

**CITY OF SEBASTOPOL
CITYCOUNCIL
STAFF REPORT**

Meeting Date: November 13, 2018
To: Honorable Mayor and City Councilmembers
From: Ana Kwong, Finance Director
Subject: User Fee Schedule Annual Update
Recommendation: Council Approve Resolution Amending User Fee Schedule
Funding: Currently Budgeted: No
 Net General Fund Cost: None; If Cost to Other Fund(s): None

INTRODUCTION:

The item is to request that the City Council receive the report, conduct public hearing and approve resolution amending the user fee schedule.

BACKGROUND:

California cities are granted the authority to impose user fees and regulatory fees for services and activities they provide through provisions of the State Constitution. A fee may not exceed the estimated reasonable cost of providing the service or performing the activity. It is the intent of the City to collect user fees for services provided to the public, where applicable. User fees will be reviewed and updated annually to ensure that they keep pace with the cost of providing the service.

User fees are designed to reimburse the City for staff time, materials, and equipment use for the service performed. The great majority of user fees are reimbursements to the General Fund with the exception of those fees that are held as a deposit account, with costs drawn from as incurred. With the adoption of the original comprehensive User Fee Schedule in 2002, the City Council adopted a method of recovering costs for specific City services. Each user fee is based on estimates of time required, historical experience, current salary and benefits, department overhead, and any special equipment used.

DISCUSSION: The new fees will be effective on November 15, 2018. A brief summary of each department's amended fees is below:

Department:		Finance						
<u>Type</u>	<u>Pg. #</u>	<u>Acct #</u>	<u>Title</u>	<u>Description of User Fee</u>	<u>FY17/18 Fee Amount</u>	<u>FY18/19 Fee Amount</u>	<u>Inc/(Dec)</u>	<u>Effective</u>
Deposit	8	500-3604	Deposit - New Service	Deposit to establish new account user for water in the City	\$ 150.00	\$175.00	\$25.00	11/15/2018

Department:		Planning						
<u>Type</u>	<u>Pg. #</u>	<u>Acct #</u>	<u>Title</u>	<u>Description of User Fee</u>	<u>FY17/18 Fee Amount</u>	<u>FY18/19 Fee Amount</u>	<u>Inc/(Dec)</u>	<u>Effective</u>
Fee	34	100-3426	Preapplication Conference	Fee for Interdepartmental preapplication meeting	\$0.00	\$400.00	\$400.00	11/15/2018

Department: Fire								
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Services	1	000-4465	Auto Fire Sprinkler - Comm/Multi	Inspect seven (7) or more heads on system	\$ 450.00	\$550.00	\$100.00	11/15/2018
Services	2	000-4465	Auto Fire Sprinkler - Comm/Multi - Reinspection Fee	Inspect seven (7) or more heads on system	\$ 225.00	\$275.00	\$50.00	11/15/2018
Services	3	000-4465	Auto Fire Sprinkler - Residential	Inspect seven (7) or more heads on system	\$ 350.00	\$450.00	\$100.00	11/15/2018
Services	4	000-4465	Auto Fire Sprinkler - Residential - Reinspection Fee	Inspect seven (7) or more heads on system	\$ 175.00	\$200.00	\$25.00	11/15/2018
Services	5	000-4465	Automatic Fixed Extinguishing System	Inspect FM200 and other fixed extinguish systems	\$ 250.00	\$350.00	\$100.00	11/15/2018
Services	6	000-4465	Automatic Fixed Extinguishing System - Reinspection Fee	Inspect FM200 and other fixed extinguish systems	\$ 125.00	\$175.00	\$50.00	11/15/2018
Permit	7	000-4465	Burn Permit	Fee for burn permit, including fire inspection	\$ 125.00	\$150.00	\$25.00	11/15/2018
Permit	8	000-4465	Tent Permit	180 day (6 months) tent permit for temporary usage per calendar year	\$ 175.00	\$200.00	\$25.00	11/15/2018
Permit	9	000-4465	Business License Inspect - Commercial	Inspect commercial businesses for fire safety	\$ 125.00	\$150.00	\$25.00	11/15/2018
Services	15	000-4465	Fire Alarm System	Inspection of installation of fire alarm system	\$ 300.00	\$350.00	\$50.00	11/15/2018
Permit	21	000-4465	Fireworks Stand	Permit to operate a fireworks stand	\$ 150.00	\$200.00	\$50.00	11/15/2018
Permit	22	000-4465	Institutional Care Facility < 50 persons	Institutional care facility holding less than 50 persons	\$ 200.00	\$300.00	\$100.00	11/15/2018
Permit	23	000-4465	Institutional Care Facility < 50 persons - Reinspection Fee	Institutional care facility holding less than 50 persons	\$ 100.00	\$150.00	\$50.00	11/15/2018
Permit	24	000-4465	Institutional Care Facility > 50 persons	Institutional care facility holding > 50 persons	\$ 300.00	\$350.00	\$50.00	11/15/2018
Services	27	000-4465	Special Events Permit - Private	Fee to inspect fire and life safety equipment at special events.	\$ 150.00	\$200.00	\$50.00	11/15/2018
Services	28	000-4465	Special Events Permit - Non-Profit	Fee to inspect fire and life safety equipment at special events.	\$ 150.00	\$200.00	\$50.00	11/15/2018

Agenda Item Number: # _____

Department:		Public Works						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Per Hour	1	100-3445	Aerial Lift Tower Truck	Equipment use outside of normal department duties	\$150.00	\$175.00	\$25.00	11/15/2018
Fee	2	100-3445	After Hours Phone Call	Fee for Public Works after hours phone call	\$82.00	\$80.00	\$18.00	11/15/2018
Fee	3	100-3445	After Hours Public Works Response	Fee for Public Works after hours response	\$200.00	\$270.00	\$70.00	11/15/2018
Per Hour	4	100-3445	Air Compressor- Jack Hammer	Equipment use outside of normal department duties	\$150.00	\$180.00	\$30.00	11/15/2018
Per Hour	5	100-3445	Backhoe Tractor	Equipment use outside of normal department duties	\$170.00	\$200.00	\$30.00	11/15/2018
Fee	6	100-3445	Banner Installation - Inside City	Installation for non-profits inside City	\$300.00	\$350.00	\$50.00	11/15/2018
Fee	7	100-3445	Banner Installation - Outside City	Installation for non-profits outside City	\$500.00	\$550.00	\$50.00	11/15/2018
Per Hour	8	000-4445	Concrete Saw	Equipment use outside of normal department duties	\$150.00	\$190.00	\$40.00	11/15/2018
Per Hour	10	100-3445	Large Dump Truck	Equipment use outside of normal department duties	\$150.00	\$190.00	\$40.00	11/15/2018
Per Hour	11	100-3445	Multi Trash Pump	Equipment use outside of normal department duties	\$150.00	\$180.00	\$30.00	11/15/2018
Service	12	100-3445	Pavement Repair & Trench Inspect.	Recover pavement repair & trench inspection costs	\$200.00	\$280.00	\$80.00	11/15/2018
Per Hour	13	100-3445	Pickup Truck	Equipment use outside of normal department duties	\$125.00	\$150.00	\$25.00	11/15/2018
Per ½ Hour	14	100-3445	Property Clean Up Notification	Fee for property clean up to clear city right of way	\$90 per 1/2 hour	\$90 per 1/2 hour	\$0.00	11/15/2018
Per Hour	15	100-3445	Service Calls	Fee for site visits & service calls	\$150.00	\$180.00	\$30.00	11/15/2018
Per Hour	16	100-3445	Sewer Camera	Equipment use outside of normal department duties	\$200.00	\$270.00	\$70.00	11/15/2018
Per Hour	17	100-3445	Sewer Cleaning Truck	Equipment use outside of normal department duties	\$300.00	\$370.00	\$70.00	11/15/2018
Per Hour	18	100-3445	Small Dump Truck	Equipment use outside of normal department duties	\$150.00	\$190.00	\$40.00	11/15/2018

Summary of all increases for each department is as follows:

Department	Amount
Finance	\$25.00
Fire	\$900.00
Planning	\$400.00
Public Works	\$748.00
Grand Total	\$2,073.00

RECOMMENDATION:

Staff recommends that the City Council approve the respective department amended fee.

Attachment(s):

Resolution

User Fee Schedule for all Departments

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AMENDING
THE COMPREHENSIVE FEES SCHEDULE FOR THE CITY OF SEBASTOPOL

WHEREAS, the City of Sebastopol may, by resolution set fees for services; and

WHEREAS, the City of Sebastopol finds as follows:

- a. It is necessary to amend the fees for various services and permits in order to make the charges more commensurate with the actual costs to the City; and
- b. Based on the staff report accompanying this resolution, which is incorporated as part of this Resolution, the fees established and revised by this Resolution do not exceed the estimated reasonable cost of providing the services for which the fee is charged and in fact, in many cases are less than the actual cost of services; and

WHEREAS, that the comprehensive fee study as compiled by the Finance Department of the City of Sebastopol is amended by the attached schedule and is adopted as the current fee schedule of the City of Sebastopol effective November 15, 2018, and shall supersede any conflicting fees already set by resolution or Council Policy; and

WHEREAS, the City of Sebastopol has met the requirements pursuant to Government Code Section 66016 by holding a public hearing concerning the adoption of said fees and has made available to the public, at least 10 days before the hearing, data on the amount of costs or estimated costs required to provide the services for which the fees are levied and the revenue sources anticipated to provide the services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sebastopol that the City Council hereby adopts and approves the Master User Fee Schedule updated for 2018, following a public hearing on the matter and the same is incorporated herein; and

BE IT FURTHER RESOLVED, that the comprehensive fee study shall continue to be reviewed and amended as costs of services and technology change.

IN COUNCIL DULY PASSED this 13th day of November 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by City of Sebastopol City Council following a roll call vote:

Approved: _____
Mayor Patrick Slayter

VOTE:

Ayes:

Noes:

Abstain:

Absent:

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

Approved as to Form:

Larry McLaughlin, City Attorney

Department: City Administration								
<u>Type</u>	<u>Pg. #</u>	<u>Acct #</u>	<u>Title</u>	<u>Description of User Fee</u>	<u>FY17/18 Fee Amount</u>	<u>FY18/19 Fee Amount</u>	<u>Inc/(Dec)</u>	<u>Effective</u>
Services	1	100-3607	Motor Vehicle Certificate	Fee for legal hearing notice and staff time	\$ 200.00	\$200.00	\$0.00	11/15/2018
Services	---	100-3607	Solemnization of Marriage	Cost for City Clerk solemnization of marriage during business hours at City Hall	\$ 50.00	\$50.00	\$0.00	11/15/2018
Services	---	100-3607	Solemnization of Marriage	Cost for City Clerk solemnization of marriage other than normal business hours, private residence or facility	\$75 + mileage Cost	\$75 + mileage Cost	\$0.00	11/15/2018

Department:		Finance						
Type	Pg. #	Acct #	Title	Description of User Fee	<u>FY17/18 Fee Amount</u>	<u>FY18/19 Fee Amount</u>	<u>Inc/(Dec)</u>	<u>Effective</u>
Item Sales	1	100-3805	City Budget on paper	Costs of reproducing City budget on paper	\$ 25.00	\$25.00	\$0.00	11/15/2018
Services	2	500-3607	Monthly Administration Fee	Fee to maintain corp yard water deposit accounts	\$ 55.00	\$55.00	\$0.00	11/15/2018
Services	3	100-3405	Research Fee	Research fee for confidential employee information	\$85.00 per ½ Hour	\$85.00 per ½ Hour	\$0.00	11/15/2018
Services	4	000-4510	Returned Check	Costs associated with returned checks	\$ 35.00	\$35.00	\$0.00	11/15/2018
Services	5	500-3606	Issuance of 48 hour notice	Fee charged for issuance of 48 hour notice for non-payment of water bill	\$ 55.00	\$55.00	\$0.00	11/15/2018
Services	6	500-3606	Shut off/Turn on fee	Fee charged for actual shut off day for non-payment of water bill	\$ 110.00	\$110.00	\$0.00	11/15/2018
Services	7	500-3604	New Water Service fee	Fee to establish new account user for water in the City	\$ 50.00	\$50.00	\$0.00	11/15/2018
Deposit	8	500-3604	Deposit - New Service	Deposit to establish new account user for water in the City	\$ 150.00	\$175.00	\$25.00	11/15/2018
Services	9	500-3604	One time Transfer agreement fee between tenants	One time transfer agreement fee between tenants to landlords and/or property management companies ownership	\$ 50.00	\$50.00	\$0.00	11/15/2018
Services	10	100-3101	Business License Application Processing Fee	Fee for processing business application	\$ 50.00	\$50.00	\$0.00	11/15/2018
Services	11	100-3101	Business License Reprint	Fee for processing reprinting of business license certificate	\$ 25.00	\$25.00	\$0.00	11/15/2018
Services	12	100-3803	Municipal Code Book/Council Meeting DVD	Current version of the City Municipal Code Book or Council meeting DVD	\$ 20.00	\$20.00	\$0.00	11/15/2018

Department:		Building Inspection						
<u>Type</u>	<u>Pg. #</u>	<u>Acct #</u>	<u>Title</u>	<u>Description of User Fee</u>	<u>FY17/18 Fee Amount</u>	<u>FY18/19 Fee Amount</u>	<u>Inc/(Dec)</u>	<u>Effective</u>
Fee	1	206-3422	Incremental Fee	Fee for construction inspection and plan checks	\$6.00 Minimum	\$6.00 Minimum	\$0.00	11/15/2018
Fee	2	206-3422	Permit Electronic System Fee	Fee to establish & maintain electronic permit process.	\$6.00 Minimum	\$6.00 Minimum	\$0.00	11/15/2018
Fee	3	100-3103	State Mandated Law Inspection	Additional plan review & site inspections	15% Permit Fee	15% Permit Fee	\$0.00	11/15/2018
Fee	4	100-3103	Uniform Fire Code Plan Review Fee	Review fee for commercial and industrial projects	25% of Building Permit Fee	25% of Building Permit Fee	\$0.00	11/15/2018

Department:		Engineering						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Fee	1	100-3441	Encroachment Permit - Annual	Annual permit for all Contractor operations	\$ 1,100.00	\$1,100.00	\$0.00	11/15/2018
Fee	2	100-3441	Encroachment Permit - Debris Box	Recology placement of debris boxes	\$ 1,500.00	\$1,500.00	\$0.00	11/15/2018
Deposit	3	100-00-00-2012 PM No. _____	Encroachment Permit - Recordable	Deposit for Recordable permit for private improvements on City property	\$ 1,000.00	\$1,000.00	\$0.00	11/15/2018
Fee	4	100-3441	Encroachment Permit - Homeowner	Encroachment Permit for homeowners	\$ 200.00	\$200.00	\$0.00	11/15/2018
Fee	5	100-3441	Encroachment Permit - Single Contractor	Encroachment Permit - Single Contractor	\$ 500.00	\$500.00	\$0.00	11/15/2018
Fee	6	100-3441	Encroachment Permit - Additional Contractor(s)	Encroachment Permit - Additional Contractor(s)	\$ 275.00	\$275.00	\$0.00	11/15/2018
Fee	7	100-3441	Minor Encroachment Permit - Single Contractor	Minor Encroachment Permit - Single Contractor	\$ 300.00	\$300.00	\$0.00	11/15/2018
Fee	8	100-3442	Grading Permit - Minor	Application fee for regular grading permit less than 500 cubic yards	\$ 600.00	\$600.00	\$0.00	11/15/2018
Fee	9	100-3442	Grading/ Sitework Permit - Major	Application fee for Grading Permit in connection with major use permit, design review or subdivision	\$ 900.00	\$900.00	\$0.00	11/15/2018
Deposit	10	100-00-00-2012 PM No. _____	Minor Plan Check	Deposit for grading plans, sewer or water main extensions, and/or minor street improvements	\$ 1,500.00	\$1,500.00	\$0.00	11/15/2018
Deposit	11	100-00-00-2012 PM No. _____	Plan Check - Major Subdivision	Deposit for plan check of final map and improvement plans for major subdivisions	\$ 6,500.00	\$6,500.00	\$0.00	11/15/2018
Deposit	12	100-00-00-2012 PM No. _____	Plan Check - Minor Subdivision	Deposit for plan check of parcel map and improvement plans for minor subdivisions	\$ 4,500.00	\$4,500.00	\$0.00	11/15/2018
Deposit	13	100-00-00-2012 PM No. _____	Plan Check - Major Commercial Project	Deposit for Engineering plan check of improvement plans for major commercial project	\$ 7,500.00	\$7,500.00	\$0.00	11/15/2018
Deposit	14	100-00-00-2012 PM No. _____	Plan Check - Minor Commercial Project	Deposit for Engineering plan check of improvement plans for minor commercial project	\$ 4,000.00	\$4,000.00	\$0.00	11/15/2018
Deposit	15	100-00-00-2012 PM No. _____	Plan Check - Major Residential Project	Deposit for Engineering plan check of improvement plans for major residential project	\$ 2,500.00	\$2,500.00	\$0.00	11/15/2018
Deposit	16	100-00-00-2012 PM No. _____	Plan Check - Minor Residential Project	Deposit for Engineering plan check of improvement plans for minor residential project	\$ 1,200.00	\$1,200.00	\$0.00	11/15/2018
Deposit	17	100-00-00-2012 PM No. _____	Inspection - Major Subdivision	Deposit for major subd sitework improvements	\$ 3,500.00	\$3,500.00	\$0.00	11/15/2018
Deposit	18	100-00-00-2012 PM No. _____	Inspection - Minor Subdivision	Deposit for minor subd sitework improvements	\$ 2,000.00	\$2,000.00	\$0.00	11/15/2018
Deposit	19	100-00-00-2012 PM No. _____	Inspection - Major Commercial Project	Deposit for major commercial project inspections	\$ 3,400.00	\$3,400.00	\$0.00	11/15/2018
Deposit	20	100-00-00-2012 PM No. _____	Inspection - Minor Commercial Project	Deposit for minor commercial project inspections	\$ 2,000.00	\$2,000.00	\$0.00	11/15/2018
Deposit	21	100-00-00-2012 PM No. _____	Inspection - Major Residential Project	Deposit for major residential project improvements	\$ 3,400.00	\$3,400.00	\$0.00	11/15/2018

Department: Engineering - Continued								
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Deposit	22	100-00-00-2012 PM No. _____	Inspection - Minor Residential Project	Deposit for minor residential project improvements	\$ 1,700.00	\$1,700.00	\$0.00	11/15/2018
Deposit	23	100-00-00-2012 PM No. _____	Inspection - Minor Permits	Deposit for minor permits	\$ 450.00	\$450.00	\$0.00	11/15/2018
Deposit	24	100-00-00-2012 PM No. _____	Certificate of Correction	Engineering review of Certificate of Correction	\$ 350.00	\$350.00	\$0.00	11/15/2018
Deposit	25	100-00-00-2012 PM No. _____	Infrastructure Reimbursement Agreement	Deposit for development of infrastructure reimbursement agreement	\$ 900.00	\$900.00	\$0.00	11/15/2018
Deposit	26	100-00-00-2012 PM No. _____	Legal Document Description Review	Deposit for right of way legal document description reviews and processing	\$ 600.00	\$600.00	\$0.00	11/15/2018
Deposit	27	100-00-00-2012 PM No. _____	Map Amendment	Deposit for review of map amendments	\$ 950.00	\$950.00	\$0.00	11/15/2018
Deposit	28	100-00-00-2012 PM No. _____	Notice of Voluntary Merger	Deposit for notice of voluntary merger	\$ 400.00	\$400.00	\$0.00	11/15/2018
Deposit	29	100-00-00-2012 PM No. _____	Outside Service Area Agreement	Deposit for processing application and deferred annexation agreement, etc.	\$ 1,500.00	\$1,500.00	\$0.00	11/15/2018
Deposit	30	100-00-00-2012 PM No. _____	Reversion to Acreage	Deposit for review of reversion to acreage	\$ 2,400.00	\$2,400.00	\$0.00	11/15/2018

Department:		Planning-Park Fees						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Fee	1	100-3401	Application	Application Required for Groups 50 or Fewer (with no alcohol, no outside vendor such as gumpy houses, climbing walls, etc)	\$0.00	\$0.00	\$0.00	11/15/2018
Fee	2	100-3401	Application Fee, Groups 51-200	Application fee for use of park, mid-size group	\$100.00	\$100.00	\$0.00	11/15/2018
Fee	3	100-3401	Application Fee, Groups 201+	Application fee for use of park, large groups	\$160.00	\$160.00	\$0.00	11/15/2018
Services	4	100-3401	Application fee for City Council Sponsorship	Application fee for City Council sponsorship of park use event/fee reduction	\$150.00	\$150.00	\$0.00	11/15/2018
Deposit	5	100-00-00-2012 PM No. _____	Security Deposit - Group 50 or fewer	Security deposit for park use, small group	\$150.00	\$150.00	\$0.00	11/15/2018
Deposit	6	100-00-00-2012 PM No. _____	Security Deposit - Group 51-200	Security deposit for park use, mid-size group	\$500.00	\$500.00	\$0.00	11/15/2018
Deposit	7	100-00-00-2012 PM No. _____	Security Deposit - Group 201+	Security deposit for park use, large group	\$1,000.00	\$1,000.00	\$0.00	11/15/2018
Fee	8	100-3401	Use fee 25 or fewer persons	Daily fee for park use, 25 or fewer persons	\$25.00	\$25.00	\$0.00	11/15/2018
Fee	9	100-3401	Use fee 26 - 100 persons	Daily fee for park use, 26-100 persons	\$100.00	\$100.00	\$0.00	11/15/2018
Fee	10	100-3401	Use fee 101-200 persons	Daily fee for park use, 101-200 persons	\$200.00	\$200.00	\$0.00	11/15/2018
Fee	11	100-3401	Use fee 201-500 persons	Daily fee for park use, 201-500 persons	\$300.00	\$300.00	\$0.00	11/15/2018
Fee	12	100-3401	Use fee 500+ persons	Daily fee for park use, 500+ persons	\$700.00	\$700.00	\$0.00	11/15/2018
Services	13	100-3401	Discount short-term event	Fee Discount of 25% for park use of less than 3 hours	\$0.00	\$ -	\$ -	11/15/2018
Fee	14	100-3401	Amplified sound fee	Supplemental daily fee for events with amplified sound	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	15	100-3401	Alcohol Fee	Supplemental daily fee for park events including alcohol	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	16	100-3401	Stage, bounce house fee	Supplemental daily fee for placement of artificial surface on turf in parks	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	17	100-3401	Parking space fee, residential area	Daily per-space fee for use of residential area City parking spaces (proof of parking required for events of 201+ persons)	\$10.00	\$10.00	\$0.00	11/15/2018
Fee	18	100-3401	Parking space fee, non-residential area	Daily per-space fee for use of residential area City parking spaces (proof of parking required for events of 201+ persons)	\$15.00	\$15.00	\$0.00	11/15/2018
Fee	19	100-3401	Small Group, 1-15 persons	Weekly fee for class in park, including instructor	\$0.00	\$0.00	\$0.00	11/15/2018
Fee	20	100-3401	Medium Group, 16-30 persons	Weekly fee for class in park, including instructor	\$25.00	\$25.00	\$0.00	11/15/2018
Fee	21	100-3401	Large Group, 31+ persons	Weekly fee for class in park, including instructor	\$50.00	\$50.00	\$0.00	11/15/2018
Fee	22	100-3401	Hourly fee, use of City Hall Meeting Room	Room use fee, hourly	\$15.00	\$15.00	\$0.00	11/15/2018

Department:		Planning						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Fee	1	100-3426	Adjustment	Fee	\$445.00	\$445.00	\$0.00	11/15/2018
Fee	2	100-3426	Administrative Permit Review	Fee for staff-level permit review	\$360.00	\$360.00	\$0.00	11/15/2018
Fee	3	100-3426	Administrative Time Extension	Fee for staff extension of permits	\$185.00	\$185.00	\$0.00	11/15/2018
Deposit	4	100-00-00-2012 PM No. _____	Annexation Request - Preliminary	Deposit for costs to process annexation request	\$3,390.00	\$3,390.00	\$0.00	11/15/2018
Deposit	5	100-00-00-2012 PM No. _____	Annexation/ Prezone Request	Deposit for annexation / prezone request	\$6,615.00	\$6,615.00	\$0.00	11/15/2018
Fee	6	100-3426	Antenna Permit (Administrative)	Fee for administrative review of antenna permit	\$740.00	\$740.00	\$0.00	11/15/2018
Fee	7	100-3426	Appeal of Commission, Board, or Staff determination	Fee for appeal of planning commission or design review board decision	\$400.00	\$400.00	\$0.00	11/15/2018
Fee	8	100-3426	Building Permit Review- Major	Review of major building permit	\$260.00	\$260.00	\$0.00	11/15/2018
Fee	9	100-3426	Building Permit Review - Minor	Review of minor building permit	\$100.00	\$100.00	\$0.00	11/15/2018
Fee	10	100-3426	Business License App. Review	Review of business license application	\$35.00	\$35.00	\$0.00	11/15/2018
Deposit	11	100-00-00-2012 PM No. _____	Certificate of Compliance	Deposit for certificate of compliance	\$1,905.00	\$1,905.00	\$0.00	11/15/2018
Fee	12	100-3426	Design Review (Administrative)	Fee for administrative design review	\$205.00	\$205.00	\$0.00	11/15/2018
Deposit	13	100-00-00-2012 PM No. _____	Design Review - Major	Deposit for major design review	\$1,370.00	\$1,370.00	\$0.00	11/15/2018
Fee	14	100-00-00-2012 PM No. _____	Design Review - Minor	Deposit for minor design review	\$350.00	\$350.00	\$0.00	11/15/2018
Fee	15	100-3426	Design Review Minor Amendment	Fee for minor amend. DR or Tree Board approval	\$235.00	\$235.00	\$0.00	11/15/2018
Deposit	16	100-00-00-2012 PM No. _____	Development Agreement	Deposit to process development agreement	\$12,505.00	\$12,505.00	\$0.00	11/15/2018
Deposit	17	100-00-00-2012 PM No. _____	EIR Review	Deposit for admin & review of EIR preparation.	\$9,685.00	\$9,685.00	\$0.00	11/15/2018
Deposit	18	100-00-00-2012 PM No. _____	Initial Study Preparation	Deposit for initial study preparation	\$3,670.00	\$3,670.00	\$0.00	11/15/2018
Fee	19	100-3426	Filming Permit	Services provided for filming applications	\$555.00	\$555.00	\$0.00	11/15/2018
Fee	20	100-3426	Filming Permit - Still	Services provided for filming applications	\$445.00	\$445.00	\$0.00	11/15/2018
Fee	21	100-3426	Filming Permit - Amendment	Services provided for filming applications	\$140.00	\$140.00	\$0.00	11/15/2018
Fee	22	100-3426	Non Profit or Student Filming Permit	Services provided for filming applications	\$150.00	\$150.00	\$0.00	11/15/2018
Deposit	23	100-00-00-2012 PM No. _____	General Plan Map or Text Amend.	Deposit for general plan map or text amendment	\$4,370.00	\$4,370.00	\$0.00	11/15/2018
Fee	24	100-3426	General Plan / Zoning Ordinance	Annual revenue to recover costs of 15-year updates	\$30,000.00	\$30,000.00	\$0.00	11/15/2018
Fee	25	100-3426	Historic Interest Site	Fee for historic interest site	\$720.00	\$720.00	\$0.00	11/15/2018
Fee	26	100-3426	Landmark Designation	Fee for landmark designation	\$830.00	\$830.00	\$0.00	11/15/2018

Department: Planning - Continued								
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Deposit	27	100-00-00-2012 PM No. _____	Lot Line Adjustment	Deposit for lot line adjustment	\$1,795.00	\$1,795.00	\$0.00	11/15/2018
Fee	28	100-3426	Mailing List Preparation - Major	Fee for major project mailing list preparation	\$180.00	\$180.00	\$0.00	11/15/2018
Fee	29	100-3426	Mailing List Preparation - Minor	Fee for minor project mailing list preparation	\$155.00	\$155.00	\$0.00	11/15/2018
Deposit	30	100-00-00-2012 PM No. _____	Major Variance	Deposit for major variance	\$1,155.00	\$1,155.00	\$0.00	11/15/2018
Fee	31	100-3426	Medical Cannabis Admin Exception	Fee for Admin Exception	\$155.00	\$155.00	\$0.00	11/15/2018
Fee	32	100-3426	Minor Administrative Permit Review	Fee for staff-level permit review	\$140.00	\$140.00	\$0.00	11/15/2018
Fee	33	100-3426	Photocopying	Fee to recover photocopying costs.	\$0.25	\$0.25	\$0.00	11/15/2018
Fee	34	100-3426	Preapplication Conference	Fee for Interdepartmental preapplication meeting	\$0.00	\$400.00	\$400.00	11/15/2018
Deposit	35	100-00-00-2012 PM No. _____	Preliminary Review	Deposit for preliminary review	\$1,965.00	\$1,965.00	\$0.00	11/15/2018
Deposit	36	100-00-00-2012 PM No. _____	Public Art Review	Deposit for public art review	\$1,435.00	\$1,435.00	\$0.00	11/15/2018
Fee	37	100-3426	Reasonable Accommodation Request	Fee for staff-level permit review	\$400.00	\$400.00	\$0.00	11/15/2018
Fee	38	100-3426	Research Fee	Hourly fee charged for staff researched information	\$135.00	\$135.00	\$0.00	11/15/2018
Deposit	39	100-00-00-2012 PM No. _____	Rezone or Text Amendment	Deposit for rezone or text amendment	\$4,150.00	\$4,150.00	\$0.00	11/15/2018
Fee	40	100-3426	Sandwich Board Sign/Banner Rev.	Fee for staff review of sandwich board/banner signs	\$35.00	\$35.00	\$0.00	11/15/2018
Fee	41	100-3426	Sign Removal	Fee for removal, storage & pickup of signs	\$30.00	\$30.00	\$0.00	11/15/2018
Fee	42	100-3426	Sign Review - Individual / Minor	Fee for sign review	\$205.00	\$205.00	\$0.00	11/15/2018
Fee	43	100-3426	Sign Review - Major	Fee for major sign review	\$380.00	\$380.00	\$0.00	11/15/2018
Fee	44	100-3426	Sign Review - Staff	Fee for staff sign review	\$120.00	\$120.00	\$0.00	11/15/2018
Fee	45	100-3426	Sign Variance	Fee to process exception to Sign Ordinance	\$90.00	\$90.00	\$0.00	11/15/2018
Fee	46	100-3426	Site Inspection	Fee for site inspection	\$120.00	\$120.00	\$0.00	11/15/2018
Fee	47	100-3426	Subdivision Ordinance Exception	Deposit for subdivision ordinance exception	\$1,050.00	\$1,050.00	\$0.00	11/15/2018
Fee	48	100-3426	Supplies, Major Permit	Fee for supply costs	\$35.00	\$35.00	\$0.00	11/15/2018
Fee	49	100-3426	Supplies, Minor Permit	Fee for supply costs	\$15.00	\$15.00	\$0.00	11/15/2018
Deposit	50	100-00-00-2012 PM No. _____	Tentative Major Subdivision	Deposit for tentative major subdivision	\$5,270.00	\$5,270.00	\$0.00	11/15/2018
Deposit	51	100-00-00-2012 PM No. _____	Tentative Minor Subdivision	Deposit for tentative minor subdivision	\$4,900.00	\$4,900.00	\$0.00	11/15/2018
Fee	52	100-3426	Time Extension Request	Fee for time extension request	\$160.00	\$160.00	\$0.00	11/15/2018
Fee	53	100-3426	Transfer of Alcoholic Beverages/Shared Use of Production Facility	Fee for administrative review of transfer of alcoholic beverages use permit	\$145.00	\$145.00	\$0.00	11/15/2018
Fee	54	100-3426	Tree Protection Plan	Fee for tree protection plan	\$385.00	\$385.00	\$0.00	11/15/2018
Fee	55	100-3426	Tree Removal - Tree Board	Fee for tree removal review, requiring Tree Board approval	\$300.00	\$300.00	\$0.00	11/15/2018

Department: Planning - Continued								
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Fee	56	100-3426	Tree Removal - City Arborist	Fee for City Arborist services, for tree removal review for single family and duplex properties	\$250.00	\$250.00	\$0.00	11/15/2018
Deposit	57	100-00-00-2012 PM No._____	Use Permit - Major	Deposit for major use permit	\$1,770.00	\$1,770.00	\$0.00	11/15/2018
Deposit	58	100-00-00-2012 PM No._____	Use Permit - Minor	Deposit for minor use permit	\$1,155.00	\$1,155.00	\$0.00	11/15/2018
Fee	59	100-3426	Use Permit - Temporary	Fee for temporary use permit	\$285.00	\$285.00	\$0.00	11/15/2018
Fee	60	100-3426	Water Efficient Landscape Review	Fee for water efficient landscape review	\$355.00	\$355.00	\$0.00	11/15/2018
Fee	61	100-3426	Zoning Determination	Fee for zoning determination	\$125.00	\$125.00	\$0.00	11/15/2018
Fee	62	100-3426	Zoning Ordinance Interpretation	Fee to process special interpretation of Zoning Ordinance	\$515.00	\$515.00	\$0.00	11/15/2018

Department:		Fire						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Services	1	000-4465	Auto Fire Sprinkler - Comm/Multi	Inspect seven (7) or more heads on system	\$ 450.00	\$550.00	\$100.00	11/15/2018
Services	2	000-4465	Auto Fire Sprinkler - Comm/Multi - Reinspection Fee	Inspect seven (7) or more heads on system	\$ 225.00	\$275.00	\$50.00	11/15/2018
Services	3	000-4465	Auto Fire Sprinkler - Residential	Inspect seven (7) or more heads on system	\$ 350.00	\$450.00	\$100.00	11/15/2018
Services	4	000-4465	Auto Fire Sprinkler - Residential - Reinspection Fee	Inspect seven (7) or more heads on system	\$ 175.00	\$200.00	\$25.00	11/15/2018
Services	5	000-4465	Automatic Fixed Extinguishing System	Inspect FM200 and other fixed extinguish systems	\$ 250.00	\$350.00	\$100.00	11/15/2018
Services	6	000-4465	Automatic Fixed Extinguishing System - Reinspection Fee	Inspect FM200 and other fixed extinguish systems	\$ 125.00	\$175.00	\$50.00	11/15/2018
Permit	7	000-4465	Burn Permit	Fee for burn permit, including fire inspection	\$ 125.00	\$150.00	\$25.00	11/15/2018
Permit	8	000-4465	Tent Permit	180 day (6 months) tent permit for temporary usage per calendar year	\$ 175.00	\$200.00	\$25.00	11/15/2018
Permit	9	000-4465	Business License Inspect - Commercial	Inspect commercial businesses for fire safety	\$ 125.00	\$150.00	\$25.00	11/15/2018
Permit	10	000-4465	Business License Inspect - Home Occupancy	Inspect home occupation business for fire safety	\$ 75.00	\$75.00	\$0.00	11/15/2018
Services	11	000-4465	Call Response	Fee to recover costs for emergency mitigation	Actual Costs	Actual Costs	\$0.00	11/15/2018
Services	12	000-4465	Command Vehicle	Hourly cost of equipment for emergency mitigation	\$ 150.00	\$150.00	\$0.00	11/15/2018
Permit	13	000-4465	Day Care - Fire Permit	Annual inspection of commercial day care	\$ 150.00	\$150.00	\$0.00	11/15/2018
Services	14	000-4465	Engine / Ladder	Hourly cost of equipment for emergency mitigation	Actual Costs	Actual Costs	\$0.00	11/15/2018
Services	15	000-4465	Fire Alarm System	Inspection of installation of fire alarm system	\$ 300.00	\$350.00	\$50.00	11/15/2018
Services	16	000-4466	Fire Alarm System - Reinspection Fee	Inspection of installation of fire alarm system	\$ 150.00	\$150.00	\$0.00	11/15/2018
Services	17	000-4465	Fire Hydrant Flow Test	Fee to assess fire hydrant flow	\$ 250.00	\$250.00	\$0.00	11/15/2018
Services	18	000-4465	Fire Report	To recover, copy & produce a fire response report	\$ 100.00	\$100.00	\$0.00	11/15/2018
Services	19	000-4465	False Alarms	Unwarranted Fire Alarm Notification (>3) per calendar year	\$ 1,450.00	\$1,450.00	\$0.00	11/15/2018
Permit	20	000-4465	Fireworks - Public Display	To utilize fireworks for public display or SFX	\$ 300.00	\$300.00	\$0.00	11/15/2018
Permit	21	000-4465	Fireworks Stand	Permit to operate a fireworks stand	\$ 150.00	\$200.00	\$50.00	11/15/2018
Permit	22	000-4465	Institutional Care Facility < 50 persons	Institutional care facility holding less than 50 persons	\$ 200.00	\$300.00	\$100.00	11/15/2018
Permit	23	000-4465	Institutional Care Facility < 50 persons - Reinspection Fee	Institutional care facility holding less than 50 persons	\$ 100.00	\$150.00	\$50.00	11/15/2018
Permit	24	000-4465	Institutional Care Facility > 50 persons	Institutional care facility holding > 50 persons	\$ 300.00	\$350.00	\$50.00	11/15/2018
Permit	25	000-4465	Institutional Care Facility > 50 persons - Reinspection Fee	Institutional care facility holding > 50 persons	\$ 150.00	\$150.00	\$0.00	11/15/2018

Department: Fire Continued								
<u>Type</u>	<u>Pg. #</u>	<u>Acct #</u>	<u>Title</u>	<u>Description of User Fee</u>	<u>FY17/18 Fee Amount</u>	<u>FY18/19 Fee Amount</u>	<u>Inc/(Dec)</u>	<u>Effective</u>
Services	26	000-4465	Rescue Squad	Hourly cost of equipment for emergency mitigation	Actual Costs	Actual Costs	\$0.00	11/15/2018
Services	27	000-4465	Special Events Permit - Private	Fee to inspect fire and life safety equipment at special events.	\$ 150.00	\$200.00	\$50.00	11/15/2018
Services	28	000-4465	Special Events Permit - Non-Profit	Fee to inspect fire and life safety equipment at special events.	\$ 150.00	\$200.00	\$50.00	11/15/2018

Department:		Police						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Services	1	39826	Animal Release - Dog	Fee to recover costs incurred for animal release	\$100.00	\$100.00	\$ -	11/15/2018
Services	2	39826	Animal Release - Cat	Fee to recover costs incurred for animal release	\$35.00	\$35.00	\$ -	11/15/2018
Fee	3	000-4460	Audio / Video Reproduction	Fee to reproduce police audio and/or video tapes	\$45.00 Minimum	\$45.00 Minimum	\$ -	11/15/2018
Services	4	000-4460	Clearance Letters	Fee for background check and composition of letter	\$15.00	\$15.00	\$ -	11/15/2018
Services	5	39816	Dog License - Neutered	Fee to process dog license application	\$10.00	\$10.00	\$ -	11/15/2018
Services	6	39816	Dog License - Neutered (for Senior Citizens)	Fee to process dog license for owners age 62 or older	\$5.00	\$5.00	\$ -	11/15/2018
Services	7	39816	Dog License - Non-Neutered	Fee to process non-neutered dog license application	\$20.00	\$20.00	\$ -	11/15/2018
Services	8	39816	Dog License - Non-Neutered (for Senior Citizens)	Fee to process dog license for owners age 62 or older	\$10.00	\$10.00	\$ -	11/15/2018
Services	9	000-4464	False Alarm Fee	For Officer response to false alarm. The fee is charged for each false alarm response in excess of 3 per calendar year.	\$75.00	\$75.00	\$ -	11/15/2018
Services	10	000-4460	Fingerprint / Live Scan Fees	Fee to recover costs for fingerprinting & Live Scan	\$20.00	\$20.00	\$ -	11/15/2018
Services	11	000-4460	Firearms & Property Storage Fee	Fee to store confiscated firearms & misc property	\$53.00 Minimum	\$53.00 Minimum	\$ -	11/15/2018
Services	12	000-4460	Hazardous Material Response	To recover costs for response to hazardous material incident	Actual Costs	Actual Costs	\$ -	11/15/2018
Services	13	000-4460	Noise / Party Abatement Fee	Fee to recover costs of noise disturbance response	\$50.00 Minimum	\$50.00 Minimum	\$ -	11/15/2018
Services	14	000-4460	Parking Space Rentals	Costs of processing parking rental space invoices	\$30.00	\$30.00	\$ -	11/15/2018
Services	15	000-4460	Party Control	To recover costs for response to out-of-control party situations	\$100.00	\$100.00	\$ -	11/15/2018
Permits	16	000-4460	Permit- Annual Oversized Loads	Fee for services necessitated by annual application for transportation permits of oversized loads	\$90.00	\$90.00	\$ -	11/15/2018
Fee	17	000-4460	Photograph Reproduction	Fee to reproduce police department photographs	\$20.00 Minimum	\$20.00 Minimum	\$ -	11/15/2018
Permit	18	000-4464	Private Alarm Permit - Commercial	Fee for new alarms installed at commercial property	\$20.00	\$20.00	\$ -	11/15/2018
Permit	19	000-4464	Private Alarm Permit - Residential	Fee for new alarms installed at residential property	\$10.00	\$10.00	\$ -	11/15/2018
Services	20	000-4463	Report Copy	Fee to recover costs of reproducing police report	\$20.00	\$20.00	\$ -	11/15/2018
Services	21	000-4463	Research / Crime Analysis Fee	Fee to recover costs of research	\$35.00 per hour	\$35.00 per hour	\$ -	11/15/2018

Department: Police - Continued								
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Permit	22	000-4460	Residential Parking Permit Fee	Fee to recover costs of processing parking permits	\$10.00	\$10.00	\$ -	11/15/2018
Permit	23	000-4460	Special Event Permits - Major	Fee for street closures &/or special events	\$260.00	\$260.00	\$ -	11/15/2018
Permit	24	000-4460	Special Event - Commercial Minor	Fee for street closures &/or special events	\$50.00	\$50.00	\$ -	11/15/2018
Permit	25	000-4460	Special Event - Residential Minor	Fee for street closures &/or special events	\$15.00	\$15.00	\$ -	11/15/2018
Services	26	000-4460	Transportation Permits - Single Trip	Fee for services of single trip applications for transportation permits of large or heavy loads.	\$60.00	\$60.00	\$ -	11/15/2018
Services	27	000-4462	Vehicle Release	Fee to recover costs for vehicle releases	\$75.00	\$75.00	\$ -	11/15/2018
Services	28	000-4130	Vehicle Violation Correction Inspect	Fee to recover costs on all non-city citations	\$10.00	\$10.00	\$ -	11/15/2018
Fee	29	000-4460	VIN Verification Fee	Fee to recover costs to verify vehicle id numbers	\$15.00	\$15.00	\$ -	11/15/2018

Department:		Public Works						
Type	Pg. #	Acct #	Title	Description of User Fee	FY17/18 Fee Amount	FY18/19 Fee Amount	Inc/(Dec)	Effective
Per Hour	1	100-3445	Aerial Lift Tower Truck	Equipment use outside of normal department duties	\$150.00	\$175.00	\$25.00	11/15/2018
Fee	2	100-3445	After Hours Phone Call	Fee for Public Works after hours phone call	\$62.00	\$80.00	\$18.00	11/15/2018
Fee	3	100-3445	After Hours Public Works Response	Fee for Public Works after hours response	\$200.00	\$270.00	\$70.00	11/15/2018
Per Hour	4	100-3445	Air Compressor- Jack Hammer	Equipment use outside of normal department duties	\$150.00	\$180.00	\$30.00	11/15/2018
Per Hour	5	100-3445	Backhoe Tractor	Equipment use outside of normal department duties	\$170.00	\$200.00	\$30.00	11/15/2018
Fee	6	100-3445	Banner Installation - Inside City	Installation for non-profits inside City	\$300.00	\$350.00	\$50.00	11/15/2018
Fee	7	100-3445	Banner Installation - Outside City	Installation for non-profits outside City	\$500.00	\$550.00	\$50.00	11/15/2018
Per Hour	8	000-4445	Concrete Saw	Equipment use outside of normal department duties	\$150.00	\$190.00	\$40.00	11/15/2018
Deposit	9	100-00-00-2012	Inspection- Sewer Main Video	Deposit for sewer main video inspection	\$2,000.00	\$2,000.00	\$0.00	11/15/2018
Per Hour	10	100-3445	Large Dump Truck	Equipment use outside of normal department duties	\$150.00	\$190.00	\$40.00	11/15/2018
Per Hour	11	100-3445	Multi Trash Pump	Equipment use outside of normal department duties	\$150.00	\$180.00	\$30.00	11/15/2018
Service	12	100-3445	Pavement Repair & Trench Inspect.	Recover pavement repair & trench inspection costs	\$200.00	\$280.00	\$80.00	11/15/2018
Per Hour	13	100-3445	Pickup Truck	Equipment use outside of normal department duties	\$125.00	\$150.00	\$25.00	11/15/2018
Per ½ Hour	14	100-3445	Property Clean Up Notification	Fee for property clean up to clear city right of way	\$90 per 1/2 hour	\$90 per 1/2 hour	\$0.00	11/15/2018
Per Hour	15	100-3445	Service Calls	Fee for site visits & service calls	\$150.00	\$180.00	\$30.00	11/15/2018
Per Hour	16	100-3445	Sewer Camera	Equipment use outside of normal department duties	\$200.00	\$270.00	\$70.00	11/15/2018
Per Hour	17	100-3445	Sewer Cleaning Truck	Equipment use outside of normal department duties	\$300.00	\$370.00	\$70.00	11/15/2018
Per Hour	18	100-3445	Small Dump Truck	Equipment use outside of normal department duties	\$150.00	\$190.00	\$40.00	11/15/2018
Fee	19	100-3445	Village MHP Dump Station Fee	Use of dump station for self contained RV's	\$50.00	\$50.00	\$0.00	11/15/2018
Fee	20	100-3446	Annual Inspection of Backflow Protection Devices	Fees to recover costs of required testing and maintenance of backflow protection devices for water	\$75.00	\$125.00	\$50.00	11/15/2018