

# City of Petaluma



## User Fee Study

April 4, 2024



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## Executive Summary

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The City of Petaluma engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.

# User Fee Background

## Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

## California User Fee History

Before Proposition 13, In times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

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## Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's Cost Allocation Plan. This plan was used in the User Fee study to account for the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost through the study.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.

## Study Objective

As the City of Petaluma seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A User Fee Study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

## Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Petaluma departments and fee groups:

- |                  |                |
|------------------|----------------|
| • Administrative | • Recreation   |
| • Airport        | • Fire         |
| • Building       | • Police       |
| • Planning       | • Public Works |
| • Housing        | • Marina       |

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

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## Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.



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# Project Approach and Methodology

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## Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

## Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

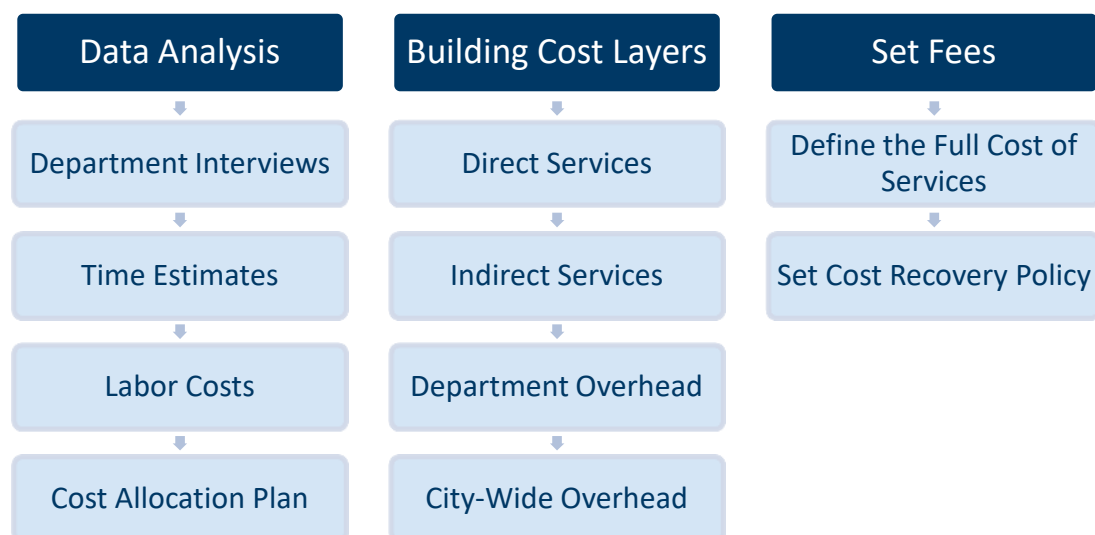
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,680 productive or billable hours to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.

## Summary Steps of the Study

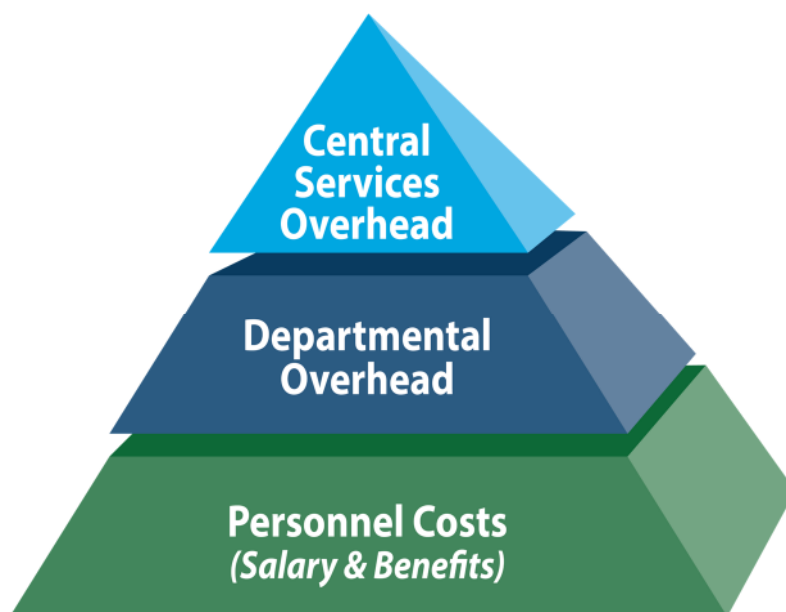
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



## Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, as provided via the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.



## Methodology

The three methods of analysis for calculating fees used in this report are the:

**Case Study Method (Standard Unit Cost Build-Up Approach):** This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

**Programmatic Approach:** In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

**Valuation Based Fees:** This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

## Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

## Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

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- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
  - Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
  - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
  - Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
    - Departmental overhead and administration costs
    - Vehicle and Facility Maintenance support costs
    - Indirect overhead from the Cost Allocation Plan
  - Changes in processes and procedures within a department, or the City as a whole
  - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

## City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

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# Petaluma User Fees

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## Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service, and will differ from City to City depending on staffing, positions involved, experience on staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Petaluma, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

## Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unobligated funds. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not have available funds that are otherwise directed to cover fee subsidies.

## Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

## Summary

City staff is recommending setting user fees at 100% of the full cost identified in this study except for specific considerations where it makes sense based on how service is provided such as trade fees within Building that are often coupled together when provided, or for the City xeroxing fee where the full cost would be considered prohibitive. City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.

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## City Manager - Administrative

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The City Manager's Office serves as the vital link between the major decisions made by the City Council and the committed, professional team responsible for providing essential services to the residents of Petaluma. In a council-manager form of government, an elected city council serves as the city's primary legislative body and appoints a chief executive officer called a city manager to oversee day-to-day municipal operations, draft a fiscally responsible budget that is responsive to the community's needs, and to implement and enforce the council's policy and legislative initiatives.

In order to maintain fiscal responsibility and address operational needs, the City Manager presents the annual and capital budgets to the City Council and keeps them informed of the city's financial standing. The City Manager's Office is also instrumental in negotiations, both with external agencies and organizations, as well as internal labor agreements.

### Analysis

Willdan individually reviewed the services associated with Administrative fees. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Administrative services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below full cost. It is recommended that the City set Administrative fees at the levels detailed in [Appendix C](#). As a result, there would be:

- An increase for 10 fees;
- 21 fees would remain as currently set, and;
- the average change in fees would be an increase of 20%.

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## Airport

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The Petaluma Municipal Airport is located at 601 Sky Ranch Drive, on the northeast edge of the city. It is bordered by agricultural and parks/open space land on the north and east, and by residential development on the southwest side. Download Safety Zones [here](#).

The Airport records about 60,000 take-offs and landings each year, equally split between aircraft based in Petaluma and those based elsewhere.

The airport is a convenient access point for tourist travel into the Wine Country and corporate travel to North Bay businesses. It is a hub for FedEx's freight hauling business and home to Mangon Aircraft, Petaluma Pilot Training Center, Cierva Aero, and the Two Niner Diner.

## Analysis

Willdan individually reviewed the services associated with the Airport fees. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Airport services relied primarily upon a program cost analysis. The cost of operations including indirect cost support from City central service functions was compared against the revenue generated by the current fees to determine their cost recovery. The analysis found that cost recovery is currently around 98%. It is recommended that the City set Airport fees at the levels detailed in [Appendix C](#). Staff compared suggested fees against other airports for reasonableness as well. As a result, there would be:

- An increase for 1 fee;
- 1 fee would decrease;
- 12 new fees would be added, and;
- 34 fees would remain as currently set, and the hangar fees would change from a per sq ft charge to a total amount for each category listed but with no change in the resulting fee for each category.



## Building

The Building Division is entrusted with the protection of public health and safety of all building construction in the City through the enforcement of State and Local Building Codes. In addition to fulltime staff, the Building Division utilizes the assistance of outside plans examination consultants to assure that plan review turnaround times are consistently met.

The Building Division is responsible for plan review of all proposed construction to ensure that State and Local Building Code requirements are reflected on plans. These codes include disabled access, life safety, and energy conservation. The Building Division staff performs field inspections of all approved building construction to assure compliance with the approved plans and State and Local Building Codes.

## Analysis

Willdan individually reviewed the services and programs associated with the Building Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit program), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. The analysis found that most services are currently not in line with the cost of providing them. It is recommended that the City increase cost recovery to 100% for Building services as detailed in [Appendix C](#). As a result, there would be:

- an increase to 27 fees;
- 2 fees would decrease;
- 28 fees would remain as currently set;
- 6 new fees would be added, and;
- the average estimated fee increase would be around 78% for flat fees.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case by case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future construction trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed using fee activity going back to fiscal year 2022 for Building Permits and found that the program is currently operating at 60% cost recovery. It is suggested that the fees be increased to raise cost recovery to 100%, which would require a 66% increase. Current and new fees are detailed in [Appendix C](#).

## Planning

The Planning Division is responsible for all development and associated improvements on private property, including residential, industrial, and commercial projects. The Planning Division leads the effort to implement the City's General Plan and enforce the regulations in the Implementing Zoning Ordinance, Smart Code, and other adopted regulations.

The Division also serves to interpret City policies, ordinances, and codes, and works closely with the City Manager and other City departments. Planning staff interacts with a variety of public and private organizations and citizen groups in developing programs and implementing policies to find creative solutions to planning issues. Planning staff develops specific proposals for action on current City planning proposals; makes interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance; and works closely with the City Council, citizen boards and commissions, and public and private officials to provide technical assistance, advice, and recommendations related to urban development within the overarching vision of the City's General Plan.

The Planning Division performs a wide range of customer service activities, including operating the public counter to respond to zoning related inquiries and review a range of over-the-counter permits (fence permits, home occupation permits, short term vacation rental permits, etc.). Planning staff conducts zoning clearance for all business license application and reviews building permit application for compliance with zoning regulations. Additionally, the Planning Division organizes and facilitates the City's Development Review Committee.

## Analysis

Willdan individually reviewed the services and programs associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently set below the full cost of providing them. It is recommended that the City increase cost recovery to 100% for Planning services as detailed in [Appendix C](#). As a result, there would be:

- An increase to 10 fees;
- 44 fees would remain as currently set, and;
- the average estimated fee increase would be around 1% for flat, non-deposit fees.

# Housing

The Housing Division is responsible for addressing the City Council’s goals to enhance the quality of life for the low-income community through its programs; facilitate the provision of programs, projects and shelter for residents with special needs; provide affordable rental housing; promote housing choices and opportunities; and to promote principles of sustainability. The Division also ensures compliance with federal, state, and local affordability and program compliance; coordinates community nonprofit efforts; nurtures relationships with local agencies (Sonoma County & Santa Rosa), regional Association of Bay Area Governments (ABAG), state Housing Community Development (HCD), and federal Housing and Urban Development (HUD) housing partners.

## Analysis

Willdan individually reviewed the services and programs associated with the Housing Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Housing services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fee levels are subsidizing the cost for most services to a large degree. It is recommended that the City increase cost recovery to 100% for Housing Monitoring services as detailed in [Appendix C](#). As a result, there would be:

- 7 new fees would be added.

## Recreation

The Parks and Recreation Department serves to enhance health and wellness by providing varied recreational opportunities that reflect the evolving needs of our diverse population. Emphasis in working collectively to offer safe and thriving environments to build a stronger, more resilient community. To improve collaboration, efficiency, and service delivery, the Parks and Facilities Maintenance divisions were consolidated with the Recreation Services Division to re-establish the City's unified Parks & Recreation Department in 2021.

The Recreation Services Division plans, coordinates, and implements recreation programs, activities, special events, and classes for toddlers, youth, teens, adults, and older adults. This includes operation of the Petaluma Community Center, Kenilworth Recreation Center, Petaluma Swim Center, Cavanagh Pool, the Senior Center, Petaluma Historical Library and Museum, and oversight of the Cavanagh Pool and Recreation Center. The division is responsible for planning and implementing community-wide special events; presenting a wide array of recreation classes and camps; managing an aquatic agreement that provides programming and pool operations; facilitates athletic field allocation and reservation calendar; and provides a comprehensive adult sports program. The Division supports a number of citizen advisory committees and commissions including the Recreation, Music and Parks Commission, Youth Commission, Senior Advisory Committee, Tree Committee and the Petaluma Museum Association Board of Directors. The Division is highly engaged in a variety of volunteer and partnership projects with several community advocacy groups.

## Analysis

Willdan individually reviewed the services and programs associated with the Recreation Services Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Recreation programs and events required a programmatic method to split the departmental costs associated with providing individual programs and events in the study equitably. When the costs are compared against historical and projected program revenues, the result of the analysis shows that the department is not recovering the costs of the programs being provided. Recreation programs provide some measure of public benefit to the residents and City as a whole. Cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. Overall, Recreation cost recovery was analyzed and is to be about 11%. With those factors in mind, staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 74 fees;
- 9 new fees would be added;
- 20 fees would remain as currently set and;
- overall, the average fee change would be around a 10% increase and would maintain an average subsidy level of 81% for listed fees.

# Fire

The Petaluma Fire Department is an all-risk department that is responsible for the following: prevention and extinguishment of fires; medical treatment and transport of the sick and traumatically injured; extrication and rescue of victims; and overall mitigation of emergency-related events impacting the health, welfare and safety of citizens and visitors to the Petaluma area. Founded in 1857, the Department last year celebrated its 166 th year of service.

The Department is responsible for all services related to emergency operations including fire suppression, emergency medical treatment and transport, and extrication and rescue. In addition to serving the residents and visitors to the city, the Department’s ambulances provide care and transport to persons in much of the South Sonoma County area and parts of Marin County.

The Department’s Fire Prevention Bureau (FPB) provides fire and life safety public education to all age groups of the community, as well as the enforcement of local and State laws that promote safety and protect life, the environment, and personal and public property. The FPB has ensured that new development meets the code and safety requirements to keep residents and patrons of Petaluma safe. The FPB also regulates the use of hazardous materials in Petaluma through the Certified Unified Program Agency (CUPA) inspection program.

## Analysis

Willdan individually reviewed the services associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Fire services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing the service. It is recommended that the City set Fire fees at the levels detailed in [Appendix C](#). As a result, there would be:

- An increase for 74 fees;
- 53 fees would decrease;
- 3 new fees would be added;
- 1 fee would change to flat from FBHR fee;
- 1 fee would change to flat from no charge fee;
- 7 fees would be based on FEMA/Caltrans rates, and;
- 14 fees would remain as currently set.

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## Police

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The Department is divided into three divisions; Field Services, Professional Standards, and Technical Services. Within these divisions employees are assigned to specific functions including uniformed patrol, traffic enforcement, parking enforcement, code enforcement, investigations, records, communications, and administration. The FY 23-24 Police Department budget reflects this structure.

Police Department Administration oversees the department's three police divisions and coordinates with department staff to ensure accountability, collaboration, and sound fiscal oversight.

## Analysis

Willdan individually reviewed the services associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Police services fee section relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis resulted in a combination of fees that are currently set below and above full cost. Staff have suggested reasonable fee adjustments to the fee schedule to achieve full cost recovery, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 16 fees;
- 9 fees would decrease;
- 3 new fees would be added;
- 13 fees would remain as currently set, and;
- the average estimated fee increase would be around 16% for flat fees.

## Public Works

The mission of the Public Works and Utilities Department is to deliver exceptional services to our community through dedication and innovation. The City Council's Goals and Priorities provides the framework that guides our way in defining and implementing departmental priorities and actions. The nature of our work ranges from routine maintenance of our infrastructure, regulatory compliance, designing and constructing capital improvement projects, responding to the climate crisis, preparing for and responding to emergencies, distributing and recycling water, maintaining airport and marina operations, and ensuring that public transportation is available throughout the year. We seek to maintain and improve the quality of life for all residents, organizations, and visitors. Our team's success relies on the sharing and management of equipment, resources, and expertise across the various Public Works divisions and workgroups.

The Engineering Division provides engineering services for capital projects and development entitlements, permitting, inspections, and traffic engineering. Comprehensive Development Engineering addresses new development initiated by outside interests, which involves managing City land transactions and overseeing developer agreements and public improvements. Included in these services are vesting and tentative (parcel) maps, utility service and other encroachment permits, right-of-way management, construction inspections, and traffic engineering. Capital Projects, as the other arm of our Engineering Division, focuses solely on the planning, design, and construction of capital improvements, all initiated and performed by (or contracted by) the City. Combining these functions in a single division allows us to efficiently share and leverage our engineering resources across a broad range of services. It creates a broader knowledge base of engineering-related activities and services, which fosters collaboration and enhances services to the community.

## Analysis

Willdan individually reviewed the services associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Public Works services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing service. It is recommended that the City increase cost recovery to 100% for Public Works services as detailed in [Appendix C](#). As a result, there would be:

- An increase for 11 fees;
- 1 fee would decrease;
- 1 new fee would be added;
- 5 fees would remain as currently set, and;
- the average estimated fee increase would be around 29% for flat fees.

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## Marina

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The waters of the Petaluma Marina are part of the Petaluma River, a channel that runs fourteen miles from the north end of Petaluma to the San Pablo Bay. The river is enjoyed for its excellent boating, fishing, and water skiing. The Harbormaster manages the Petaluma Marina and the Turning Basin. The Marina rents 167 berths in varying size from 22' – 40' and has an overall occupancy average of 60%. The Turning Basin has over 60 berths available for non live-aboard daily or monthly rentals, and temporary transient moorings.

## Analysis

Willdan individually reviewed the services associated with the Marina. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

For the services being provided by the Marina, a programmatic analysis was done to see at what level current fees were recovering the cost of providing services and Marina operations. Overall, Marina cost recovery was analyzed and is to be about 81%. City staff recommends all fees remain at current amounts and to add a new fee for the launching of non-trailerred vessels, as detailed in [Appendix C](#).



## Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that are charged directly to the service requestor.

### City of Petaluma - User Fee Overhead Rate Calculations

Department	Total Personnel Services	Department Operations & Administration	Direct Overhead %	Indirect Allocation %
1100: CDD	204,779	72,220	35%	3%
1100: City Attorney admin/operations	998,563	429,832	43%	0%
1100: City Clerk admin/operations	347,935	245,057	70%	0%
1100: City Manager admin/operations	1,239,416	239,614	19%	0%
1100: Economic Development	440,847	252,769	57%	0%
1100: Finance accounting svc	1,066,434	117,890	11%	0%
1100: Finance admin	332,986	366,398	110%	0%
1100: Finance commercial svc	635,674	69,602	11%	0%
1100: FIRE	15,721,765	5,177,425	33%	6%
1100: Human Resources admin/operations	825,741	263,167	32%	0%
1100: PARK/REC	1,549,429	1,005,445	65%	24%
1100: POLICE	18,864,999	7,498,087	40%	7%
1100: PUBLIC WORKS	2,631,802	1,927,848	73%	7%
6300: DEVELOPMENT SERVICES	1,610,901	945,505	59%	17%
6600: WASTE WATER	7,082,259	5,588,500	79%	8%
6800: Storm Water Utility Admin	456,635	412,325	90%	6%
7300: Information Tech admin/operations	1,547,661	1,021,864	66%	0%
AIRPORT	455,849	261,596	57%	10%
MARINA	122,245	87,423	72%	17%
RDA SPECIAL REV	302,596	153,426	51%	32%
WATER	4,233,806	3,352,984	79%	7%

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## Appendix B – Fully Burdened Hourly Rates

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Below are fully burdened hourly rates of staff positions that provide for the services detailed in [Appendix C](#). The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions' salary and benefit rate for full cost recovery since indirect overhead cost only applies to non-central service functions of the City. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

## City of Petaluma - User Fee

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
1100: Finance accounting svc	Acct - ACCOUNTANT	\$78.07
1100: Finance accounting svc	Acct - ACCOUNTING ASST 2	\$59.53
1100: Finance accounting svc	Acct - ACCOUNTING TECHNICIAN	\$60.42
1100: Finance accounting svc	Acct - FINANCE & ACCOUNTING MGR	\$121.03
1100: Finance accounting svc	Acct - FINANCE ANALYST	\$94.94
1100: Finance accounting svc	Acct - SENIOR ACCOUNTANT	\$99.28
AIRPORT	Airport - ADMINISTRATIVE MANAGER	\$204.97
AIRPORT	Airport - AIRPORT & MARINA MANAGER	\$162.80
AIRPORT	Airport - AIRPORT MAINTENANCE WORKER	\$87.87
AIRPORT	Airport - ASST PUBLIC WORKS AND UTIL DIRECTOR	\$235.76
AIRPORT	Airport - DIR PUBLIC WORKS & UTILITIES	\$272.45
AIRPORT	Airport - EMERGENCY MANAGER	\$173.91
AIRPORT	Airport - SENIOR ADMINISTRATIVE ASST	\$110.06
AIRPORT	Airport - SENIOR MANAGEMENT ANALYST	\$144.79
1100: City Attorney admin/operations	CA - ASST CITY ATTORNEY	\$196.55
1100: City Attorney admin/operations	CA - CITY ATTORNEY	\$251.10
1100: City Attorney admin/operations	CA - LEGAL ASSISTANT	\$104.74
1100: CDD	CDD - DIR OF COMMUNITY DEVELOPMENT	\$224.96
1100: CDD	CDD - HOUSING SPECIALIST	\$109.65
1100: CDD	CDD - MANAGEMENT ANALYST II	\$120.99
1100: City Clerk admin/operations	Clerk - CITY CLERK	\$197.31
1100: City Clerk admin/operations	Clerk - DEPUTY CITY CLERK	\$112.24
1100: City Clerk admin/operations	Clerk - LIMITED TERM RECORDS COORDINATOR	\$118.72
1100: City Manager admin/operations	CM - ASSISTANT CITY MANAGER	\$201.83
1100: City Manager admin/operations	CM - ASSISTANT TO CITY MANAGER	\$134.47
1100: City Manager admin/operations	CM - CITY MANAGER	\$217.40
1100: City Manager admin/operations	CM - CLIMATE ACTION MANAGER	\$117.47
1100: City Manager admin/operations	CM - EXEC ASST TO CITY MGR	\$83.25
1100: City Manager admin/operations	CM - SENIOR MANAGEMENT ANALYST	\$113.50
6300: DEVELOPMENT SERVICES	DS - BUILDING INSPECTOR 1	\$141.36
6300: DEVELOPMENT SERVICES	DS - CHIEF BLDG OFFICIAL	\$215.96
6300: DEVELOPMENT SERVICES	DS - DEPUTY CHIEF BUILDING OFFICIAL	\$191.14
6300: DEVELOPMENT SERVICES	DS - DIR OF COMMUNITY DEVELOPMENT	\$298.17
6300: DEVELOPMENT SERVICES	DS - MANAGEMENT ANALYST II	\$160.37
6300: DEVELOPMENT SERVICES	DS - PERMIT TECHNICIAN	\$114.48
6300: DEVELOPMENT SERVICES	DS - PLANS EXAMINER	\$162.89
6300: DEVELOPMENT SERVICES	DS - SEN BLDG INSPECTOR	\$169.55
6300: DEVELOPMENT SERVICES	DS - SR CODE ENFORCEMENT OFFICER	\$151.93
1100: Economic Development	ED - COMMUNICATIONS PROGRAM MANAGER	\$160.17
1100: Economic Development	ED - DIR OF ECONOMIC DEV & OPEN GOVERNMENT	\$220.72
1100: Economic Development	ED - MANAGEMENT ANALYST II	\$123.50
1100: Finance admin	Fin Admin - DEPUTY CITY MANAGER/DIRECTOR OF FINANCE	\$323.46
1100: Finance commercial svc	Fin Comm - ACCOUNTING ASST 2	\$61.18
1100: Finance commercial svc	Fin Comm - REVENUE MANAGER	\$108.04
1100: FIRE	Fire - ADMIN TECHNICIAN CONF	\$106.21
1100: FIRE	Fire - ADMINISTRATIVE ASSISTANT	\$77.58

## City of Petaluma - User Fee

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
1100: FIRE	Fire - ASSISTANT FIRE CHIEF	\$294.85
1100: FIRE	Fire - ASSISTANT FIRE MARSHAL	\$197.65
1100: FIRE	Fire - EMERGENCY MANAGER	\$142.35
1100: FIRE	Fire - FIRE BATTALION CHIEF	\$250.57
1100: FIRE	Fire - FIRE CAPTAIN	\$190.16
1100: FIRE	Fire - FIRE CHIEF	\$302.20
1100: FIRE	Fire - FIRE ENGINEER	\$168.13
1100: FIRE	Fire - FIRE ENGINEER/PARAMEDIC	\$177.64
1100: FIRE	Fire - FIRE INSPECTOR	\$146.24
1100: FIRE	Fire - FIRE MARSHAL	\$238.83
1100: FIRE	Fire - FIREFIGHTER	\$148.99
1100: FIRE	Fire - FIREFIGHTER/PARAMEDIC	\$159.44
1100: FIRE	Fire - SENIOR MANAGEMENT ANALYST	\$113.62
1100: Human Resources admin/operations	HR - ADMINISTRATIVE ASSISTANT CONF	\$64.52
1100: Human Resources admin/operations	HR - DIR HUMAN RESOURCES	\$176.51
1100: Human Resources admin/operations	HR - HUM RES SPECIALIST CONF	\$85.02
1100: Human Resources admin/operations	HR - SENIOR HUMAN RESOURCES ANALYST	\$126.48
7300: Information Tech admin/operations	IT - DATA AND SYSTEMS MANAGER	\$187.88
7300: Information Tech admin/operations	IT - DIR OF ECONOMIC DEV & OPEN GOVERNMENT	\$232.90
7300: Information Tech admin/operations	IT - GEO INFO SYSTEM ADMINISTRATOR	\$126.72
7300: Information Tech admin/operations	IT - INFO TECH SPEC II CONF	\$138.77
7300: Information Tech admin/operations	IT - INFO TECH SPEC III	\$136.24
7300: Information Tech admin/operations	IT - INFO TECHNOLOGY MANAGER	\$171.56
MARINA	Marina - AIRPORT & MARINA MANAGER	\$189.36
MARINA	Marina - ASST PUBLIC WORKS AND UTIL DIRECTOR	\$274.19
MARINA	Marina - DIR PUBLIC WORKS & UTILITIES	\$316.91
MARINA	Marina - SENIOR ADMINISTRATIVE ASST	\$138.77
MARINA	Marina - SENIOR MANAGEMENT ANALYST	\$168.44
1100: PARK/REC	Park - ADMINISTRATIVE ASSISTANT	\$99.80
1100: PARK/REC	Park - DIR PARKS & RECREATION	\$280.60
1100: PARK/REC	Park - MANAGEMENT ANALYST II	\$150.77
1100: PARK/REC	Park - REC COORDINATOR	\$100.78
1100: PARK/REC	Park - RECREATION SUPER	\$151.09
1100: POLICE	Police - COMM SERVICE OFFICER	\$97.47
1100: POLICE	Police - COMMUNITY ENGAGEMENT LIAISON	\$77.65
1100: POLICE	Police - DEPUTY POLICE CHIEF	\$312.55
1100: POLICE	Police - EVIDENCE TECHNICIAN	\$94.00
1100: POLICE	Police - MANAGEMENT ANALYST II	\$127.04
1100: POLICE	Police - PARKING ENFORCEMENT OFFICER	\$88.37
1100: POLICE	Police - POLICE CHIEF	\$321.99
1100: POLICE	Police - POLICE LIEUTENANT	\$263.30
1100: POLICE	Police - POLICE OFFICER	\$153.77
1100: POLICE	Police - POLICE PROPERTY TECHNICIAN	\$108.68
1100: POLICE	Police - POLICE RECORDS TECHNICIAN II	\$81.36
1100: POLICE	Police - POLICE RECORDS/EVIDENCE SUPERVISOR	\$125.30
1100: POLICE	Police - POLICE SGT	\$204.89

## City of Petaluma - User Fee

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
1100: POLICE	Police - POLICE TECHNICAL SRVS MANAGER	\$173.43
1100: POLICE	Police - POLICE TRAINING COORDINATOR	\$121.31
1100: POLICE	Police - PUB SAFETY DISPATCH	\$104.77
1100: POLICE	Police - PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	\$126.21
1100: POLICE	Police - SENIOR ADMIN ASST CONF	\$86.35
1100: POLICE	Police - SR CODE ENFORCEMENT OFFICER	\$122.34
1100: PUBLIC WORKS	PW - ADMINISTRATIVE ASSISTANT	\$97.52
1100: PUBLIC WORKS	PW - ADMINISTRATIVE MANAGER	\$219.53
1100: PUBLIC WORKS	PW - ASSISTANT OPERATIONS MGR	\$187.55
1100: PUBLIC WORKS	PW - ASST PUBLIC WORKS AND UTIL DIRECTOR	\$252.51
1100: PUBLIC WORKS	PW - CITY ENGINEER	\$235.62
1100: PUBLIC WORKS	PW - DIR PUBLIC WORKS & UTILITIES	\$291.81
1100: PUBLIC WORKS	PW - ENGINEERING TECH-SR	\$138.75
1100: PUBLIC WORKS	PW - EQUIP MECHANIC	\$122.35
1100: PUBLIC WORKS	PW - EQUIP MECHANICAL LEAD WORKER	\$144.23
1100: PUBLIC WORKS	PW - FACILITIES SUPERVISOR	\$168.88
1100: PUBLIC WORKS	PW - FACILITIES TECHNICIAN II	\$124.32
1100: PUBLIC WORKS	PW - OFFICE ASSISTANT	\$80.97
1100: PUBLIC WORKS	PW - PARK MAINT LEAD WORKER	\$131.67
1100: PUBLIC WORKS	PW - PARK MAINT WORKER 2	\$105.37
1100: PUBLIC WORKS	PW - PARKS MAINT CREW SUPERVISOR	\$143.86
1100: PUBLIC WORKS	PW - PROJECT MANAGER	\$169.23
1100: PUBLIC WORKS	PW - PUBLIC WORKS CREW SUPV	\$154.62
1100: PUBLIC WORKS	PW - SENIOR ADMINISTRATIVE ASST	\$117.87
1100: PUBLIC WORKS	PW - SENIOR FACILITIES TECHNICIAN	\$167.60
1100: PUBLIC WORKS	PW - SENIOR MANAGEMENT ANALYST	\$155.10
1100: PUBLIC WORKS	PW - SENIOR PUBLIC WORKS INSPECTOR	\$167.62
1100: PUBLIC WORKS	PW - SENIOR TRAFFIC ENGINEER	\$222.07
1100: PUBLIC WORKS	PW - SUPERINTENDENT OF PARKS & FACILITIES	\$185.35
RDA SPECIAL REV	RDA Special Rev - HOUSING MANAGER	\$224.46
RDA SPECIAL REV	RDA Special Rev - HOUSING SPECIALIST	\$156.73
6800: Storm Water Utility Admin	Storm - ASSISTANT OPERATIONS MGR	\$205.09
6800: Storm Water Utility Admin	Storm - CITY ENGINEER	\$256.40
6800: Storm Water Utility Admin	Storm - DEPUTY DIR OF ENVIRONMENTAL SERVICES	\$274.29
6800: Storm Water Utility Admin	Storm - DEPUTY DIRECTOR OF OPERATIONS	\$233.64
6800: Storm Water Utility Admin	Storm - ELECT MAINT WORKER 2	\$169.42
6800: Storm Water Utility Admin	Storm - ENVIRONMENTAL CMPL INSPECTOR	\$166.60
6800: Storm Water Utility Admin	Storm - ENVIRONMENTAL SERVICES TECH	\$160.48
6800: Storm Water Utility Admin	Storm - LABORATORY ANALYST	\$155.93
6800: Storm Water Utility Admin	Storm - MECH & ELECT MAINT SUPERVISOR	\$217.09
6800: Storm Water Utility Admin	Storm - UTILITY SERV CREW SUPERVISOR	\$165.61
6800: Storm Water Utility Admin	Storm - UTILITY SERV LEAD WORKER	\$160.48
6800: Storm Water Utility Admin	Storm - UTILITY SUPERVISOR	\$195.09
6800: Storm Water Utility Admin	Storm - WATER RESOURCES & CONSERVATION MANAGER	\$233.07
6600: WASTE WATER	Waste Water - ADMINISTRATIVE ASSISTANT	\$98.46
6600: WASTE WATER	Waste Water - ADMINISTRATIVE MANAGER	\$228.25

## City of Petaluma - User Fee

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
6600: WASTE WATER	Waste Water - ASSISTANT ENGINEER II	\$150.76
6600: WASTE WATER	Waste Water - ASSISTANT OPERATIONS MGR	\$195.94
6600: WASTE WATER	Waste Water - ASST PUBLIC WORKS AND UTIL DIRECTOR	\$262.55
6600: WASTE WATER	Waste Water - CITY ENGINEER	\$245.00
6600: WASTE WATER	Waste Water - DEPUTY DIR OF ENVIRONMENTAL SERVICES	\$262.05
6600: WASTE WATER	Waste Water - DEPUTY DIRECTOR OF OPERATIONS	\$223.22
6600: WASTE WATER	Waste Water - DIR PUBLIC WORKS & UTILITIES	\$303.41
6600: WASTE WATER	Waste Water - ELECT INSTRUMENT'N TECH	\$184.15
6600: WASTE WATER	Waste Water - EMERGENCY MANAGER	\$193.67
6600: WASTE WATER	Waste Water - ENGINEERING TECH 2	\$134.71
6600: WASTE WATER	Waste Water - ENGINEERING TECH-SR	\$142.71
6600: WASTE WATER	Waste Water - ENVIRONMENTAL CMPL INSPECTOR	\$159.16
6600: WASTE WATER	Waste Water - ENVIRONMENTAL SERV SUP	\$214.14
6600: WASTE WATER	Waste Water - ENVIRONMENTAL SERVICES TECH	\$134.17
6600: WASTE WATER	Waste Water - EQUIP MECHANIC	\$124.63
6600: WASTE WATER	Waste Water - EQUIP MECHANICAL LEAD WORKER	\$149.97
6600: WASTE WATER	Waste Water - FACILITIES SUPERVISOR	\$175.59
6600: WASTE WATER	Waste Water - FACILITIES TECHNICIAN II	\$129.26
6600: WASTE WATER	Waste Water - LABORATORY ANALYST	\$148.97
6600: WASTE WATER	Waste Water - LABORATORY SUPERVISOR	\$210.38
6600: WASTE WATER	Waste Water - MECH & ELECT MAINT SUPERVISOR	\$207.41
6600: WASTE WATER	Waste Water - PLANT MECHANIC	\$166.33
6600: WASTE WATER	Waste Water - SENIOR ADMINISTRATIVE ASST	\$137.75
6600: WASTE WATER	Waste Water - SENIOR FACILITIES TECHNICIAN	\$174.27
6600: WASTE WATER	Waste Water - SENIOR MANAGEMENT ANALYST	\$161.27
6600: WASTE WATER	Waste Water - SENIOR PLANT MECHANIC	\$192.13
6600: WASTE WATER	Waste Water - SUPERINTENDENT OF PARKS & FACILITIES	\$192.73
6600: WASTE WATER	Waste Water - UTILITY SERV CREW SUPERVISOR	\$158.22
6600: WASTE WATER	Waste Water - UTILITY SERV LEAD WORKER	\$142.33
6600: WASTE WATER	Waste Water - UTILITY SERV WORKER 1	\$113.67
6600: WASTE WATER	Waste Water - UTILITY SERV WORKER 2	\$122.42
6600: WASTE WATER	Waste Water - UTILITY SERV WORKER 3	\$132.67
6600: WASTE WATER	Waste Water - UTILITY SUPERVISOR	\$186.38
6600: WASTE WATER	Waste Water - WATER RECY PLANT LEAD OP	\$201.82
6600: WASTE WATER	Waste Water - WATER RECY PLANT OP 2	\$157.27
6600: WASTE WATER	Waste Water - WATER RECY PLANT OP 3	\$178.12
6600: WASTE WATER	Waste Water - WATER RECYCL PLANT OP SUPV	\$222.13
6600: WASTE WATER	Waste Water - WATER RESOURCES & CONSERVATION MANAGER	\$222.67
6600: WASTE WATER	Waste Water - WATER SERVICE REP	\$129.33
WATER	Water - ADMINISTRATIVE ASSISTANT	\$101.67
WATER	Water - ADMINISTRATIVE MANAGER	\$227.54
WATER	Water - ASSISTANT ENGINEER II	\$150.28
WATER	Water - ASSISTANT OPERATIONS MGR	\$195.32
WATER	Water - ASSISTANT UTILITY SYSTEM OP	\$142.02
WATER	Water - ASST PUBLIC WORKS AND UTIL DIRECTOR	\$261.73
WATER	Water - CITY ENGINEER	\$244.23

## City of Petaluma - User Fee

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
WATER	Water - DEPUTY DIRECTOR OF OPERATIONS	\$222.52
WATER	Water - DIR PUBLIC WORKS & UTILITIES	\$302.46
WATER	Water - ELECT MAINT WORKER 2	\$161.36
WATER	Water - EMERGENCY MANAGER	\$193.06
WATER	Water - ENGINEERING TECH 2	\$134.29
WATER	Water - ENGINEERING TECH-SR	\$142.26
WATER	Water - ENVIRONMENTAL SERVICES TECH	\$152.84
WATER	Water - EQUIP MECHANIC	\$124.24
WATER	Water - EQUIP MECHANICAL LEAD WORKER	\$149.49
WATER	Water - FACILITIES SUPERVISOR	\$175.04
WATER	Water - FACILITIES TECHNICIAN II	\$128.85
WATER	Water - LABORATORY ANALYST	\$148.49
WATER	Water - SENIOR ADMINISTRATIVE ASST	\$137.31
WATER	Water - SENIOR FACILITIES TECHNICIAN	\$173.72
WATER	Water - SENIOR MANAGEMENT ANALYST	\$160.76
WATER	Water - SUPERINTENDENT OF PARKS & FACILITIES	\$192.12
WATER	Water - UTILITY SERV CREW SUPERVISOR	\$157.73
WATER	Water - UTILITY SERV LEAD WORKER	\$151.08
WATER	Water - UTILITY SERV WORKER 1	\$111.20
WATER	Water - UTILITY SERV WORKER 2	\$113.52
WATER	Water - UTILITY SERV WORKER 3	\$116.81
WATER	Water - UTILITY SUPERVISOR	\$185.80
WATER	Water - UTILITY SYSTEM OPERATOR	\$152.07
WATER	Water - UTILITY TECHNICIAN	\$138.15
WATER	Water - WATER RESOURCES & CONSERVATION MANAGER	\$221.97
WATER	Water - WATER SERVICE REP	\$127.96
WATER	Water - WATER SERVICE REP LEAD	\$129.20

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## Appendix C – Cost Recovery Analysis

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The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as “NA,” the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.



ADMINISTRATIVE FEES

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Convenience Fee For Direct Credit Cards - Applies To City Charges	2.5%		
2	Convenience Fee For Transactions on Energov and other Platforms	Varies		
3	City Personnel as Needed	FBHR		Fully Burdened Hourly Rates
4	Copies- Public Records Request- excluding FPPC	\$0.39	per page	
5	Copies- Per FPPC	\$0.10		Per California Govt code Title 9 Section 81008- Campaign Finance Forms , Stmt of Econ Interests
6	Banner Permits	\$48.62	Each	
7	<b>Business Tax Rates</b>			
8	Business License fees and Renewals- Fees set separately	See www.cityofpetaluma.org and/or Resolution No. 93-60		
9	<b>Film Permit Fees</b>			
10	Basic Film Permit	\$644.15		
11	Filming inside a City Building or Office	\$63.07	per hour	
12	City Personnel as Needed	FBHR		Fully Burdened Hourly Rates
13	City Vehicle or Equipment Rental	Full Cost		Department rate
14	Barricades	\$5-22	per unit per day	
15	Cleanup/security Deposit	\$1,496.24		As determined by City Manager; Fully Burdened Rate plus materials
16	Street Closure - Residential	\$748.85	per day	
17	Street Closure - Arterial	\$1,496.24	per day	
18	<b>Special Event Permit Fees</b>			
19	Minor(30 or fewer participants)-Resident:			
20	Police	\$80.15		
21	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees- FLS-1)	FBHR		
22	Planning- If Zoning Permit (t.u.p.) is required	\$329.80		
23	Park- permit for use of park or facility	See Recreation Fees		
24	Minor(30 or fewer participants)-Commercial:			
25	Police	\$181.32		
26	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees- FLS-1)	FBHR		
27	Planning- If Zoning Permit (t.u.p.) is required	\$329.80		
28	Park- permit for use of park or facility	See Recreation Fees		
29	Major(more than 30 participants)-Resident:			
30	Police	\$181.32		
31	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees -FLS-1)	FBHR		
32	Planning- If Zoning Permit (t.u.p.) is required	\$329.80		
33	Park- permit for use of park or facility	See Recreation Fees		
34	Major(more than 30 participants)-Commercial:			
35	Police	\$666.16		
36	Fire- If Fire Department review and/or inspection is required- Hourly rate applies (see Fire Fees -FLS-1)	FBHR		
37	Planning- If Zoning Permit (t.u.p.) is required	\$329.80		
38	Park- permit for use of park or facility	See Recreation Fees		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	2.5%	\$0
NA	NA	Varies	\$0
NA	NA	FBHR	\$0
Variable	NA	\$0.39	\$0
Variable	NA	\$0.10	\$0
\$62.44	0%	\$62.44	\$14
NA	NA	See www.cityofpetaluma.org and/or Resolution No. 93-60	\$0
\$773.45	0%	\$773.45	\$129
NA	NA	\$63.07	\$0
NA	NA	FBHR	\$0
NA	NA	Full Cost	\$0
NA	NA	\$5-22	\$0
NA	NA	\$1,496.24	\$0
NA	NA	\$748.85	\$0
NA	NA	\$1,496.24	\$0
\$227.74	45%	\$125.00	\$45
NA	NA	FBHR	\$0
\$542.00	0%	\$542.00	\$212
NA	NA	See Recreation Fees	\$0
\$290.39	0%	\$290.00	\$109
NA	NA	FBHR	\$0
\$542.00	0%	\$542.00	\$212
NA	NA	See Recreation Fees	\$0
\$290.39	0%	\$290.00	\$109
NA	NA	FBHR	\$0
\$542.00	0%	\$542.00	\$212
NA	NA	See Recreation Fees	\$0
\$785.67	0%	\$785.67	\$120
NA	NA	FBHR	\$0
\$542.00	0%	\$542.00	\$212
NA	NA	See Recreation Fees	\$0

**AIRPORT FEES**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	<b>Hangar Fees</b>			
2	T Hangar Old:			
3	per SF per month- 1A, 4A, 6A, 6K, 7A, 7K, 11K- 1,032 SF	\$0.47		
4	per SF per month- 11A- 1,042 SF	\$0.47		
5	per SF per month- 1B, 2A, 4B, 6B, 6J,7B, 7J, 8A, 8K, 11I, 12A, 12J- 1,182 SF	\$0.47		
6	per SF per month- 2B, 8B, 12B, 12I-1,328 SF	\$0.47		
7	per SF per month- 3B- 986 SF	\$0.47		
8	per SF per month- 2C-K, 8C-J, 12C-H- 1,000 SF	\$0.47		
9	per SF per month- P14- 790 SF	\$0.47		
10	per SF per month- Storage Inside- 1H, 2L, 3L, 4L, 8L- 665 SF	\$0.47		
11	per SF per month- T-hangars 39'- 1C-G, 3C-K, 4C-K, 6C-I, 7C-I, 11B-J- 886 SF	\$0.47		
12	T Hangar New:			
13	per SF per month- 14A- 1,297 SF	\$0.58		
14	per SF per month- 14B, 14E, 14F, 15B-F, 15I-M- 1,000 SF	\$0.58		
15	per SF per month- 14C- 1,263 SF	\$0.58		
16	per SF per month- 14D- 1,121 SF	\$0.58		
17	per SF per month- 14G- 1,142 SF	\$0.58		
18	per SF per month- 15A- 1,150 SF	\$0.58		
19	per SF per month- 15G- 1,200 SF	\$0.58		
20	per SF per month- 15H- 979 SF	\$0.58		
21	per SF per month- 15N- 1,305 SF	\$0.58		
22	per SF per month- 16A, 17A- 1,197 SF	\$0.58		
23	per SF per month- 16B-F & I-N, 17B-F & I-N- 886 SF	\$0.58		
24	per SF per month- 16G, 17G- 1,163 SF	\$0.58		
25	per SF per month- 16H&O, 17H&O- 1,024 SF	\$0.58		
26	Box Hangar:			
27	per SF per month- 9A-C, 13A-D- 2,000 SF	\$0.51		
28	per SF per month- 10A & C- 2,700 SF	\$0.51		
29	per SF per month- 10B- 3,350 SF	\$0.51		
30	Executive Hangar:			
31	per SF per month- 18D- 3,764 SF	Subject to terms of Lease Agreement		
32	per SF per month- 18A,B&C- 3,550 SF	\$0.57		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$485.04	\$0
NA	NA	\$489.74	\$0
NA	NA	\$555.54	\$0
NA	NA	\$624.16	\$0
NA	NA	\$463.42	\$0
NA	NA	\$470.00	\$0
NA	NA	\$371.30	\$0
NA	NA	\$312.55	\$0
NA	NA	\$416.42	\$0
NA	NA	\$752.26	\$0
NA	NA	\$580.00	\$0
NA	NA	\$732.54	\$0
NA	NA	\$650.18	\$0
NA	NA	\$662.36	\$0
NA	NA	\$667.00	\$0
NA	NA	\$696.00	\$0
NA	NA	\$567.82	\$0
NA	NA	\$756.90	\$0
NA	NA	\$694.26	\$0
NA	NA	\$513.88	\$0
NA	NA	\$674.54	\$0
NA	NA	\$593.92	\$0
NA	NA	\$1,020.00	\$0
NA	NA	\$1,377.00	\$0
NA	NA	\$1,708.50	\$0
NA	NA	\$2,145.48	\$0
NA	NA	\$2,023.50	\$0

**AIRPORT FEES**

Item No.	Title	Current Fee/Charge	Unit	Notes
33	Box Hangar Commercial Use	Subject to terms of Lease Agreement	per SF per month -per Lease Agreement	
34	Ground Lease Commercial	Subject to terms of Lease Agreement	per SF per month- per Lease Agreement	
35	Ground Lease Private Hangar	Subject to terms of Lease Agreement	per SF per month- per Lease Agreement	
36	Executive Hangar Commercial Use	NEW	per SF per month -per Lease	
37	Tie Down - Single Engine (piston)	72.00	per month	
38	Tie Down - Single Engine (piston)	7.00	Nightly	
39	Tie Down - Multi-Engine (piston)	NEW	per month	
40	Tie Down - Multi-Engine (piston)	NEW	Nightly	
41	Tie Down - Turbine Engine (propjet/jet)	NEW	per month	
42	Tie Down - Turbine Engine (propjet/jet)	NEW	Nightly	
43	<b>Other Fees</b>			
44	Derelict Aircraft Fee	\$30.82	Daily	
45	Fuel, oil and additives	Cost adjusted daily	Posted at Airport	
46	Key Card Deposit	30.00	Each	
47	Hangar Waiting List Deposit	400.00		
48	Fuel Flowage Fee	NEW	Gallon	
49	Rental Car Fee	NEW	Each	10% of contract
50	Airfield Access Fee	NEW	per day	Daily Fee for temporary, non-tenant access to the airfield to facilitate the launching and recovering of aircraft, banner towing, or other aeronautical activities.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	1.5x Non-commercial rate	\$0
NA	NA	Subject to terms of Lease Agreement	\$0
NA	NA	Subject to terms of Lease Agreement	\$0
NA	NA	1.5x Non-commercial rate	NA
NA	NA	\$60.00	-\$12
NA	NA	\$10.00	\$3
NA	NA	\$90.00	NA
NA	NA	\$15.00	NA
NA	NA	\$135.00	NA
NA	NA	\$45.00	NA
NA	NA	\$30.82	\$0
NA	NA	Cost adjusted daily	\$0
NA	NA	\$30.00	\$0
NA	NA	\$400.00	\$0
\$130.16	100%	\$0.14	NA
NA	NA	10% of contract	NA
NA	NA	\$7.00	NA

**AIRPORT FEES**

Item No.	Title	Current Fee/Charge	Unit	Notes
51	Temporary Commercial Use Fee - General	NEW	Daily	Fee for temporary use of the Airport to offer commercial services - other than aircraft services
52	Temporary Commercial Use Fee - Aircraft Services	NEW	Daily	Fee for temporary use of the Airport to offer commercial aircraft services - More complex formula to ensure off-airport operators are not unfairly competing with on-airport commercial aircraft service providers
53	Airport Staff Support	NEW	per hour	
54	Ground Lease Non-Aeronautical	NEW	per sq ft	Already in use. Contractors that use the Airport yard for laydown need to pay market rate per FAA

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$52.06	4%	\$50.00	NA
\$74.00	0%	\$74.00	NA
\$127.75	22%	\$100.00	NA
NA	NA	\$0.75	NA

COMMUNITY DEVELOPMENT SERVICES - BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Building Permit Flat Fee:			
2	Residential Reroof 30sq or less	\$258.00		
3	Plan Checks:			
4	Community Development Building Division	100% of Building Permit Fee		
5	Planning Plan Check	\$172.64		
6	Civil/Engineering	15% of Building Permit Fee		
7	Fire-New Commercial; Fee calculated at flat amount or 25% of building permit- whichever is greater	\$506 or 25% of Building Permit Fee		
8	Fire-New Residential; Fee calculated at flat amount or 25% of building permit- whichever is greater	\$338 or 25% of Building Permit Fee		
9	Fire-Commercial Tenant Improvements; Fee calculated at flat amount or 25% of building permit- whichever is greater	\$338 or 25% of Building Permit Fee		
10	Fire- Residential Addition/Remodel; Each	\$337.77		
11	Incremental	.0061 x Building valuation		
12	Strong Motion Instrumentation Fee and Seismic Hazard Mapping Fee:			
13	Residential	.00013 x Building valuation		
14	Commercial	.00028 x Building valuation		
15	Building Standards Commission	Varies		SB1473- Fee based on Permit Valuation \$4.00 per \$100,000 of building valuation or appropriate fractions thereof as \$1.00 per each \$25,000 of valuation w/ min. fee of \$1.00
16	Energy	20% of Building Permit Fee		
17	Electrical Permit Fees:			
18	Minimal permit fee	\$54.00		
19	Multi-family	\$0.04		
20	Single family dwelling and duplex	\$0.05		
21	Addition or alteration	20% of Building Permit Fee		
22	Commercial Building	25% of Building Permit Fee		
23	Shell Building	5% of Building Permit Fee		
24	Tenant Improvements	20% of Building Permit Fee		
25	Mechanical Permit Fees:			
26	Minimal permit fee	\$54.00		
27	Residential	\$0.02		
28	Addition or alteration	15% of Building Permit Fee		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$368.81	0%	\$368.00	\$110
Variable	100%	100% of Building Permit Fee	\$0
NA	NA	\$172.64	\$0
Variable	100%	15% of Building Permit Fee	\$0
Variable	100%	\$655 or 25% of Building Permit Fee	\$149
Variable	100%	\$327 or 25% of Building Permit Fee	-\$11
Variable	100%	\$491 or 25% of Building Permit Fee	\$153
NA	NA	\$327.00	-\$11
Variable	100%	.0061 x Building valuation	\$0
Variable	0%	.00013 x Building valuation	\$0
Variable	0%	.00028 x Building valuation	\$0
Variable	0%	Varies	\$0
Variable	0%	20% of Building Permit Fee	\$0
\$226.79	0%	\$226.00	\$172
NA	NA	\$0.04	\$0
NA	NA	\$0.05	\$0
Variable	0%	20% of Building Permit Fee	\$0
Variable	0%	25% of Building Permit Fee	\$0
Variable	0%	10% of Building Permit Fee	5%
Variable	0%	20% of Building Permit Fee	\$0
\$226.79	0%	\$226.00	\$172
NA	NA	\$0.02	\$0
Variable	0%	20% of Building Permit Fee	5%

COMMUNITY DEVELOPMENT SERVICES - BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
29	Commercial Building	15% of Building Permit Fee		
30	Shell Building	5% of Building Permit Fee		
31	Tenant Improvements	10% of Building Permit Fee		
32	Plumbing Permit Fees:			
33	Minimal permit fee	\$54.00		
34	Residential	\$0.06		
35	Addition or alteration	20% of Building Permit Fee		
36	Commercial	20% of Building Permit Fee		
37	Shell building	5% of Building Permit Fee		
38	Tenant improvements	15% of Building Permit Fee		
39	Grading Permit Fees:			
40	Issuing Permit - Administration Only	\$93.00		
41	Grading Plan Check Fees:			
42	51 to 100 cubic yds (40 to 76.5 m3)	\$84.00		
43	101 to 1,000 Cubic yds (77.2 to 764.6 m3)	\$84 first 100 cubic yds, plus \$28 for each addnl 100 cubic yds or fraction thereof		
44	1,001 to 10,000 Cubic yds (765.3 to 7645.5 m3)	\$337 first 1,000 cubic yds, plus \$37 for each addnl 1,000 cubic yds or fraction thereof		
45	10,001 to 100,000 Cubic yds (7646.3 to 76455 m3)	\$675 first 10,000 cubic yds (7645.5 m3), plus \$56 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof		
46	100,001 to Cubic yds (76456 m3) or more	\$1,182 first 100,000 cubic yds (7645.5 m3), plus \$45 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof		
47	Other inspections and fees:			
48	Red tag construction without permit violation fee per Ord 2392 Section 111.4.4	500% of Building Permit Fee		
49	Inspection outside normal business hours- \$109 per hour - Minimum 2 hours	\$218.00		
50	Inspections for which no fee is specifically indicated- \$109 per hour- Minimum 2 hours	\$218.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	25% of Building Permit Fee	10%
Variable	0%	10% of Building Permit Fee	5%
Variable	0%	20% of Building Permit Fee	10%
\$226.79	0%	\$226.00	\$172
NA	NA	\$0.06	\$0
Variable	0%	20% of Building Permit Fee	\$0
Variable	0%	25% of Building Permit Fee	5%
Variable	0%	10% of Building Permit Fee	5%
Variable	0%	20% of Building Permit Fee	5%
\$114.48	0%	\$114.00	\$21
\$664.88	0%	\$664.00	\$580
\$831.11	0%	\$664 first 100 cubic yds, plus \$18 for each addnl 100 cubic yds or fraction thereof	\$580
\$997.33	0%	\$831 first 1,000 cubic yds, plus \$18 for each addnl 1,000 cubic yds or fraction thereof	\$494
\$1,246.66	0%	\$997 first 10,000 cubic yds (7645.5 m3), plus \$2.50 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof	\$322
\$1,495.99	0%	\$1,246 first 100,000 cubic yds (7645.5 m3), plus \$2.50 for each addnl 10,000 cubic yds (7645.5 m3) or fraction thereof	\$64
Variable	0%	500% of Building Permit Fee	\$0
\$508.66	0%	\$508.00	\$290
\$339.10	0%	\$339.00	\$121

COMMUNITY DEVELOPMENT SERVICES - BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
51	Additional plan check fee- \$109 per hour- Minimum 2 hour	\$109.00		
52	3rd party building plan check fee	75% of Base Building Permit Fee		
53	Peer review building plan check fee	75% of Base Building Permit Fee		
54	Additional staff time subsequent to completion & recordation of notice and order required by the International Property Maintenance Code	\$113.00		
55	Temporary Utility Permits (Electrical and Gas)	\$109.00		
56	Deconstruction Permit	Based on job valuation plus \$54 for each plumbing, electrical and mechanical		
57	Swimming pools	Based on pool valuation plus \$54 for each plumbing, electrical and mechanical		
58	Code Enforcement Re-Inspection fee	New		
59	Alternate Method and Materials Request (AMMR)	New		Alternate Method and Materials Request min 5 hours.
60	Permit Extension	New		Fee to extend permit expiration date
61	Temporary Certificate of Occupancy	New		
62	Board of Appeals Meeting Fee	New		
63	CASP Consultant	New		
64	Taxi Driver Permit	\$113.00		
65	Solicitor Permit	\$113.00		
66	Massage Registration Fee	\$14.45		
67	Massage Permit Renewal Fee	\$197.09		
68	Photovoltaic Fees			
69	Residential 15 kW or less	Variable		Residential
70	Residential More than 15 kW	Variable		+ \$15.00 per kW above 15 kW
71	Commercial 50 kW or less	Variable		Commercial
72	Commercial 50 kW - 250 kW	Variable		+ \$7.00 per kW above 50 kW
73	Commercial More than 250 kW	Variable		+ \$5.00 per kW above 250 kW

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$325.78	0%	\$325.00	\$216
Variable	0%	75% of Base Building Permit Fee	\$0
Variable	0%	75% of Base Building Permit Fee	\$0
\$303.86	0%	\$303.00	\$190
\$226.79	0%	\$226.00	\$117
\$613.15	0%	Based on job valuation plus \$226 for each plumbing, electrical and mechanical	\$172
\$779.37	0%	Based on pool valuation plus \$226 for each plumbing, electrical and mechanical	\$172
\$227.89	0%	\$227.00	NA
\$1,079.82	0%	\$1,079.00	NA
\$247.84	0%	\$247.00	NA
\$495.67	0%	\$495 plus possible Bond	NA
\$1,704.06	0%	\$1,704.00	NA
\$228.96	NA	Actual Cost plus \$228	NA
NA	NA	\$113.00	\$0.00
NA	NA	\$113.00	\$0.00
NA	NA	\$14.45	\$0.00
NA	NA	\$197.09	\$0.00
NA	NA	Variable	\$0.00
NA	NA	Variable	\$0.00
NA	NA	Variable	\$0.00
NA	NA	Variable	\$0.00
NA	NA	Variable	\$0.00

## Building Permit Valuation Table

### Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
1	2,000	54.00	<b>89.38</b>	3.00	<b>4.97</b>	100.00
2,001	25,000	100.00	<b>165.52</b>	20.00	<b>33.10</b>	1,000.00
25,001	50,000	569.00	<b>941.83</b>	14.00	<b>23.17</b>	1,000.00
500,001	100,000	937.00	<b>1,550.95</b>	10.00	<b>16.55</b>	1,000.00
100,001	500,000	1,446.00	<b>2,393.47</b>	8.00	<b>13.24</b>	1,000.00
500,001	1,000,000	4,710.00	<b>7,796.15</b>	6.00	<b>9.93</b>	1,000.00
1,000,001	9,999,999,999	8,170.00	<b>13,523.25</b>	4.00	<b>6.62</b>	1,000.00

**Percent Change = 66%**

**Cost Recovery Level = 100%**



COMMUNITY DEVELOPMENT SERVICES - PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
1	City Administrative Overhead - Applies To All Planning Fees	9%		
2	Home Occupation	\$140.77		
3	Categorical Exemption	\$412.16		
4	Street Name Change	\$246.71		
5	Address Change	\$246.71		
6	Zoning Permit (t.u.p.)	\$329.43		
7	Fence Permit	\$140.77		
8	Sign Permit	\$140.77		
9	Short Term Vacation Rental Permit	\$394.18		
10	Short Term Vacation Rental Permit-Renewal	\$140.59		
11	Telecommunications Registration Fee	\$946.22		
12	Telecommunications Removal Agreement	\$9,514.40		
13	Variance	\$5,349.31	Deposit	
14	Exception	\$1,563.00	Deposit	
15	Use Permit-major	\$6,173.62	Deposit	
16	Use Permit-minor	\$2,351.03	Deposit	
17	Zoning Amendment-map	\$7,819.34	Deposit	
18	Zoning Amendment-text	\$7,324.47	Deposit	
19	Zoning Amendment - Minor Revision-pud/pcd/sppud	\$1,399.01	Deposit	
20	Subdivision Ordinance Amendment	\$6,501.61	Deposit	
21	Tentative Subdivision Map	\$10,615.90	Deposit	
22	Tentative Parcel Map	\$4,281.19	Deposit	
23	Final Parcel Map- 4 of fewer lots	\$3,208.72	Deposit	
24	Final (subdivision) Map- 5 or more lots	\$4,198.47	Deposit	
25	Tentative Map Amendment	\$8,230.05	Deposit	
26	Final Map Amendment	\$8,230.05	Deposit	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	9%	\$0
\$257.00	0%	\$257.00	\$116
\$667.00	0%	\$667.00	\$255
\$257.00	0%	\$257.00	\$10
\$257.00	0%	\$257.00	\$10
\$542.00	0%	\$542.00	\$213
\$376.00	0%	\$376.00	\$235
\$376.00	0%	\$376.00	\$235
\$459.00	0%	\$459.00	\$65
\$174.00	0%	\$174.00	\$33
NA	NA	\$946.22	\$0
NA	NA	\$9,514.40	\$0
NA	NA	\$5,349.31	\$0
NA	NA	\$1,563.00	\$0
NA	NA	\$6,173.62	\$0
NA	NA	\$2,351.03	\$0
NA	NA	\$7,819.34	\$0
NA	NA	\$7,324.47	\$0
NA	NA	\$1,399.01	\$0
NA	NA	\$6,501.61	\$0
NA	NA	\$10,615.90	\$0
NA	NA	\$4,281.19	\$0
NA	NA	\$3,208.72	\$0
NA	NA	\$4,198.47	\$0
NA	NA	\$8,230.05	\$0
NA	NA	\$8,230.05	\$0

COMMUNITY DEVELOPMENT SERVICES - PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
27	Lot Line Adjustment	\$3,620.87	Deposit	
28	Merger	\$3,620.87	Deposit	
29	Certificate Of Compliance	\$4,937.16	Deposit	
30	General Plan Text Amendment	\$7,077.75	Deposit	
31	General Plan Map Amendment	\$7,241.74	Deposit	
32	Specific Plan	\$11,029.51	Deposit	
33	Specific Plan Amendment	\$11,029.51	Deposit	
34	Initial Study (environmental)	\$7,256.26	Deposit	
35	Environmental Impact Report	Consultant Costs		
36	Annexation	\$8,558.03	Deposit	
37	Site Plan & Architectural Review-minor	\$2,351.03	Deposit	
38	Site Plan & Architectural Review-major	\$7,571.18	Deposit	
39	Addition/Remodel in City Approved Historic District	\$1,399.01	Deposit	
40	Preliminary Review-staff	\$3,784.86	Deposit	
41	Flood Determination	\$165.44	Deposit	
42	Zoning Code Compliance Review	\$36.28	Deposit	
43	Heritage/landmark Tree Designation	No Charge		
44	Development Appeal	\$280.09	Deposit	
45	Extension Of Time	\$486.17	Deposit	
46	Determination of Public Convenience & Necessity	\$4,114.30	Deposit	
47	Public Improvement P.C.& Insp.	Less than \$500,000; 6% of estimated cost or \$2,188 whichever is greater plus staff time and materials		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$3,620.87	\$0
NA	NA	\$3,620.87	\$0
NA	NA	\$4,937.16	\$0
NA	NA	\$7,077.75	\$0
NA	NA	\$7,241.74	\$0
NA	NA	\$11,029.51	\$0
NA	NA	\$11,029.51	\$0
NA	NA	\$7,256.26	\$0
Variable	100%	Consultant Costs	\$0
NA	NA	\$8,558.03	\$0
NA	NA	\$2,351.03	\$0
NA	NA	\$7,571.18	\$0
NA	NA	\$1,399.01	\$0
NA	NA	\$3,784.86	\$0
NA	NA	\$165.44	\$0
NA	NA	\$36.28	\$0
NA	NA	No Charge	\$0
NA	NA	\$280.09	\$0
NA	NA	\$486.17	\$0
NA	NA	\$4,114.30	\$0
NA	NA	Less than \$500,000; 6% of estimated cost or \$4,114 whichever is greater plus staff time and materials	\$1,926

**COMMUNITY DEVELOPMENT SERVICES - PLANNING**

Item No.	Title	Current Fee/Charge	Unit	Notes
48	Public Improvement P.C.& Insp.	Greater than \$500,000 and less than \$1,000,000; 4% of estimated cost plus staff time and materials		
49	Public Improvement P.C.& Insp.	Greater than \$1,000,000, 2% of estimated cost plus staff time and materials		
50	Outside Sewer/water	\$822.86		
51	Right Of Way Abandonment	\$1,645.72		
52	Reimbursement Agreement	\$1,645.72		
53	Mitigation Monitoring	See Fee Information		
54	Plan Check- Building Permits	See Building Fees		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Greater than \$500,000 and less than \$1,000,000; 4% of estimated cost plus staff time and materials	\$0
NA	NA	Greater than \$1,000,000, 2% of estimated cost plus staff time and materials	\$0
NA	NA	\$822.86	\$0
NA	NA	\$1,645.72	\$0
NA	NA	\$1,645.72	\$0
NA	NA	See Fee Information	\$0
NA	NA	See Building Fees	\$0

Base Monitoring Fees			
Title	Current Fee	Full Cost	Suggested Fee
1. Monitored Primarily by the City, City fund only	New	\$308.17	\$308.17
2. HCD/HOME and other programs Program Monitored Primarily by City also has agreement	New	\$679.48	\$679.48
3. Loan Origination Fee - 1% of total loan, billed on staff time for loans of \$500k and under	New	\$17,956.90	\$17,956.90
4. Regulatory Agreement Modifications with council approval	New	\$6,733.84	\$6,733.84
5. Per Unit Compliance for Density Bonus and IH Program Rental	New	\$168.35	\$168.35
6. City owned Homes (6)	New	\$673.38	\$673.38
7. Homeownership - Single Family - Loan Payoff, Loan Subordination, deeds of trust reconveyance	New	\$448.92	\$448.92

*Base fee assumes a clean monitoring process with no major findings. If there are major findings, additional staff work will be billed to property owner by the hour.*

*Base fee assumes one Code Compliance inspection, if there are findings that require re-inspection, a case will be opened through Code Compliance.*

*For project management (any changes to reg or loan agreement), will follow a deposit-based system. Owner to file an application and provide deposit. Will be billed by the hour.*

RECREATION FEES

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Resident Photo Id Card / Golf - Initial	\$26.28		
2	Resident Photo Id Card / Golf - Renewal	\$13.14		
3	Special Event - Booth or Display Table	\$237-\$341		per booth
4	Community Garden Plots	\$45.99		per plot per year
5	Recreational Swimming:			
6	Youth	\$2.63		
7	Senior/Disabled	\$5.26		
8	Adult	\$6.57		
9	12 swim pass - Senior/Disabled	\$59.13		
10	12 swim pass - Adult	\$73.58		
11	Fitness Swimming:			
12	per session	\$9.20		
13	12 swim pass	\$68.32		
14	Swim Lessons:			
15	Group - 8 lessons	\$151.10		
16	Group - 4 lessons	\$77.52		
17	Private - 1/2 hr. lesson	\$44.67		
18	Private - Four 1/2 hr. lessons	\$135.33		
19	Adult Sports:			
20	Softball - per team	\$560-\$921		
21	Volleyball - per team	\$525.57		
22	Basketball - per team	\$919.75		
23	Recreation/Contract Programs:			
24	General Programs - Recreational staff sets the fee depending on program costs- 30%- 40% of Program Revenue	Cost to Provide		
25	Drop In Programs- Varies	\$3-\$11		
26	Senior Club:			
27	Senior Programs	Cost to Provide		Recreational staff sets the fee depending on program costs- 20% of program revenue
28	New and Special Programs/Tours and Trips	Cost to Provide		Recreational staff sets the fee depending on program costs
29	Youth Programs:			
30	All Camps extended care per day	\$6.57		
31	Elementary Age - Kids Klub per week	\$216.80		
32	Middle School Age - K-2 Summer Camp per week	\$289.06		
33	High School Age - Explorers Camp - Trip Program	\$271-\$526		
34	Preschool Age - Camp Sunshine - per week - 5/days/week - full day	\$190.52		
35	Preschool Age - Camp Sunshine - per week - 5/days/week - half day	\$118.25		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$233.71	88%	\$28.00	\$2
\$116.85	88%	\$14.00	\$1
\$15163.9-\$18941	Variable	\$260-\$375	\$34
\$832.06	94%	\$50.00	\$4
NA	NA	\$2.63	\$0
NA	NA	\$5.26	\$0
NA	NA	\$6.57	\$0
NA	NA	\$59.13	\$0
NA	NA	\$73.58	\$0
NA	NA	\$9.20	\$0
NA	NA	\$68.32	\$0
NA	NA	\$151.10	\$0
NA	NA	\$77.52	\$0
NA	NA	\$44.67	\$0
NA	NA	\$135.33	\$0
\$3707.46-\$6097.46	Variable	\$616-\$1013	\$92
\$3,479.52	83%	\$578.00	\$52
\$6,089.17	83%	\$1,011.00	\$91
Variable	NA	Cost to Provide	\$0
\$10.47-\$38.4	Variable	\$3-\$12	\$1
Variable	NA	Cost to Provide	\$0
Variable	NA	Cost to Provide	\$0
\$45.81	85%	\$7.00	\$0
\$1,511.69	84%	\$238.00	\$21
\$2,015.59	84%	\$317.00	\$28
\$1889.63-\$3667.7	Variable	\$298-\$578	\$52
\$1,328.46	84%	\$209.00	\$18
\$824.56	84%	\$130.00	\$12

RECREATION FEES

Item No.	Title	Current Fee/Charge	Unit	Notes
36	Pre-school Programs:			
37	Teeny Tiny Tots - 3 days/week - monthly	\$130.08		
38	Teeny Tiny Tots - 2 days/week - monthly	\$86.72		
39	Teeny Tiny Tots - 1 day/week - monthly	\$49.93		
40	Teeny Tiny Tots -Drop In per day	\$13.14		
41	Tiny Tots Afternoon Program per day- monthly	\$86.72		
42	Tiny Tots - 2 days/week- monthly	\$166.87		
43	Tiny Tots - 3 days/week - monthly	\$247.02		
44	Tiny Tots - 4 days/week - monthly	\$319.28		
45	Tiny Tots - 5 days/week - monthly	\$387.61		
46	Lunch Bunch - per day	Based on Cost to Provide		
47	<b>Ball Field Rental</b>			
48	Private Ball Field Rental-short Term	\$89.35	per day	4 hours or less
49	Private Ball Field Turf Rental-short Term:			
50	Synthetic Field Turf (short term, resident)- per hour	\$89.35		
51	Synthetic Field Turf (short term, non-resident)- per hour	\$135.33		
52	Synthetic Field Turf (daily, resident)- 12 hours	\$525.57		Up to 12 hours * Daily Synthetic Turf Tournament Fee (Resident)
53	Synthetic Field Turf (daily, non-resident)- 12 hours	\$1,051.14		Up to 12 hours *Daily Synthetic Turf Tournament Fee (Non-Resident)
54	Field Light Fee- per hour	\$38.10		
55	Private Ball Field Rental-long Term:			
56	Field Rental (long term, little league, girls softball) - per member/season	\$9.20		
57	Field Rental (long term, soccer, lacrosse, other) - per member/season	\$11.83		
58	<b>Facility Rental</b>			
59	Damage Deposits:			
60	Facility Rental with alcohol	\$394.18		
61	Facility Rental no alcohol	\$262.79		
62	Building Attendant Extra Service - All Buildings:			
63	per hour	\$30.22		
64	per hour Holidays, New Year's Eve, Easter	\$45.99		*City Observed Holidays
65	Cancellation Fee - All Buildings	\$35.48	Less than two weeks notice	
66	Cleaning Fee - All Buildings	\$91.97	when applicable	
67	Equipment Rental & Coffee Services	\$16-\$33		
68	Long Term Storage	\$362.64	per month	
69	Rental Discount (one room-multi dates, 2-3 on same date)	10% Discount		
70	Rental Discount (4 or more rooms on same date)	20% Discount		
71	**Government Rates (Community Center)	25% Discount		* Delete Monday-Thursdays provision
72	Room Rates:			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$907.02	84%	\$143.00	\$13
\$604.68	84%	\$95.00	\$8
\$348.15	84%	\$54.00	\$4
\$91.62	85%	\$14.00	\$1
\$604.68	84%	\$95.00	\$8
\$1,163.55	84%	\$183.00	\$16
\$1,722.41	84%	\$271.00	\$24
\$2,226.31	84%	\$351.00	\$32
\$2,702.72	84%	\$426.00	\$38
Variable	NA	Based on Cost to Provide	\$0
\$591.52	83%	\$98.00	\$9
\$591.52	83%	\$98.00	\$9
\$895.98	83%	\$148.00	\$13
\$3,479.52	83%	\$578.00	\$52
\$6,959.05	83%	\$1,156.00	\$105
\$252.27	84%	\$41.00	\$3
\$60.89	84%	\$10.00	\$1
\$78.29	83%	\$13.00	\$1
NA	NA	\$500.00	\$106
NA	NA	\$300.00	\$37
\$47.27	30%	\$33.00	\$3
\$47.27	1%	\$47.00	\$1
NA	NA	\$50.00	\$15
\$444.84	77%	\$101.00	\$9
\$77.38-\$159.6	Variable	\$17-\$36	\$3
\$1,753.95	77%	\$398.00	\$35
NA	NA	10% Discount	\$0
NA	NA	20% Discount	\$0
NA	NA	25% Discount	\$0

RECREATION FEES

Item No.	Title	Current Fee/Charge	Unit	Notes
73	Non-Profit			
74	Fixed Furniture: Per Hr.: PCC- Senior Center-Art,Classroom,Library,Lounge,Lobby,Meeting Room	\$32.85		
75	Small Room: Per Hr: PCC-Conf 2,Club,Activity Senior Center-Rec Rm Kenilworth Main Rm	\$39.42		
76	Medium Room: Per Hr: PCC- Meeting Rm	\$52.56		
77	Large Room: Per Hr: PCC- Assembly Rm	\$78.84		
78	Per Day: Community Center Lobby/Kitchen	\$131.39		
79	Private Event			
80	Fixed Furniture: Per Hr: PCC- Senior Center-Art,Classroom,Library,Lounge,Lobby,Meeting Room	\$45.99		
81	Small Room: Per Hr: PCC-Conf 2,Club,Activity,Craft 1/2, 1/2 meeting Senior Center-Rec Rm Kenilworth-Main Rm	\$52.56		
82	Medium Room: Per Hr: PCC- Meeting Rm	\$78.84		
83	Large Room: Per Hr: PCC- Assembly Rm	\$91.97		
84	Per Day: Community Center Lobby/Kitchen	\$131.39		
85	Commercial Event			
86	Fixed Furniture: Per Hr: PCC- Senior Center-Art,Classroom,Library,Lounge,Lobby,Meeting Room	\$52.56		
87	Small Room: Per Hr: PCC-Conf 2,Club,Activity,Craft 1/2, 1/2 meeting Senior Center-Rec Rm Kenilworth-Main Rm	\$78.84		
88	Medium Room: Per Hr: PCC- Meeting Rm	\$118.25		
89	Large Room: Per Hr: PCC- Assembly Rm	\$183.95		
90	Per Day: Community Center Lobby/Kitchen	\$164.24		
91	<b>Park Picnic Rental</b>			
92	Damage Deposits:			
93	No Alcohol & up to 500 people per event	\$131.39		
94	Alcohol Use & up to 500 people per event	\$262.79		
95	over 500 people per event	\$656.96		
96	Park Permit Application Fee	\$65.70		Rental of park space with no amenities; required permit per municipal code
97	Rental:			
98	Private Event	\$151.10		Private Event- Max 250 people - per day
99	Community Event	\$197.09		Community Event- Max 250 people - per day
100	Large Event	\$459.87		Large Event- Over 250 people - per day

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$158.87	77%	\$36.00	\$3
\$190.65	77%	\$43.00	\$4
\$254.20	78%	\$57.00	\$4
\$381.29	77%	\$86.00	\$7
\$635.49	77%	\$144.00	\$13
\$222.42	78%	\$50.00	\$4
\$254.20	78%	\$57.00	\$4
\$381.29	77%	\$86.00	\$7
\$444.84	77%	\$101.00	\$9
\$635.49	77%	\$144.00	\$13
\$254.20	78%	\$57.00	\$4
\$381.29	77%	\$86.00	\$7
\$571.94	77%	\$130.00	\$12
\$889.68	77%	\$202.00	\$18
\$794.36	77%	\$180.00	\$16
NA	NA	\$150.00	\$19
NA	NA	\$300.00	\$37
NA	NA	\$700.00	\$43
\$584.27	88%	\$72.00	\$6
\$1,343.82	88%	\$166.00	\$15
\$1,752.80	88%	\$216.00	\$19
\$4,089.87	88%	\$505.00	\$45

RECREATION FEES

Item No.	Title	Current Fee/Charge	Unit	Notes
101	Commercial Event(providing program or class)	\$65.70		Commercial Event- Monthly-max 5 days per week/2 hours per day or Weekly- max 5 days per week/8 hours per day
102	Government / Schools	\$111.68		Government/Schools Event- Max 200 people - per day
103	<b>Display/Advertising</b>			
104	Display	\$16-\$156	per week	
105	Advertising	\$173-\$1114	depending on size	
106	Advertising Discount: for 3 consecutive issues of Activity Guide	10%		
107	Advertising Discount: for 12 consecutive issues of Senior Newsletter	10%		
108	<b>City Council Chambers</b>			
109	Damage Deposit	\$131.39		
110	Rental Rates:			
111	Government Rate per hour	\$32.85		
112	Non-Profit per hour	\$45.99		
113	Private	\$45.99		
114	Commercial per hour	\$65.70		
115	<b>Synthetic Ballfield Fees</b>			
116	Synthetic Turf- Baseball Field (short term, resident)- per hour	New		
117	Synthetic Turf-Baseball Field (short term, non-resident)- per hour	New		
118	Synthetic Turf- Baseball Field (daily, resident)- 12 hours	New		
119	Synthetic Turf- Baseball Field (daily, non-resident)- 12 hours	New		
120	Food Vendor/ Food Truck	New		
121	Pickleball- per team	New		
122	Non- Profit Park Rentals	New		
123	Inflatable Fee	New		
124	Compost Contamination Fee	New		
115	<b>Pool Rental</b>			
116	Private Party - 1-100 people per hour	145.00		
117	Private Party - 101 + people per hour	181.00		
118	Swim Team - per lane/hour - min \$40/hr to max \$80/hr	14.00		
119	Classroom Rental - per hour	38.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$584.27	88%	\$72.00	\$6
\$993.25	88%	\$122.00	\$10
\$142.29-\$1387.38	Variable	\$17-\$171	\$15
\$1538.56-\$9907.32	Variable	\$190-\$1225	\$111
NA	NA	10%	\$0
NA	NA	10%	\$0
NA	NA	\$150.00	\$19
\$292.13	88%	\$36.00	\$3
\$408.99	88%	\$50.00	\$4
\$408.99	88%	\$50.00	\$4
\$584.27	88%	\$72.00	\$6
NA	NA	\$102.75	NA
NA	NA	\$155.63	NA
NA	NA	\$604.41	NA
NA	NA	\$1,208.81	NA
NA	NA	\$25-\$150 depending on event	NA
NA	NA	\$560-\$921	NA
NA	NA	\$113.33 (25% off Private Event Rate)	NA
NA	NA	\$30.00	NA
NA	NA	\$125.00	NA
NA	NA	\$160.00	\$15
NA	NA	\$199.00	\$18
NA	NA	\$15.00	\$1
NA	NA	\$42.00	\$4



**FIRE DEPARTMENT FEES**

Item	Title	Current Fee/Charge	Unit	Notes
1	<b>EMS Fees</b>			
2	ALS1- Resident	\$3,082.97		Advanced Life Support Level 1
3	ALS 1- Non Resident	\$3,390.69		Advanced Life Support Level 1
4	ALS 2- Resident	\$3,440.06		Advanced Life Support Level 2
5	ALS 2- Non Resident	\$3,781.08		Advanced Life Support Level 2
6	BLS 1- Resident	\$2,953.22		Basic Life Support Level 1
7	BLS 1- Non Resident	\$3,244.87		Basic Life Support Level 1
8	Treat and Release	\$1,915.23		Treat and Release
9	EKG- Pads AO392 and Electrodes AO392	\$135.49		
10	Oxygen AO422	\$161.90		
11	Mileage AO425	\$55.11		
12	<b>Emergency Response Personnel and Equipment Rates- including Cost Recovery</b>			
13	City Personnel as Needed	FBHR		Fully Burdened Hourly Rates
14	Equipment and Apparatus- 1 hour min.; addtl hours prorated to 1/4 hour:			
15	Per Hour - Type 1 engine	\$137.96		
16	Per Hour - Aerial - 100 foot	\$181.32		
17	Per Hour - Rescue (Light) - Type 6	\$109.06		
18	Per Hour - Rescue (Medium) - trailer	\$218.11		
19	Per Hour - Rescue Boat	\$144.53		
20	Per Hour - Ambulance with equipment	\$51.24		
21	Per Hour - Command Unit/Battalion Chief SUV	\$45.99		
22	Basic Engine Response, Vehicle Fire And Cleanup:	FBHR plus equipment rates		Charges for Basic Engine Response, plus Environmental cleanup and vehicle fire
23	Consumables- Based on Unit of measure and may have a minimum usage charge	Full Cost plus 20% Admin		Cost of materials plus administrative rate of 20%
24	Miscellaneous- 1 hour min.; addtl hours prorated to 1/4 hour:	FBHR plus equipment rates		MVA - Scene Control Only, Landing Zone setup, per application of Containment Boom, Extrication

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$3,384.18	0%	\$3,384.18	\$301
\$3,721.96	0%	\$3,721.96	\$331
\$3,776.16	0%	\$3,776.16	\$336
\$4,150.50	0%	\$4,150.50	\$369
\$3,241.75	0%	\$3,241.75	\$289
\$3,561.89	0%	\$3,561.89	\$317
\$2,102.35	0%	\$2,102.35	\$187
\$148.73	0%	\$148.73	\$13
\$177.72	0%	\$177.72	\$16
\$60.50	0%	\$60.50	\$5
NA	NA	FBHR	\$0
NA	NA	FEMA/Caltrans rates	NA
NA	NA	FEMA/Caltrans rates	NA
NA	NA	FEMA/Caltrans rates	NA
NA	NA	FEMA/Caltrans rates	NA
NA	NA	FEMA/Caltrans rates	NA
NA	NA	FEMA/Caltrans rates	NA
NA	NA	FBHR plus equipment rates	\$0
NA	NA	Full Cost plus 20% Admin	\$0
NA	NA	FBHR plus equipment rates	\$0

## Fire Department Fees

<u>Code</u>	<b>Fire and Life Safety Division Plan Review and Inspection Fees Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
FLS-1	<b>Additional Re-Inspection</b> (Hourly rate - Minimum 1-hour)	\$169	Hourly	\$163.78	\$163.00
FLS-2	<b>Additional Plan Review Re-Check</b> (Hourly rate - Minimum 1-hour) The base permit fees cover the cost of one plan review re-check per permit.	\$169	Hourly	\$163.78	\$163.00
NEW	<b>Minor re-review fee for as-built plans</b> Review of as built plans to confirm layout matches. No calculations or significant plan review required.	New		\$81.89	\$81.00
FLS-3	<b>Application for Acceptance of Alternate Materials or Methods</b> An application to request an alternate method or material for use on a new or existing site or project.	\$339	Hourly rate after 2 hrs.	\$491.35	\$491.00
FLS-4	<b>Automatic Fire Sprinkler System</b> <u>100 heads or less</u> ▪Commercial NFPA 13 ▪Residential NFPA 13R Fire Sprinkler System *Add'l \$4.00 per Sprinkler Head for All sprinkler heads in the project.	\$508	Each  Includes initial Plan Review	\$655.13	\$655.00
FLS-5	<b>Automatic Fire Sprinkler System</b> <u>greater than 100 heads</u> ▪Commercial NFPA 13 ▪Residential NFPA 13R Fire Sprinkler System *Add'l \$6.00 per Sprinkler Head for all sprinkler heads in project	\$508	Each  Includes initial Plan Review	\$818.91	\$818.00
FLS-6	<b>Automatic Fire Sprinkler System</b> ▪Residential NFPA 13D (1 & 2 Family) Fire Sprinkler Systems	\$508	Each  Includes initial Plan Review	\$573.24	\$573.00
FLS-7	<b>Construction Permit-Fire Plan Review-New Commercial</b> The Fire Department shall conduct a fire code and life safety plan review for all new commercial structures.	See Building Fees	Or 25% of the Building Permit Fee Whichever is greater	\$655.13	\$655.00

## Fire Department Fees

<u>Code</u>	<b>Fire and Life Safety Division Plan Review and Inspection Fees Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>FLS-8</b>	<b>Construction Permit Plan Review- Commercial Tenant Improvement</b> The Fire Department shall conduct a fire code and life safety plan review for all commercial tenant improvement projects. This category also includes commercial and multi-family additions greater than 25% and remodels greater than 50% pursuant to PMC 903.2.20.5 and 903.2.20.6	See Building Fees	Or 25% of the Building Permit Fee Whichever is greater	\$491.35	\$491.00
<b>FLS-9</b>	<b>Construction Permit Plan Review-New Residential</b> The Fire Department shall conduct a fire code and life safety plan review for all new residential structures.	See Building Fees	Or 25% of the Building Permit Fee Whichever is greater	\$327.56	\$327.00
<b>FLS-10</b>	<b>Construction Permit Plan Review-Residential Addition/Remodel</b> The Fire Department shall conduct a plan review and evaluate fire sprinkler requirements for residential addition/remodels greater than 50% pursuant to PMC 903.2.20.2 and 903.2.20.20.3.	See Building Fees	Each; this will include one inspection of the premises.	\$327.56	\$327.00
<b>FLS-11</b>	<b>Engine Company Inspections</b> Engine Company business inspection rate. Businesses shall be allowed one re-inspection at no charge. If violations are not corrected by the first re-inspection; a violation re-inspection penalty will be charged (see next category).	\$148	Rate Charged for Initial Inspection and one (1) Re-inspection.	\$163.78	\$163.00
<b>FLS-12</b>	<b>Engine Company Violation Re-Inspection Fee</b> Businesses that have not corrected violations by the first re-inspections will be charged for the second and third re-inspections at \$113 per inspection. If it is necessary to refer violations to the Fire Prevention Bureau, an additional Fire Inspector rate of \$129 (one hour minimum) will be charged.	\$148	Rate Charged for Each Re-Inspection following the First Re-inspection (Example; 2 <sup>nd</sup> and 3 <sup>rd</sup> –Re-inspections would be \$226)	\$163.78	\$163.00
<b>New</b>	<b>Expedited Plan Review</b> Expedited plan review may be offered, based on plan reviewers availability. Expedited plan review fees are in addition to regular permit fees for after hours review.	New	4 hr. min  Hourly OT rate after hours	\$1,185.92	\$1,185.00
<b>FLS-13</b>	<b>Fire Access and Fire Protection Inspection</b> To have a representative from the Fire Department conduct an assessment inspection of a new project under construction prior to the delivery of combustible materials or approval of the foundation permit inspection.	\$339	Hourly rate after 2 hrs.	\$327.56	\$327.00
<b>FLS-14</b>	<b>Fire Alarm System Installation New and Major Modification</b> Base fee plus \$5.00 per device: i.e. initiating: heat, smoke, duct, water-flow, and manual pull stations and each fire notification device: i.e. strobe/horn/bell, Fixed, Rate of Rise and Manual. <i>*Add'l \$5.00 per Device</i>	\$508	Each  Includes \$129 Plan Review	\$491.35	\$491.00

## Fire Department Fees

<u>Code</u>	<b>Fire and Life Safety Division Plan Review and Inspection Fees Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
FLS-15	<b>Fire Alarm System Installation-Minor Modification/Repair</b> ▪ <i>Sprinkler Supervision</i> ▪ <i>Residential Care Facility Pull Station</i> ▪ <i>Minor Fire Alarm Modification and Repair</i>	\$339	Each  Includes initial Plan Review	\$491.35	\$491.00
FLS-16	<b>Fire Pump Plan Review and Installation</b>	\$847	Hourly rate after 4 hrs.	\$982.69	\$982.00
FLS-17	<b>Fire Service Underground-Major</b> ▪ <i>Private Fire Hydrants</i> ▪ <i>Sprinkler System Underground Fire Lines</i> To install any private fire hydrant or fire service underground lines and associated appliances (includes plan review, inspections, and witness of flushing).	\$1,017	Each  Includes initial Plan Review	\$1,146.47	\$1,146.00
FLS-18	<b>Fire Service Underground Repair/flush-Minor</b> To repair a component of a fire service underground lines and associated appliances. This shall include replacing single component replacements and flushing the system.	\$508	Each  Hourly rate after 3 hrs.	\$655.13	\$655.00
FLS-19	<b>Fire Service Hydrant Flow Test</b>	FBHR plus materials	performed by the water department- Contact PW&U	FBHR plus materials	FBHR plus materials
FLS-20	<b>Fixed Fire Extinguishing Systems-Hood and Duct</b> Installation of fixed fire extinguishing systems.	\$508	Each Includes initial Plan Review	\$409.45	\$409.00
FLS-21	<b>High Piled Combustible Storage Installation</b> To install high pile racks in a new or existing business for the storage of combustible materials. Requires a plan review and inspection. A "High Piled Combustible Storage Application" shall be completed and submitted at time of plan review. Be advised, due to complexity, we may determine a Fire Protection Engineer (FPE) and additional costs may apply (see "Outside Consultant; Plan Review/Inspection Services).	\$508	Hourly rate after 3 hrs.	\$655.13	\$655.00
FLS-22	<b>Industrial Oven Installation</b> To install an industrial oven in a new or existing business.	\$339	Hourly rate after 2 hrs.	\$409.45	\$409.00
FLS-23	<b>Outside Consultant; Plan Review/Inspection Services</b> that require outside consulting due to complexity of project or time constraints shall be charged the actual cost of service plus 25% overhead. Petaluma Fire Department shall approve consultant and request an estimate of actual cost.	Consultant Hourly rate plus 20%	Each	NA	Consultant Hourly rate plus 25%
FLS-24	<b>Pre-application Conference/Consultation-Fire Inspector/Plans Examiner</b> To meet with a Fire Inspector/Plans Examiner to discuss a proposed situation or project. This Fee is typically not charged for DRC/New Business.	\$169	Hourly rate – Min 1 hr.	\$163.78	\$163.00

## Fire Department Fees

<u>Code</u>	<b>Fire and Life Safety Division Plan Review and Inspection Fees Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
FLS-25	<b>Pre-application Conference/Consultation-Fire Marshal</b> To meet with the Fire Marshal to discuss a proposed situation or project.	\$197	Hourly rate-Min 1 hr.	\$238.83	\$238.00
FLS-26	<b>Solar Variance Plan Review</b> To review and evaluate variances for solar fire access on roofs.	\$125	Each	\$163.78	\$163.00
FLS-27	<b>Special Event-Minor;</b> to review a minor Police Special Event; review only. No inspection required.	See Administrative Fees	If inspection is necessary; hourly rate of \$129 is applied.	\$163.78	\$163.00
FLS-28	<b>Special Event Review and Inspection-Small to Medium Size Event (500-1,000 people).</b> To review a Special Event Plan/Permit and conduct a compliance inspection. Additional hourly rates apply to larger events (see below). The \$57 propane fee will also apply for each concession booth using propane.	See Administrative Fees	2 hour minimum  Hourly rate thereafter	\$491.35	\$491.00
FLS-29	<b>Special Event-Occupancy Check-After Hours</b> To perform occupancy safety check either planned or unplanned after hours.	\$339	4 hour minimum per occupancy	\$982.69	\$982.00
FLS-30	<b>Special Event/Amusement Within a Building</b> To operate a special amusement operation such as a haunted house and/or other type of holiday amusement operation within a building.	FBHR	3 hour minimum  Hourly Rate  thereafter	\$491.35	\$491.00
FLS-31	<b>Spray Booth/Special Hazard Protection Systems/FM 200 type-Installation</b> Installation of a new spray booth, room, or special hazard system or major modification to an existing spray booth or room.	\$847	Hourly rate after 5 hrs.	\$818.91	\$818.00
FLS-32	<b>Standpipe Systems</b> Installation of a new system or major modification to an existing system when the system is not a combination sprinkler system.	\$678	Hourly rate after 4 hrs.	\$818.91	\$818.00
FLS-33	<b>Temporary Certification of Occupancy Inspection</b> To request temporary approval of Occupancy. This is, in addition, to a standard certification of occupancy.	\$339	2 hr. minimum  Hourly rate thereafter	\$409.45	\$409.00
FLS-34	<b>Fire Sprinkler System Modification/Repair</b>	\$326	Base Fee plus \$5.00 per sprinkler head modified. Includes \$169 Plan Review and routine inspection(s).	\$327.56	\$327.00

## Fire Department Fees

<u>Code</u>	<b>CUPA - Hazardous Materials Division</b> <b>New Construction Fees</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>HM-1</b>	<b>Aboveground Storage Tank (AST) New Installation</b> ▪ <i>Flammable or Combustible Liquids</i> ▪ <i>Compressed Natural Gas</i> To install or construct an aboveground storage tank, plant or terminal, well, fuel dispensing station or similar facility where a hazardous material is produced, stored, dispensed or used. (Per Tank)	\$1,017	Hourly rate after 6 hrs.	\$1,310.26	\$1,310.00
<b>HM-2</b>	<b>Aboveground Storage Tank (AST) Modification/Repair</b> To alter or modify aboveground storage tanks, plants, terminals, wells, fuel dispensing stations, dispensing piping, refineries, distilleries and similar facilities where flammable/combustible liquids are produced, processed, stored, dispensed and used. (Per Tank)	\$678	Hourly rate after 4 hrs.	\$982.69	\$982.00
<b>HM-3</b>	<b>Aboveground Storage Tank (AST) Removal</b> To remove, abandon, place out of service or otherwise dispose of an aboveground storage tank. (Per Tank)	\$678	Hourly rate after 4 hrs.	\$982.69	\$982.00
<b>HM-4</b>	<b>Hazardous Materials Aboveground Storage Site Closure</b> <b>*Range 2</b> To permanently remove a hazardous materials storage or use premises from service.	\$339	Each	\$655.13	\$655.00
<b>HM-5</b>	<b>Hazardous Materials Aboveground Storage Site Closure</b> <b>* Range 3 through 7</b> To permanently remove hazardous materials storage or use premises from service.	\$847	Each	\$655.13	\$655.00
<b>HM-6</b>	<b>Additional Re-Inspection - (Hourly rate - Minimum 1-hour)</b> The base permit fees cover the cost of one re-inspection per permit.	\$169	Hourly	\$163.78	\$163.00
<b>HM-7</b>	<b>Additional Plan Review Re-Check - (Hourly rate-Minimum 1 hour)</b> The base permit fees cover the cost of one plan review re-check per permit.	\$169	Hourly	\$163.78	\$163.00
<b>HM-8</b>	<b>Consultation - Hazardous Materials-Fire Inspector</b> To provide for staff consultations with consultants, agents or representatives of a property owner/operator concerning environmental reviews or projects including Phase I or II environmental reviews. This does not include a determination by any other enforcement agency having jurisdiction.	\$169	1 hr. min	\$163.78	\$163.00
<b>HM-9</b>	<b>Consultation - Hazardous Materials –Fire Marshal</b> To provide for Fire Marshal consultations with consultants, agents or representatives of a property owner/operator concerning environmental reviews or projects including Phase I or II environmental reviews. This does not include a determination by any other enforcement agency having jurisdiction.	\$197	1 hr. min	\$238.83	\$238.00

## Fire Department Fees

<u>Code</u>	<b>CUPA - Hazardous Materials Division New Construction Fees Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>HM-10</b>	<b>Excavation Near or Repair /Modification •Flammable/Combustible Liquid Pipeline</b> To excavate or do any work below grade within 10 feet of any pipeline for the transportation of flammable or combustible liquids.	\$339	Hourly rate after 2 hrs.	\$327.56	\$327.00
<b>HM-11</b>	<b>Hazardous Materials Management Plan Modification and Review</b> To add in excess of 100% of quantity of a hazardous material (liquid, solid or gas at STP), or the addition of any highly flammable/toxic materials.	\$339	Hourly rate after 2 hrs.	\$491.35	\$491.00
<b>HM-12</b>	<b>Liquefied Petroleum Gas Tank - Installation</b> To install any LP Gas Container. Plans shall be submitted for all such installations. A building permit is also required.	\$678	Hourly rate after 4 hrs.	\$655.13	\$655.00
<b>HM-13</b>	<b>Medical and Other Compressed Gas System Installation</b> To Install a Medical Gas System. Permit includes cryogenic systems, excludes compressed air systems.	\$1,017	Hourly rate after 6 hrs. Includes Plan Review	\$655.13	\$655.00
<b>HM-14</b>	<b>Underground Storage Tank (UST) Installation - First Tank</b> For the review of plans and conduct inspections for the installation of USTs	\$1,525	1st Tank	\$2,620.51	\$2,620.00
<b>HM-15</b>	<b>Underground Storage Tank (UST) Installation - Each additional Tank</b> For the review of plans and conduct inspections for the installation of USTs	\$678	Per Tank	\$491.35	\$491.00
<b>HM-16</b>	<b>Underground Storage Tank (UST) Major Modification</b> To modify, alter or repair an underground storage tank/system which affects the integrity of the primary or secondary containment. The Sonoma County CUPA Repair/Modification Guidelines shall be adopted and used when determining whether the work falls under the major or minor permit category.	\$847	6 hour minimum	\$982.69	\$982.00

## Fire Department Fees

<u>Code</u>	<b>CUPA - Hazardous Materials Division</b> <b>New Construction Fees</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>HM-17</b>	<b>Underground Storage Tank (UST) <i>Minor Modification</i></b> To modify, alter or repair an underground storage tank/system which does not affect the integrity of the primary or secondary containment. The Sonoma County CUPA Repair/Modification Guidelines shall be adopted and used when determining whether the work falls under the major or minor permit category.	\$339	2 hr. min	\$655.13	\$655.00
<b>HM-18</b>	<b>Underground Storage Tank (UST) <i>Removal/Abandonment</i></b> To remove or abandon in place an underground tank storing hazardous materials.	\$1,695 \$678	1st Tank Each Additional Tank	\$1,310.26 NA	\$1,310.00 \$677.99
<b>HM-19</b>	<b>Underground Storage Tank (UST) Transfer of Ownership- <i>Underground Storage Tank Only</i></b> Submit 30 days prior to date the ownership of the premises is to be transferred.	\$339	Per Site	\$655.13	\$655.00
<b>HM-20</b>	<b>Underground Storage Tank (UST)-Other</b> <b>To oversee</b> soil remediation/over excavation and/or removal of hydraulic lifts/hoists as separate job, each.) To permanently remove subsurface hazardous contamination	\$847	Hourly rate after 5 hrs.	\$327.56	\$327.00
<b>HM-21</b>	<b>Underground Storage Tank (UST) Temporary Closure</b> To temporarily close a tank for up to 12 months	\$678	Per Tank	\$327.56	\$327.00



## Fire Department Fees

<u>Code</u>	<b>CUPA - Hazardous Materials Division</b> <b>Annual Permits</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>HMP-1</b>	<b><u>Above Ground Petroleum Storage Tank Act (APSA):</u></b>		Annual (In addition to Range Fees)		
	APSA Flammable or Combustible Liquids Stored on Site (1,320 - 4,999 gallons)-Tier I	\$169		\$327.56	\$327.00
	APSA Flammable or Combustible Liquids Stored on Site (5,000 – 9,999 gallons)-Tier II	\$339		\$491.35	\$491.00
	APSA Flammable or Combustible Liquids Stored on Site (10,000 gallons or greater)-Tier III	\$508		\$655.13	\$655.00
<b>HMP-2</b>	<b><u>Above Ground Petroleum Storage Tank Act (APSA)</u></b> The State Surcharge Per Site per Cal EPA**State surcharges are established annually by the California Environmental Protection Agency.	Per Cal/EPA	Per Site Annually	NA	Per Cal/EPA**
<b>HMP-4</b>	<b><u>Aboveground Storage - Range 1</u></b> To store, transport on site, dispense, use or handle hazardous materials in quantities ranging from 55- 110 gallons of a liquid, 200-400 cubic feet of a compressed gas, or 500-1,000 pounds of a solid. Note: Range 1 shall also include generators of Hazardous Waste 0-110 gallons liquid and 0-500 lbs. of a solid. Generators in Range 1 are subject to full CERS submittal.	\$339	Annual	\$491.35	\$491.00
<b>HMP-5</b>	<b><u>Aboveground Storage - Range 2</u></b> To store, transport on site, dispense, use hazardous materials of any quantity 111-550 gallons of a liquid, 401-2,000 cubic feet of a compressed gas, or 1,001-5,000 pounds of a solid.	\$678	Annual	\$655.13	\$655.00
<b>HMP-6</b>	<b><u>Aboveground Storage - Range 3</u></b> To store, transport on site, dispense, use or handle a single hazardous material of any quantity 551-2750 gallons of a liquid, 2,001-10,000 cubic feet of a compressed gas, or 5,001-25,000 pounds of a solid.	\$1,017	Annual	\$818.91	\$818.00

## Fire Department Fees

<u>Code</u>	<b>CUPA - Hazardous Materials Division</b> <b>Annual Permits</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>HMP-7</b>	<b>Aboveground Storage - Range 4</b> To store, transport on site, dispense, use or handle a single hazardous material of any quantity 2,751-5,500 gallons of a liquid, 10,001-20,000 cubic feet of a compressed gas, or 25,001-50,000 pounds of a solid.	\$1,186	Annual	\$982.69	\$655.00
<b>HMP-8</b>	<b>Aboveground Storage - Range 5</b> To store, transport on site, dispense, use or handle a single hazardous material of any quantity 5,501-7500 gallons of a liquid, 20,001-30,000 cubic feet of a compressed gas, or 50,001-75,000 pounds of a solid.	\$1,356	Annual	\$1,146.47	\$1,146.00
<b>HMP-9</b>	<b>Aboveground Storage - Range 6</b> To store, transport on site, dispense, use or handle a single hazardous material of any quantity 7,501-9,500 gallons of a liquid, 30,001-40,000 cubic feet of a compressed gas, or 75,001-100,000 pounds of a solid.	\$1,525	Annual	\$1,310.26	\$1,310.00
<b>HMP-10</b>	<b>Aboveground Storage - Range 7</b> To store, transport on site, dispense, use or handle a single hazardous material of any quantity in excess of 9,501 gallons of a liquid, 40,001 cubic feet of a compressed gas, or 100,001 pounds of a solid.	\$1,695	Annual	\$1,474.04	\$1,474.00
<b>HMP-11</b>	<b>Aboveground Storage-Range 8-CO2 Exception</b> To store, transport on site one cryogenic carbon dioxide (CO2) Dewar (approximately 3,500 cf at ambient pressure and temperature). Higher amounts of CO2 will be placed in the appropriate higher fee range.	\$508	Annual	\$491.35	\$491.00
<b>HMP-12</b>	<b>Annual State Surcharge</b> Shall be added to all CUPA permitted sites (Fee per permitted location site) **State surcharges are established annually by the California Environmental Protection Agency.	Per Cal/EPA	Per Site	NA	Per Cal/EPA**
<b>HMP-13</b>	<b>California Accidental Release Program (CALARP)</b> Operational Permit. To operate a CAL-ARP facility  **State surcharges are established annually by the California Environmental Protection Agency.	\$508  **Plus State Surcharge	Annual	NA	\$508  **Plus State Surcharge
<b>HMP-14</b>	<b>Hazardous Waste - Small Quantity Generator (SQG) - Level 1</b> To generate small quantity hazardous waste per year and store up to 110 gallons.	N/C	Range 1 Fee Charged; no additional Haz Waste charges for Level 1	\$163.78	\$163.00
<b>HMP-15</b>	<b>Hazardous Waste - Small Quantity Generator (SQG) - Level 2</b> To generate small quantity hazardous waste per year and store 111 gallons to than 330 gallons on site.	\$85	Annual	\$327.56	\$327.00
<b>HMP-16</b>	<b>Hazardous Waste - Small Quantity Generator (SQG) - Level 3</b> To generate small quantity hazardous waste per year and store less than 330 gallons to 5 tons on site.	\$169	Annual	\$491.35	\$491.00

## Fire Department Fees

<b>HMP-17</b>	<b>Hazardous Waste - <i>Large Quantity Generator (LQG)</i> - Level 4</b> To generate large quantity hazardous waste per year and store 5 tons 250 tons on site.	\$339	Annual	\$655.13	\$655.00
<u>Code</u>	<b>CUPA - Hazardous Materials Division</b> <b>Annual Permits</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>HMP-18</b>	<b>Hazardous Waste - <i>Large Quantity Generator (LQG)</i>- Level 5</b> To generate large quantity hazardous waste per year and store 250 tons to 500 tons on site.	\$508	Annual	\$818.91	\$1,146.00
<b>HMP-19</b>	<b>Hazardous Waste - <i>Large Quantity Generator (LQG)</i>- Level 6</b> To generate large quantity hazardous waste per year and store greater than 501 tons on site.	\$678	Annual	\$982.69	\$982.00
<b>HMP-20</b>	<b>Hazardous Waste - <i>Tiered Permitting (Onsite Treatment)</i></b> To treat onsite hazardous waste that is generated onsite in designed Tiers; per Unit (See Below)*	\$508	Annual	\$491.35	\$491.00
<b>HMP-21</b>	<b>*Hazardous Waste Treatment - <i>Conditionally Authorized Treatment (CAT)</i></b> Per Treatment Unit	\$678	Annual	\$655.13	\$655.00
<b>HMP-22</b>	<b>*Hazardous Waste Treatment - <i>Conditionally Exempt Treatment (CET)</i></b> Per Treatment Unit	\$1,186	Annual	\$491.35	\$491.00
<b>HMP-23</b>	<b>*Hazardous Waste Treatment - <i>Permit By Rule (PBR)</i></b> Per Treatment Unit	\$2,566	Annual	\$1,310.26	\$1,310.00
<b>HMP-24</b>	<b>Underground Storage Tank (UST) Facility Operational Permit - 1st Tank</b>	\$1,017	Annual	\$982.69	\$982.00
<b>HMP-25</b>	<b>Underground Storage Tank (UST) Facility Operational Permit - Each additional tank</b>	\$678	Annual	\$491.35	\$491.00
<b>HMP-26</b>	<b>Underground Storage Tank Surcharge (UST)</b> State Surcharge Per Tank per Cal EPA**State surcharges are established annually by the California Environmental Protection Agency.	Per Cal/EPA	Per Tank	NA	Per Cal/EPA**

## Fire Department Fees

<u>Code</u>	<b>Fire Permit Inspection Division</b> <b>Annual Permits</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>FP-1</b>	<b>Aerosol Products</b>	\$339	Annual	\$327.56	\$491.00
<b>FP-2</b>	<b>Aircraft Repair Hanger</b> To use any structure as an aircraft hangar for the purpose of servicing or repairing aircraft.	\$508	Annual	\$491.35	\$491.00
<b>FP-3</b>	<b>Apartment, Hotel, Motel 3-10 Units</b> To operate an apartment, hotel, or motel.	\$142	Engine Company Inspection	\$327.56	\$491.00
<b>FP-4</b>	<b>Apartment, Hotel, Motel 11-50 Units</b>	\$459	Annual	\$327.56	\$327.00
<b>FP-5</b>	<b>Apartment, Hotel, Motels 51+ Units</b>	\$694	Annual	\$491.35	\$491.00
<b>FP-6</b>	<b>Automobile wrecking/junk yard</b> To operate an automobile wrecking yard.	\$508	Annual	\$327.56	\$491.00
<b>FP-7</b>	<b>Combustible fiber storage</b> To store or handle combustible fibers in quantities in excess of 100 cubic feet.	\$339	Annual	\$327.56	\$327.00
<b>FP-8</b>	<b>Combustible material storage</b> To store more than 2500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, or rubber or cork, or other similarly combustible material.	\$339	Annual	\$491.35	\$491.00
<b>FP-9</b>	<b>Commercial Rubbish-Handling Operation.</b> To operate a commercial rubbish handling operation.	\$339	Annual	\$491.35	\$491.00
<b>FP-10</b>	<b>Day Care Residential</b> To operate a day care occupancy with an occupant load over 8 to 14 persons.	\$169	Annual	\$327.56	\$327.00
<b>FP-11</b>	<b>Day Care Commercial</b> To operate a Commercial day care for more than 14 persons.	\$424	Annual	\$491.35	\$491.00
<b>FP-12</b>	<b>Dry Cleaning Plants</b> To engage in the business of dry cleaning using, or to change to, a hazardous and/or combustible cleaning solvent. (No perchloroethylene)	\$339	Annual	\$327.56	\$327.00
<b>FP-13</b>	<b>Dust-producing operations</b> To operate a grain elevator, flour starch mill, feed mill, or plant pulverizing aluminum, coal, coca, magnesium, spices, sugar or other material producing dust as defined in Article 2.	\$508	Annual	\$655.13	\$655.00

## Fire Department Fees

<u>Code</u>	<b>Fire Permit Inspection Division</b> <b>Annual Permits</b> <b>Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>FP-17</b>	<b>Fireworks Pyrotechnic Display</b> To utilize fireworks for public display or special effects and movie filming.	\$1,159	Each/Event	\$1,637.82	\$1,637.00
<b>FP-18</b>	<b>Garage Repair</b> To use any structure as a place of business for servicing or repairing motor vehicles.	\$339	Annual	\$327.56	\$327.00
<b>FP-19</b>	<b>High-piled combustible storage</b> To use any building or portion thereof exceeding 500 sq. ft. for the storage of high piled combustible stock.	\$508	Annual	\$491.35	\$491.00
<b>FP-20</b>	<b>Inspections and Re-inspections (Occupancies not requiring fire permits)</b> All occupancy inspections and re-inspections.	\$169	Hourly Rate Min 1-hr per Inspection	\$163.78	\$163.00
<b>FP-23</b>	<b>Institutional Occupancy</b> To operate an institutional occupancy, except day care, with an occupant load of 6 or less.	Exempt	Annual	NA	Exempt
<b>FP-24</b>	<b>Institutional/Residential Care Occupancy</b> To operate an institutional/residential occupancy for more than 6 but less than 50, except day care.	\$508	Annual	\$327.56	\$327.00
<b>FP-25</b>	<b>Institutional/Residential Care Occupancy</b> To operate an institutional/residential care occupancy for 50 or more persons, except day care.	\$678	Annual	\$491.35	\$491.00
<b>FP-26</b>	<b>Junk Yards</b> To operate a junk or wrecking yard.	\$678	Annual	\$491.35	\$491.00
<b>FP-27</b>	<b>Liquefied petroleum gases (Propane) Limited Use</b> To operate any stationary LP-gas appliance within any occupancy as approved by the Chief. (Use for Special Events)	\$75	Annual	\$81.89	\$81.00
<b>FP-28</b>	<b>Magnesium working</b> To melt, cast, heat, treat or grind more than 10 pounds of magnesium per working day.	\$339	Annual	\$327.56	\$327.00
<b>FP-29</b>	<b>Model Rockets-to operate, handle or store</b> Model rockets as defined in H & S Code Section 12519.	No Charge	Each	\$163.78	\$163.00
<b>FP-30</b>	<b>Motor Vehicle Fuel-Dispensing Stations</b> To dispense flammable and combustible liquids liquefied petroleum gases or compressed natural gas at motor vehicle fuel-dispensing stations.	\$339	Annual	\$327.56	\$327.00
<b>FP-31</b>	<b>Organic coatings</b> To manufacture more than one gallon of organic coatings in a working day.	\$508	Annual	\$327.56	\$327.00

## Fire Department Fees

<u>Code</u>	<b>Fire Permit Inspection Division Annual Permits Fee Type</b>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
<b>FP-32</b>	<b>Ovens, industrial baking or dying</b> To install an industrial oven in a new or existing business.	\$339	Annual	\$491.35	\$491.00
<b>FP-33</b>	<b>Places of Assembly - less than 300 people</b> To operate assembly occupancy as defined in Article 9.	\$339	Annual	\$491.35	\$491.00
<b>FP-34</b>	<b>Places of Assembly - 300 or more people</b> To operate assembly occupancy as defined in Article 9.	\$508	Annual	\$982.69	\$982.00
<b>FP-35</b>	<b>Radioactive materials</b> To store or handle any amount of radioactive material.	\$678	Annual	\$655.13	\$655.00
<b>FP-36</b>	<b>Spraying or dipping</b> To conduct a spraying or dipping operation utilizing flammable liquids included within the scope of CFC Chapter 25.	\$508	Annual	\$655.13	\$655.00
<b>FP-38</b>	<b>Tents, air supported structures, and canopies</b> To erect or operate a tent or air-supported structure covering an area in excess of 400 sq. feet unless such structures are used exclusively for camping (. Canopies of 700 sq. ft. or less – no permit needed.	\$508	Each Event (Hourly, minimum 3 hrs.)  Includes Plan Review	\$491.35	\$491.00
<b>NEW</b>	<b>Large Tents, air supported structures, and canopies</b> Tents larger than 1500 square feet. additional tent fee of 1hr/tent	New	4 hour minimum, hourly after Includes Plan Review	\$655.13	\$655.00
<b>FP-39</b>	<b>Tire Storage</b> To use an open area or portion thereof to store tires in excess of 1,000 cubic feet. A plan showing location and dimensions of storage area, tire piles, buildings, aisles, and access roads shall be submitted with the application for a permit.	\$508	Annual	\$491.35	\$491.00
<b>FP-40</b>	<b>Violation Inspection Fee (Occupancies with Fire Permit)</b> Permitted facilities that do not comply with a violation notice prior to the second inspection are charged for the initial, second and third inspection (\$378). Subsequent inspections handled by a Fire Inspector are charged an hourly rate of \$129.	\$163	Hourly Rate Min 1-hr per Inspection	\$163.78	\$163.00
<b>FP-41</b>	<b>Waste Handling Plant</b> To operate a waste handling plant.	\$497	Annual	\$327.56	\$327.00
<b>FP-42</b>	<b>Additional Fire Code Permit</b>	\$163	Each/Event	\$163.78	\$163.00

## Fire Department Fees

<u>Code</u>	<u>Administrative Fees Revenue</u> <u>Fee Type</u>	<u>Current Fee</u>	<u>Duration</u>	<u>Full Cost</u>	<u>Suggested Fee</u>
AF-1	<b>Late Fee Assessment</b> For failure to pay permit fees within 90 days of due date.	50% of Permit fees	Each	NA	50% of Permit fees
AF-2	<b>Recovery of Costs for Suppression and Investigation</b> To recover costs for the suppression and investigation of a fire or hazardous materials incident when the cause is determined to be attributable to negligence or violation of the law. Costs are based on the hourly rate for all personnel, equipment, and materials utilized for the suppression and investigation of the incident.	\$129 Fire Inspector \$150 Fire Marshal plus suppression personnel cost and materials cost	Hourly Rate/Per Incident charged with fully loaded Admin Overhead for All Other Staff/Firefighter/Fire Engine 25% handling will be added to the cost of materials.	\$146.24	\$146.00
				\$238.83	\$238.00
AF-3	<b>Penalty for response to false fire alarms:</b> 1) First False Alarm in a Calendar Year; no charge.	No Charge \$181	False alarms shall be charged for each response to a fire alarm caused by persons working on the alarm system and for a failure to notify the authority having jurisdiction in advance of testing	NA \$491.35	NA \$491.00
	2) 2 <sup>nd</sup> False Alarm in a Calendar Year.	\$330		\$982.69	\$982.00
	3) 3 <sup>rd</sup> False Alarm in a Calendar Year.	\$821		\$982.69	\$982.00
	4) 4 <sup>th</sup> and Subsequent False Alarms in a Calendar Year.				
AF-5	<b>Violation Inspection Fee(Occupancies with Fire Permit)</b>	\$169	Hourly rates- 1 hour min.	\$163.78	\$163.00
AF-6	<b>Weed Abatement Administration Fee</b>	\$250	Plus Contractor's Actual Cost	\$327.56	\$327.00
AF-7	<b>Work without a permit that requires a Stop Work Order</b> This violation penalty shall be assessed in addition to double permit fees if it is necessary to issue a site or project specific "Stop Work Order".	Up to \$1,000 Penalty	Each Stop Work Order	\$1,146.47	\$1,146.00
AF-8	<b>Work without a valid permit</b> This fee will be assessed if is determined that a project or business has conducted work or an operation without a permit required by this fee schedule.	Double Fees 100%	Double Permit Fees	NA	Double Fees 100%

**POLICE DEPARTMENT FEES**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Booking Fee Restitution	\$361.33		Plus cost of booking fee
2	Special Event Permit-Minor:			
3	Residential	See Administrative Fees		
4	Commercial	See Administrative Fees		
5	Special Event Permit-Major:			
6	Residential	See Administrative Fees		
7	Commercial	See Administrative Fees		
8	Police False Alarm Response - Residential:			
9	First two in a calendar year	No Charge		
10	Third false alarm in calendar year	No Charge		
11	Fourth false alarm in calendar year	No Charge		
12	Fifth and subsequent false alarms in calendar year	No Charge		
13	Police False Alarm Response - Commercial:			
14	First two in a calendar year -- No Charge	No Charge		
15	Third false alarm in calendar year	\$107.74		
16	Fourth false alarm in calendar year	\$215.48		
17	Fifth and subsequent false alarms in calendar year	\$388.92		
18	Clearance Letter	\$19.71		
19	Courtesy Towing Administration	No Charge		
20	Report Copy Fee	\$13.14		
21	Fix-it Ticket Sign Off (parking Permit Display)	\$13.14		
22	Appearance Subpoena Fee	\$275.00		Per Government Code 68096.1 and 68097.2
23	Records Subpoena Fee	Varies		Per Evidence Code 1563
24	Firearms Storage Fee	\$85.41		per Firearm
25	Neighborhood Check Request	\$13.14		Flat fee
26	Cannabis Permit Fee	Contact PD		
27	Bingo Permit Fee	\$80.15		1 year permit
28	Bingo Permit Annual Renewal Fee	\$39.42		
29	Bingo Permit 24 hours	\$80.15		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$373.78	0%	\$373.00	\$12
NA	NA	See Administrative Fees	\$0
NA	NA	See Administrative Fees	\$0
NA	NA	See Administrative Fees	\$0
NA	NA	See Administrative Fees	\$0
\$108.64	NA	No Charge	\$0
\$108.29	1%	\$107.74	\$108
NA	NA	\$215.48	\$215
NA	NA	\$388.92	\$389
\$108.64	1%	\$108.00	\$108
\$108.29	0%	\$108.00	\$0
\$108.29	0%	\$108.00	-\$107
\$108.29	0%	\$108.00	-\$281
\$20.34	2%	\$20.00	\$0
NA	NA	No Charge	\$0
\$40.68	2%	\$40.00	\$27
\$13.56	4%	\$13.00	\$0
NA	NA	\$275.00	\$0
NA	NA	Varies	\$0
\$147.96	1%	\$147.00	\$62
\$13.56	4%	\$13.00	\$0
NA	NA	Contact PD	\$0
\$108.11	0%	\$108.00	\$28
\$64.22	0%	\$64.00	\$25
\$108.11	0%	\$108.00	\$28



**POLICE DEPARTMENT FEES**

Item No.	Title	Current Fee/Charge	Unit	Notes
30	Discovery Request	\$13.14		Plus Digital Media & Photos Fees
31	Call for Service Check (CAD Incident) Fee	\$13.14		
32	Live Scan DOJ fee	\$32.00		Per DOJ - Taxi/Solicitor application packet
33	Digital Media & Photos:			In addition to Discovery Request fee
34	CD-R/DVD-R	\$26.28		
35	Dispatch Recordings	\$44.67		
36	Thumb Drive 1-34 GB	\$52.56		
37	Thumb Drive 34-64 GB	\$65.70		
38	Flash drive (128-256 GB)	New		
39	Flash drive (256-512 GB)	New		
40	Flash drive (1 TB)	New		
41	Second Hand Dealer Permit	\$394.18		
42	Administrative Tow Fee	\$183.95		
43	Repossession Fee	\$15.00		Per Government Code 41612
44	Parking Enforcement:			
45	Various/ 72 Hours	\$50-\$97		
46	Handicapped Parking Violation	\$871.13		
47	All Other Fines Set By The California Vehicle Code			
48	Block Party Fee	\$90.66		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$189.76	0%	\$189.00	\$176
\$40.68	2%	\$40.00	\$27
NA	NA	\$32.00	\$0
\$7.66	9%	\$7.00	-\$19
\$8.32	4%	\$8.00	-\$37
\$10.51	5%	\$10.00	-\$43
\$21.89	4%	\$21.00	-\$45
\$22.98	4%	\$22.00	NA
\$107.30	0%	\$107.00	NA
\$153.00	0%	\$153.00	NA
\$117.05	0%	\$117.00	-\$277
\$199.28	0%	\$199.00	\$15
\$39.75	62%	\$15.00	\$0
NA	NA	\$50-\$97	\$0
NA	NA	\$871.13	\$0
\$247.64	0%	\$247.00	\$156

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Development Review - Hourly Rates (100% Cost Recovery)	Fully Burdened Rate		Fully Burdened Rate
2	Utility Encroachment Permits - Inspection Hourly	Fully Burdened Rate		Fully Burdened Rate
3	Encroachment - Sidewalk Minor - Residential	\$428.34		
4	Encroachment - Sidewalk/Driveway/Monitoring Wells	\$345.56		
5	Encroachment - Sidewalk/Driveway - Residential	\$592.58		
6	Encroachment - Sidewalk/Driveway - Commercial and Industrial	\$756.82		
7	Encroachment- Sewer/water lateral	\$756.82		
8	Encroachment - Sewer Repair (slip Line)	\$428.34		
9	Encroachment - Sewer Repair (pipe Burst) 2 Receiving Holes	\$592.58		
10	Encroachment - Sewer Repair (on Property)	\$262.79		
11	Encroachment - Trenching (street To Main, Partial Trench)	\$592.58		
12	Encroachment - Utility Co. Project (100% Cost Recovery)	\$220.74		deposit plus staff time and materials

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	100%	Fully Burdened Rate	\$0
Variable	100%	Fully Burdened Rate	\$0
\$600.37	0%	\$600.00	\$172
\$516.56	0%	\$516.00	\$170
\$767.98	0%	\$767.00	\$174
\$935.60	0%	\$935.00	\$178
\$935.60	0%	\$935.00	\$178
\$600.37	0%	\$600.00	\$172
\$767.98	0%	\$767.00	\$174
\$432.75	0%	\$432.00	\$169
\$767.98	0%	\$767.00	\$174
NA	NA	\$220.74	\$0

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit	Notes
13	Encroachment - Trees trimming, Dumpsters/ Pods / scaffolding	\$181.32		
14	Encroachment - Outdoor Dining Initial Fee	\$262.79		
15	Encroachment - Outdoor Dining Annual Renewal Fee	\$181.32		
16	Encroachment - Transportation Single	Per CA DOT		Per CA DOT
17	Encroachment - Transportation Annual	Per CA DOT		Per CA DOT
18	Tree Permits (Removal)	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$265.13	0%	\$265.00	\$84
\$265.13	0%	\$265.00	\$2
\$181.33	0%	\$181.32	\$0.0
NA	NA	Per CA DOT	\$0
NA	NA	Per CA DOT	\$0
\$1,185.60	0%	\$1,185.00	NA

**TURNING BASIN & MARINA**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Kayak Storage Rental	\$124.82	per Kayak per quarter	
2	Mooring Fees	\$7.62	Year-round rate per foot to 29' including electricity	
3	Mooring Fees	\$8.54	Year-round rate per foot 30'+ including electricity	
4	Liveaboard Fee	\$493.09	Liveaboard per month including utilities(in addition to Mooring Fee)	
5	Mooring Fees	\$36.79	Transient daily rate	
6	Launch Fees- Season Pass	\$65.70	Season Pass	
7	Launch Fees- Senior Season Pass	\$32.85	Senior Season Pass	
8	Launch Fee - Trailered Vessel	\$7.00	per day	Includes parking fee
9	Launch Fee - Non-Trailered Vessel	NEW	per day	Kayaks, canoes, etc. Includes parking fee
10	Key Deposit	\$30.00	Each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$153.85	19%	\$124.82	\$0
\$9.39	19%	\$7.62	\$0
\$10.53	19%	\$8.54	\$0
\$607.75	19%	\$493.09	\$0
\$45.34	19%	\$36.79	\$0
\$77.31	15%	\$65.70	\$0
\$77.31	58%	\$32.85	\$0
NA	NA	\$7.00	\$0
NA	NA	\$3.00	NA
NA	NA	\$30.00	\$0



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