20	\$0			
4	Solemnization of Marriage						
	a) Solemnization of Marriage - City Hall	\$50	\$50	\$0			
	b) Solemnization of Marriage - Outside City Hall	\$75 + Mileage Cost	\$75 + Mileage Cost	\$0			
<u>ADMINISTRATIVE SERVICES FEES (FINANCE)</u>							
1	Monthly Administration Fee for Water Deposit Accounts	\$35	\$35	\$0	\$61	58%	
2	Research Fee (per 1/2 hour)	\$85	\$85	\$0	\$90	94%	
3	Returned Check Fee						
	a) 1st Check	\$25	\$25	\$0			Fee Set by State
	b) Each Additional Check	\$35	\$35	\$0			Fee Set by State
4	Issuance of 48 Hour Notice	\$55	\$55	\$0	\$110	50%	
5	Shut Off/Turn On Fee	\$110	\$110	\$0	\$110	100%	
6	New Water Service Fee	\$50	\$50	\$0	\$85	59%	
7	Deposit for New Service	\$175	\$175	\$0	\$0	n/a	
8	One Time Transfer Agreement Fee Between Tenants	\$50	\$50	\$0	\$91	55%	
9	Business License Application Processing Fee	\$50	\$50	\$0	\$61	83%	
10	Water Tower Key Replacement Fee	\$10	\$10	\$0	\$0	0%	
11	Municipal Code Book/Council Meeting DVD						Moved to Clerk / Admin Fees Section
12	City Budget on Paper						Remove. Available on-line.
13	Business License Reprint						Remove. Available on-line.
<u>PARKS, SPECIAL EVENT, AND FACILITY USE FEES</u>							
1	Parking Space Fee						
	a) Residential Area	\$10	\$10	\$0	n/a		
	b) Non-Residential Area	\$15	\$15	\$0	n/a		
2	Classes with Instructors Utilizing Park Area (per week)						
	a) Small Group, 1 - 15 Persons	\$25	\$25	\$0	n/a		
	b) Medium Group, 16 - 30 Persons	\$50	\$50	\$0	n/a		
	c) Large Group, More than 30 Persons	\$75	\$75	\$0	n/a		
3	City Hall Meeting Room	\$15	\$15	\$0	n/a		

City of Sebastopol

LISTING OF ALL PROPOSED FEE CHANGES

#	Fee	Current Fee or Initial Deposit Amount	Proposed Fee Community Group	Resident	Non-Resident	Change	Notes
	<u>PARKS, SPECIAL EVENT, AND FACILITY USE FEES</u>						
1	Application Fee						create distinct renter categories
	a) Up to 50 people	\$0	\$0	\$0	\$0		
	b) 51 - 200 people	\$100	\$100	\$150	\$200	varies	
	c) More than 200 people	\$160	\$150	\$250	\$350	varies	
2	Security Deposit						create distinct renter categories
	a) Up to 50 people	\$150	\$150	\$150	\$150	\$0	
	b) 51 - 200 people	\$500	\$500	\$500	\$500	\$0	
	c) More than 200 people	\$1,000	\$1,000	\$1,000	\$1,000	\$0	
3	Daily Use Fee						create distinct renter categories
	a) Up to 50 people	\$25 - \$100	\$50	\$75	\$100	varies	
	b) 51 - 200 people	\$100 - \$200	\$125	\$250	\$500	varies	
	c) More than 200 people	\$300 - \$700	\$250	\$500	\$1,000	varies	
4	Amplified Sound / Stage / Bouncehouse						create distinct renter categories
	a) Amplified Sound Use	\$30	\$50	\$75	\$100	varies	
	b) Stage Use	\$30	\$50	\$75	\$100	varies	
	c) Bouncehouse Use	\$30	\$30	\$40	\$50	varies	

COST OF SERVICE ANALYSIS



Cost of Service Analysis for User and Regulatory Fees

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Calculation of the Costs of Providing Fee Related Services

Building Fees

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Building

Position	Total Salaries	Total Benefits	Prof Svcs	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
Building Official	\$ 130,901	\$ 45,350		\$ 176,251	1.00	2,080	216	1,864	1,864	30%	70%	100%	559	1,305	1,864
Sr. Admin Assistant	\$ 39,257	\$ 16,548		\$ 55,805	0.50	2,080	216	1,864	932	40%	60%	100%	373	559	932
Total - In-House	\$ 170,158	\$ 61,898	\$ -	\$ 232,056	1.50				2,796				932	1,864	2,796
Contract Svcs			\$ 50,500	\$ 50,500	0.23	2,080	216	1,864	431	10%	90%	100%	43	388	431
Total	\$ 170,158	\$ 61,898	\$ 50,500	\$ 282,556	1.73				3,227				975	2,252	3,227
Total													30%	70%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Building

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$360,482	
Direct Hours	2,252	
Fully-Burdened Hourly Rate	\$160	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Building	1.50	2,080	3,120	\$ 170,158	\$55	\$160	2.94

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Building Official	\$130,901	1.00	\$130,901	\$63	2.94	\$185
Sr. Admin Assistant	\$39,257	0.50	\$78,514	\$38	2.94	\$111
Fully-Burdened Hourly Rate	\$170,158	1.50	\$113,439	\$55	2.94	\$160

City of Sebastopol
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Intake, Issuance, Processing, Admin	Inspection	PC	Total		Hourly Rate		Cost of Svc	Targeted Cost Recovery	Proposed Fee	Note
1 HVAC Change-Out - Residential	0.50	0.50	0.13	1.13	x	\$160	x	\$180	75%	\$135	
2 HVAC Change-Out - Commercial (per unit)	0.50	0.50	0.50	1.50	x	\$160	x	\$240	100%	\$240	
3 Residential Solar Photovoltaic System - Solar Permit											[b]
a) 15kW or less										\$450	[b]
b) Above 15kW – base										\$450	[b]
c) Above 15kW – per kW										\$15	[b]
4 Commercial Solar Photovoltaic System - Solar Permit											[b]
a) 50kW or less										\$1,000	[b]
b) 50kW – 250kW – Base										\$1,000	[b]
c) 50kW – 250kW – per kW above 50kW										\$7	[b]
d) Above 250kW – base										\$2,400	[b]
e) Above 250kW – per kW										\$5	[b]
5 Service Panel Upgrade - Residential	0.50	0.50	0.13	1.13	x	\$160	x	\$180	100%	\$180	
6 Service Panel Upgrade - Commercial	0.50	0.50	0.50	1.50	x	\$160	x	\$240	100%	\$240	
7 Water Heater Change-Out	0.50	0.50	0.13	1.13	x	\$160	x	\$180	75%	\$135	
8 Line Repair - Sewer / Water / Gas	0.50	0.50	0.13	1.13	x	\$160	x	\$180	100%	\$180	
9 Residential Re-Roof											
a) Up to 2,000 SF	0.50	1.00	0.50	2.00	x	\$160	x	\$320	75%	\$240	
b) Each Add'l 1,000 SF or fraction thereof		0.50		0.50	x	\$160	x	\$80	100%	\$80	
10 Mobile Home Awning										\$196	
11 Demolition	0.50	0.50	0.50	1.50	x	\$160	x	\$240	75%	\$180	
12 Temporary Power Pole	0.50	0.50	0.13	1.13	x	\$160	x	\$180	100%	\$180	
13 Swimming Pool/Spa Equipment Change-out Only	0.50	1.00	0.25	1.75	x	\$160	x	\$280	100%	\$280	
14 Window / Sliding Glass Door											
a) Retrofit / Repair											
i) Up to 5	0.50	0.50	0.50	1.50	x	\$160	x	\$240	100%	\$240	
ii) Each additional 5		0.25		0.25	x	\$160	x	\$40	100%	\$40	
b) New / Alteration											
i) Up to 5	0.50	0.75	0.75	2.00	x	\$160	x	\$320	100%	\$320	
ii) Each additional 5		0.25	0.13	0.38	x	\$160	x	\$60	100%	\$60	
15 Construction and Demolition Materials Management Plan Fee - Application Plan Review & Deposit Administration Fee	0.50		0.33	0.83	x	\$160	x	\$133	100%	\$133	

[a] Current fees vary based on project valuation and fixture types/counts. Current fees shown are intended to provide a reasonable estimate for purposes of estimating impact of fee changes. They are not intended to serve as exact estimates.

[b] California Government Code Section 66015.

City of Sebastopol
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1 Permit Issuance Fee	0.50	x	\$160	=	\$80	\$80	100%		
2 General Plan Maintenance Fee (percent of permit fee)					71%	10%	14%		[a]
3 Technology Fee (percent of permit fee)					13%	7%	55%		
4 Incremental Fee (Training) (percent of assessed value)					0.14%	.10% of value; \$6 minimum	71%		
5 Credit Card Transaction Fee (% of amount paid by card)						3%	100%		[b]
6 Digitizing									
a) Document Size up to 11"x17"									
i) 1st 10 pages (per page)						\$1			
ii) Each additional page (per page)						\$0.50			
b) Document Size Larger than 11"x17" (per page)						\$4			
7 Strong Motion Instrumentation (SMI)									
a) Residential						\$0.50 or valuation x .00013			
b) Commercial						\$0.50 or valuation x .00028			
8 Building Standards (SB 1473) Fee Calculation (Valuation)									
a) \$1 - \$25,000						\$1			
b) \$25,001 - \$50,000						\$2			
c) \$50,001 - \$75,000						\$3			
d) \$75,001 - \$100,000						\$4			
e) Each Add'l \$25,000 or fraction thereof						Add \$1			
9 Certificate of Occupancy									
a) Temporary Certificate of Occupancy (per 30 Days)	1.50	x	\$160	=	\$240	\$240	100%		
b) Certificate of Occupancy	0.75	x	\$160	=	\$120	\$120	100%		
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	3.00	x	\$160	=	\$480	\$480	100%		
Job Card Re-Print, Change Of Contractor									
11 Job Card / Permit Re-Print	0.33	x	\$160	=	\$53	\$53	100%		
12 Change Of Contractor	0.50	x	\$160	=	\$80	\$80	100%		
Violation Fees									
13 Investigation Fee For Work Done Without Permits						2x Permit Fee			

City of Sebastopol
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Proposed Fee	Proposed Cost Recovery	Unit	Notes
Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, Stand-Alone and Combined Mechanical, Electrical, and/or Plumbing Permits							
1 \$1 - \$500	1.00	x \$160	= \$160	\$75.00	47%		
2 \$501 - \$2,000	1.00	x \$160	= \$160	\$75.00	47%		
3 \$2,001 - \$25,000	1.50	x \$160	= \$240	\$135.75	57%		
4 \$25,001 - \$50,000	5.00	x \$160	= \$800	\$630.48	79%		
5 \$50,001 - \$100,000	8.00	x \$160	= \$1,280	\$1,018.48	80%		
6 \$100,001 - \$500,000	12.00	x \$160	= \$1,920	\$1,555.98	81%		
7 \$500,001 - \$1,000,000	36.00	x \$160	= \$5,760	\$4,999.98	87%		
8 \$1,000,001 and up	60.00	x \$160	= \$9,600	\$8,649.98	90%		
For building permits requiring Green Building Compliance, Accessibility Compliance, or Energy Compliance review, the following percentages shall be added to the base permit fee							
9 Green Building Compliance			17%	15%	90%		
10 Accessibility Compliance			17%	15%	90%		
11 Energy Compliance			17%	15%	90%		
For building permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee							
12 Mechanical			10%	10%	100%		
13 Plumbing			10%	10%	100%		
14 Electrical			10%	10%	100%		

City of Sebastopol
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1	Plan Check Fees							
	a) Plan Review Fee, if applicable (% of building permit fee)	75%			75%	100%		
	b) Phased Plan Check (when applicable)	1.5x full plan check fee for entire bldg			1.5x full plan check fee for entire bldg	100%		
	c) Master Plan							
	i) Master Plan	100% of standard plan check fee			100% of standard plan check fee	100%		
	ii) Production Phase Units / Identical Buildings	25% of standard plan check fee			25% of standard plan check fee	100%		
	d) Alternate Materials and Materials Review (per hour)	1.00	x \$160	= \$160	\$160	100%		
	e) Excess Plan Review Fee (3rd and subsequent) (per hour)	1.00	x \$160	= \$160	\$160	100%		
	Other Fees							
1	Phased Inspection Fee (per inspection)	0.50	x \$160	= \$80	\$80	100%		
2	After Hours Inspection (per hour) (2-hour minimum)	1.20	x \$160	= \$192	\$192	100%		
3	Re-inspection Fee (3rd Time or More) (each)	0.50	x \$160	= \$80	\$80	100%		[c]
4	Missed inspection Fee	0.50	x \$160	= \$80	\$80	100%		
5	Fees for Services Not Listed in this Fee Schedule (per hour)	1.00	x \$160	= \$160	\$160	100%		

[a] Fee only applies to permits for new construction and additions.

[b] For amounts paid by credit card in excess of \$5,000.

[c] Reinspection fee applies after second re-inspection.

Calculation of the Costs of Providing Fee Related Services

Planning Fees

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Planning

Position	Total Salaries	Total Benefits	Total Labor Costs	FTE	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
Planning Director	\$ 144,068	\$ 44,914	\$ 188,982	1.00	2,080	216	1,864	1,864	30%	70%	100%	559	1,305	1,864
Associate Planner	\$ 85,815	\$ 27,635	\$ 113,450	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864
Sr. Admin Assistant	\$ 77,005	\$ 51,989	\$ 128,994	1.00	2,080	216	1,864	1,864	65%	35%	100%	1,212	652	1,864
Total	\$ 306,888	\$ 124,538	\$ 431,426	3.00				5,592				2,144	3,448	5,592
Total												38%	62%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Planning

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$561,130	
Direct Hours	3,448	
Fully-Burdened Hourly Rate	\$163	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Planning	3.00	2,080	6,240	\$ 306,888	\$49	\$163	3.31

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate	Current Hourly Billing Rate	Cost Recovery
Planning Director	\$144,068	1.00	\$144,068	\$69	3.31	\$229	\$123	54%
Associate Planner	\$85,815	1.00	\$85,815	\$41	3.31	\$137	\$77	56%
Sr. Admin Assistant	\$77,005	1.00	\$77,005	\$37	3.31	\$122	\$86	70%
Fully-Burdened Hourly Rate	\$306,888	3.00	\$102,296	\$49	3.31	\$163		

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)														Total
			Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	
1	Adjustment	Fixed Fee	1.00	5.00	0.50	-	-	-	-	-	-	-	-	-	-	-	6.50
2	Administrative Permit Review	Fixed Fee	0.75	3.00	0.50	-	-	-	-	-	-	-	-	-	-	-	4.25
3	Annexation																
	a) Annexation Request - Preliminary	Deposit	7.00	10.00	2.00	2.00	0.50	0.50	0.50	-	0.50	3.50	1.00	-	-	-	27.50
	b) Annexation / Prezone Request	Deposit	12.00	15.00	4.00	5.00	1.00	0.50	1.00	-	1.00	10.00	2.00	-	-	-	51.50
4	Antenna Permit																
	a) Administrative	Deposit	8.00	8.00	3.00	-	-	-	-	-	-	-	-	-	-	-	19.00
	b) Hearing Level	Deposit	10.00	20.00	2.00	-	2.00	0.50	-	-	0.50	1.00	-	-	-	4.00	40.00
5	Appeal of Commission, Board, or Staff determination	Fixed Fee	8.00	16.00	2.00	-	1.00	-	-	-	-	-	-	-	1.00	1.00	29.00
6	Building Permit Review																
	a) Alterations/Additions - Residential	Fixed Fee		0.50		-	-	-	-	-	-	-	-	-	-	-	0.50
	b) New Construction - Single Family Residential (Inc. ADUs)	Fixed Fee	0.50	0.50		-	-	-	-	-	-	-	-	-	-	-	1.00
	c) New Construction - 2-4 Residential Units	Fixed Fee	1.00	1.00		-	-	-	-	-	-	-	-	-	-	-	2.00
	d) New Construction - 5+ Residential Units	Fixed Fee	2.00	2.00		-	-	-	-	-	-	-	-	-	-	-	4.00
	e) Alterations/Additions - Non-Residential	Fixed Fee	0.50	0.50		-	-	-	-	-	-	-	-	-	-	-	1.00
	f) New Construction - Non-Residential < 10,000 SF	Fixed Fee	1.50	1.50		-	-	-	-	-	-	-	-	-	-	-	3.00
	g) New Construction - Non-Residential 10,000 SF or More	Fixed Fee	3.00	3.00		-	-	-	-	-	-	-	-	-	-	-	6.00
7	Business License Application Review	Fixed Fee		0.25	0.25	-	-	-	-	-	-	-	-	-	-	-	0.50
8	Certificate of Compliance	Deposit	4.00	6.50	2.00	1.00	-	0.50	0.50	-	0.50	5.00	-	-	-	-	20.00
9	Design Review																
	a) Administrative	Fixed Fee	0.50	4.00	0.25	-	-	-	-	-	-	-	-	-	-	-	4.75
	b) Design Review Board Review																
	i) Additions/modifications (to an existing building or site)	Fixed Fee	0.50	4.00	0.75	-	-	-	-	-	-	-	-	-	-	-	5.25
	ii) Amendment to an Existing Design Review Approval	Fixed Fee	0.50	3.00	0.75	-	-	-	-	-	-	-	-	-	-	-	4.25
	iii) New Building Less than 10,000 SF or 1-2 Dwellings	Deposit	2.50	10.00	1.50	1.00	-	-	-	-	1.00	1.00	-	-	-	-	17.00
	iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units	Deposit	5.00	16.00	3.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	27.00
10	Development Agreement	Deposit	20.00	10.00	3.00	5.00	15.00	1.00	1.00	-	1.00	5.00	2.00	-	3.00	15.00	81.00
11	Initial Study Preparation	Deposit	10.00	30.00	2.00	0.50	-	0.50	0.50	-	-	2.00	1.00	-	-	-	46.50
12	EIR Review	Deposit	15.00	50.00	4.00	6.00	-	1.50	1.50	-	-	6.00	3.00	-	-	-	87.00
13	Filming Permit																
	a) Filming Permit	Fixed Fee	2.00	4.00	2.00	-	0.17	-	0.17	0.17	0.17	-	-	-	-	-	8.68
	b) Filming Permit - Still	Fixed Fee	1.00	2.00	0.75	-	-	-	0.17	0.17	-	-	-	-	-	-	4.09
	c) Filming Permit - Amendment	Fixed Fee	0.50	3.00	2.00	-	-	-	0.08	0.08	-	-	-	-	-	-	5.66
	d) Nonprofit or Student Filming Permit	Fixed Fee	1.00	2.00	0.75	-	0.17	-	0.17	0.17	0.17	-	-	-	-	-	4.43
14	General Plan Map or Text Amendment	Deposit	10.00	24.00	2.00	2.00	1.00	-	-	-	-	2.00	1.00	-	1.00	1.00	44.00
15	Lot Line Adjustment / Merger	Deposit	5.00	15.00	1.00	2.00	-	0.50	0.50	-	1.00	2.00	-	-	-	-	27.00
16	Variance	Deposit	5.00	20.00	1.50	0.50	-	0.50	0.50	-	0.25	-	-	-	-	-	28.25

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
1 Adjustment	\$445	46%	\$650	67%	
2 Administrative Permit Review	\$360	56%	\$425	66%	
3 Annexation					
a) Annexation Request - Preliminary	\$3,390	73%	\$4,000	100%	
b) Annexation / Prezone Request	\$6,615	75%	\$8,000	100%	
4 Antenna Permit					
a) Administrative	\$740	22%	\$3,000	100%	
b) Hearing Level	\$740	11%	\$6,000	100%	
5 Appeal of Commission, Board, or Staff determination	\$400	8%	\$1,000	20%	[a]
6 Building Permit Review					
a) Alterations/Additions - Residential	\$100 - \$260	varies	\$65	95%	
b) New Construction - Single Family Residential (Inc. ADUs)	\$100 - \$260	varies	\$175	96%	
c) New Construction - 2-4 Residential Units	\$100 - \$260	varies	\$245	67%	
d) New Construction - 5+ Residential Units	\$100 - \$260	varies	\$700	96%	
e) Alterations/Additions - Non-Residential	\$100 - \$260	varies	\$175	96%	
f) New Construction - Non-Residential < 10,000 SF	\$100 - \$260	varies	\$500	91%	
g) New Construction - Non-Residential 10,000 SF or More	\$100 - \$260	varies	\$1,000	91%	
7 Business License Application Review	\$35	54%	\$35	54%	
8 Certificate of Compliance	\$1,905	57%	\$3,000	100%	
9 Design Review					
a) Administrative	\$205	30%	\$325	47%	[b]
b) Design Review Board Review					
i) Additions/modifications (to an existing building or site)	\$350	47%	\$500	66%	
ii) Amendment to an Existing Design Review Approval	\$235	38%	\$400	65%	
iii) New Building Less than 10,000 SF or 1-2 Dwellings	\$1,370	52%	\$2,000	100%	
iv) New Building 10,000 SF or More (or multiple buildings on a site) and Projects with 3 or More Dwelling Units	\$1,370	33%	\$4,000	100%	
10 Development Agreement	\$12,505	77%	\$15,000	100%	
11 Initial Study Preparation	\$3,670	50%	\$6,000	100%	
12 EIR Review	\$9,685	71%	\$12,000	100%	
13 Filming Permit					
a) Filming Permit	\$555	40%	\$625	45%	
b) Filming Permit - Still	\$445	67%	\$450	68%	
c) Filming Permit - Amendment	\$140	17%	\$250	31%	
d) Nonprofit or Student Filming Permit	\$150	20%	\$150	20%	
14 General Plan Map or Text Amendment	\$4,370	60%	\$6,000	100%	
15 Lot Line Adjustment / Merger	\$1,795	42%	\$3,000	100%	
16 Variance	\$1,155	27%	\$4,000	100%	

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

		Estimated Labor Time (Hours)														
Fee Description	Type	Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	Total
17	Minor Administrative Permit Review	Fixed Fee	0.25	2.00	0.25	-	-	-	-	-	-	-	-	-	-	2.50
18	Preapplication Conference	Fixed Fee	1.00	4.00	0.50	0.25	0.25	1.00	1.00	-	0.25	1.00	-	-	-	9.25
19	Preliminary Review	Deposit	6.00	20.00	1.50	0.50	-	0.50	0.50	-	-	3.00	1.00	-	-	33.00
20	Public Art Review	Deposit	4.00	8.00	3.00	-	-	-	-	-	-	-	-	-	-	15.00
21	Reasonable Accomodation Request	Fixed Fee	2.00	2.00	1.00	-	-	-	-	-	-	-	-	-	-	5.00
22	Research Fee	Fixed Fee	-	0.50	1.00	-	-	-	-	-	-	-	-	-	-	1.50
23	Rezone or Text Amendment	Deposit	9.00	15.00	3.00	2.00	1.00	-	-	-	-	2.00	1.00	-	1.00	35.00
24	Sign Review															
	a) Sandwich Board Sign / Banner Review	Fixed Fee	-	0.75	0.25	-	-	-	-	-	-	-	-	-	-	1.00
	b) Administrative/staff level review	Fixed Fee	0.17	1.00	0.17	-	-	-	-	-	-	-	-	-	-	1.34
	c) Individual / Minor	Fixed Fee	0.25	1.50	0.50	-	-	-	-	-	-	-	-	-	-	2.25
	d) Major	Deposit	0.25	5.00	0.50	-	-	-	-	-	-	-	-	-	-	5.75
	e) Sign Exception	Deposit	0.25	6.00	0.50	-	-	-	-	-	-	-	-	-	-	6.75
25	Site Inspection	Fixed Fee	0.25	1.00	-	-	-	-	-	-	-	-	-	-	-	1.25
26	Subdivision															
	a) Tentative Minor Subdivision	Deposit	8.00	20.00	2.50	3.00	1.00	0.50	0.50	-	-	8.00	2.00	2.00	1.00	49.50
	b) Tentative Major Subdivision	Deposit	10.00	30.00	3.00	2.00	1.00	0.50	0.50	-	-	5.00	2.00	2.00	1.00	58.00
	c) Subdivision Ordinance Exception	Fixed Fee	10.00	25.00	0.50	0.50	-	0.25	0.25	-	-	2.00	-	-	-	38.50
27	Time Extension Request															-
	a) Staff Level	Fixed Fee	0.25	0.75	0.50	-	-	-	-	-	-	-	-	-	-	1.50
	b) Council or Commission Hearing	Fixed Fee	2.00	4.00	0.50	-	-	-	-	-	-	-	-	-	-	6.50
28	Transfer of Alcoholic Beverages/Shared Use of Production Facility	Fixed Fee	0.25	0.75	0.50	-	-	-	-	-	-	-	-	-	-	1.50
29	Tree Protection Plan	Fixed Fee	0.50	2.00	0.50	-	-	-	-	-	-	-	2.00	-	-	5.00
30	Tree Removal															-
	a) Arborist	Fixed Fee	-	1.00	0.17	-	-	-	-	-	-	-	2.00	-	-	3.17
	b) Tree Board	Fixed Fee	0.25	2.50	0.75	-	-	-	-	-	-	-	2.00	-	-	5.50
31	Use Permit															-
	a) Planning Director review	Deposit	2.00	8.00	1.00	0.25	0.25	0.25	0.25	0.25	-	0.50	-	-	-	12.75
	b) Planning Commission review	Deposit	4.00	15.00	2.00	0.50	-	0.25	0.25	-	-	1.00	1.00	-	-	24.00
	c) Temporary Use (less than 6 months)															
	i) Single Event	Fixed Fee	0.50	2.00	0.50	-	-	-	-	-	-	-	-	-	-	3.00
	ii) Multiple Events	Deposit	0.50	2.00	0.50	-	-	-	-	-	-	-	-	-	-	3.00
32	Water Efficient Landscape Review	Fixed Fee	0.17	2.00	-	-	-	-	-	-	-	-	-	-	-	2.17
33	Zoning Determination	Fixed Fee	0.25	0.50	0.50	-	-	-	-	-	-	-	-	-	-	1.25
34	Zoning Ordinance Interpretation	Fixed Fee	1.50	6.00	0.50	-	-	-	-	-	-	-	-	-	-	8.00
35	Density Bonus review	Deposit	5.00	10.00	0.50	-	-	-	-	-	-	-	-	-	2.00	17.50
36	Inclusionary / Affordable Housing Agreement	Deposit	20.00	6.00	1.00	-	-	-	-	-	-	-	-	-	5.00	32.00

Targeted Hourly Rate for Fee Setting															
Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney		
\$ 229	\$ 137	\$ 122	\$ 150	\$230	\$160	\$ 181	\$216	\$184	\$173	\$173	\$163	\$187	\$230		
Estimated Cost of Service															
Fee Description	Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	Total
17 Minor Administrative Permit Review	\$ 57	\$ 273	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361
18 Preapplication Conference	\$ 229	\$ 546	\$ 61	\$ 38	\$ 58	\$ 160	\$ 181	\$ -	\$ 46	\$ 173	\$ -	\$ -	\$ -	\$ -	\$ 1,491
19 Preliminary Review	\$ 1,375	\$ 2,730	\$ 184	\$ 75	\$ -	\$ 80	\$ 90	\$ -	\$ -	\$ 518	\$ 173	\$ -	\$ -	\$ -	\$ 5,224
20 Public Art Review	\$ 917	\$ 1,092	\$ 367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,376
21 Reasonable Accomodation Request	\$ 458	\$ 273	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 854
22 Research Fee	\$ -	\$ 68	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191
23 Rezone or Text Amendment	\$ 2,063	\$ 2,048	\$ 367	\$ 300	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ 345	\$ 173	\$ -	\$ 187	\$ 230	\$ 5,942
24 Sign Review															
a) Sandwich Board Sign / Banner Review	\$ -	\$ 102	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133
b) Administrative/staff level review	\$ 39	\$ 137	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196
c) Individual / Minor	\$ 57	\$ 205	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323
d) Major	\$ 57	\$ 683	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 801
e) Sign Exception	\$ 57	\$ 819	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 938
25 Site Inspection	\$ 57	\$ 137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194
26 Subdivision															
a) Tentative Minor Subdivision	\$ 1,833	\$ 2,730	\$ 306	\$ 450	\$ 230	\$ 80	\$ 90	\$ -	\$ -	\$ 1,380	\$ 345	\$ 325	\$ 187	\$ 230	\$ 8,188
b) Tentative Major Subdivision	\$ 2,292	\$ 4,095	\$ 367	\$ 300	\$ 230	\$ 80	\$ 90	\$ -	\$ -	\$ 863	\$ 345	\$ 325	\$ 187	\$ 230	\$ 9,405
c) Subdivision Ordinance Exception	\$ 2,292	\$ 3,413	\$ 61	\$ 75	\$ -	\$ 40	\$ 45	\$ -	\$ -	\$ 345	\$ -	\$ -	\$ -	\$ -	\$ 6,271
27 Time Extension Request															
a) Staff Level	\$ 57	\$ 102	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221
b) Council or Commission Hearing	\$ 458	\$ 546	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,066
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$ 57	\$ 102	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221
29 Tree Protection Plan	\$ 115	\$ 273	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325	\$ -	\$ -	\$ 774
30 Tree Removal															
a) Arborist	\$ -	\$ 137	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325	\$ -	\$ -	\$ 483
b) Tree Board	\$ 57	\$ 341	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325	\$ -	\$ -	\$ 816
31 Use Permit															
a) Planning Director review	\$ 458	\$ 1,092	\$ 122	\$ 38	\$ 58	\$ 40	\$ 45	\$ 54	\$ -	\$ 86	\$ -	\$ -	\$ -	\$ -	\$ 1,993
b) Planning Commission review	\$ 917	\$ 2,048	\$ 245	\$ 75	\$ -	\$ 40	\$ 45	\$ -	\$ -	\$ 173	\$ 173	\$ -	\$ -	\$ -	\$ 3,714
c) Temporary Use (less than 6 months)															
i) Single Event	\$ 115	\$ 273	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449
ii) Multiple Events	\$ 115	\$ 273	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 449
32 Water Efficient Landscape Review	\$ 39	\$ 273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 312
33 Zoning Determination	\$ 57	\$ 68	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 187
34 Zoning Ordinance Interpretation	\$ 344	\$ 819	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,224
35 Density Bonus review	\$ 1,146	\$ 1,365	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460	\$ 3,032
36 Inclusionary / Affordable Housing Agreement	\$ 4,583	\$ 819	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150	\$ 6,675

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
17 Minor Administrative Permit Review	\$140	39%	\$250	69%	
18 Preapplication Conference	\$400	27%	\$450	30%	
19 Preliminary Review	\$1,965	38%	\$3,000	100%	
20 Public Art Review	\$1,435	60%	\$2,000	100%	
21 Reasonable Accomodation Request	\$400	47%	\$400	47%	[c]
22 Research Fee	\$135	71%	\$170	89%	
23 Rezone or Text Amendment	\$4,150	70%	\$5,000	100%	
24 Sign Review					
a) Sandwich Board Sign / Banner Review	\$35	26%	\$60	45%	
b) Administrative/staff level review	\$120	61%	\$140	71%	
c) Individual / Minor	\$205	63%	\$230	71%	
d) Major	\$380	47%	\$600	100%	
e) Sign Exception	\$90	10%	\$425	100%	
25 Site Inspection	\$120	62%	\$135	70%	
26 Subdivision					
a) Tentative Minor Subdivision	\$4,900	60%	\$7,000	100%	
b) Tentative Major Subdivision	\$5,270	56%	\$8,000	100%	
c) Subdivision Ordinance Exception	\$1,050	17%	\$2,900	46%	
27 Time Extension Request					
a) Staff Level	\$160	72%	\$200	91%	
b) Council or Commission Hearing	\$160	15%	\$500	47%	
28 Transfer of Alcoholic Beverages/Shared Use of Production Facility	\$145	66%	\$200	91%	
29 Tree Protection Plan	\$385	50%	\$475	61%	
30 Tree Removal					
a) Arborist	\$250	52%	\$300	62%	
b) Tree Board	\$300	37%	\$350	43%	
31 Use Permit					
a) Planning Director review	\$1,155	58%	\$1,500	100%	
b) Planning Commission review	\$1,770	48%	\$3,000	100%	
c) Temporary Use (less than 6 months)					
i) Single Event	\$285	63%	\$300	67%	
ii) Multiple Events	\$285	63%	\$300	100%	
32 Water Efficient Landscape Review	\$355	114%	\$282	90%	
33 Zoning Determination	\$125	67%	\$169	90%	
34 Zoning Ordinance Interpretation	\$515	42%	\$550	45%	
35 Density Bonus review	n/a - new		\$2,000	100%	
36 Inclusionary / Affordable Housing Agreement	n/a - new		\$5,000	100%	

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Type	Estimated Labor Time (Hours)														
		Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	Total
Other																
37 Technology Fee (percent of fixed fee or hourly billing rate)	Fixed Fee															
38 Credit Card Transaction Fee (% of amount paid by card)	Fixed Fee															
39 Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule																
a) Planning Director	Deposit															
b) Assistant Planner	Deposit															
c) Administrative Assistant	Deposit															
d) Other In-House Staff	Deposit															
e) Contract Service Providers	Deposit															
40 Excess Review / Field Inspections	Deposit															
41 Work Without a Permit / Work Outside Scope of Permit	Fixed Fee															

[a] Fee is per appeal.
 [b] Includes review of minor amendments if no Design Review Board hearing is required; and, Administrative Design Review where required by Code or approved by Commission.
 [c] To review request for relief of certain provisions to upgrade ADA on private property.
 [d] For amounts paid by credit card in excess of \$5,000.
 [e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting													
Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney
\$ 229	\$ 137	\$ 122	\$ 150	\$230	\$160	\$ 181	\$216	\$184	\$173	\$173	\$163	\$187	\$230

Estimated Cost of Service														
Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	Total

Fee Description														
Plan'g Dir.	Assoc. Planner	Sr. Admin. Asst.	Engin'g Mgr.	City Mgr.	Bldg Official	Fire Chief	Police Chief	Public Works Supt.	City Eng'r	Traffic Eng'r	City Arborist	City Clerk	City Attorney	Total
Other														
37	Technology Fee (percent of fixed fee or hourly billing rate)													13%
38	Credit Card Transaction Fee (% of amount paid by card)													3%
39	Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule													
	a) Planning Director													
	b) Assistant Planner													
	c) Administrative Assistant													
	d) Other In-House Staff													
	e) Contract Service Providers													
40	Excess Review / Field Inspections													
41	Work Without a Permit / Work Outside Scope of Permit													

- [a] Fee is per appeal.
- [b] Includes review of minor amendments if no Design Review Board hearing is required.
- [c] To review request for relief of certain provisions to upgrade ADA on private property.
- [d] For amounts paid by credit card in excess of \$5,000.
- [e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. E

City of Sebastopol
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
Other						
37	Technology Fee (percent of fixed fee or hourly billing rate)	n/a - new		7%	55%	
38	Credit Card Transaction Fee (% of amount paid by card)	n/a - new		3%	100%	[d]
39	Hourly Rate for Deposit Based Billings or Services Not Listed In This Fee Schedule					
	a) Planning Director			\$229	100%	
	b) Assistant Planner			\$137	100%	
	c) Administrative Assistant			\$122	100%	
	d) Other In-House Staff			Hrly rate	100%	
	e) Contract Service Providers			T&M plus 15% admin	100%	
40	Excess Review / Field Inspections			Bill Hourly	100%	[e]
41	Work Without a Permit / Work Outside Scope of Permit			2x Fee	100%	

[a] Fee is per appeal.

[b] Includes review of minor amendments if no Design Review Board hearing is required.

[c] To review request for relief of certain provisions to upgrade ADA on private property.

[d] For amounts paid by credit card in excess of \$5,000.

[e] Fixed fees include up to three plan reviews and initial inspection/re-inspection. E

Calculation of the Costs of Providing Fee Related Services

Engineering Fees

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Engineering

Position	Total Salaries	Total Benefits	Prof Svcs	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Prod. Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
Engineering Manager	\$ 111,648	\$ 63,185		\$ 174,833	1.00	2,080	216	1,864	1,864	20%	80%	100%	373	1,491	1,864
Management Analyst	\$ 40,862	\$ 8,945		\$ 49,807	0.50	2,080	216	1,864	932	50%	50%	100%	466	466	932
Admin Assistant	\$ 15,547	\$ 3,981		\$ 19,528	0.25	2,080	216	1,864	466	50%	50%	100%	233	233	466
Total - In-House	\$ 168,057	\$ 76,111	\$ -	\$ 244,168	1.75				3,262				1,072	2,190	3,262
Contract Svcs			\$ 54,000	\$ 54,000	0.17	2,080	216	1,864	323	0%	100%	100%	-	323	323
Total	\$ 168,057	\$ 76,111	\$ 54,000	\$ 298,168	1.92				3,585				1,072	2,513	3,585
Total													30%	70%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Engineering

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$378,877	
Direct Hours	2,513	
Fully-Burdened Hourly Rate	\$151	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Engineering	1.75	2,080	3,640	\$ 168,057	\$46	\$151	3.27

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Engineering Manager	\$ 111,648	1.00	\$111,648	\$54	3.27	\$175
Management Analyst	\$ 40,862	0.50	\$81,724	\$39	3.27	\$128
Admin Assistant	\$ 15,547	0.25	\$62,188	\$30	3.27	\$98
Fully-Burdened Hourly Rate	\$168,057	1.75	\$96,033	\$46	3.27	\$151

City of Sebastopol
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)							Total
			City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Manager	City Attorney	
1	Encroachment Permits									
	a) Annual	Fixed Fee	-	-	2.00	7.00	8.00	-	-	17.00
	b) Debris Box	Fixed Fee				n/a - not examined				
	c) Recordable	Deposit	2.00	-	2.00	2.50	-	-	-	6.50
	d) Homeowner	Fixed Fee	-	-	0.50	2.50	2.00	-	-	5.00
	e) Single Contractor	Fixed Fee	-	-	0.50	2.50	2.00	-	-	5.00
	f) Additional Contractors	Fixed Fee	-	-	0.25	2.50	0.50	-	-	3.25
	g) Minor Encroachment Permit	Fixed Fee	-	-	0.25	2.50	0.50	-	-	3.25
2	Grading Permits									
	a) Minor (less than 500 CY)	Fixed Fee	2.00	2.00	-	3.00	1.00	-	-	8.00
	b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	Fixed Fee	2.00	2.00	-	4.00	1.00	-	-	9.00
3	Plan Checks									
	a) Major Subdivision	Deposit	20.00	10.00	-	20.00	-	-	-	50.00
	b) Minor Subdivision	Deposit	20.00	10.00	-	15.00	2.00	-	-	47.00
	c) Major Commercial Project	Deposit	40.00	10.00	-	16.00	4.00	-	-	70.00
	d) Minor Commercial Project	Deposit	20.00	6.00	-	10.00	2.00	-	-	38.00
	e) Major Residential Project	Deposit	10.00	8.00	-	15.00	2.00	-	-	35.00
	f) Minor Residential Project	Deposit	6.00	3.00	-	8.00	1.00	-	-	18.00
	g) Minor Permits	Deposit	8.00	5.50	-	4.00	-	-	-	17.50
	h) Major Permits	Deposit	10.00	8.00	-	15.00	-	-	-	33.00
4	Inspections									
	a) Major Subdivision	Deposit	20.00	-	-	8.00	8.00	-	-	36.00
	b) Minor Subdivision	Deposit	10.00	-	-	6.00	6.00	-	-	22.00
	c) Major Commercial Project	Deposit	20.00	-	-	8.00	8.00	-	-	36.00
	d) Minor Commercial Project	Deposit	10.00	-	-	5.00	3.00	-	-	18.00
	e) Major Residential Project	Deposit	20.00	-	-	8.00	8.00	-	-	36.00
	f) Minor Residential Project	Deposit	10.00	-	-	5.00	3.00	-	-	18.00
	g) Minor Permits	Deposit	1.00	-	-	1.00	3.00	-	-	5.00
	h) Major Permits	Deposit	10.00	-	5.00	3.00	5.00	-	-	23.00

City of Sebastopol
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting						
City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Mgr.	City Attorney
\$173	\$175	\$184	\$128	\$115	\$ 225	\$ 225

Estimated Cost of Service							
City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Mgr.	City Attorney	Total

Fee Description		City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Mgr.	City Attorney	Total
1	Encroachment Permits								
	a) Annual	\$ -	\$ -	\$ 368	\$ 896	\$ 920	\$ -	\$ -	\$ 2,184
	b) Debris Box			n/a - not examined					
	c) Recordable	\$ 345	\$ -	\$ 368	\$ 320	\$ -	\$ -	\$ -	\$ 1,033
	d) Homeowner	\$ -	\$ -	\$ 92	\$ 320	\$ 230	\$ -	\$ -	\$ 642
	e) Single Contractor	\$ -	\$ -	\$ 92	\$ 320	\$ 230	\$ -	\$ -	\$ 642
	f) Additional Contractors	\$ -	\$ -	\$ 46	\$ 320	\$ 58	\$ -	\$ -	\$ 424
	g) Minor Encroachment Permit	\$ -	\$ -	\$ 46	\$ 320	\$ 58	\$ -	\$ -	\$ 424
2	Grading Permits								
	a) Minor (less than 500 CY)	\$ 345	\$ 350	\$ -	\$ 384	\$ 115	\$ -	\$ -	\$ 1,194
	b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$ 345	\$ 350	\$ -	\$ 512	\$ 115	\$ -	\$ -	\$ 1,322
3	Plan Checks								
	a) Major Subdivision	\$ 3,450	\$ 1,750	\$ -	\$ 2,560	\$ -	\$ -	\$ -	\$ 7,760
	b) Minor Subdivision	\$ 3,450	\$ 1,750	\$ -	\$ 1,920	\$ 230	\$ -	\$ -	\$ 7,350
	c) Major Commercial Project	\$ 6,900	\$ 1,750	\$ -	\$ 2,048	\$ 460	\$ -	\$ -	\$ 11,158
	d) Minor Commercial Project	\$ 3,450	\$ 1,050	\$ -	\$ 1,280	\$ 230	\$ -	\$ -	\$ 6,010
	e) Major Residential Project	\$ 1,725	\$ 1,400	\$ -	\$ 1,920	\$ 230	\$ -	\$ -	\$ 5,275
	f) Minor Residential Project	\$ 1,035	\$ 525	\$ -	\$ 1,024	\$ 115	\$ -	\$ -	\$ 2,699
	g) Minor Permits	\$ 1,380	\$ 963	\$ -	\$ 512	\$ -	\$ -	\$ -	\$ 2,855
	h) Major Permits	\$ 1,725	\$ 1,400	\$ -	\$ 1,920	\$ -	\$ -	\$ -	\$ 5,045
4	Inspections								
	a) Major Subdivision	\$ 3,450	\$ -	\$ -	\$ 1,024	\$ 920	\$ -	\$ -	\$ 5,394
	b) Minor Subdivision	\$ 1,725	\$ -	\$ -	\$ 768	\$ 690	\$ -	\$ -	\$ 3,183
	c) Major Commercial Project	\$ 3,450	\$ -	\$ -	\$ 1,024	\$ 920	\$ -	\$ -	\$ 5,394
	d) Minor Commercial Project	\$ 1,725	\$ -	\$ -	\$ 640	\$ 345	\$ -	\$ -	\$ 2,710
	e) Major Residential Project	\$ 3,450	\$ -	\$ -	\$ 1,024	\$ 920	\$ -	\$ -	\$ 5,394
	f) Minor Residential Project	\$ 1,725	\$ -	\$ -	\$ 640	\$ 345	\$ -	\$ -	\$ 2,710
	g) Minor Permits	\$ 173	\$ -	\$ -	\$ 128	\$ 345	\$ -	\$ -	\$ 646
	h) Major Permits	\$ 1,725	\$ -	\$ 920	\$ 384	\$ 575	\$ -	\$ -	\$ 3,604

City of Sebastopol
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Annual Volume	Note
1	Encroachment Permits						
	a) Annual	\$1,100	50%	\$2,000	92%	7	
	b) Debris Box	\$1,500	n/a	\$1,500	n/a		
	c) Recordable	\$1,000	97%	\$1,000	100%	0	
	d) Homeowner	\$200	31%	\$300	47%	0	
	e) Single Contractor	\$500	78%	\$525	82%	40	
	f) Additional Contractors	\$275	65%	\$300	71%	18	
	g) Minor Encroachment Permit	\$300	71%	\$325	77%	6	
2	Grading Permits						
	a) Minor (less than 500 CY)	\$600	50%	\$650	54%	2	
	b) Major (500 CY or more or in connection with major use permit, design review or subdivision)	\$900	68%	\$1,000	76%	1	
3	Plan Checks						
	a) Major Subdivision	\$6,500	84%	\$7,500	100%	1	
	b) Minor Subdivision	\$4,500	61%	\$5,000	100%	2	
	c) Major Commercial Project	\$7,500	67%	\$7,500	100%	0	
	d) Minor Commercial Project	\$4,000	67%	\$5,000	100%	4	
	e) Major Residential Project	\$2,500	47%	\$5,000	100%	0	
	f) Minor Residential Project	\$1,200	44%	\$2,000	100%	2	
	g) Minor Permits	\$1,500	53%	\$2,000	100%	4	
	h) Major Permits	varies	varies	\$5,000	100%	0	
4	Inspections						
	a) Major Subdivision	\$3,500	65%	4% of Engineer's Cost Estimate	100%	1	
	b) Minor Subdivision	\$2,000	63%	\$3,000	100%	2	
	c) Major Commercial Project	\$3,400	63%	4% of Engineer's Cost Estimate	100%	0	
	d) Minor Commercial Project	\$2,000	74%	\$2,500	100%	3	
	e) Major Residential Project	\$3,400	63%	4% of Engineer's Cost Estimate	100%	0	
	f) Minor Residential Project	\$1,700	63%	\$2,500	100%	3	
	g) Minor Permits	\$450	70%	\$500	100%	4	
	h) Major Permits	varies	varies	4% of Engineer's Cost Estimate	100%	0	

City of Sebastopol
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)							Total
			City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Manager	City Attorney	
5	Certificate of Correction	Deposit	1.00	1.50	-	2.00	-	-	-	4.50
6	Infrastructure Reimbursement Agreement	Deposit	2.00	6.00	-	3.00	-	0.25	0.25	11.50
7	Legal Document Description Review	Deposit	2.00	3.00	-	1.00	-	0.50	0.25	6.75
8	Map Amendment	Deposit	3.00	2.00	-	2.00	2.00	-	-	9.00
9	Outside Service Area Agreement	Deposit	-	24.00	-	8.00	-	-	-	32.00
10	Reversion to Acreage	Deposit	-	8.00	-	-	-	-	-	8.00
11	Oversize Load Permit									
	a) Per Day	Fixed Fee								
	b) Annual	Fixed Fee								
	Other									
12	Technology Fee (percent of fixed fee or hourly billing rate)	Fixed Fee								
13	Credit Card Transaction Fee (% of amount paid by card)	Fixed Fee								
14	Hourly Rate for Deposit Based Billings or Services Not									
	a) Public Works Superintendent	Deposit								
	b) Engineering Manager	Deposit								
	c) Sr. Maintenance Worker / Inspector	Deposit								
	d) Management Analyst	Deposit								
	e) Administrative Assistant	Deposit								
	f) Other In-House Staff	Deposit								
	g) Contract Service Providers	Deposit								
15	Excess Review / Field Inspections	Deposit								
16	Work Without a Permit / Work Outside Scope of Permit	Fixed Fee								

[a] For amounts paid by credit card in excess of \$5,000.

* Fixed fees include up to three plan reviews and initial inspection/re-inspection. Excess reviews or inspections will be billed hourly.

City of Sebastopol
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting						
City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Mgr.	City Attorney
\$173	\$175	\$184	\$128	\$115	\$ 225	\$ 225

Estimated Cost of Service							
City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Mgr.	City Attorney	Total

Fee Description	City Engineer	Eng. Manager	Public Works Supt.	Mgmt. Analyst	Sr Maint Wkr/ Inspector	City Mgr.	City Attorney	Total
5 Certificate of Correction	\$ 173	\$ 263	\$ -	\$ 256	\$ -	\$ -	\$ -	\$ 691
6 Infrastructure Reimbursement Agreement	\$ 345	\$ 1,050	\$ -	\$ 384	\$ -	\$ 56	\$ 56	\$ 1,892
7 Legal Document Description Review	\$ 345	\$ 525	\$ -	\$ 128	\$ -	\$ 113	\$ 56	\$ 1,167
8 Map Amendment	\$ 518	\$ 350	\$ -	\$ 256	\$ 230	\$ -	\$ -	\$ 1,354
9 Outside Service Area Agreement	\$ -	\$ 4,200	\$ -	\$ 1,024	\$ -	\$ -	\$ -	\$ 5,224
10 Reversion to Acreage	\$ -	\$ 1,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400
11 Oversize Load Permit a) Per Day b) Annual								
Other								
12 Technology Fee (percent of fixed fee or hourly billing rate)								13%
13 Credit Card Transaction Fee (% of amount paid by card)								3%
14 Hourly Rate for Deposit Based Billings or Services Not								
a) Public Works Superintendent								\$184
b) Engineering Manager								\$175
c) Sr. Maintenance Worker / Inspector								\$115
d) Management Analyst								\$128
e) Administrative Assistant								\$98
f) Other In-House Staff								
g) Contract Service Providers								
15 Excess Review / Field Inspections								
16 Work Without a Permit / Work Outside Scope of Permit								

[a] For amounts paid by credit card in excess of \$5,000.

* Fixed fees include up to three plan reviews and initial inspection/re

City of Sebastopol
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Annual Volume	Note
5 Certificate of Correction	\$350	51%	\$500	100%	0	
6 Infrastructure Reimbursement Agreement	\$900	48%	\$1,500	100%	0	
7 Legal Document Description Review	\$600	51%	\$1,000	100%	3	
8 Map Amendment	\$950	70%	\$1,250	100%	0	
9 Outside Service Area Agreement	\$1,500	29%	\$2,500	100%	2	
10 Reversion to Acreage	\$2,400	171%	\$1,400	100%	0	
11 Oversize Load Permit						
a) Per Day	\$16		\$16		2	
b) Annual	\$90		\$90		1	
Other						
12 Technology Fee (percent of fixed fee or hourly billing rate)			7%			
13 Credit Card Transaction Fee (% of amount paid by card)	n/a - new		3%	100%		[a]
14 Hourly Rate for Deposit Based Billings or Services Not						
a) Public Works Superintendent			\$184	100%		
b) Engineering Manager			\$175	100%		
c) Sr. Maintenance Worker / Inspector			\$115	100%		
d) Management Analyst			\$128	100%		
e) Administrative Assistant			\$98	100%		
f) Other In-House Staff			Bill Hourly	100%		
g) Contract Service Providers			T&M + 15% admin fee	100%		
15 Excess Review / Field Inspections			Bill Hourly	100%		
16 Work Without a Permit / Work Outside Scope of Permit			2x Permit Fee	100%		

[a] For amounts paid by credit card in excess of \$5,000.

* Fixed fees include up to three plan reviews and initial inspection/re

Calculation of the Costs of Providing Fee Related Services

Fire Prevention Fees

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Fire Prevention

Position	Total Salaries	Total Benefits	Total Labor Costs	FTE	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Dept Indirect Ratio	Dept Indirect Ratio	Total	Total Indirect Hours	Total Direct Hours	Total Hours	Fire Prev	Suppress and Emerg.	Total Productive Hours Fire Prev	Total Productive Hours Fire Suppress	Total Direct Hours Fire Prev	Total Direct Hours Fire Suppress
Fire Chief	\$ 148,438	\$ 109,897	\$ 258,335	1.00	2,080	216	1,864	1,864	15%	85%	100%	280	1,584	1,864	25%	75%	466	1,398	396	1,188
Sr. Admin Asst.	\$ 39,257	\$ 16,548	\$ 55,805	0.50	2,080	216	1,864	932	15%	85%	100%	140	792	932	25%	75%	233	699	198	594
Fire Engineer	\$ 77,337	\$ 42,459	\$ 119,796	1.00	2,912	216	2,696	2,696	15%	85%	100%	404	2,292	2,696	0%	100%	-	2,696	-	2,292
Volunteers	\$ 350,200	\$ 26,790	\$ 376,990					4,800	15%	85%	100%	720	4,080	4,800	0%	100%	-	4,800	-	4,080
Total	\$ 615,232	\$ 195,694	\$ 810,926					10,292				1,544	8,748	10,292			699	9,593	594	8,154
Total												15%	85%	100%			7%	93%	7%	93%

City of Sebastopol
 User and Regulatory Fee Study
 Cost Recovery Analysis - Fire Prevention

Allocation of Annual Effort

Description	Total
Suppression and Emergency Response	93%
Prevention	7%

FundNo	FundDesc	Div#	DivisionDesc	AccountNo	AccountDesc	Total	Adjust	SubTotal	Notes
100	General Fund	3102	Fire & Prevention	100-31-02-4010	Salaries - Full Time	\$ 265,050	\$ (265,050)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4012	Overtime	\$ 15,000	\$ (15,000)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4013	Part-Time (Shift)	\$ 81,600	\$ (81,600)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4014	Part Time (Calls/Drills)	\$ 140,200	\$ (140,200)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4015	Part Time (Captain Weekends)	\$ 28,400	\$ (28,400)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4016	Part Time (Retention)	\$ 100,000	\$ (100,000)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4101	Health in Lieu	\$ 2,300	\$ (2,300)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4102	Uniform Allowance	\$ 1,000	\$ (1,000)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4103	Holiday Pay	\$ 6,700	\$ (6,700)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4105	Medicare & Fica	\$ 30,625	\$ (30,625)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4110	CalPERS Employer Rate	\$ 110,750	\$ (110,750)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4130	Health Insurance	\$ 45,100	\$ (45,100)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4140	Retiree Health Insurance OPEB	\$ 4,000	\$ (4,000)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4150	Dental	\$ 4,300	\$ (4,300)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4151	Vision	\$ 600	\$ (600)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4170	Service Award	\$ 4,500	\$ (4,500)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4180	Fire LTD Disability Insurance	\$ 3,000	\$ (3,000)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4181	LTD Insurance	\$ 450	\$ (450)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4182	STD Insurance	\$ 1,320	\$ (1,320)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4183	EAP Insurance	\$ 100	\$ (100)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4184	Life Insurance	\$ 155	\$ (155)	\$ -	
100	General Fund	3102	Fire & Prevention	100-31-02-4210	Prof. Contracted Services	\$ 43,000	\$ (40,080)	\$ 2,920	
100	General Fund	3102	Fire & Prevention	100-31-02-4310	Office Supplies	\$ 1,600	\$ (1,491)	\$ 109	
100	General Fund	3102	Fire & Prevention	100-31-02-4330	Misc Supplies & Services	\$ 30,500	\$ (28,429)	\$ 2,071	
100	General Fund	3102	Fire & Prevention	100-31-02-4345	Dues & Subscriptions	\$ 13,000	\$ (12,117)	\$ 883	
100	General Fund	3102	Fire & Prevention	100-31-02-4378	Equipment Maintenance	\$ 21,000	\$ (19,574)	\$ 1,426	
100	General Fund	3102	Fire & Prevention	100-31-02-4380	Vehicle Maintenance	\$ 32,000	\$ (29,827)	\$ 2,173	
100	General Fund	3102	Fire & Prevention	100-31-02-4515	Meetings & Travel	\$ 8,000	\$ (7,457)	\$ 543	
100	General Fund	3102	Fire & Prevention	100-31-02-4710	Utilities - Gas & Electric	\$ 5,000	\$ (4,660)	\$ 340	
100	General Fund	3102	Fire & Prevention	100-31-02-4711	Utilities - City Bill	\$ 3,000	\$ (2,796)	\$ 204	
100	General Fund	3102	Fire & Prevention	100-31-02-4750	Telecommunications	\$ 7,500	\$ (6,991)	\$ 509	
100	General Fund	3102	Fire & Prevention	100-31-02-4996	Allocated Liability Insurance	\$ 31,700	\$ (29,547)	\$ 2,153	
100	General Fund	3102	Fire & Prevention	100-31-02-4997	Allocated Wrkrs Comp Insurance	\$ 42,700	\$ (39,800)	\$ 2,900	
Total						\$ 1,084,150	\$ (1,067,918)	\$ 16,232	

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Fire Prevention

Fully-Burdened Hourly Rate

Description	Total	Total	Note
Salary & Wages	\$46,924	\$46,924	
Benefits	\$31,611	\$31,611	
Recurring Svcs & Supplies	\$16,232	\$16,232	
Citywide Overhead	\$11,855	\$11,855	
Total	\$106,622	\$106,622	
Direct Hours	594		
Productive Hours		699	
Fully-Burdened Hourly Rate	\$179	\$153	

12.51% <<< Citywide Overhead Rate: % of Direct Expenses

Fully-Burdened Hourly Rate (Direct & Productive Hours)

Description	Total	Adjustment	Total	Total	Note
Total Costs	\$106,622	\$0	\$106,622	\$106,622	
Direct Hours			594		
Productive Hours				699	
Fully-Burdened Hourly Rate			\$179	\$153	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour) - Direct Hours

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Fire	1.50	2,080	3,120	\$187,695	\$60	\$179	2.98

Calculation of Fully-Burdened Hourly Rate by Position - Direct Hours

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Fire Chief	\$ 148,438	1.00	\$ 148,438	\$ 71	2.98	\$ 213
Sr. Admin Asst.	\$ 39,257	0.50	\$ 78,514	\$ 38	2.98	\$ 113

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Fire Prevention

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour) - Productive Hours

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Fire Prev	1.50	2,080	3,120	\$187,695	\$60	\$153	2.54

Calculation of Fully-Burdened Hourly Rate by Position - Productive Hours

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Fire Chief	\$ 148,438	1.00	\$ 148,438	\$ 71	2.54	\$ 181
Sr. Admin Asst.	\$ 39,257	0.50	\$ 78,514	\$ 38	2.54	\$ 96

City of Sebastopol

User and Regulatory Fee Study

Calculation of the Estimated Costs of Providing Fee Related Services - Fire Prevention

Fee Description		Est. Labor Hours		Hourly Rate	=	Est. Cost of Svc	Current Fee	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fee	Unit
1	Water Based Fire Protection Systems (1):										
	a) Fire Sprinkler Commercial/Multi Family/Other - New System										
	i) Plan Review (up to 50 heads)	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Inspection (up to 50 heads)	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) Fire Sprinkler Commercial/Multi Family/Other - Alteration										
	i) Plan Review (up to 25 heads)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	ii) Inspection (up to 25 heads)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	c) Fire Sprinkler, Per additional head - New or Alteration										
	i) Plan Review	0.005	x	\$153	=	\$1	n/a - new structure	n/a	100%	\$1	
	ii) Inspection	0.005	x	\$153	=	\$1	n/a - new structure	n/a	100%	\$1	
	d) Fire Sprinkler Single Family/Duplex - New System										
	i) Plan Review	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	ii) Inspection	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System										
	i) Plan Review	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	ii) Inspection	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	f) Standpipe										
	i) Plan Review (per vertical standpipe)	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	ii) Inspection (per vertical standpipe)	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	g) Fire Pump										
	i) Plan Review	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Inspection	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	h) Fire Protection Underground System										
	i) Plan Review (includes 1 riser or hydrant)	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	ii) Inspection (includes 1 riser or hydrant)	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	i) Per Additional Sprinkler Riser or Hydrant										
	i) Plan Review	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	ii) Inspection	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
2	Fire Alarm System (1):										
	a) Fire Alarm - New System										
	i) Plan Review (up to 25 devices)	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Inspection (up to 25 devices)	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) Fire Alarm - Alteration										
	i) Plan Review (up to 5 devices)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	ii) Inspection (up to 5 devices)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	c) Per Additional Device										
	i) Plan Review - New or Alteration	0.010	x	\$153	=	\$2	n/a - new structure	n/a	100%	\$2	
	ii) Inspection - New or Alteration	0.010	x	\$153	=	\$2	n/a - new structure	n/a	100%	\$2	

City of Sebastopol

User and Regulatory Fee Study

Calculation of the Estimated Costs of Providing Fee Related Services - Fire Prevention

Fee Description		Est. Labor Hours		Hourly Rate	=	Est. Cost of Svc	Current Fee	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fee	Unit
3	Alternative Automatic Extinguishing Systems (2):										
	a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other										
	i) Plan Review	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	ii) Inspection	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
4	Other Fire Construction Reviews and Inspections (2):										
	a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & Other Fire Construction Permit										
	i) Plan Review	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Inspection	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) Commercial Indoor or Outdoor Cannabis Cultivation										
	i) Up to 5,000 SF	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Per Additional 100 SF over 5,000 SF	0.02	x	\$153	=	\$3	n/a - new structure	n/a	100%	\$3	
	c) Cannabis Extraction System	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	d) Alternative Materials & Methods of Construction (hourly; 2-hour minimum) (3)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour
5	Hazardous Activities Installation/Removal Permits / Tanks (Above Ground / Under Ground; Fuel Dispensing; LPG) (4):										
	a) Above Ground Tank or Underground Tank installation or removal and/or Pipe Installation or Removal (1 tank)	3.0	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	b) Above Ground Tank or Underground Tank installation or removal (per add'l tank)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	c) Under Ground Tank Installation, New System (1 tank)	8.0	x	\$153	=	\$1,224	n/a - new structure	n/a	100%	\$1,224	
	d) Under Ground - Hazardous Materials Tank Pipe Installation or Removal (per add'l tank)	3.0	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	e) Under Ground - Hazardous Materials Tank Removal (1 tank)	3.0	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	Permits to Operate (Type of Permit Activity)										
6	Amusement Building	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
7	Carnivals and Fairs	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
8	Combustible Dust Operations	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
9	Covered Mall Buildings	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
10	Exhibits and Trade Shows	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
11	Explosives or Blasting Agents	5.00	x	\$153	=	\$765	n/a - new structure	n/a	100%	\$765	
12	Recreational or Bon Fire	1.00	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
13	Theatrical Fire Performance	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
14	High Pile Storage	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
15	Hot Work Operations	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
16	Industrial Ovens	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
17	Lumber Yards	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
18	Misc. Combustible Storage	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
19	Places of Assembly										
	a) Less than 300 occupant load	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) 300 - 999 occupant load	3.00	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	c) 1,000 or more occupant load	4.00	x	\$153	=	\$612	n/a - new structure	n/a	100%	\$612	

City of Sebastopol

User and Regulatory Fee Study

Calculation of the Estimated Costs of Providing Fee Related Services - Fire Prevention

Fee Description		Est. Labor Hours		Hourly Rate	=	Est. Cost of Svc	Current Fee	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fee	Unit
20	Commercial Day Care Facility										
	a) 7 - 49 persons	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) 50 - 149 persons	3.00	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	c) 150 or more persons	4.00	x	\$153	=	\$612	n/a - new structure	n/a	100%	\$612	
21	Institutional										
	a) Less than 6 patients	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) 6 or more patients	3.00	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	c) Detention facilities	4.00	x	\$153	=	\$612	n/a - new structure	n/a	100%	\$612	
22	Apartments/Hotels/Motels										
	a) 3 - 16 units	1.00	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	b) 17 - 32 units	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	c) 33 or more units	3.00	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
23	Large Family Day Care										
	a) Large Family Day Care	2.00	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	b) Pre-inspection (at hourly rate)	1.00	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
24	850 Inspections										
	a) 850 Inspection	1.00	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
25	Residential Care Facilities										
	a) 7 or more residents	3.00	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	b) Pre-inspection (at hourly rate)	1.00	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
26	Business License Inspection (5):										
	a) Commercial Other	1.5	x	\$153	=	\$230	\$150	65%	65%	\$150	
	b) Home Occupancy	1.0	x	\$153	=	\$153	\$75	49%	49%	\$75	
27	Tents, Air-Supported Structures & Temporary Stage Canopies Permit										
	a) 400 - 2,000 SF (First)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	
	b) Greater than 2,000 SF (First)	1.50	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	c) Each additional	0.50	x	\$153	=	\$77	n/a - new structure	n/a	100%	\$77	
28	Burn Permit	1.5	x	\$153	=	\$230	\$150	65%	65%	\$150	
29	Fireworks										
	a) Fireworks - Public Display	2.5	x	\$153	=	\$383	\$300	78%	78%	\$300	
	b) Fireworks Stand	2.00	x	\$153	=	\$306	\$200	65%	65%	\$200	
	Building Permit Plan Review and Inspection Fees										
30	Building Permit Plan Review and Inspection Fees (Greater of A or B)										
	A) Commercial Industrial Plan Review and Inspection (% of building permit fee)						25%			25%	
	B) Commercial Industrial Plan Review and Inspection - minimum fee										
	i) Commercial / Industrial - New										
	i) Plan Review	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Inspection	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Commercial / Industrial - Tenant Improvement										
	i) Plan Review	1.25	x	\$153	=	\$191	n/a - new structure	n/a	100%	\$191	
	ii) Inspection	1.5	x	\$153	=	\$230	n/a - new structure	n/a	100%	\$230	
	iii) Commercial / Industrial (over 2 stories) - New										
	i) Plan Review	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour
	ii) Inspection	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour

City of Sebastopol

User and Regulatory Fee Study

Calculation of the Estimated Costs of Providing Fee Related Services - Fire Prevention

Fee Description		Est. Labor Hours		Hourly Rate	=	Est. Cost of Svc	Current Fee	Current Est. Cost Recovery	Targeted Cost Recovery	Proposed Fee	Unit
	iv) Commercial / Industrial (over 2 stories) - Tenant Improvement										
	i) Plan Review	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour
	ii) Inspection	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour
	v) Multi-Family - New										
	i) Plan Review	3.0	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	ii) Inspection	3.0	x	\$153	=	\$459	n/a - new structure	n/a	100%	\$459	
	vi) Multi-Family - Tenant Improvement										
	i) Plan Review	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
	ii) Inspection	2.0	x	\$153	=	\$306	n/a - new structure	n/a	100%	\$306	
31	Fire Code Verification:										
	a) Operational permit Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly rate (3)	0.5	x	\$153	=	\$77	n/a - new structure	n/a	100%	\$77	per 1/2 hour
	b) Operational permit inspection (hourly) - Minimum 2 hour review deposit, additional time billed at hourly rate (3)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour
	c) Inspection Outside of Normal Work Hours - Hourly Rate (7)	1.0	x	\$186	=	\$186	n/a - new structure	n/a	100%	\$186	per hour
32	False Alarm (After 3rd in Calendar Year)						\$1,450			\$1,450	
33	Other:										
	a) Technology Fee (percent of permit fee)					13%	n/a - new	n/a	55%	7%	% of permit fee
	b) Credit Card Transaction Fee (% of amount paid by card) (8)					3%	n/a - new	n/a	100%	3%	% of card pmt.
	c) Fire Records and Research (add'l fees apply for copies of mat'ls)	0.3	x	\$153	=	\$38	n/a - new structure	n/a	100%	\$38	per 1/4 hour
	d) Fire Report	0.3	x	\$153	=	\$43	\$100	n/a	47%	\$20	each
	e) Plan Revision	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per revision
	f) Excess Plan Review	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per review
	g) Missed Inspection / Excess Inspections	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	each
	h) Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote (6)	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour
	i) Expedited Review (subject to availability)	varies	x	\$153	=		n/a - new structure	n/a	100%	1.5x base fee	
	j) Work Commenced without a Permit	varies	x	\$153	=		n/a - new structure	n/a	100%	2x base fee	
	k) HazMat / Emergency Clean-Up Call Response / Standby / etc. (9)								100%	bill hourly	per hour
	l) Special Requests for Fire Services								100%	bill hourly	per hour
	m) Fire Prevention Fee-Related Services Not Identified in this Schedule	1.0	x	\$153	=	\$153	n/a - new structure	n/a	100%	\$153	per hour

Notes:

- (1) Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (2) Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate. Fees are per building.
- (3) Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable.
- (4) Fee includes plan check and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (5) Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.
- (6) Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$153, the Division's fully-burdened hourly rate. For example, a fee amount of \$306 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.
- (7) Inspection outside normal work hours will require hourly fees in addition to other required fees.
- (8) For amounts paid by credit card in excess of \$5,000.
- (9) Use staff hourly billing or OES rates.
- (10) Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

Calculation of the Costs of Providing Fee Related Services

Police Fees

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Police

Position	Total Salaries	Total Benefits	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Prod. Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
FTE	\$ 1,796,650	\$ 1,221,400	\$ 3,018,050	23.75	2,080	216	1,864	44,270	15%	85%	100%	6,641	37,630	44,270
Total	\$ 1,796,650	\$ 1,221,400	\$ 3,018,050	23.75				44,270				6,641	37,630	44,270
Total												15%	85%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Police

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$4,023,329	
Direct Hours	37,630	
Fully-Burdened Hourly Rate	\$107	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Police	23.75	2,080	49,400	\$ 1,796,650	\$36	\$107	2.94

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate (Regular Hours)	Fully-Burdened Hourly Rate (After Hours)
Police Chief	\$152,510	1.00	\$152,510	\$73	2.94	\$216	n/a
Police Captain	\$138,939	1.00	\$138,939	\$67	2.94	\$196	\$230
Police Lieutenant	\$127,642	1.00	\$127,642	\$61	2.94	\$180	\$211
Police Sergeant	\$107,742	1.00	\$107,742	\$52	2.94	\$152	\$178
Police Officer	\$92,218	1.00	\$92,218	\$44	2.94	\$130	\$153
Records Dispatch Supervisor	\$84,196	1.00	\$84,196	\$40	2.94	\$119	\$139
Police Dispatcher	\$70,464	1.00	\$70,464	\$34	2.94	\$100	\$117
Police Technician	\$58,661	1.00	\$58,661	\$28	2.94	\$83	\$97

City of Sebastopol
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Type	Estimated Labor Time (Hours)				Total
		Police Sergeant	Police Officer	Police Disp / Records	Police Tech	
1 Animal Release						
a) Dog or Cat	Fixed Fee	-	-	0.25	0.75	1.00
b) Small Companion Animal	Fixed Fee	-	-	0.25	0.75	1.00
2 Audio / Video Reproduction	Per Hour	-	0.25	0.75	-	1.00
3 Clearance Letters	Fixed Fee	-	-	0.30	-	0.30
4 Dog License						
a) Neutered	Fixed Fee	-	-	0.50	-	0.50
b) Neutered (for Senior Citizens)	Fixed Fee	-	-	0.50	-	0.50
c) Non-Neutered	Fixed Fee	-	-	0.50	-	0.50
d) Non-Neutered (for Senior Citizens)	Fixed Fee	-	-	0.50	-	0.50
5 False Alarm Fee	Fixed Fee	-	0.90	0.55	-	1.45
6 Fingerprint / Live Scan Fees	Fixed Fee	-	-	-	0.33	0.33
7 Firearms & Property Storage Fee						
a) Base fee for up to five weapons for 30 days	Fixed Fee	-	0.50	0.50	-	1.00
b) Fee per additional weapon or per additional day after 30 days	Fixed Fee					
8 Hazardous Material Response	Per Hour	1.00	1.00	-	-	2.00
9 Noise / Party Abatement Fee (per response beginning	Per Response	1.00	3.00	-	-	4.00
10 Party Control	Fixed Fee	1.00	1.00	-	-	2.00
11 Photograph Reproduction	Fixed Fee	-	0.25	0.50	-	0.75
12 Report Copy	Fixed Fee	-	-	0.50	-	0.50
13 Research / Crime Analysis Fee	Per Hour	-	0.25	1.00	-	1.25
14 Residential Parking Permit Fee	Fixed Fee	-	0.25	0.25	-	0.50
15 Special Events						
a) Major	Fixed Fee	-	5.00	0.50	-	5.50
b) Minor	Fixed Fee	-	0.75	0.50	-	1.25
16 Vehicle Release	Fixed Fee	-	1.00	1.00	-	2.00
17 VIN Verification Fee	Fixed Fee	-	0.25	0.25	-	0.50

City of Sebastopol
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting			
Police Sergeant	Police Officer	Police Disp / Records	Police Tech
\$152	\$130	\$100	\$83

Reg

Estimated Cost of Service							
Police Sergeant	Police Officer	Police Disp / Records	Police Tech	Total	Materials & Equip	Total	
1	Animal Release						
	a) Dog or Cat	\$ -	\$ -	\$ 25	\$ 62	\$ 87	\$ 100
	b) Small Companion Animal	\$ -	\$ -	\$ 25	\$ 62	\$ 87	\$ 35
2	Audio / Video Reproduction	\$ -	\$ 33	\$ 75	\$ -	\$ 108	\$ 108
3	Clearance Letters	\$ -	\$ -	\$ 30	\$ -	\$ 30	\$ 30
4	Dog License						
	a) Neutered	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50
	b) Neutered (for Senior Citizens)	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50
	c) Non-Neutered	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50
	d) Non-Neutered (for Senior Citizens)	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50
5	False Alarm Fee	\$ -	\$ 117	\$ 55	\$ -	\$ 172	\$ 172
6	Fingerprint / Live Scan Fees	\$ -	\$ -	\$ -	\$ 27	\$ 27	\$ 27
7	Firearms & Property Storage Fee						
	a) Base fee for up to five weapons for 30 days	\$ -	\$ 65	\$ 50	\$ -	\$ 115	\$ 115
	b) Fee per additional weapon or per additional day after 30 days						
8	Hazardous Material Response	\$ 152	\$ 130	\$ -	\$ -	\$ 282	\$ 282
9	Noise / Party Abatement Fee (per response beginning	\$ 152	\$ 390	\$ -	\$ -	\$ 542	\$ 542
10	Party Control	\$ 152	\$ 130	\$ -	\$ -	\$ 282	\$ 282
11	Photograph Reproduction	\$ -	\$ 33	\$ 50	\$ -	\$ 83	\$ 83
12	Report Copy	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ 50
13	Research / Crime Analysis Fee	\$ -	\$ 33	\$ 100	\$ -	\$ 133	\$ 133
14	Residential Parking Permit Fee	\$ -	\$ 33	\$ 25	\$ -	\$ 58	\$ 58
15	Special Events						
	a) Major	\$ -	\$ 650	\$ 50	\$ -	\$ 700	\$ 700
	b) Minor	\$ -	\$ 98	\$ 50	\$ -	\$ 148	\$ 148
16	Vehicle Release	\$ -	\$ 130	\$ 100	\$ -	\$ 230	\$ 230
17	VIN Verification Fee	\$ -	\$ 33	\$ 25	\$ -	\$ 58	\$ 58

Fee Description	
1	Animal Release
	a) Dog or Cat
	b) Small Companion Animal
2	Audio / Video Reproduction
3	Clearance Letters
4	Dog License
	a) Neutered
	b) Neutered (for Senior Citizens)
	c) Non-Neutered
	d) Non-Neutered (for Senior Citizens)
5	False Alarm Fee
6	Fingerprint / Live Scan Fees
7	Firearms & Property Storage Fee
	a) Base fee for up to five weapons for 30 days
	b) Fee per additional weapon or per additional day after 30 days
8	Hazardous Material Response
9	Noise / Party Abatement Fee (per response beginning
10	Party Control
11	Photograph Reproduction
12	Report Copy
13	Research / Crime Analysis Fee
14	Residential Parking Permit Fee
15	Special Events
	a) Major
	b) Minor
16	Vehicle Release
17	VIN Verification Fee

City of Sebastopol
Police Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
1	Animal Release					
	a) Dog or Cat	\$100	53%	\$100	53%	
	b) Small Companion Animal	\$35	29%	\$40	33%	
2	Audio / Video Reproduction	Bill Hourly; \$45 Min.	varies	Bill Hourly; \$45 Min.	varies	
3	Clearance Letters	\$15	50%	\$25	83%	
4	Dog License					
	a) Neutered	\$10		\$20		
	b) Neutered (for Senior Citizens)	\$5		\$10		
	c) Non-Neutered	\$20		\$40		
	d) Non-Neutered (for Senior Citizens)	\$10		\$20		
5	False Alarm Fee	\$75	44%	\$100	58%	
6	Fingerprint / Live Scan Fees	\$20	73%	\$20	73%	
7	Firearms & Property Storage Fee					
	a) Base fee for up to five weapons for 30 days	\$53	46%	\$58	50%	
	b) Fee per additional weapon or per additional day after 30 days	\$5		\$5		
8	Hazardous Material Response	Bill Hourly		Bill Hourly		
9	Noise / Party Abatement Fee (per response beginning	\$50 Min.; fee escalates		\$50 Min.; fee escalates		
10	Party Control	\$100	35%	\$100	35%	
11	Photograph Reproduction	\$20	24%	\$20	24%	
12	Report Copy	\$20	40%	\$20	40%	
13	Research / Crime Analysis Fee	\$35 per hour		\$35 per hour		
14	Residential Parking Permit Fee	\$10	17%	\$10	17%	
15	Special Events					
	a) Major	\$260	37%	\$260	37%	
	b) Minor	\$50	34%	\$50	34%	
16	Vehicle Release	\$75	33%	\$100	43%	
17	VIN Verification Fee	\$15	26%	\$25	43%	

City of Sebastopol
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)				Total	Targeted Hourly Rate for Fee Setting				Total
			City Manager	City Attorney	ACM/City Clerk	Police Chief		City Manager	City Attorney	ACM/City Clerk	Police Chief	
18	Motor Vehicle Certificate	Fixed Fee	0.25	0.25	0.25	0.50	1.25	\$ 58	\$ 58	\$ 47	\$ 108	\$ 270

City of Sebastopol
Police Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
18	Motor Vehicle Certificate	\$200	74%	\$200	74%	

Calculation of the Costs of Providing Fee Related Services

Public Works Fees

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Public Works

Position	Total Salaries	Total Benefits	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Prod. Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
FTE	\$ 224,600	\$ 96,625	\$ 321,225	1.82	2,080	216	1,864	3,392	15%	85%	100%	509	2,884	3,392
Total	\$ 224,600	\$ 96,625	\$ 321,225	1.82				3,392				509	2,884	3,392
Total												15%	85%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Public Works

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$453,415	
Direct Hours	2,884	
Fully-Burdened Hourly Rate	\$157	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
PW - Corp Yard	1.82	2,080	3,786	\$ 224,600	\$59	\$157	2.65

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate (Regular Hours)	Fully-Burdened Hourly Rate (After Hours)
PW Superintendent	\$144,637	1.00	\$144,637	\$70	2.65	\$184	\$219
Asst. PW Superintendent	\$114,997	1.00	\$114,997	\$55	2.65	\$147	\$174
Maintenance Worker I	\$59,167	1.00	\$59,167	\$28	2.65	\$75	\$90
Maintenance Worker II	\$75,495	1.00	\$75,495	\$36	2.65	\$96	\$114
Maintenance Worker III	\$88,201	1.00	\$88,201	\$42	2.65	\$112	\$134
Sr. Maintenance Worker	\$90,438	1.00	\$90,438	\$43	2.65	\$115	\$137
Water Treatment Plant Operator	\$92,243	1.00	\$92,243	\$44	2.65	\$118	\$140
Acct Clerk I	\$57,227	1.00	\$57,227	\$28	2.65	\$73	\$87
Sr. Admin Assistant	\$77,757	1.00	\$77,757	\$37	2.65	\$99	\$118

City of Sebastopol
 Public Works Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

		Estimated Labor Time (Hours)										
Fee Description	Type	PW Supt.	Asst. PW Supt.	Wtr Treat Oper I	Acct Clerk I	City Eng	Sr Mnt Wkr	Mnt Wkr III	Mnt Wkr II	Mnt Wkr I	Sr. Admin Asst.	Total
1	Aerial Lift Tower Truck	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
2	After Hours Phone Call	Fixed Fee	-	-	-	-	-	-	-	1.00	-	1.00
3	After Hours Public Works Response	Fixed Fee	-	-	-	-	1.00	1.00	1.00	1.00	-	4.00
4	Air Compressor- Jack Hammer	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
5	Backhoe Tractor	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
6	Banner Installation - (City - Non-Profit)	Fixed Fee	-	-	-	-	-	-	3.00	-	1.00	4.00
7	Banner Installation - (Non-City - Non-Profit)	Fixed Fee	-	-	-	-	-	-	5.00	-	1.00	6.00
8	Concrete Saw	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
9	Inspection- Sewer Main Video	Deposit	1.00	8.00	-	-	-	10.00	-	-	0.10	19.10
10	Large Dump Truck	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
11	Multi Trash Pump	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
12	Pavement Repair & Trench Inspect.	Service	0.25	-	-	-	0.50	1.00	-	-	0.10	1.85
13	Pickup Truck	Per Hour	0.10	0.10	-	-	-	0.75	-	-	0.10	1.05
14	Property Clean Up Notification	Per 1/2 Hour	-	0.50	-	-	-	-	-	-	0.50	1.00
15	Service Call	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
16	Sewer Camera	Per Hour	0.10	0.10	-	-	-	1.75	-	-	0.10	2.05
17	Sewer Cleaning Truck	Per Hour	0.10	0.20	-	-	-	2.00	-	-	0.10	2.40
18	Small Dump Truck	Per Hour	0.10	0.10	-	-	-	1.00	-	-	0.10	1.30
19	Village MHP Dump Station Fee	Fixed Fee	-	0.25	-	0.25	-	-	-	-	-	0.50
20	Annual Inspection of Backflow Protection Devices	Fixed Fee	0.25	-	0.50	0.50	-	-	-	-	0.50	1.75

City of Sebastopol
Public Works Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting										
PW Supt.	Asst. PW Supt.	Wtr Treat Oper I	Acct Clerk I	City Eng	Sr Mnt Wkr	Mnt Wkr III	Mnt Wkr II	Mnt Wkr I	Sr. Admin Asst.	
\$184	\$147	\$118	\$73	\$173	\$115	\$112	\$96	\$75	\$99	Reg
\$219	\$174	\$140	\$87	\$209	\$137	\$134	\$114	\$90	\$118	OT

Estimated Cost of Service										
PW Supt.	Asst. PW Supt.	Wtr Treat Oper I	Acct Clerk I	City Eng	Sr Mnt Wkr	Mnt Wkr III	Mnt Wkr II	Mnt Wkr I	Sr. Admin Asst.	Total

Fee Description		PW Supt.	Asst. PW Supt.	Wtr Treat Oper I	Acct Clerk I	City Eng	Sr Mnt Wkr	Mnt Wkr III	Mnt Wkr II	Mnt Wkr I	Sr. Admin Asst.	Total	Materials & Equip	Total
1	Aerial Lift Tower Truck	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 38	\$ 193
2	After Hours Phone Call	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ -	\$ 90	-	\$ 90
3	After Hours Public Works Response	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137	\$ 134	\$ 114	\$ 90	\$ -	\$ 475	\$ -	\$ 475
4	Air Compressor- Jack Hammer	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 38	\$ 193
5	Backhoe Tractor	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 48	\$ 203
6	Banner Installation - (City - Non-Profit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288	\$ -	\$ 99	\$ 387	\$ -	\$ 387
7	Banner Installation - (Non-City - Non-Profit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480	\$ -	\$ 99	\$ 579	\$ -	\$ 579
8	Concrete Saw	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 55	\$ 210
9	Inspection- Sewer Main Video	\$ 184	\$ 1,176	\$ -	\$ -	\$ -	\$ -	\$ 1,120	\$ -	\$ -	\$ 10	\$ 2,490	\$ -	\$ 2,490
10	Large Dump Truck	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 72	\$ 227
11	Multi Trash Pump	\$ 22	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ 134	\$ -	\$ -	\$ 12	\$ 185	\$ 7	\$ 192
12	Pavement Repair & Trench Inspect.	\$ 46	\$ -	\$ -	\$ -	\$ 86	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 254	\$ 72	\$ 326
13	Pickup Truck	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 84	\$ -	\$ -	\$ 10	\$ 127	\$ 27	\$ 154
14	Property Clean Up Notification	\$ -	\$ 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 123	\$ 27	\$ 150
15	Service Call	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 27	\$ 182
16	Sewer Camera	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 196	\$ -	\$ -	\$ 10	\$ 239	\$ 31	\$ 270
17	Sewer Cleaning Truck	\$ 22	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ 268	\$ -	\$ -	\$ 12	\$ 337	\$ 63	\$ 399
18	Small Dump Truck	\$ 18	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 112	\$ -	\$ -	\$ 10	\$ 155	\$ 55	\$ 210
19	Village MHP Dump Station Fee	\$ -	\$ 37	\$ -	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 1	\$ 56
20	Annual Inspection of Backflow Protection Devices	\$ 46	\$ -	\$ 59	\$ 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 191	\$ -	\$ 191

City of Sebastopol
 Public Works Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Annual Volume	Note
1	Aerial Lift Tower Truck	\$175	91%	\$175	91%	2	
2	After Hours Phone Call	\$80	89%	\$80	89%	15	
3	After Hours Public Works Response	\$270	57%	\$270	57%	15	
4	Air Compressor- Jack Hammer	\$180	93%	\$180	93%	2	
5	Backhoe Tractor	\$200	98%	\$200	98%	2	
6	Banner Installation - (City - Non-Profit)	\$350	90%	\$350	90%	10	
7	Banner Installation - (Non-City - Non-Profit)	\$550	95%	\$550	95%	1	
8	Concrete Saw	\$190	91%	\$190	91%	2	
9	Inspection- Sewer Main Video	\$2,000	80%	\$2,000	80%	5	
10	Large Dump Truck	\$190	84%	\$190	84%	5	
11	Multi Trash Pump	\$180	94%	\$180	94%	2	
12	Pavement Repair & Trench Inspect.	\$280	86%	\$280	86%	0	
13	Pickup Truck	\$150	97%	\$150	97%	15	
14	Property Clean Up Notification	\$90	60%	\$90	60%	15	
15	Service Call	\$180	99%	\$180	99%		
16	Sewer Camera	\$270	100%	\$270	100%	2	
17	Sewer Cleaning Truck	\$370	93%	\$370	93%	5	
18	Small Dump Truck	\$190	91%	\$190	91%	0	
19	Village MHP Dump Station Fee	\$50	90%	\$50	90%	0	
20	Annual Inspection of Backflow Protection Devices	\$125	65%	\$125	65%	50	

Calculation of the Costs of Providing Fee Related Services

Parks / Special Event and Facility Use Fees

City of Sebastopol
Parks / Special Event and Facility Use Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)						Total
			Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner	
1	Application Fee								
	a) Up to 50 people	Fixed Fee	2.00	0.08	0.08	0.08	0.08	0.08	2.42
	b) 51 - 200 people	Fixed Fee	4.00	0.08	0.08	0.08	0.08	0.08	4.42
	c) More than 200 people	Fixed Fee	6.00	0.08	0.08	0.08	0.08	0.08	6.42
2	Security Deposit								
	a) Up to 50 people	Deposit							
	b) 51 - 200 people	Deposit							
	c) More than 200 people	Deposit							
3	Daily Use Fee								
	a) Up to 50 people	Fixed Fee							
	b) 51 - 200 people	Fixed Fee							
	c) More than 200 people	Fixed Fee							
4	Amplified Sound / Stage / Bouncehouse								
	a) Amplified Sound Use	Fixed Fee	0.50	-	-	-	-	0.50	1.00
	b) Stage Use	Fixed Fee	0.50	-	-	-	-	0.50	1.00
	c) Bouncehouse Use	Fixed Fee	0.50	-	-	-	-	0.50	1.00

[a] 25% discount available for park use of less than 3 hours.

City of Sebastopol
Parks / Special Event and Facility Use Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting					
Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner
\$122	\$150	\$147	\$ 213	\$196	\$137

Estimated Cost of Service						
Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner	Total

Fee Description		Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner	Total
1	Application Fee							
	a) Up to 50 people	\$ 244	\$ 13	\$ 12	\$ 18	\$ 16	\$ 11	\$ 314
	b) 51 - 200 people	\$ 488	\$ 13	\$ 12	\$ 18	\$ 16	\$ 11	\$ 558
	c) More than 200 people	\$ 732	\$ 13	\$ 12	\$ 18	\$ 16	\$ 11	\$ 802
2	Security Deposit							
	a) Up to 50 people							
	b) 51 - 200 people							
	c) More than 200 people							
3	Daily Use Fee							
	a) Up to 50 people							
	b) 51 - 200 people							
	c) More than 200 people							
4	Amplified Sound / Stage / Bouncehouse							
	a) Amplified Sound Use	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ 69	\$ 130
	b) Stage Use	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ 69	\$ 130
	c) Bouncehouse Use	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ 69	\$ 130

[a] 25% discount available for park use of less than 3 hours.

City of Sebastopol
Parks / Special Event and Facility Use Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee			Proposed Cost Recovery	Annual Volume	Note
				Community Group	Resident	Non-Resident			
1	Application Fee								
	a) Up to 50 people	\$0	0%	\$0	\$0	\$0	0%		
	b) 51 - 200 people	\$100	18%	\$100	\$150	\$200	18%		
	c) More than 200 people	\$160	20%	\$150	\$250	\$350	19%		
2	Security Deposit								
	a) Up to 50 people	\$150	n/a	\$150	\$150	\$150	n/a		
	b) 51 - 200 people	\$500	n/a	\$500	\$500	\$500	n/a		
	c) More than 200 people	\$1,000	n/a	\$1,000	\$1,000	\$1,000	n/a		
3	Daily Use Fee								
	a) Up to 50 people	\$25 - \$100	n/a	\$50	\$75	\$100	n/a	[a]	
	b) 51 - 200 people	\$100 - \$200	n/a	\$125	\$250	\$500	n/a	[a]	
	c) More than 200 people	\$300 - \$700	n/a	\$250	\$500	\$1,000	n/a	[a]	
4	Amplified Sound / Stage / Bouncehouse								
	a) Amplified Sound Use	\$30	n/a	\$50	\$75	\$100	n/a		
	b) Stage Use	\$30	n/a	\$50	\$75	\$100	n/a		
	c) Bouncehouse Use	\$30	n/a	\$30	\$40	\$50	n/a		

[a] 25% discount available for park use of less than 3 hours.

City of Sebastopol
Parks / Special Event and Facility Use Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Estimated Labor Time (Hours)						Total
			Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner	
5	Parking Space Fee								
	a) Residential Area	Fixed Fee							
	b) Non-Residential Area	Fixed Fee							
6	Classes with Instructors Utilizing Park Area (per week)								
	a) Small Group, 1 - 15 Persons	Fixed Fee							
	b) Medium Group, 16 - 30 Persons	Fixed Fee							
	c) Large Group, More than 30 Persons	Fixed Fee							
7	City Hall Meeting Room	Per Hour							

[b] Daily per space fee for use of City parking spaces (proof of parking required for events of more than 200 persons).
[c] Per week fee for classes with monetary component (e.g. charge for classes).

City of Sebastopol
Parks / Special Event and Facility Use Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Targeted Hourly Rate for Fee Setting					
Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner
\$122	\$150	\$147	\$ 213	\$196	\$137

Estimated Cost of Service						
Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner	Total

Fee Description		Office Asst.	Asst. CM / City Clerk	Asst. PW Supt.	Fire Chief	Police Captain	Assoc. Planner	Total
5	Parking Space Fee a) Residential Area b) Non-Residential Area							
6	Classes with Instructors Utilizing Park Area (per week) a) Small Group, 1 - 15 Persons b) Medium Group, 16 - 30 Persons c) Large Group, More than 30 Persons							
7	City Hall Meeting Room							

[b] Daily per space fee for use of City parking spaces (proof of parking
[c] Per week fee for classes with monetary component (e.g. charge fo

City of Sebastopol
Parks / Special Event and Facility Use Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Annual Volume	Note
5	Parking Space Fee						
	a) Residential Area	\$10	n/a	\$10	n/a		[b]
	b) Non-Residential Area	\$15	n/a	\$15	n/a		[b]
6	Classes with Instructors Utilizing Park Area (per week)						
	a) Small Group, 1 - 15 Persons	\$25	n/a	\$25	n/a		[c]
	b) Medium Group, 16 - 30 Persons	\$50	n/a	\$50	n/a		[c]
	c) Large Group, More than 30 Persons	\$75	n/a	\$75	n/a		[c]
7	City Hall Meeting Room	\$15	n/a	\$15	n/a		

[b] Daily per space fee for use of City parking spaces (proof of parking
[c] Per week fee for classes with monetary component (e.g. charge fo

Calculation of the Costs of Providing Fee Related Services

City Clerk

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Assistant City Manager / City Clerk

Position	Total Salaries	Total Benefits	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Prod. Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
FTE	\$ 181,050	\$ 68,050	\$ 249,100	1.00	2,080	216	1,864	1,864	10%	90%	100%	186	1,678	1,864
Total	\$ 181,050	\$ 68,050	\$ 249,100	1.00				1,864				186	1,678	1,864
Total												10%	90%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Assistant City Manager / City Clerk

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$350,384	
Direct Hours	1,678	
Fully-Burdened Hourly Rate	\$209	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
ACM / City Clerk	1.00	2,080	2,080	\$ 181,050	\$87	\$209	2.40

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Assistant City Manager	\$162,447	1.00	\$162,447	\$78	2.40	\$187
City Clerk	\$162,447	1.00	\$162,447	\$78	2.40	\$187

City of Sebastopol

Clerk Fees

Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Type	Current Fee	Proposed Fee	Note
1	Duplication Fee				
	a) Up to 11" x 17"	Fixed Fee	No Charge	No Charge	
	i) Up to 10 pages	Fixed Fee	\$0.25	\$0.25	
	ii) More than 10 pages (per page, after 1st 10)	Fixed Fee	Actual Cost	Actual Cost	
	b) Oversize	Fixed Fee	Actual Cost	Actual Cost	
2	Meeting Recording Fee	Fixed Fee	\$20	\$20	
3	Municipal Code	Fixed Fee	\$20	\$20	
4	Solemnization of Marriage				
	a) Solemnization of Marriage - City Hall	Fixed Fee	\$50	\$50	
	b) Solemnization of Marriage - Outside City Hall	Fixed Fee	\$75 + Mileage Cost	\$75 + Mileage Cost	

Calculation of the Costs of Providing Fee Related Services

Administrative Services Fees (Finance)

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Administrative Services (Finance)

Position	Total Salaries	Total Benefits	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Prod. Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
FTE	\$ 395,850	\$ 177,125	\$ 572,975	4.00	2,080	216	1,864	7,456	15%	85%	100%	1,118	6,338	7,456
Total	\$ 395,850	\$ 177,125	\$ 572,975	4.00				7,456				1,118	6,338	7,456
Total												15%	85%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Administrative Services (Finance)

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$764,702	
Direct Hours	6,338	
Fully-Burdened Hourly Rate	\$121	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
Finance	4.00	2,080	8,320	\$ 395,850	\$48	\$121	2.54

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Finance Director	\$147,628	1.00	\$147,628	\$71	2.54	\$180
Accounting Supervisor	\$114,997	1.00	\$114,997	\$55	2.54	\$140
Account Clerk II	\$71,367	1.00	\$71,367	\$34	2.54	\$87
Account Clerk I	\$57,227	1.00	\$57,227	\$28	2.54	\$70
Office Assistant	\$51,158	1.00	\$51,158	\$25	2.54	\$62

City of Sebastopol
 Administrative Services Fees (Finance)
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fully-Burdened Hourly Rate		
Finance Gen.	Finance Dir.	Maint Wrkr
\$121	\$180	\$96

Fee Description	Type	Estimated Labor Time (Hours)				Estimated Cost of Service					
		Finance Gen.	Finance Dir.	Maint Wrkr	Total	Finance Gen.	Finance Dir.	Maint Wrkr	Total	Materials	Total
1 Monthly Administration Fee for Water Deposit Accounts	Fixed Fee	0.50	-	-	0.50	\$ 61	\$ -	\$ -	\$ 61	\$ -	\$ 61
2 Research Fee (per 1/2 hour)	Fixed Fee	-	0.50	-	0.50	\$ -	\$ 90	\$ -	\$ 90	\$ -	\$ 90
3 Returned Check Fee											
a) 1st Check	Fixed Fee	0.33	-	-	0.33	\$ 40	\$ -	\$ -	\$ 40	\$ -	\$ 40
b) Each Additional Check	Fixed Fee	0.33	-	-	0.33	\$ 40	\$ -	\$ -	\$ 40	\$ -	\$ 40
4 Issuance of 48 Hour Notice	Fixed Fee	0.50	-	0.50	1.00	\$ 61	\$ -	\$ 48	\$ 109	\$ 1	\$ 110
5 Shut Off/Turn On Fee	Fixed Fee	0.50	-	0.50	1.00	\$ 61	\$ -	\$ 48	\$ 109	\$ 1	\$ 110
6 New Water Service Fee	Fixed Fee	0.50	-	0.25	0.75	\$ 61	\$ -	\$ 24	\$ 85	\$ -	\$ 85
7 Deposit for New Service	Deposit										
8 One Time Transfer Agreement Fee Between Tenants	Fixed Fee	0.75	-	-	0.75	\$ 91	\$ -	\$ -	\$ 91	\$ -	\$ 91
9 Business License Application Processing Fee	Fixed Fee	0.50	-	-	0.50	\$ 61	\$ -	\$ -	\$ 61	\$ -	\$ 61
10 Water Tower Key Replacement Fee	Fixed Fee										

[a] CA Civil Code 1719.

City of Sebastopol
 Administrative Services Fees (Finance)
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
1	Monthly Administration Fee for Water Deposit Accounts	\$35	58%	\$35	58%	
2	Research Fee (per 1/2 hour)	\$85	94%	\$85	94%	
3	Returned Check Fee					
	a) 1st Check	\$25	62%	\$25	62%	[a]
	b) Each Additional Check	\$35	87%	\$35	87%	[a]
4	Issuance of 48 Hour Notice	\$55	50%	\$55	50%	
5	Shut Off/Turn On Fee	\$110	100%	\$110	100%	
6	New Water Service Fee	\$50	59%	\$50	59%	
7	Deposit for New Service	\$175	n/a	\$175	n/a	
8	One Time Transfer Agreement Fee Between Tenants	\$50	55%	\$50	55%	
9	Business License Application Processing Fee	\$50	83%	\$50	83%	
10	Water Tower Key Replacement Fee	\$10		\$10		

[a] CA Civil Code 1719.

Calculation of the Costs of Providing Fee Related Services

City Manager

City of Sebastopol
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - City Manager

Position	Total Salaries	Total Benefits	Total Labor & Prof Svc Costs	FTE Equiv	Total Hours Per FTE	Less: Holiday & Leave	Prod. Hours Per FTE	Total Productive Hours	Indirect	Direct	Total	Total Indirect Hours	Total Direct Hours	Total Hours
FTE	\$ 132,300	\$ 58,400	\$ 190,700	0.75	2,080	216	1,864	1,398	10%	90%	100%	140	1,258	1,398
Total	\$ 132,300	\$ 58,400	\$ 190,700	0.75				1,398				140	1,258	1,398
Total												10%	90%	100%

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - City Manager

Fully-Burdened Hourly Rate

Description	Total	Note
Total Costs	\$292,132	
Direct Hours	1,258	
Fully-Burdened Hourly Rate	\$232	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier
City Manager	0.75	2,080	1,560	\$ 132,300	\$85	\$232	2.74

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	Cost Multiplier for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
City Manager / City Attorney	\$174,610	1.00	\$174,610	\$84	2.74	\$230
Assistant City Manager	\$162,447	1.00	\$162,447	\$78	2.74	\$214

Calculation of the Costs of Providing Fee Related Services

Technology Enhancement Fee

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of the Estimated Costs of Providing Fee Related Services - Technology Fee

Estimated Expenditures

#	Description	Total	Amortization / Update Frequency	Annual Cost	Notes
1	Initial Outlay for Enhanced Permit/Project Tracking	\$100,000	10	\$10,000	[a]
2	Initial Upgrades to Hardware (e.g. monitor, computers)	\$20,000	4	\$5,000	[a]
3	On-going Licensing & Consulting Support	\$15,000	1	\$15,000	[b]
4	Total	\$135,000		\$30,000	

Estimated Base for Revenue

#	Acct Desc	Account	18/19 Actual	19/20 Budget	Average	Permit Fee Share	Total Rev for Calc	Notes
5	Building Permits	100-00-00-3103	\$152,238	\$150,000	\$151,119	65%	\$98,227	[c]
6	Fire Department Fees	100-00-00-3425	\$55,385	\$27,000	\$41,193	65%	\$41,193	
7	Planning Fees	100-00-00-3426	\$87,801	\$40,000	\$63,901		\$63,901	
8	Encroachment Permit Fees	100-00-00-3441	\$35,462	\$27,000	\$31,231		\$31,231	
9	Grading Permits	100-00-00-3442	\$1,500	\$0	\$750		\$750	
10	Public Works Services	100-00-00-3445	\$8,900	\$6,000	\$7,450		\$7,450	
11	Total		\$341,286	\$250,000	\$295,643		\$234,551	

Calculation of Fee at Full Cost Recovery

#	Description	Total
12	Annual Revenue Requirement	\$30,000
13	Estimated Annual Permit Fees	\$234,551
14	Fee as a % of Permit Fee	13%

Cost Recovery Analysis

#	Description	Current Fee	Fee at Full Cost Recovery	Proposed Fee	Notes
15	Technology Enhancement Fee (% of Permit Fee)	.06 - .10% of value	13%	7%	

Revenue Analysis

#	Description	Account	18/19 Actual	19/20 Budget	Average	Revenue at Full Cost Recovery	Revenue at Targeted Fee	GF Subsidy at Current Fee	GF Subsidy at Proposed Fee
16	Technology Enhancement Fee	122-00-00-3423	\$8,811	\$6,000	\$7,406	\$30,000	\$16,419	\$22,595	\$13,581
17	Cost Recovery %				25%		55%		

[a] Useful life and ongoing licensing costs, and annual revenues estimated by ClearSource. Amounts are intended to represent reasonable estimates.

[b] Assumes \$10,000 annually for e-permitting costs and 5,000 for GIS related contract costs.

[c] Assumes 65% of revenue is permit fees and 35% of revenue is plan check fees.

Calculation of the Costs of Providing Fee Related Services

General Plan Update Fee

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of the Estimated Costs of Providing Fee Related Services - General Plan Update Fee

Estimated Expenditures

#	Description	Total	Amortization / Update Frequency	Annual Cost	Notes
1	General Plan Update	\$750,000	15	\$50,000	[a]
2	Housing Element	\$40,000	4	\$10,000	[a]
3	Zoning Code	\$10,000	1	\$10,000	[a]
4	Total	\$800,000		\$70,000	

Estimated Base for Revenue

#	Acct Desc	Account	18/19 Actual	19/20 Budget	Average	Permit Fee Share	Total Rev for Calc	Notes
5	Building Permits	100-00-00-3103	\$152,238	\$150,000	\$151,119	65%	\$98,227	[b]
6	Total		\$152,238	\$150,000	\$151,119		\$98,227	

Calculation of Fee at Full Cost Recovery

#	Description	Total
7	Annual Revenue Requirement	\$70,000
8	Estimated Annual Permit Fees	\$98,227
9	Fee as a % of Permit Fee	71%

Cost Recovery Analysis

#	Description	Current Fee	Fee at Full Cost Recovery	Proposed Fee	Notes
10	General Plan Update Fee (% of Permit Fee)	.30% of value	71%	10%	

Revenue Analysis

#	Description	Account	18/19 Actual	19/20 Budget	Average	Revenue at Full Cost Recovery	Revenue at Targeted Fee	GF Subsidy at Current Fee	GF Subsidy at Proposed Fee
11	General Plan Update Fee	208-00-00-3700	\$5,742	\$5,000	\$5,371	\$70,000	\$9,823	\$64,629	\$60,177
12	Cost Recovery %				8%		14%		

[a] Annual costs estimated by ClearSource based on estimates provided by other California municipalities. Amounts are intended to represent reasonable estimates.

[b] Assumes 65% of revenue is permit fees and 35% of revenue is plan check fees.

Calculation of the Costs of Providing Fee Related Services

Incremental Fee (Training Fee)

City of Sebastopol
 User and Regulatory Fee Study
 Calculation of the Estimated Costs of Providing Fee Related Services - Incremental Fee (a.k.a. Training Fee)

Estimated Expenditures

#	Description	Total	Amortization / Update Frequency	Annual Cost	Notes
1	Annual Training Costs (conferences, training, etc.)	\$10,000	1	\$10,000	[a]
2	Total	\$10,000		\$10,000	

Estimated Base for Revenue

#	Acct Desc	Account	18/19 Actual	19/20 Budget	Average	Notes
3	Building Incremental Fee	206-00-00-3422	\$8,759	\$6,000	\$7,380	
4	Total		\$8,759	\$6,000	\$7,380	

Cost Recovery Analysis

#	Description	Total
5	Annual Revenue Requirement	\$10,000
6	Estimated Annual Permit Fees	\$7,380
7	Cost Recovery	74%

Proposed Fee

#	Description	Current Fee	Proposed Fee	Notes
8	Incremental Fee	0.14%	.10% of value; \$6 minimum	No change proposed

Revenue Analysis

#	Description	Account	Average Revenue	Revenue at Full Cost Recovery	Revenue at Targeted Fee	GF Subsidy at Current Fee	GF Subsidy at Proposed Fee
9	Incremental Fee	206-00-00-3422	\$7,380	\$10,000	\$7,380	\$2,621	\$2,621
10	Cost Recovery %				74%		

[a] Amount intended to serve as a reasonable estimate of on-going training costs for development services staff