



Agenda Item No. 13.

Staff Report

Date: April 14, 2016

To: Mayor Katie Hoertkorn and Councilmembers

From: Joe Chinn, Town Manager

Subject: Consideration of Adoption of Resolution No. 1945 amending Town of Ross Comprehensive Fee and Charge Schedule, including changes to Building, Planning, Public Works, Development, Police, Recreation, and Administration and Finance Fees and Charges

Recommendation

Town Council adoption of Resolution No. 1945 amending the comprehensive schedule of fees and charges for the Town of Ross, including changes to building, planning, public works, development, police, recreation, and administration and finance fees.

If adopted the new fee rates and charges would be effective June 13, 2016, except for the Road Impact Fee and Drainage Impact Fee which would be effective April 15, 2016.

Background and discussion

The Town of Ross like most municipalities in California charges fees for services rendered to the public. These fees are charged to cover the cost of providing the service. Most public agencies compile and present their fees in the form of a master list of development fees. These fees are then divided into major categories including: administration, building, public works, planning, public safety and other areas (e.g., fire, parks and recreation).

The goal of the Town is to establish fees at the appropriate level so we are neither under-collecting (which would lead to subsidy to specific service users at the detriment of general services such as public safety which rely on general tax dollar support) or over-collecting fees (which we would be charging residents and customers too much for the services provided). Given that processes, structures, staff and services being provided change over time, it is natural that the cost of providing services will change with some going up and some down and often at different rates of change, and thus, when conducting fee studies the recommended fees could often be significantly different than the fee level that was established in prior years.

The Ross Town Council has requested the Town fees be evaluated and updated on a periodic basis to incorporate the current cost of providing services. A Town master fee schedule was developed with the last major updates for Town fees, being the adoption of Resolution No. 1804 on December 13, 2012, and the adoption of Resolution No. 1807 on January 10, 2013.

User and Regulatory Fees

The Town hired NBS to perform a comprehensive fee study analysis of the Town's user and regulatory fees. The Fee Study does not include development impact fees, taxes (such as the business license tax), recreation program user charges and facility use charges, and fines and penalties all of which are established by different methods. The Fee Study does cover the user and regulatory fees for the Administration, Building, Planning, Public Works, and Police departments.

California cities and towns are granted the authority to impose user and regulatory fees for services and activities they provide through provisions of the State Constitution. These fees may not exceed the estimated reasonable cost to the town for providing the government service or benefit, or performing the regulatory activity.

NBS conducted a detailed, comprehensive cost of service analysis in order to derive the fee levels. Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated organization-wide overhead. Nearly all the fees under review in the Fee Study require specific actions on the part of Town staff and contractors to provide the service or conduct the activity. Because labor is an underlying factor in these activities, the full cost of service was most appropriately expressed as a fully burdened cost per available labor hour.

The fee development process included an analysis of all the time and effort to review, approve, provide and inspect, as applicable, all the work to complete the particular service requested from each of the departments. NBS analyzed and processed Town financial and workload records and conducted extensive interviews with staff to determine the appropriate cost per labor hour and the amount of time each department's personnel spends on a particular activity related to each service being provided that a fee is charged.

The Fee Study in Attachment A completed by NBS explains the methodology and results related to the proposed fee rates and deposits for each of the user and regulatory fees analyzed. Most fees are proposed to be set at 100% cost recovery. There are some fees that are intentionally set at below 100% of cost recovery for a variety of reasons such as: State law which dictates the most that can be charged for some services such as public records requests and crime report charges; the fee was lowered for health, safety, or other reasons such as for water heater charges or tree permit to remove a dead, and dying tree in the right-of way (recommend a \$0 tree permit fee for this); or limiting the level of the

current fee percentage increase from the current level such as for a flood determination letter.

In the process of the fee review, staff and NBS had considerable discussions on the best basis of charging some fees with the goals of simplifying the fee schedule where possible for the customer and staff, and deleting a number of fees that could be combined with other fees or deleted due to not being used. The attached resolution includes a master fee schedule listing the current and proposed fees. As seen on this list, there are many building fees and public works fees that are being replaced or deleted. Whereas currently a building permit would include a building permit, and possibly an electrical permit, mechanical permit, a plumbing permit, and energy calculation permit all those elements are now to be included under the building permit. Because of this, it is very difficult to review the current fees and new proposed fees in Building to determine the actual change in fees. That being said, the new building permit fee structure is more comprehensive, simple, and understandable to the customer.

The new fee schedule will also result in a number of fees changing from being a flat fee to being a deposit account where the customer will be charged not the estimated average reasonable cost of service but the actual charge based on the time it actually takes for the specific service provided to that customer. Many types of services provided by particularly Planning, Public Works, and Building (plan checks) are proposed to be deposit accounts, particularly larger review services where the scope and time needed is highly variable on a project-by-project basis. In these cases, the customer will pay an initial deposit from the fee schedule. Staff and contractors providing the service will track the actual time spent on that customer's account. The account will be "trued up" based on actual time and material spent on the actual project.

Other Fees and Charges

Each of the categories of fees and charges described below are not part of the Fee Study but are part of the master fee schedule, with some fees proposed to change. Thus, below is an additional discussion of the other fees and charges.

Impact Fees

The Town currently has four impact fees in place: drainage, road, general plan and tree-in-lieu. Staff does not recommend changing the tree-in-lieu fee which was previously set by the Town Council on March 12, 2015 by Resolution No. 1883. Staff does recommend modification to the other fees. In the case of the drainage impact and road impact fees staff believes the fee rates can be reduced back to their levels that existed prior to being increased by Resolution No. 1804 back in December 2012 and still provide funding sufficient to construct much of the road and drainage facilities in the capital improvement plan. The Town will continue to be aggressive in pursuing state, federal, and regional funding sources to also fund a portion of these facilities. With these changes the drainage impact fee will go from the current 1.8% of building valuation to 1.0% of building valuation, and the road impact fee will go from the current 1.55% of building valuation to 1.0%.

The Town currently has a General Plan impact fee set at 0.2% of valuation and a separate general plan maintenance fee set at 0.2% of valuation and staff proposes replacing it with one General Plan impact fee at 0.35% of valuation (in total a 0.05% fee reduction). The Town anticipates that the cost for studies, environmental review, consultants, noticing and preparation of a General Plan and Housing Element update will be approximately \$205,000, and the costs for each subsequent Housing Element update will be approximately \$30,000, based on actual costs for the most recent updates to these plans. In addition, the Town anticipates that the cost for implementation of General Plan actions and programs will average approximately \$55,000 per year based on historic and future likely costs for General Plan implementation projects. Based on this information, the fee is set at 0.35% of valuation for the General Plan update and implementation costs.

Recreation Charges

The Recreation Department provides a wide variety of youth and adult recreation programs, classes, and a preschool to assist in meeting the recreational, educational, and social needs of the community's residents. The Recreation Department establishes charges to attempt to recoup as much of their cost as feasible. On the fee schedule, many of their specific types of programs are in the Master Fee Schedule in a range. Any specific class or sporting event will have a user charge that falls within the category range (for example, instructional classes charge can range from \$60 to \$400). At this time only two ranges are shown as changing with this fee update – both field rentals and pre-school include an increase in the ranges as shown on the last page of the proposed Master Fee Schedule.

Other Fees

Technology is used in nearly every service we provide the public. This includes the hardware servers that back up data and provide all the software applications used by the Town to the desktops, laptops, printers, smartphones and software to run the Town's enterprise and non-enterprise operations. Technology enhances the ability to provide efficient, effective services to the residents. For example, the Town is currently seeking a new permit tracking software system that can be used by building, planning, and public works to better automate the permit tracking system, streamline permitting from application intake through project completion, and potentially improve recordkeeping. The technology surcharge is shown in the Fee Schedule from being reduced from 7.3% of all eligible costs to 6.3%.

Staff is also recommending changing the fee program administration fee which is currently set at \$308 per larger planning and building projects to establishing it at 5% of the impact fees collected. This proposed change would reduce the fee revenue collected some but is believed to align this fee closer to the administration needs of the impact fees. This fee would be used to provide the administration overhead support to the impact fee funds (i.e. road, drainage, general plan) in the way of administration, finance, legal, planning, and other direct and indirect support from departments.

Fiscal, resource and timeline impacts

The estimated fiscal impact of the new fees is unknown as it is difficult to specifically predict the level of development and other fee generating activity in the Town. The new fees are anticipated to align to the current estimated reasonable costs of providing services. There are fees that are both increasing and decreasing with the proposed changes. It is anticipated that General Fund revenues will experience an overall decrease though some departments such as Planning will see a fee revenue increase. That being said, for a variety of services, instead of paying a “flat” fee, the payor will pay an initial deposit, with the cost being trued-up on an actual time and material basis – this could lead to an increase or a decrease in revenues because the outcome cannot be predicted at this time. Staff will be closely monitoring the impact of the new fee schedule on revenues and will adjust the budget accordingly.

The Roadway Fund is estimated to experience an approximate \$110,000 average annual reduction in revenues with the adoption of the new fee schedule and the Drainage Fund is estimated to experience an approximately \$150,000 average annual revenue decrease.

The resolution includes a provision to increase the fees in the master fee schedule beginning January 1, 2017, by the annual increase in the CPI for the Bay Area.

The attached Resolution would have the effective date for the new road impact fee and drainage impact fee on April 15, 2016 with all other fees and charge rates being effective June 13, 2016, sixty days after Resolution adoption.

Alternative actions

The Council could choose to modify some of the fees on the proposed fee schedule from the proposal as long as the changes do not cause any of the fees to exceed the estimated reasonable cost of providing a service.

Environmental review (if applicable)

N/A

Attachments:

- Resolution No. 1945, with the update to the Comprehensive Schedule of Taxes, Fees and Charges as Attachment A to the Resolution.
- Attachment A, Town of Ross Fee Study prepared by NBS

TOWN OF ROSS

RESOLUTION NO. 1945

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ROSS AMENDING THE COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR THE TOWN OF ROSS

THE ROSS TOWN COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Town Council of the Town of Ross has established various schedules of rates, fees, and charges for services, programs and facilities provided by the Town including rates, fees, and charges for administration, finance, building, planning, public works, development, police, and recreation, as provided in its comprehensive schedule of fees and charges; and

WHEREAS, this Town Council desires to adjust the rates, fees and charges, and to implement new rates, fees, and charges for various Town services, programs and facilities provided by the Town, as set forth in the comprehensive schedule of fees and charges, attached hereto as **Attachment A** and incorporated herein by this reference; and

WHEREAS, the Town has made available in the office of the Town Clerk data concerning the rates, fees, and charges; and

WHEREAS, the Town Council has held a duly noticed public hearing regarding the amendments to the comprehensive schedule of fees and charges; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: The Town Council hereby finds and determines that based upon the data, information and analysis presented to the Council concerning the rates, fees, and charges described in Attachment A, such rates fees and charges do not constitute taxes as defined by Section 1 of Article XIII C of the California Constitution.

Section 2: The Town Council hereby establishes, amends, and modifies rates, fees and charges for services, programs and facilities provided by the Town as set forth in Attachment A. The Town Council is taking action only on those rates, fees and charges shown to change in Attachment A and all other taxes, rates, fees and charges that are not shown to change in Attachment A are not readopted or revised by this Resolution.

Section 3: The fees described as "Drainage" and "Road" under the heading "Impact" in Attachment A shall be effective immediately upon the adoption of this Resolution and all

other rates, fees and charges established, amended or modified by this Resolution shall be effective on June 13, 2016.

Section 4: Beginning January 1, 2017, and on each January 1 thereafter, the rates, fees and charges established, amended or modified by this Resolution shall be increased by the annual percentage increase in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose Area, published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to that index. In determining the annual percentage increase, the index for the month of October immediately preceding the adjustment date shall be compared with the index for October of the previous year. Notwithstanding the foregoing sentence, no such adjustment shall be made to any rates, fees or charges determined by using a percentage calculation.

Section 5: Immediately upon the effective date of the rates, fees, and charges established, amended or modified by this Resolution, such rates, fees and charges shall supersede and prevail over any prior provisions concerning the same item in any former resolution, motion or other action of the Town Council.

The foregoing Resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 14th day of April 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathleen Hoertkorn, Mayor

ATTEST:

Linda Lopez, Town Clerk

ATTACHMENT A

COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR THE TOWN OF ROSS

Administration and Finance

	<u>Current Fee</u>	<u>Proposed Fee</u>
Business License <i>(fee depends on type of business)</i>	\$76 - \$131	\$76 - \$131
Business License duplication/replacement	\$ 42	\$ 42
Business License application nonpayment	25% penalty*	25% penalty*

(Business does not pay tax on time; the business is subject to 25% penalty. If not paid within 30 days, the penalty jumps up to 40%)

Business license tax (*)	gross receipts	gross receipts
\$1,000 - \$2,000	\$15/quarter + 7.50	\$15/quarter + 7.50
\$2,001 - \$4,000	\$25/qtr. + 10.50	\$25/qtr. + 10.50
\$4,001 - \$10,000	\$45/qtr. + 16.50	\$45/qtr. + 16.50
\$10,001 - \$100,000	\$75/qtr. + 25.50	\$75/qtr. + 25.50

(*) Senate Bill 1186 (passed in 2012) added a \$1 state fee on any applicant for a local business license or similar instrument to pay for purposes of increasing disability access and compliance with construction related accessibility requirements. Local agencies retain 70% of the fees imposed.

Fee program administration	\$308 (over \$50K value)	5% of impact fees
Records Requests (1)		
Building records	\$.26/page	\$.10/page
Document printing and copying/paper	\$.26/page	\$.10/page
Document printing and copying/digital	\$5	Deleted
Property files	\$52	Deleted
Records Research Services	\$.26/page	\$.10/page
Minute taker	@cost	Deleted
Returned check processing		
First one (1)	\$26	\$25
Each additional (2)	\$36	\$35
Still Photography		
12 hour day Monday to Friday	\$1,876	Replaced
Over 8 hours up to 10 hours, each hour	\$-	Replaced
Over 10 hours up to 12 hours, each hour	\$-	Replaced
Each hour over 12 hours	\$521	Replaced
Film Permit - Still or Video		
Monday through Friday 8 a.m. to 5 p.m.		\$1,165
Film Permit - each additional hour		\$154
Special event permits		
Processing fee +	\$125	\$125
Reservation fee up to 4 hours	\$208	\$208
Up to 8 hours	\$417	\$417
Multiple days	(3)	(3)
Technology surcharge	7.3% of eligible costs	6.3% of eligible costs

(1) CA Government Code §6253

(2) CA Civil Code §1719

(3) Fee based on use areas, percentage of sales, Town costs etc.

Building

	<u>Current Fee</u>	<u>Proposed Fee</u>
Administrative		
Cancellation penalty	\$104	Removed
Construction penalty appeal	\$1,042	\$1,598
Recording	\$78	Included Elsewhere
Record Management	\$78	Included Elsewhere
Records retention	\$78	Included Elsewhere
Re-inspection	\$78	Included Elsewhere
Special inspections	\$156/hr.	Removed
Work started without a permit	\$20% project value+ (4)	\$20% project value+ (4)

Building Records

Archival records search report	\$125	Included Elsewhere
Building records report	\$31	Included Elsewhere
Document retention/sheet	\$11/plan sheet	\$10/plan sheet
Records retention	\$5/plan sheet	Removed
Electronic Plan Scanning Fee	\$5/plan sheet	Removed
Records maintenance	\$5/permit	Removed

(4) For work started without a permit, an investigation fee will be collected whether or not a permit application is then or then or subsequently approved. The investigation fee shall be equal to the amount of the application fee required.

General and miscellaneous

Certificate of Use and Occupancy (Finals)	\$289	\$405
Certificate of Use and Occupancy replacement	\$125	Deleted
Code enforcement hourly fee	\$188	\$203/hour
Electric service safety inspection	\$78/hr.	Deleted
General plan maintenance fee (collected at issuance of building permit)	\$2/\$1,000 value	\$0/\$1,000 value
Inspections investigation for which no fee is specifically indicated (2-hr minimum)	\$188/hr.	\$203/hour 2-hour min.
Inspections outside of normal business hours (2-hr minimum)	\$310/hr.	\$203/hour 2-hour min.
Reactivation of expired building permits app	\$167+plan check fees	Deleted
Re-inspection single family residential	\$310	Deleted
Request for release of building plans	\$52	Deleted
Reroofing up to 5,000'	based on valuation	see new range
Reroofing 5,000' or more	based on valuation	see new range
Reroofing Roof Area <=1,500 sf		\$405
Reroofing 1,500 SF < Roof Area < 3,000 SF		\$608
Reroofing Roof Area > 3,000 SF		\$862
Well permit	\$188	Replaced

OLD: Building Inspection Permit

Fees according to the following valuations as determined by the Building Official

\$1.00 to \$500	\$70	See new ranges
\$501 to \$2,000	\$70	See new ranges
For each \$100 (above \$500 to \$2,000)	\$5	See new ranges
\$2,001 to \$25,000	\$125	See new ranges
For each \$1,000 (above \$2,000 to \$25,000)	\$24	See new ranges

\$25,001 to \$50,000	\$704	See new ranges
For each \$1,000 (above \$25,000 to \$50,000)	\$18	See new ranges
\$50,001 to \$100,000	\$1,154	See new ranges
For each \$1,000 (above \$50,000 to \$100,000)	\$18	See new ranges
\$100,001 to \$500,000	\$1,808	See new ranges
For each \$1,000 (above \$100,000 to \$500,000)	\$10	See new ranges
\$500,001 and up	\$5,822	See new ranges
\$5,822 for first \$500,000+\$8 for each additional thous or fraction thereof	\$8.03	See new ranges

NEW: Building Permit Fee (based on Valuation and new ranges)

\$1 to \$10,000		\$456
\$10,001 to \$25,000		\$456
For each \$1,000 (above \$10,000 to \$25,000)		\$36.38
\$25,001 to \$50,000		\$1,002
For each \$1,000 (above \$25,000 to \$50,000)		\$24.43
\$50,001 to \$100,000		\$1,613
For each \$1,000 (above \$50,000 to \$100,000)		\$20.33
\$100,001 to \$250,000		\$2,629
For each \$1,000 (above \$100,000 to \$250,000)		\$13.58
\$250,001 to \$500,000		\$4,667
For each \$1,000 (above \$250,000 to \$500,000)		\$12.14
\$500,001 to \$1,000,000		\$7,701
For each \$1,000 (above \$500,000 to \$1,000,000)		\$10.47
\$1,000,001 to \$2,000,000		\$12,935
For each \$1,000 (above \$1,000,000 to \$2,000,000)		\$8.72
\$2,000,000 and up		\$21,651
For each \$1,000 (above \$2,000,000)		\$6.97

OLD: Plan check (based on percentage of Building Permit Fee)

Building permit check	80% of Permit Fee	Hourly Rates	Cost Recovery
Engineering review of building permit	30% of Permit Fee	Hourly Rates	Cost Recovery
Planning review of building permit	30% of Permit Fee	Hourly Rates	Cost Recovery

NEW: Building Plan Review Deposit (based on Valuation)

\$1 to \$10,000	% of Permit Fee	\$596	Deposit
\$10,001 to \$25,000	% of Permit Fee	\$1,205	Deposit
\$25,001 to \$50,000	% of Permit Fee	\$1,711	Deposit
\$50,001 to \$100,000	% of Permit Fee	\$2,409	Deposit
\$100,001 to \$250,000	% of Permit Fee	\$3,423	Deposit
\$250,001 to \$500,000	% of Permit Fee	\$5,861	Deposit
\$500,001 to \$1,000,000	% of Permit Fee	\$9,504	Deposit
\$1,000,001 to \$2,000,000	% of Permit Fee	\$16,598	Deposit
\$2,000,000 and up	% of Permit Fee	\$23,502	Deposit

Additional plan review required by changes, additions, or revisions to plans and methods,	\$188/hr.	\$203/hour Building \$191/hour Planning
Energy calculations	10% of permit fee	Replaced
Electrical permits		
Air conditioners, each	\$29	Replaced
Appliances (cook tops, dryer/dish/garbage etc.)	\$10	Replaced
Application base fee	\$130	Replaced
Circuits, light outlets, receptacles, switches (ea)	\$10	Replaced
Construction pole	\$52	Replaced
Heaters	\$10	Replaced
Hourly rate for inspections, plan reviews, re-inspect	\$188	\$203/hour
Landscape lighting	\$261	Replaced
220 volt outlets	\$10	Replaced
New service 100 amp	\$261	Replaced
Each additional 100 amp or service	\$52	Replaced
New electrical construction per 100'	\$10	Replaced
120 Volt Motor, each add 1.00	\$10	Replaced
Saunas including heater	\$89	Replaced
Solar photovoltaic systems<5kw	\$104	Replaced
Swimming pool electrical	\$136	Replaced
Temporary power or meter	\$188	Replaced
Electrical Permit Issuance	\$130	Replaced
Elevator permits	\$182	Valuation
Mechanical permits		
Air conditioner or heat pump	\$52	Replaced
Application fee	\$130	Replaced
Boiler (certified design)	\$52	Replaced
Chimneys	\$52	Replaced
Comfort Cooling unit to 3 ton	\$28	Replaced
Each evaporative cooler	\$28	Replaced
Each furnace or flue	\$28	Replaced
Each vent (bath, driver, residential kitchen, ea.)	\$11	Replaced
Exterior site built gas barbeque or fireplace	\$52	Replaced
Fire damper	\$10	Replaced
Flue (ea.)	\$10	Replaced
Forced air unit to 100,000 BTU	\$52	Replaced
Forced air unit over 100,000 BTU	\$130	Replaced
Furnace	\$89	Replaced
Heaters (space, wall)	\$10	Replaced
HVAC system replacement	\$156	Replaced
New heating cooling construction per 100'	\$10/per foot	Replaced
Process piping system	\$28	Replaced
Residential kitchen hood	\$52	Replaced
Swimming pool heater	\$28	Replaced
Vent fans (bath, range)	\$10	Replaced
Plumbing permits		
Appliances (dryer, garbage, wash etc.)	\$20	Replaced
Application and base fee	\$130	Replaced
Backflow protection device	\$104	Replaced

Drainage vent (installation or repair)	\$10	Replaced
Fixtures each	\$26	Replaced
Gas system (up to 5 outlets)	\$10	Replaced
Each additional unit	\$10	Replaced
Fixture/trap	\$10	Replaced
Hourly rates for inspections, plan review, re-inspecti	\$104	Replaced
Lawn sprinkler	\$10+\$.50/head	Replaced
New construction per 100'	\$10	Replaced
New or remodeled plumbing square footage	\$11/foot	Replaced
Rain water system per drain	\$10	Replaced
Sewer system	\$52	Replaced
Solar water and pool heater	\$130	Replaced
Swimming pools	based on valuation	Replaced
Water closet (bath, shower, sink)	\$10	Replaced
Water heater	\$130	Replaced
Water piping installation (air or repair)	\$10	Replaced
Well drilling and pump	\$188	Replaced

Resales

Resale inspection (5,000' or <)	\$391	Replaced
Resale inspection (5,000' or >)	\$599	Replaced
Each additional unit	\$156	Deleted
Penalty for failure to keep appointment	\$51	Deleted
Resale inspection(2,500' or <=)		\$650
Resale inspection between 2,500' - 5,000'		\$800
Resale inspection (5,000' or >)		\$1,000

Over the Counter Bldg. Permit w/o Plan Check

New Furnace or A/C Replacement	\$283	\$200
New Electrical Service Panel or Replacement	\$287	\$200
New Water Heater or Replacement	\$260	\$200
1 Inspections	\$235	\$253
2 Inspections	\$329	\$355
3 Inspections	\$470	\$507

PV Solar Plan Review and Inspection (OTC)

Residential <= 15kW	\$500	\$698
Residential >15kW	\$500	\$1,002
Commercial <= 50kW	\$1,000	\$1,407
< 50kW Commercial < 250kW	n/a	\$2,016
Commercial > 250kW	n/a	\$2,624

Additional Fees as Applicable to Some Permits

ESCP/MCSTOPPP Compliance	new	\$2,045
Graywater System - Laundry to Landscape	new	\$304
Graywater System - Simple	new	\$405
Graywater System - Complex	new	\$963

Public Works

	<u>Current Fee</u>	<u>Proposed Fee</u>
<u>Administrative</u>		
Recording	\$130	Deleted
Record management	\$130	Deleted
Records retention -permit w/ no building permit	\$5/plan sheet	\$10/plan sheet grading, landscaping
Hourly rate for plan review, inspections, code enforcement		\$220
<u>Encroachment permits</u>		
Abandon right-of-way	\$3,440 + costs (5)	Replaced
Minor (one-day)	\$188	Replaced
Minor (More than one day)	\$365	Replaced
Simple (no construction involved)		\$365
Simple (involves construction, not within paved roadway)		\$535
Simple (construction, not within paved roadway) - Each additional day		\$220
Standard (involves construction, within paved roadway)		\$1,500 Minimum Deposit
Major (large utility project)	Project value	\$2,279 Minimum Deposit

(5) + legal costs plus thirty percent overhead and/or labor cost for employee time on service. Employee

Flood zone

Determination letter	\$63/letter	\$321/letter
Designation letter	\$261	Deleted
Development permit	\$1,042	Deleted
Development variance	\$188/hr.	Deleted
Development appeal	\$188/hr.	\$220/hr.
Temporary elevation benchmark	\$302 per benchmark	Deleted

Excavating, grading and fill permits

Simple (0 to 20 cubic yards)		\$630 fee amount
Standard (over 20 cubic yards involves construction)		\$4,367 Minimum deposit.
		Total fee determined after plan review
100 to 1,000 cubic yards (cy)	\$156 for the first 100 cy + \$150 for each additional 100 yards or fraction thereof	Replaced
1,001 to 10,000 cubic yards	\$1,564 for the first 1,000 cy + \$150 for each additional 1,000 yards or fraction thereof	Replaced
10,001 cubic yards or more	\$3,127 for the first 10,000 cy + \$150 for each additional 1,000 yards or fraction thereof	Replaced
Exploratory trenching	\$78	Deleted
Geotechnical/geologic review	\$104	Deleted

	<u>Current Fee</u>	<u>Proposed Fee</u>
Inspections	\$188	Replaced
Landscape plan check inspection	\$188	Replaced
Plan check	\$188	Replaced
Site Development/grading	\$391	Replaced

Storm drain

Inspection fee	\$365/inspection	Replaced
(up to 4 hrs.), \$80/hour after		Replaced
Plan check fee	\$375/project	Replaced

Street

Address change	\$1,042	\$3,181 Deposit
Barricade service	\$full cost	\$490
Closure permit	\$1,042	Deleted
Name change	\$5,212	\$6,500 Minimum Deposit
Repair damaged sidewalks	\$full cost	\$full cost
Spilled load cleanup	\$full cost	Deleted
Vacating of roads or easements	\$5,212	\$3,700 Deposit
Tree destruction (Muni code Chapter 12.24)	\$1,042/day	\$1,042/day
Tree removal (any tree requiring removal)	@cost +	@cost +
planting installation		Deleted
Tree inspection for private development	\$156/inspection	Deleted
2 visits		Deleted

Trench cut

<u>Pavement condition</u>		Fee Based on Estimated Impact of Cut
Excellent (pavement score 94 - 100)	\$17/sq. ft. of trench	Replaced
Good (pavement score 81-93)	\$12/sq. ft. of trench	Replaced
Fair (pavement score 63-80)	\$10/sq. ft. of trench	Replaced
Poor (pavement score 0-62)	\$8/sq. ft. of trench	Replaced
Service level lateral connection, per trench	\$1,042	Replaced
Vacating of roads or easements	\$782	Replaced

Impact

	<u>Current Fee</u>	<u>Proposed Fee</u>
Drainage	1.8% of valuation	1.0% of valuation
General plan	.2% of valuation	.35% of valuation
Road +\$3/cubic yard for import/export for demolition activity, earthwork, site work	1.55% of valuation	1.0% of valuation
In Lieu Tree Fee	\$750 per 3 inches of tree replacement diameter	\$750 per 3 inches of tree replacement diameter

Planning

	<u>Current Fee</u>	<u>Proposed Fee</u>
Administrative		
Address change planning	\$1,136	Removed- Moved to Public Works
Appeal to Town Council	\$1,070	Replaced
Appeal to Town Council (Applicant Appeal)		\$2,481
Appeal to Town Council (Non-Applicant Appeal)		\$1,500
Contract Administration	20% of cost	20% of cost
Public Convenience and Necessity Letter- ABC	New	\$382
Parcel slope determination	\$ 453 (*)	Removed
*Covers up to 2 hours planner time an 1/2 hr. public works time, hourly rates thereafter		
Penalty for after fact application	3x app fee	3x app fee
Planning review of building permits	.3% of valuation	Replaced
Recording	\$156	\$191
Record management	\$156	Removed
Records retention	\$5/plan sheet	\$10/plan sheet
Signs	\$313	Removed
Special studies (arborist, biology, historic, etc.)	@cost + 25%	Removed
Administrative staff	\$156	Removed
Archival records	\$172	Replaced- Planning Research
Second Units		
Administrative Review	\$667	\$960
Town Council Review	\$667	\$4,442
Residential second unit	\$667	Replaced
Hourly		
Hourly Rate	\$172	\$191
Planning research	\$172	\$382 Deposit
Planning staff	\$172	\$382 Deposit
Preliminary review	\$172	Replaced- Pre-application review meeting
Resolutions (findings)	\$172	Removed
Town attorney	@cost + (7)	@cost + 10%
Zoning	\$172	Removed
Historic resources- staff review	@cost + (10)	Removed
Violations and Abatements- Related to Land Use		
Code enforcement	\$172	\$191/hr. + any code enforcement penalties
Violations and abatements	\$172	\$191/hr. + any code enforcement penalties
California Environmental Quality Act		
Categorical Exemption	New	\$191
Initial study and in-house environmental review	\$3,727	Removed
Initial study and environmental review- Contract Out	New	@cost + 25%
Environmental impact reports, studies	@cost + 25%	@cost + 25% Deposit

EIR mitigation monitoring	\$@cost + (5)	@cost + 25% Deposit
EIR Neg Dec mitigation monitoring	\$@cost + (5)	@cost + 25% Deposit

(5) + legal costs and environmental impact assessment and any other entitlements necessary to complete the project plus thirty percent overhead and/or labor percent overhead and/or labor cost for employee time on the service. Employee cost is salary and benefits plus town and department overhead.

Design review

Administrative changes to an approved project	\$448	\$763
Amendments to a previous approval	\$1,689	\$4,239 Deposit
Advisory design review- Formal	\$1,637	\$1,908
Fences, gates, walls	\$448	Removed
Retaining walls	\$2,366	Removed
Retaining walls (minor)	\$886	Removed
Sign permit (no hearing)	\$448	Removed
Watercourse design	\$2,366	Removed
Watercourse (minor)	\$334	Removed
Minor- Up to 1,999 square feet of floor area		\$4,661 Deposit
Major- 2,000 square feet or more of floor area		\$6,569 Deposit
200 to 499 square feet	\$1,772	Replaced
500 to 999 square feet	\$1,772	Replaced
1,000 to 1,999 square feet	\$1,772	Replaced
2,000 to 2,999 square feet	\$3,701	Replaced
Over 3,000 square feet	\$3,701	Replaced

Demolition permit

Major	\$344	Replaced
Minor	\$172	Replaced
Demolition Permit		\$1,908 Deposit

Development agreement

Initial	\$7,297 + (6)	\$9,745 Deposit
Annual review	\$2,606 + (6)	\$3,707 Deposit
Amendment	\$3,648 + (6)	\$5,506 Deposit
Zoning amendment or pre-zoning	\$5,212	\$8,478 Deposit

(6) + legal costs and environmental impact assessment and any other entitlements necessary to complete the project plus thirty percent overhead and/or labor percent overhead and/or labor cost for employee time on the service. Employee cost is salary and benefits plus town and department overhead.

General Plan and Zoning Ordinance Amendments

Amendment	\$5,212 + (6)	\$8,478 Deposit
Specific plan	@cost + (6)	\$8,478 Deposit
Specific plan amendment	@cost + (6)	Removed
Consistency determination	@cost + (6)	\$3,816 Deposit
Annexation	\$5,212	\$9,323 Deposit
Zoning		
Amendment or pre-zoning	\$5,212	\$8,014 Deposit
Rezoning	\$5,212	Replaced with below
Zoning Ordinance Text and/or map		\$8,478 Deposit

Hillside lot and/or Hazard Zone use permit

Hillside lot permit (minor)	\$334	Replaced with above
Less than 2,000 square feet new area	\$735	Replaced with above
2,000 square feet or more new area	\$735	Replaced with above

Re-noticing, revised plans and continuances

Public noticing	\$433	191 + postage
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Construction time Limits Extension		\$787 Deposit
Extension of time for planning approval	\$818	\$2,500 Deposit
Re-noticing/continuances/rehearing	\$433	191 + postage
Reasonable accommodation request	New	\$2,314 Deposit
Revised application	\$1,689	Replaced by above
Revised application (minor)	\$1,173	Replaced by above
Subdivision application filing		
Tentative parcel map	\$3,727	Replaced with below
Tentative Map-Minor (4 or less lots)	New	\$7,205 Deposit
Tentative Map-Major (5 or more)	New	\$8,731 Deposit
Tentative Map Amendment	New	\$4,915 Deposit
Tentative Map Waiver	New	\$2,787 Deposit
Tentative Map Extension	New	\$2,128 Deposit
		Replaced with Final Map
Subdivision	\$3,727	Fee
Parcel Map	New	\$8,502 Deposit
Final Map	\$3,727	\$10,700 Deposit
Amended map of Certificate of completion	@cost	\$3,741 Deposit
Improvement plan check	3% valuation	\$10,700 Deposit
Improvement inspection	1.5% valuation	\$9,174 Deposit
Lot line adjustment, 2 parcels	\$1,042	Replaced
Lot line adjustment, each additional parcel	\$646	Replaced
Lot line adjustment		\$4,534 Deposit
Voluntary merger of lots	\$ 266 + record costs	\$3,007 Deposit
Certificate of compliance	\$ 912 + actual costs	\$3,961 Deposit
Conditional exception	\$2,386	\$1,908 Deposit
Tree removal permit		
First three trees	\$203	\$463
Each additional tree	\$156	\$89
Sudden Oak Death, dead trees, and when recommended by Fire district for safety (permit required)	\$203	Removed
Dead, Dying, and/or Town Identified Hazardous Trees- Up to 3	New	\$235
Each additional tree - Dead, Dying, and/or Town Identified Hazardous Trees	New	\$55
Dead, Dying, and/or Town Identified Hazardous Trees in Right-Of-Way	New	\$0
Use Permit		
Use	\$1,329	\$4,661 Deposit
Use permit amendment	\$1,329	\$3,285 Deposit
Commercial district	\$1,329	Removed
Home occupation (administrative)	\$146	\$191
Wireless facilities	\$1,173	Replaced
Telecommunications Facilities		\$4,661 Deposit
Nonconformity Permit		\$3,285 Deposit
Variances/exceptions		
First variance	\$2,336	\$3,816 Deposit
First variance (minor)	\$891	Removed
Second, and each additional variance	\$172	Removed

Variances associated with installation of solar panels	\$891	Removed
Variances associated with second units in existing nonconforming structures	\$891	Removed
Minor Exception	New	\$1,908
Exceptions for basement, attics	\$1,590	\$3,816 Deposit

Police

	<u>Current Fee</u>	<u>Proposed Fee</u>
ABC sign offs	\$26	\$26
Accident reports	\$10	\$10
Alarm Permit new	\$52	\$68
Alarm Permit annual renewal	\$26	\$35 every two years
Bingo Permits	\$10	Removed
Crime reports	\$10	\$10
Good conduct letter	\$21	\$35
Vehicle impound release	\$104	\$169
Traffic Management Plan Compliance	New	\$135
Code Compliance Check (per incident)	New	\$68
Code Enforcement Activities - Per Hour	New	\$135
Disturbance call back (social host ord.)		
First violation	\$ 782 + (7)	\$ 782 + (7)
Second violation	\$ 1042 + (7)	\$ 1042 + (7)

(7) + recovery of costs of services to cover police response costs

Parking		
Improper parking	\$47	\$47
Improperly parked in space	\$47	\$47
In park, closed	\$47	\$47
No parking red zone	\$104	\$104
No parking green, yellow and white	\$52	\$52
Parking without 12' clearance	\$104	\$104
Overtime parking time zones	\$47	\$47
Resident parking permit (annual)	\$21	\$21
Tow away zone	\$52	\$52
Vehicle Code (VC) 22500.1, No Parking, Fire Lane	\$167	\$167
VC 22500 F, No Parking, Blocking Sidewalk	\$70	\$70
VC 22507.8, Blue Zone, Handicap Only	\$344	\$344
VC 22500 B, No Parking on Crosswalk	\$70	\$70
VC 22500 E, No Parking Blocking Driveway	\$67	\$67
VC 22502 A, Parking 18' from Curb Wrong Way	\$63	\$63
VC 22514 No Parking 15' of Fire Hydrant	\$167	\$167
VC 22500 H, Double Parked	\$70	\$70
VC 22500 I, No Parking Bus Stop	\$311	\$311
VC 5200, Front and Rear Plate Required	\$117	\$117
VC 5204, No Current Registration Tag	\$117	\$117

Recreation

	<u>Current Fee</u>	<u>Proposed Fee</u>
Class and instructional cancellation	\$30	\$30
Drop-in for Kids club program	\$15/day minimum	\$15/day minimum
Late school pick up	(8)	(8)
Pre-school cancellation	\$750	\$750
Registrations		
Adult instructional classes	\$ 45 - \$ 575	\$ 45 - \$ 575
Adult sports	\$ 105 - \$ 300	\$ 105 - \$ 300
Field rental	35/hr to \$3,500/season	\$40/hr - \$3,800/Season
Pre-school (9)	\$ 4,100 - \$ 11,200	\$4,650 - \$11,500
Tennis court access fee (10)	\$200	\$200
Youth instructional classes	\$ 60 - \$ 400	\$ 60 - \$ 400
Youth camps	\$ 50 - \$ 675	\$ 50 - \$ 675
Youth sports	\$ 50 - \$ 675	\$ 50 - \$ 675

(8) After school late fee is \$1/minute, pre-school is \$15 for first 15 minutes, \$10 per additional 5 minute period

(9) Pre-school cost is based on two, three and five day registrations for 9 to 9-1/2 months as the Garden school ends in May and St. John's school ends second week of June

(10) \$100/year, 2 year maximum prorated during 2 year cycle