



TO: Mayor and Councilmembers

FROM: Dan Singer, City Manager

CONTACT: Steve Chase, Director, Planning and Environmental Services
Patricia S. Miller, Manager, Current Planning

SUBJECT: Case No. 09-047-APP; Foster Appeal of the Citrus Village Project; 7388 Calle Real; APN 077-490-043

RECOMMENDATION:

Waive \$300 of the appeal fee of \$500, based on the finding that the appeal raises one issue that is in the public interest to hear and resolve (the State Density Bonus Law issue).

BACKGROUND:

The Planning Commission approved the Citrus Village project on March 23, 2009. An appeal of the Planning Commission's decision was submitted by Richard Foster, on April 2, 2009. The appellant included an appeal fee of \$200 with the application representing the City's original appeal fee, rather than the current fee of \$500 adopted in December 2008. The application was received for intake purposes however the processing of the appeal is now subject to the outcome of direction given by the City Council on waiving of the additional \$300 fee.

DISCUSSION:

The City charges land development fees pursuant to the Mitigation Fee Act (Gov Code Section 66000 et seq.). The Planning and Environmental Services Current Planning Division operates under the City's Comprehensive User Fee Schedule and is generally a full cost recovery unit. Case processing includes charges for both "deposit cases" (for full cost reimbursement) and "set fee" cases (fixed fee; no billing for additional costs). As determined by the City's User Fee Study conducted last year, the average cost of processing planning appeals is \$12,675.00.

Appeals are considered "set fee" cases and the current fee is \$500. Waiver of all, or part of, case processing fees can only be granted by the City Council for "good cause". Staff is only empowered to expend resources on appeals which are accompanied by the current fee (\$500) or a request that the City Council grant a "Good Cause" waiver of the

fee. This finding generally relates to action taken in the public's interest and would have to apply to one, or all, of the reasons for the appeal.

This appeal presents an unusual application of both the State Density Bonus Law and Goleta General Plan Inclusionary Requirements. The affordable housing policy implications from the resolution of this matter are important to Goleta.

The merits of the appeal are not the subject of this staff report. What is at hand is whether to waive any portion of the \$500 set fee. Staff recommends that the Council waive \$300 of the appeal fee of \$500, based on the finding that the appeal raises one issue that is in the public interest to hear and resolve.

ALTERNATIVES:

Council may choose any of the following alternative actions:

1. Direct the applicant to provide an additional \$300 within two days to complete the required appeal fee of \$500.
2. Grant a waiver of the entire appeal fee of \$500, based on the finding that the entirety of the appeal raises issues that are in the public interest to hear and resolve.
3. Grant a waiver of some other amount, and direct the applicant to provide the balance of the amount

LEGAL REVIEW:

This staff report has been reviewed by the City Attorney.

FISCAL IMPACTS:

There is the potential for loss of some, or all, of the appeal fee of \$500 in the Planning and Environmental Services, Current Planning budget if any of the appeal fee is waived. There is no fiscal impact if the full appeal fee is required.

Submitted By:

Reviewed By:

Approved By:

Steve Chase
Planning and Environmental
Services Director

Michelle Greene
Administrative Services
Director

Daniel Singer
City Manager

ATTACHMENTS:

1. City Council Resolution 08-62

RESOLUTION NO. 08-62

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA,
CALIFORNIA APPROVING AND ADOPTING THE 2008 USER FEES
AND CHARGES**

WHEREAS, California Government Code Sections 66000 et seq Code authorize the imposition of various user fees for providing City Services and reviewing entitlement applications; and

WHEREAS, the City Council conducted Public Meetings/Study Sessions on the proposed User Fees and Charges on June 24th, September 2nd, and October 7, 2008, wherein the Council considered the study supporting the setting of the fees as well as other evidence, and

WHEREAS, the City Council on November 18, 2008 conducted a Public Hearing on the proposed User Fees; and

WHEREAS, the City Council finds that User Fees and Charges in the User Fee Study attached as Exhibit A are justified and appropriate, not exceeding the value of the services provided therefore.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF GOLETA FINDS AND DETERMINES AS FOLLOWS:

SECTION 1. Adoption of User Fees.

User Fees and Charges in the User Fee Study, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted and are effective on December 1, 2008.

SECTION 2. Master Fee Resolution.

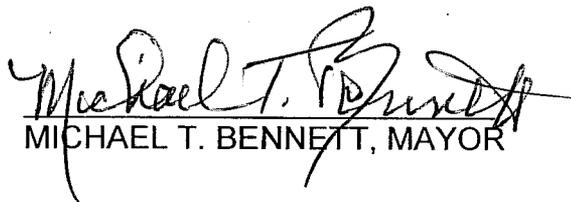
This resolution shall be known as the Master Fee Resolution.

SECTION 3. Annual Inflationary Increases.

The User Fees charge in the User Fee Study, attached hereto as Exhibit A and incorporated herein by reference, is subject to annual increases or decreases based upon the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside- Orange Counties. .

SECTION 4. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 18th day of November, 2008.


MICHAEL T. BENNETT, MAYOR

ATTEST:

APPROVED AS TO FORM:


DEBORAH CONSTANTINO
CITY CLERK


TIM W. GILES
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA) ss.
CITY OF GOLETA)

I, DEBORAH CONSTANTINO, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing City Council Resolution No. 08-62 was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 18th day of November, 2008, by the following vote of the Council:

AYES: MAYOR BENNETT, MAYOR PRO TEMPORE ACEVES
COUNCILMEMBERS BLOIS AND ONNEN, AND WALLIS.

NOES: NONE

ABSENT: NONE

(SEAL)


DEBORAH CONSTANTINO
CITY CLERK

CITY OF GOLETA

USER FEE STUDY

NOVEMBER 6, 2008

FINAL REPORT



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EXECUTIVE SUMMARY

As local governments deal with increased fiscal limitations in California, service fees, or user fees have become an important source of revenue. A user fee is a payment made by an individual for a requested service provided by a local government that primarily benefits that individual.

The City of Goleta ("City") can impose fees under the authority granted by California Government Code §§66000 et. seq. ("Code") and is required by the Code to hold at least one public hearing as part of a regularly scheduled City Council meeting to allow for public comment on its proposed fees. The Code also requires that the City Council adopt approved fees by either ordinance or resolution, and 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 on the issue.

The total cost of each service included in this analysis is based on the fully burdened ("FB") hourly rates that were determined for City personnel directly involved in providing a service. The FB hourly rates not only include personnel salary and benefits but also departmental overhead costs (operation costs and administration personnel costs), and central services costs. The FB hourly rates are then multiplied by the average estimated number of hours, or portion thereof, by position, needed to complete each service. The result is the total cost to the City for providing a service. The total cost is also referred to as the full cost recovery fee throughout this report.

After the full cost recovery fees were calculated they were then reviewed thoroughly with City staff. The fees were then presented to City Council over three City Council workshops. City staff and representatives of Willdan Financial Services ("WFS") began the study sessions by presenting an overview of the fee study methodology and calculations to familiarize City Council with the study.

Once familiar with the study, Council was then presented the resulting full cost recovery fees and asked to direct staff on what level of cost recovery to pursue. In order to assist Council with their decision, the full cost recovery fees were compared to the existing City fees (with the exception of new fees) as well as to the fees of the City and County of Santa Barbara.

In the third and final workshop, Council instructed staff to pursue full cost recovery for all fees with the exception of fees that were deemed to be of public benefit. Council directed that the following fees or versions thereof be set at an amount lower than the full cost recovery amount:

- Photocopies
- Appeals
- Planner Consult
- Emergency Permits
- Park Reservations
- On Street Trash Bins
- Special Events

INTRODUCTION

According to the *Mitigation Fee Act*, public agencies can impose fees for government services when 1) the individual's decision to use the service is voluntary and 2) the fees charged to an individual user are reasonably related to the level of service rendered and the cost of providing that service.

Fees in California are required to conform to the statutory requirements of the California Constitution, the Act, and the California Code of Regulations. According to the Act and subsequent court rulings, fees may not exceed the reasonable cost of providing the service for which they are collected unless the excess fee is approved by a two-thirds vote of the electorate.

The City expressed an interest to determine whether the current fee schedule accurately reflects the actual costs associated with providing fee-related services and if its General Fund is subsidizing many services that benefit users. To address these issues, the City has requested an update of its fee schedule that consists of an analysis of fee amounts to assure that support costs are included in service costs. As a part of the update, this study reviews current fees for services and identifies the full cost recovery fee or the total cost associated with delivering each service.

POLICY CONSIDERATIONS

Economists and government practitioners in California advocate the use of fees to finance the actual costs of certain public services that primarily benefit users. Fees are imposed because they recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

Increasingly, local governments not only want to collect the full cost of staff labor associated with processing and administering services that benefit users, but also wish to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the effective functioning of the local government's operating departments. Appropriate support costs are generally derived from a local government's Cost Allocation Plan. For the purpose of this study, Willdan Financial prepared a Cost Allocation Plan for the City, which is used in conjunction with this User Fee 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 be adopted with the flexibility to remain current. A fee schedule that is flexible and easy to use will assist the City in its effort to ensure that fees are based on current and reasonable costs for providing services. As a result, it is recommended that the City include an annual inflation factor in the resolution adopting the fee schedule that allows the Council, by resolution, to annually increase or decrease the fees based upon published information such as the Consumer Price Index (CPI) or the Employee Cost Index for State and Local Government Employees, Total Compensation as released by the U.S. Department of Labor's Bureau of Labor Statistics.

Shortly after January 1 of each calendar year, the City should consider determining the percentage change in the selected adjustment factor and applying the resulting increase or decrease to the fee schedule by adopting the change through Council resolutions. Fees set by federal or state law are exempt from such adjustment. It is recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years.

METHODOLOGY

The methods of analyses for calculating fees that have been used in this report are the:

- *Case Study Method:* This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. 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.
- *Time and Materials Analysis:* The time and materials analysis involves charging a fee based on actual costs, including staff time, material costs and outside contractor costs, if applicable. Use of the time and materials analysis is suitable when City staff time requirements vary dramatically for a service, or for special projects where the time and cost requirements are not easy to identify at the project's outset. Further, the use of the time and materials analysis 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. To use the time and materials analysis for any of the services provided, the City may want to consider adopting the following policy or a similar one approved by the City Attorney:

Concurrent with the submittal of an application, the project applicant shall pay deposit amounts (when specified) and enter into an agreement to fully reimburse the City for processing costs. The City shall not be required to perform any work on the application prior to receipt of the deposit and execution of the agreement. The agreement shall also include a provision for amendments to the agreement and scope of work to cover work that was unforeseen or substantially exceeded time and materials estimates.

DATA COLLECTION

This report identifies three cost layers that, when combined, constitute the FB cost of a service. For the purpose of this study, the cost layers are defined as: direct labor, including salary and benefits, departmental overhead costs, and City central services overhead. These layers are described as follows:

- *Direct Labor:* The salary and benefits cost of staff hours spent directly on fee-related services as shown on the FB Hourly Rate tables
- *Departmental Overhead:* A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials and costs associated with departmental management staff spent on supervising other staff, to the fully burdened hourly rate as shown on the FB Hourly Rate tables
- *Central Services Overhead:* These costs, detailed in the Cost Allocation Plan, represent services provided by those central service departments whose primary function is to support other City departments.

Finally, data collection included a thorough review of relevant City documentation, such as the City General Fund budget, the City's current fee schedules, and City correspondence related to fee services.

COMPOSITION OF REPORT

The services and fees for each department are addressed separately in chapters 1 through 3 of this report. The materials included in each chapter consist of a description of the services provided by the department, an analysis of the actual costs of each service, and a summary of the study's findings for each department.

Included in each chapter is the Full Cost Recovery Fee table exhibiting:

- A list of services provided by the department.
- The result of time and materials survey conducted for each department and completed by City staff. The purpose of the time and material survey is to determine how long it takes City staff to render each service.
- ~~The actual cost in terms of staff time and materials to provide each service. This is the result of multiplying each position's FB hourly rate by the estimated number of hours each position spent to render a service, then summing the products. This represents the actual cost in term of staff time and materials of providing a service. This actual cost or total cost is also referred to as the full cost recovery fee.~~
- The City's current fee being charged for each service.

Also included in each chapter is the FB Hourly Rate table, illustrating the FB hourly rates of the positions included in the study.

FB HOURLY RATE

The FB Hourly Rate table lists the FB hourly rate for each position directly involved in providing the services included in the fee schedule for each department. FB hourly rates include the direct annual salaries and benefits costs of each position, the allocations of departmental overhead costs (operation costs and administration personnel costs), and the allocations of central services overhead costs based on the position's proportional share of departmental personnel costs. These tables are included in each chapter.

TIME & MATERIALS SURVEY

Determining the amount of time each employee spends on assisting in the provision of the services listed on the fee schedule is essential to identify the total cost of providing each service. Further, in providing these services, a number of employees may become involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

Identification of these time elements relative to a particular service is most readily determined through the completion of a time and materials survey. The "time" portion of the survey reflects the average estimated time each department staff position spends on a given service. The "materials" portion of this survey refers to the costs of materials spent by the department and is contained within the departmental overhead allocation in the FB hourly rates. The result of multiplying the FB hourly rates by the time spent by each position reflects the actual costs of time and materials of providing a service.

A time and materials survey provides department management with an opportunity to assess the time requirements for each service by position and record that information onto a spreadsheet that is used to develop the Full Cost Recovery Fee tables. The table shows the amount of time, listed in minutes for each employee, spent in providing a specific service to the user. The table also shows the actual costs (staff time and materials) of providing each service resulting from multiplying each position's FB hourly rate by the time spent on the service and summing all of those results for each service. The actual cost or total cost is also known as the full cost recovery fee as shown in the Full Cost Recovery Fee tables and represents how much it costs the City to render a service.

CHAPTER 1 : FINANCE AND ADMINISTRATION

DESCRIPTION OF SERVICES

The Finance and Administration program is responsible for the financial system, general accounting, payroll, accounts payable, budget preparation, debt administration, annual audits, and financial reporting. It provides coordination and direction of the financial operation of the City. This includes directing, monitoring, and controlling the establishment and maintenance of an effective financial accounting system, controlling the assets and financial operation of the City and providing a framework for financial planning and analysis to support the operation and management of all City Departments. The Finance Program is also responsible for processing and maintaining records of all financial transactions of the City.

ANALYSIS AND RECOMMENDATIONS

The Finance Department requested that we analyze fees for the following services:

- Business License Renewals
- Returned Checks
- Duplication of Public Records
- Business Setup

Based on the analysis conducted in this chapter, we conclude the following:

- The Finance and Administration department is not currently charging fees for the services listed above.
- ~~The City can charge a separate photocopy fee for materials not set at maximum limits by State law.~~

Photocopy fees are governed by California Public Records Act, (the "CPRA") which limits the fee charged to "the actual direct cost of duplication" (Government Code Section 6256). The CPRA prohibits incorporation of document retrieval costs into the photocopy fee. Actual photocopy costs fluctuate according to the number of copies requested, thus adversely affecting the validity of any cost/revenue comparison.

- For fees that are regulated by the State laws, it is recommended the City comply with the regulations.

Table 1.1 presents the full cost recovery fee or the total cost to the City's Finance Department for providing a service; however, it is the City's decision to determine the fee level, up to 100.00% of the total cost, for each service based on local policy and political considerations.

Table 1.2 lists the FB hourly rate for each position directly involved in providing the services included in the fee schedule for the Finance Department.

TABLE 1.1: FINANCE AND ADMINISTRATION - FULL COST RECOVERY FEE SUMMARY

Service/Application	City Staff		Amount of	Fully Burdened Rate ¹	Third Party/ Required/ Penalty Fee	Full Cost Recovery Fee (Includes 3rd party/acquired fees) ²	Current Fee	Subsidy / Overcharge ⁴
	Accounting Specialist	Permit Technician - Planning						
1 Process Returned Checks	\$40.01	\$124.21	15	\$42.70	\$6.00 Bank Charge	\$46.00	New Fee	Subsidy: \$46.00 100.00%
2 Duplication of Public Records	\$0.70	\$2.07	10	\$7.77		\$7.00	New Fee	Subsidy: \$7.00 100.00%
3 DVD	\$0.70	\$2.07	20	\$15.54		\$15.00	New Fee	Subsidy: \$15.00 100.00%
4 Business License Renewal			30	\$23.30		\$23.00	New Fee	Subsidy: \$23.00 100.00%
5 Business License Setup			5	\$3.00		\$3.00	New Fee	Subsidy: \$3.00 100.00%
6 Duplication of Public Records			5	\$3.00		\$3.00	New Fee	Subsidy: \$3.00 100.00%
7 Photocopy - Black and White			5	\$3.00		\$3.00	New Fee	Subsidy: \$3.00 100.00%
8 Photocopy - Color								
9 Public Records Request								

¹ FB Hourly Rates from Finance - Fully Burdened Rates Table A1 and Planning - Fully Burdened Rates Table A2

² Derived by multiplying each position's FB Hourly Rate by the number of minutes spent on each service

³ Full Cost Recovery Fee represents Total Cost including cost of services and all Third Party costs

⁴ Amount by which General Fund currently subsidizes/overcharges the service.

TABLE 1.21 - FINANCE AND ADMINISTRATION - FB HOURLY RATES SUMMARY

Total Operating Budget ¹	\$ 483,007
Personnel Costs ²	417,064
Percent to	
Dept Direct Allocation ³	12.79%
Administrative Personnel Costs ⁴	0.00%
Operating ⁵	57,500
Special ⁶	67,500
Central Services Overhead Allocation ¹¹	417,064
Total Cost Allocation	417,064

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Annual Salary & Benefits	Family Salary & Benefits Rate	% of Total Direct Labor for Non-Billable Personnel Costs	Annual Salary & Benefits Allocation to User Fees	% Non-Billable Annual Salary & Benefits to Department	Non-Billable Annual Salary & Benefits to Department	% Billable Annual Salary & Benefits	Billable Annual Salary & Benefits	Total Dept Overhead Allocation	Central Services Overhead Allocation ¹	Fully Burdened Direct Labor ²	Productive Hours ³	Fully Burdened Hourly Labor Rates ⁴
Jan. Consultants ¹	181,420	100.70	100%	181,420	0%	181,420	100%	181,420	13.79%	25,013	206,432	1,800	114.68
Finance Director	88,104	48.90	100%	88,104	0%	88,104	100%	88,104	12,156	-	100,260	1,800	55.72
Senior Accountant	147,064	40.96	100%	147,064	0%	147,064	100%	147,064	29,330	-	176,394	3,000	58.81
Accounting Specialist													
Position Total	\$ 417,064			\$ 417,064		\$ 417,064		\$ 417,064	\$ 57,500	\$ -	\$ 474,564		

¹ From City's 2007/08 & 2008/09 Budget Plan. Excludes Capital Costs.
² From City's 2008/09 Salary & Benefits Projections; total employee salary & benefits paid by the Department (Column D Total) less Non-Billable Annual Salary & Benefits (Column E Total).
³ Hourly Salary & Benefit costs per employee; not including overhead costs.
⁴ Portion of employee salaries and benefits allocated to User Fees determined by multiplying Columns A, C and E.
⁵ Non-billable salary and benefits determined by multiplying Columns A, C and E.
⁶ Billable salary and benefits determined by multiplying Column A and Column G.
⁷ Derived by multiplying Billable Salary & Benefits (Column H) by the Departmental Indirect Labor percentage, which is 12.79%.
⁸ Derived by multiplying the billable Salary & Benefits (Column H) by the Central Services Overhead percentage, which is 0%.
⁹ Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column H); Total Dept Overhead Allocation (Column I); Central Services Overhead Allocation (Column J).
¹⁰ Hours are derived by 2,080 annual working hours minus an estimated 280 vacation/holiday hours (1,800 hrs) and multiplied by % of time allocated to User Fees less any Non-billable percent.
¹¹ Derived by Fully Burdened Direct Labor divided by Productive Hours. Not applicable (N/A) if non-billable percentage (Column E) = 100%.
¹² Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from Column F "Non-billable Annual Salary & Benefits."
¹³ Allocation determined from the Central Services Allocation Calculation.
¹⁴ Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of \$57,500 by Personnel Costs of \$417,064.
¹⁵ Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of \$0 by Personnel Costs of \$417,064.

CHAPTER 2: PLANNING

DESCRIPTION OF SERVICES

The Planning and Environmental Services Department guides or regulates land uses, development projects, the growth of the community, the preparation of housing programs, as well as the safe construction of buildings and structures. The Department includes four divisions: Current Planning, Advance Planning, Building and Safety, and Planning Commission/Design Review Board. Functions and services include public information and application assistance at the Permit & Design Center, land use project review and permitting, subdivision review, design review, environmental review, administration of the General Plan/Costal Land use Plan, administration of the Zoning Code, plan check of building applications, issuance of building and grading permits, inspections, issuance of occupancy permits, and permit compliance review.

ANALYSIS AND RECOMMENDATIONS

The Planning Department requested that we analyze fees for all planning services including but not limited to the following:

- Conditional Use Permits
- Development Permits and Plans
- Land Use Permits
- Tentative and Final Maps
- Lot Line Adjustments
- Hearing Related Charges
- Various Other Fees

Based on our analysis, we conclude the following:

- For service that requires a wide range of staff time and to be completed by different staff each time, it is more reasonable for the City to charge actual costs of delivering the service or to calculate fee based on the FB hourly rate of staff who rendered the service.
- For fees that are regulated by the State laws, it is recommended the City comply with the regulations.

Table 2.1 presents the full cost recovery fee or the total cost to the City's Planning Department for providing a service; however, it is the City's decision to determine the fee level, up to 100.00% of the total cost, for each service based on local policy and political considerations.

Table 2.2 lists the FB hourly rate for each position directly involved in providing the services included in the fee schedule for the Planning Department.

TABLE 2.1: PLANNING - FULL COST RECOVERY FEE SUMMARY

Description	Prepaid City Fee	City Staff	Administrative Fee	Fully Bonded Rate	Third Party Required/Penalty Fee	Full Cost Recovery Fee / Proposed Deposit	Current Fee	Subsidy / Overcharge
1. General Application	\$10.00	1	\$10.00	\$10.00			\$10.00	
2. Approval - Minor	\$10.00	1	\$10.00	\$10.00			\$10.00	
3. Approval - Major	\$10.00	1	\$10.00	\$10.00			\$10.00	
4. General Developmental Permit (Local)	\$10.00	1	\$10.00	\$10.00			\$10.00	
5. General Developmental Permit (State of Hawaii)	\$10.00	1	\$10.00	\$10.00			\$10.00	
6. Conditional Certificate of Compliance	\$10.00	1	\$10.00	\$10.00			\$10.00	
7. Conditional Use Permit - Major	\$10.00	1	\$10.00	\$10.00			\$10.00	
8. Conditional Use Permit - Minor	\$10.00	1	\$10.00	\$10.00			\$10.00	
9. Conditional Use Permit - Director Review	\$10.00	1	\$10.00	\$10.00			\$10.00	
10. Single Review Board	\$10.00	1	\$10.00	\$10.00			\$10.00	
11. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
12. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
13. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
14. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
15. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
16. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
17. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
18. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
19. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
20. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
21. Determination of Single Use	\$10.00	1	\$10.00	\$10.00			\$10.00	
22. Extension Fee (if applicable)	\$10.00	1	\$10.00	\$10.00			\$10.00	
23. Fee and Charge Filing Fee	\$10.00	1	\$10.00	\$10.00			\$10.00	
24. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
25. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
26. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
27. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
28. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
29. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
30. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
31. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
32. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
33. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
34. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
35. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
36. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
37. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
38. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
39. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
40. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
41. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
42. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
43. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
44. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
45. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
46. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	
47. General Fee Amendment	\$10.00	1	\$10.00	\$10.00			\$10.00	

Code	Description	Previous City Engineer	Planner - Electrical	City Staff		Administrative Assant	Fully Burdened Rate	Third Party/ Required Penalty Fee	Full Cost Recovery Fee / Proposed Deposit (Includes all party required fees)	Current Fee	Subsely / Overhangs*
				Planner - Electrical	Technician						
87	City Council - Control	\$136.44	\$2.28	\$124.21	\$1.75	\$228.00	\$1,000.00	\$228.00	New Fee		
88	City Council - Hearing	376				\$1,000.00	\$1,000.00	\$1,000.00	New Fee		
89	Performance Technical Request	57		\$150.28		\$466.34		\$466.34	New Fee		
90	Environmental Meeting	177							New Fee		
91	Public Secretary								New Fee		
92	Public Secretary/Investigation Hearing - Zoning Administrator	114				\$300.25		\$300.25	New Fee		
93	Public Secretary/Investigation Hearing - Planning Commission	376				\$1,000.00		\$1,000.00	New Fee		
94	Special Planning Commission Hearing	376				\$1,000.00		\$1,000.00	New Fee		
95	Special City Council Hearing	376				\$1,000.00		\$1,000.00	New Fee		
96	Special City Council Hearing							\$10.00 Actual Cost Deposit	New Fee		
97	Special City Council Hearing							\$10.00 Actual Cost Deposit	New Fee		
98	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
99	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
100	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
101	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
102	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
103	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
104	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
105	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
106	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
107	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
108	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
109	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
110	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
111	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
112	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
113	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
114	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
115	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
116	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
117	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
118	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
119	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		
120	Special City Council Hearing							\$700.00 Actual Cost Deposit	New Fee		

* Full Hourly Rate from Planning - Fully Burdened Rates Table A3
 * Obtained by multiplying each position's Full Hourly Rate by the number of minutes spent on each work
 * Full Cost Recovery Fee represents total cost including cost of workers and all Third Party costs
 * Amount by which General Fund currently subsidizes work on this work.

TABLE 2.2: PLANNING - FB HOURLY RATES SUMMARY

Total Overhead Budget ¹	\$ 2,002,324
Personnel Costs ²	\$ 1,102,951
Dept Direct Allocation	Percent to
Administrative Personnel Cost ³	35.1%
Overhead ⁴	30.0%
Subtotal ⁵	73.9%
Central Services Overhead Allocation ⁶	61,014,212
Total Cost Allocation ⁷	2,044,285

Job Classification ¹	A	B	C	D	E	F	G	H	I	J	K	L	M
	Annual Salary & Benefits	Hourly Salary & Benefits	% of Total Direct Labor	Productive Hours	Fully Burdened Hourly Labor Rates								
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Planning Director	176,681	90.16	33%	56,304	100%	292,000	0%	115,470	71,487	98,202	285,109	1,800	N/A
Planning Manager	292,000	162.67	100%	292,000	100%	292,000	100%	115,470	142,974	195,464	570,300	3,600	165.44
Principal City Engineer	115,470	64.15	100%	115,470	0%	-	100%	230,940	193,670	164,775	478,345	3,600	150.44
Senior Planner	230,940	64.15	100%	230,940	0%	-	100%	193,670	110,942	152,464	442,005	3,000	132.67
Assistant Planner	193,670	54.00	100%	179,200	0%	-	100%	179,200	55,041	77,014	223,575	1,800	124.21
Assistant Planner	179,200	49.76	100%	90,520	0%	-	100%	76,488	47,353	65,076	188,917	1,800	104.95
Planning Technician	90,520	50.29	100%	76,488	0%	-	100%	110,420	73,313	100,752	292,485	1,800	162.49
Administrative Assistant	76,488	42.49	100%	110,420	0%	-	100%	90,520	50,011	82,302	231,575	1,800	124.21
Acting Billing & Salary Manager	110,420	61.36	100%	90,520	0%	-	100%	90,520	50,011	82,302	231,575	1,800	124.21
Senior Planner (Shared 1 year term)	90,520	50.29	100%	90,520	0%	-	100%	90,520	50,011	82,302	231,575	1,800	124.21
Position Total	\$ 1,661,518	\$ 1,543,172	\$ 351,104	\$ 1,192,068	\$ 739,004	\$ 2,944,285	\$ 1,014,212	\$ 1,102,951	\$ 2,944,285	\$ 2,944,285	\$ 2,944,285	\$ 2,944,285	\$ 2,944,285

¹ From City's 2007RB & 2008QB Budget Plan. Excludes Capital Costs.
² From City's 2008QB Salary & Benefits Projections; total employee salary & benefits paid by the Department (Column D Total) less Non-billable Annual Salary & Benefits (Column F Total).
³ Hourly Salary & Benefit costs per employee; not including overhead costs.
⁴ Portion of employee salaries and benefits allocation to User Fees determined by multiplying Columns A and C.
⁵ Non-billable salary and benefits determined by multiplying Columns A, C and E.
⁶ Billable salary and benefits determined by multiplying Column A and Column G.
⁷ Derived by multiplying Billable Salary & Benefits (Column H) by the Departmental Indirect Labor percentage, which is 61.91%.
⁸ Derived by multiplying the Billable Salary & Benefits (Column H) by the Central Services Overhead percentage, which is 65.06%.
⁹ Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column H); Total Dept Overhead Allocation (Column I); Central Services Overhead Allocation (Column J).
¹⁰ Hours are derived by 2,080 annual working hours minus an estimated 200 vacation/holiday hours (1,880 hrs) and multiplied by % of time allocated to User Fees less any Non-billable percent.
¹¹ Derived by Fully Burdened Direct Labor divided by Productive Hours. Not applicable (N/A) if non-billable percentage (Column E) = 100%.
¹² Indirect Departmental personnel overhead costs not directly impacted by the user fees. Derived from Column F "Non-billable Annual Salary & Benefits".
¹³ Allocation determined from the Central Services Allocation Calculation (Appendix B).
¹⁴ Department Overhead Allocation Percent determined by dividing total Dept Direct Allocation of \$739,004 by Personnel Costs of \$1,102,069.
¹⁵ Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of \$1,014,212 by Personnel Costs of \$1,102,069.

CHAPTER 3: COMMUNITY SERVICES

DESCRIPTION OF SERVICES

The Community Services Department is comprised of four divisions that oversee eight separate budget programs. The Administration Division includes the Department Director, who provides direction to the other divisions. The Engineering Division oversees engineering design and construction of the street improvement program and land development projects required to construct improvements within the public right of way, land development review, encroachment permits for work within the public right of way and the street lighting and solid waste programs. The Public Works Maintenance Division oversees the City's street and facility maintenance programs. The Parks and Open Space Division oversee the parks and open space program. The Capital Project Division oversees the City's Capital Improvement Program.

ANALYSIS AND RECOMMENDATIONS

The Community Services Department requested that we analyze fees for all services including but not limited to the following:

- Trenching Fees
- Road Closure Permits Fee
- Special Event Permits Fee
- Encroachment Permits Fee
- Filming Permits Fee
- Traffic Control Plan Review Fee
- Various Other Fees

Based on our analysis, we conclude the following:

- For services that require a wide range of staff time and to be completed by different staff each time, it is more reasonable for the City to charge fees based on the FB Hourly Rate of staff who renders the services.
- For fees that are regulated by the State laws, it is recommended the City comply with the regulations.

Table 3.1 presents the full cost recovery fee or the total cost to the City's Community Services Department for providing a service; however, it is the City's decision to determine the fee level, up to 100.00% of the total cost, for each service based on local policy and political considerations.

Table 3.2 lists the FB hourly rate for each position directly involved in providing the services included in the fee schedule for the Community Services Department, Engineering Division.

Description	CITY STAFF							Third Party/Invoiced Party	Full Cost Recovery Fee (includes all applicable fees)	Current Fee	Subsidy/Overcharge*
	Community Services Director	Management Analyst	Principal Engineer	Project Manager	Assistant Engineer	Public Works Inspector	Public Works Manager				
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* Amount by which General Fund currently subsidizes/overcharge the service.

TABLE 3.21 - COMMUNITY SERVICES DEPARTMENT - FB HOURLY RATED SUMMARY

Total Operating Budget ¹	\$ 6,244,730
Personnel Costs ²	3,246,292
Dept Direct Allocation	
Administrative Personnel Costs ³	32.20% ⁴
Community ⁵	416,081
Subtotal	370,803
Central Services Overhead Allocation ⁶	207,010
Total Cost Allocation	1,053,908

Job Classification ¹	A	B	C	D	E	F	G	H	I	J	K	L	M
	Annual Salary & Benefits	Hourly Salary & Benefits	% of Total Direct Labor for this Job Class	Annual Salary & Benefits Allocation to User Fees ⁷	% Non-Billable Annual Salary & Benefits to Department Overhead	Non-Billable Annual Salary & Benefits to Department Overhead ⁸	% Billable Annual Salary & Benefits	Billable Annual Salary & Benefits	Total Dept Overhead Allocation ⁹	Central Services Overhead Allocation ¹⁰	FY08 Personnel Direct Labor ¹¹	Production Hours ¹²	Fully Burdened Hourly Labor Rate ¹³
Community Services Director	105,720	126.41	25%	47,433	95%	45,061	1%	2,372	783	565	3,725	23	165.98
Community Services Manager	59,040	69.09	100%	59,040	0%	-	100%	80,000	32,877	23,923	155,200	1,800	86.22
Principal Civil Engineer	110,640	131.13	100%	110,640	0%	-	100%	140,640	49,795	35,028	235,092	1,800	130.59
Senior Project Manager	110,240	130.80	100%	110,240	0%	-	100%	110,620	30,472	20,242	186,334	1,800	103.52
Project Manager	110,240	130.80	100%	110,240	0%	-	100%	110,620	30,472	20,242	186,334	1,800	103.52
Professional Engineer	94,320	111.31	100%	94,320	0%	-	100%	94,320	32,052	22,033	178,035	1,800	98.90
Public Works Inspector	72,480	85.56	100%	72,480	0%	-	100%	72,480	30,764	22,011	151,304	1,800	84.06
Public Works Manager	132,370	156.30	100%	132,370	0%	-	100%	132,370	44,040	31,516	207,034	1,800	115.52
Senior Maintenance Worker	60,110	70.26	100%	60,110	0%	-	100%	60,110	22,997	16,454	108,562	1,800	60.31
Maintenance Worker II	124,590	147.03	100%	124,590	0%	-	100%	124,590	40,770	29,171	192,461	3,600	52.46
Public Works Manager	121,540	143.45	100%	121,540	0%	-	100%	121,540	40,444	29,937	190,921	1,800	106.07
Senior Maintenance Worker	70,560	83.16	100%	70,560	0%	-	100%	70,560	23,476	16,797	110,824	1,800	61.57
Maintenance Worker II	72,480	85.56	100%	72,480	0%	-	100%	72,480	23,476	16,797	110,824	1,800	61.57
Position Total	\$ 1,497,390			\$ 1,295,083		\$ 45,061		\$ 1,250,022	\$ 415,961	\$ 207,615	\$ 1,963,508		\$ 44.48

¹ From City's 2007/08 & 2008/09 Budget Plan. Excludes Capital Costs.
² From City's 2008/09 Salary & Benefits Projections; total employee salary & benefits paid by the Department (Column D Total) less Non-Billable Annual Salary & Benefits (Column F Total).
³ Hourly Salary & Benefit costs per employee, not including overhead costs.
⁴ Percent of employee salaries and benefits allocation to User Fees determined by multiplying Columns A, C and E.
⁵ Non-billable salary and benefits determined by multiplying Columns A, C and E.
⁶ Billable salary and benefits determined by multiplying Column A and Column G.
⁷ Derived by multiplying Billable Salary & Benefits (Column H) by the Departmental Indirect Labor Percentage, which is 33.28%.
⁸ Derived by multiplying the Billable Salary & Benefits (Column H) by the Central Services Overhead Percentage, which is 23.81%.
⁹ Fully Burdened Direct Labor is the sum of Billable Annual Salary & Benefits (Column H); Total Dept Overhead Allocation (Column I); Central Services Overhead Allocation (Column J).
¹⁰ Hours are derived by 2,080 annual working hours (160 hrs) multiplied by % of time allocated to User Fees less any Non-Billable percent.
¹¹ Hours are derived by 2,080 annual working hours (160 hrs) multiplied by % of time allocated to User Fees less any Non-Billable percent.
¹² Derived by Fully Burdened Direct Labor divided by Production Hours. Not applicable (N/A) if non-billable percentage (Column E) = 100%.
¹³ Allocation determined from the Central Services Allocation Calculation (Appendix B).
¹⁴ Department Overhead Allocation Percent determined by taking Total Dept Direct Allocation of \$415,961 by Personnel Costs of \$1,250,022.
¹⁵ Central Services Overhead Allocation Percent determined by dividing total Central Services Overhead Allocation of \$207,615 by Personnel Costs of \$1,250,022.

APPENDIX A: COMPREHENSIVE USER FEES SCHEDULE

TABLE A.1: COMPREHENSIVE FEES SCHEDULE

Service/Application	Full Cost Recovery Fee ¹		Current Fee		Proposed Fees ²	
	Fee	Notes	Fee	Notes	Fee	Notes
FINANCE AND ADMINISTRATION - NEW FEES						
Process Returned Checks	\$48.00		NA	New Fee	\$25 1st / \$35 subsequent	
Duplication of Public Records						
DVD	\$7.00		NA	New Fee	\$7.00	
Business License Renewal	\$15.00		NA	New Fee	\$15.00	
Business License Setup	\$23.00		NA	New Fee	\$23.00	
Duplication of Public Records						
Photocopy - Black and White	\$3.00		NA	New Fee	\$0.25 1st page \$1, subsequent pages .20	
Photocopy - Color	\$3.00		NA	New Fee	\$0.25 1st page \$1, subsequent pages .25	
Public Records Request	NA		NA	New Fee	Actual Cost/Employee Cost	
PLANNING - NEW FEES						
HEARING RELATED CHARGES						
Zoning Administrator	\$300.00		NA	New Fee	\$300.00	
Planning Commission - Consent	\$225.00		NA	New Fee	\$225.00	
Planning Commission - Hearing	\$1,000.00		NA	New Fee	\$1,000.00	
City Council - Consent	\$225.00		NA	New Fee	\$225.00	
City Council - Hearing	\$1,000.00		NA	New Fee	\$1,000.00	
Continuance (Applicant Requested)	\$150.00		NA	New Fee	\$150.00	
Environmental Hearing	\$450.00		NA	New Fee	\$450.00	
Hearing Secretary			NA	New Fee	Actual Cost	
Permit Compliance/Revocation Hearing - Zoning Administrator	\$300.00		NA	New Fee	\$300.00	
Permit Compliance/Revocation Hearing - Planning Commission	\$1,000.00		NA	New Fee	\$1,000.00	
Special Planning Commission Hearing	\$1,000.00		NA	New Fee	\$1,000.00	
Special City Council Hearing	\$1,000.00		NA	New Fee	\$1,000.00	
Zoning Ordinance Amendment			NA	New Fee	Actual Cost Deposit	
OTHER NON-SALARY CHARGES						
(i.e. Draft MND; Addendum)	\$200.00		NA	New Fee	\$200.00	
Director Decision	\$200.00		NA	New Fee	\$200.00	
Display Ad in Newspaper			NA	New Fee	Actual Cost	
Legal Notices			NA	New Fee	Actual Cost	
Mailed Notice			NA	New Fee	Actual Cost	
SURCHARGES						
15% on all Contractor Invoices			NA	New Fee	15% on all Contractor Invoices	
MISCELLANEOUS						
Photocopies - Black and White	\$8.00		NA	New Fee	\$0.25 per page	
Photocopies - Color	\$8.00		NA	New Fee	\$0.25 per page	
Public Records Request			NA	New Fee	Actual Cost	
APN Page	\$6.00		NA	New Fee	\$6.00	
Microfiche Copies			NA	New Fee	Actual Cost	
Hearing Tapes			NA	New Fee	Actual Cost	
Maps			NA	New Fee	Actual Cost	
BUILDING AND SAFETY						
Appeal Hearing	\$300.00		NA	New Fee	\$300.00	
Recurring Compliance Inspections (as per conditions of approval)			NA	New Fee	Actual Cost Per Hr.	
Recurring Maintenance Inspections (required by law, tanks, compressors)			NA	New Fee	Actual Cost Per Hr.	
Annexation Request			NA	New Fee	Actual Cost Deposit	
DMV License Sign Oil (Wholesale, Retail)			NA	New Fee	Actual Cost Deposit	
Specific Plan Amendment			NA	New Fee	Actual Cost Deposit	
PLANNING - EXISTING FEES						
Appeals - Minor			\$200.00		\$500.00	
Appeals - Major	\$12,675.00		\$200.00		\$2,000.00	
LAND USE PERMITS						
Community Care Facility	\$2,051.00		\$280.00		\$2,051.00	
Design Review Board Revised Final	\$554.00		\$100.00		\$554.00	
Design Review Board	\$750.00		\$395.00		\$750.00	
LAND USE PERMITS						
Minor Alterations	\$1,094.00		\$255.00		\$1,094.00	
Grading	\$1,188.00		\$290.00		\$1,188.00	
Stockpile Permit	\$1,188.00		\$290.00		\$1,188.00	
Planner Consult - Minor (2 hrs)	\$792.00		\$190.00		\$250.00	Set (Actual Cost Deposit for Large Cases)
Planner Consult - Major (see Deposit Fees)						
Additions to Buildings	\$1,480.00		\$380.00		\$1,480.00	
Sign Certificate of Conformance (sign permit)	\$558.00		\$155.00		\$558.00	
Guest Houses/Pool Houses/Artist studios	\$1,117.00		\$380.00		\$1,117.00	
Land Use Permit Extension	\$386.00		\$150.00		\$386.00	
Land Use Permit Revision	\$396.00		\$150.00		\$396.00	
New Residence	\$1,490.00		\$600.00		\$1,490.00	
Pools and Spas	\$496.00		\$205.00		\$496.00	
Zoning Conformity Determination	\$434.00		\$190.00		\$434.00	
LAND USE PERMITS						
Paño Cover	\$434.00		\$205.00		\$434.00	
Road Naming - Naming or Renaming Existing Road	\$2,376.00		\$1,105.00		\$2,376.00	
Tree Bush Removal / ESHA / Coastal Zone	\$950.00		\$455.00		\$950.00	
Accessory Structures	\$558.00		\$280.00		\$558.00	
Temporary Use Permit	\$558.00		\$280.00		\$558.00	
Trailers	\$868.00		\$455.00		\$868.00	
Trailers	\$1,742.00		\$805.00		\$1,742.00	
Road Naming - New Road	\$1,504.00		\$805.00		\$1,504.00	
New or Addition to Existing Structure	\$372.00		\$205.00		\$372.00	
Fences and Walls (Over Permitted Height)	\$434.00		\$255.00		\$434.00	
Monument Sign Structure	\$434.00		\$255.00		\$434.00	
SUBSTANTIAL CONFORMITY DETERMINATION						

TABLE A.1: COMPREHENSIVE FEES SCHEDULE

Service/Application	Full Cost Recovery Fee		Current Fee		Proposed Fees ²	
	Fee	Notes	Fee	Notes	Fee	Notes
Residential	\$621.00		\$400.00		\$621.00	
Commercial/Industrial	\$1,901.00		\$1,220.00		\$1,901.00	
Change of Use	\$410.00		\$280.00		\$410.00	
Emergency Permit - Major	\$1,742.00		\$1,200.00		\$1,200.00	
Emergency Permit - Minor					\$250.00	
Exemption Fee (if research required)	\$118.00		\$95.00		\$118.00	
Minor Alteration - e.g. replace deck, balcony	\$310.00		\$255.00		\$310.00	
Alcoholic Beverage Control Affidavit	\$102.00		\$100.00		\$102.00	
Sign Plan - overall for shopping center or large developments	\$1,520.00		\$1,520.00		\$1,520.00	
Demolition	\$496.00		\$505.00		\$496.00	
Coastal Development Permit (Local)					Same set fee as the Land Use Permit	
PLANNING DEPOSIT BASED FEES						
Coastal Development Permit (Local) w/ hearing	Deposit Based		\$600.00	Actual Cost Deposit	\$600.00	Actual Cost Deposit
Certificate of Compliance	Deposit Based		\$1,000.00	Actual Cost Deposit	\$1,000.00	Actual Cost Deposit
Conditional Certificate of Compliance	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Conditional Use Permit - Major	Deposit Based		\$3,020.00	Actual Cost Deposit	\$3,020.00	Actual Cost Deposit
Conditional Use Permit - Minor	Deposit Based		\$1,520.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit
Conditional Use Permit Amendment - Director Review	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Conditional Use Permit Compliance Review	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Determination of Similar Use	Deposit Based		\$2,020.00	Actual Cost Deposit	\$2,020.00	Actual Cost Deposit
Development Plan	Deposit Based		\$5,020.00	Actual Cost Deposit	\$5,020.00	Actual Cost Deposit
Development Plan - Revised	Deposit Based		\$4,020.00	Actual Cost Deposit	\$4,020.00	Actual Cost Deposit
Development Plan - Amendment	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Development Plan - As Built	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Development Plan - Director	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Fish and Game Filing Fees						required by State and Co.
General Plan Amendment	Deposit Based		\$10,000.00	Actual Cost Deposit	\$10,000.00	Actual Cost Deposit
Gen. Code Consistency Determination (65402)	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Land Use Permit Clearance (following major discretionary permit)	Deposit Based		\$1,520.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit
Lot Line Adjustment	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Lot Line Adjustment Clearance	Deposit Based		\$1,520.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit
Lot Line Adjustment Modification (Prior to recordation)	Deposit Based		\$1,020.00	Actual Cost Deposit	\$1,020.00	Actual Cost Deposit
Map Clearance w/ conditions (TFM)	Deposit Based		\$1,520.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit
Map Clearance w/ conditions (TFM)	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Map Clearance w/ no conditions	Deposit Based		\$255.00	Actual Cost Deposit	\$255.00	Actual Cost Deposit
Modification	Deposit Based		\$2,020.00	Actual Cost Deposit	\$2,020.00	Actual Cost Deposit
Oil and Gas Production/Exploration Plans	Deposit Based		\$2,500.00	Actual Cost Deposit	\$2,500.00	Actual Cost Deposit
Parcel Map Waiver	Deposit Based		\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit
Permit Compliance	Deposit Based		\$2,000.00	Actual Cost Deposit	\$2,000.00	Actual Cost Deposit
Projects for which there is no appropriate category	Deposit Based			Actual Costs Deposit TBD by Planning and Environmental Services		Actual Costs Deposit TBD by Planning and Environmental Services
Planner Consult - Major	Deposit Based		\$1,000.00	Actual Cost Deposit	\$1,000.00	Actual Cost Deposit
Recorded Map-Modification	Deposit Based		\$2,520.00	Actual Costs Deposit	\$2,520.00	Actual Costs Deposit
Rezone	Deposit Based		\$10,000.00	Actual Costs Deposit	\$10,000.00	Actual Costs Deposit
Specific Plan	Deposit Based		\$5,020.00	Actual Costs Deposit	\$5,020.00	Actual Costs Deposit
Tentative Parcel Map	Deposit Based		\$2,520.00	Actual Costs Deposit	\$2,520.00	Actual Costs Deposit
Tentative Tract Map	Deposit Based		\$4,020.00	Actual Costs Deposit	\$4,020.00	Actual Costs Deposit
Tentative Map Modification (prior to recordation)	Deposit Based		\$1,520.00	Actual Costs Deposit	\$1,520.00	Actual Costs Deposit
Time Extension (discretionary permit)					50% of original permit Actual Cost Deposit	
Time Extension (ministerial permit)					50% of original permit Set Fee	
Variance	Deposit Based		\$2,520.00	Actual Costs Deposit	\$2,520.00	Actual Costs Deposit
COMMUNITY SERVICES DEPARTMENT - NEW FEES						
On Street Trash Bins/Rolloffs - 1st month	\$113.00		NA	New Fee	\$110.00	1st Month
On Street Trash Bins/Rolloffs - subsequent months	\$56.68		NA	New Fee	\$55.00	Subsequent months
TRAFFIC CONTROL PLAN REVIEW						
Major (Requires Traffic Engineer's review)	\$405.00		NA	New Fee	\$405.00	
Minor (over the counter permit)	\$82.00		NA	New Fee	\$82.00	
BUILDING PERMIT OR LAND USE PERMIT						
Major Projects (4 or more lots or units)	\$214.00		NA	New Fee	\$214.00	
Tree Removals/Plantings	\$408.00		NA	New Fee	\$408.00	
PRIVATE IMPROVEMENT ENCROACHMENTS						
Existing Improvements post 2/2/2008	\$5,000.00		NA	New Fee	\$5,000.00	Actual Cost Deposit
Existing Improvements pre 2/2/2008	\$1,000.00		NA	New Fee	\$1,000.00	Actual Cost Deposit
Minor Encroachments	\$678.00		NA	New Fee	\$678.00	
TRAFFIC CONTROL PLAN REVIEW						
Haul Routes	\$230.00		NA	New Fee	\$230.00	
MONITORING WELLS						
Annual Monitoring	\$381.00		NA	New Fee	\$381.00	
Installation/Abandonment	\$197.00		NA	New Fee	\$197.00	
Annual Utility Permits	\$233.00		NA	New Fee	\$233.00	
Illegal Discharge Mitigation	\$268.00		NA	New Fee	\$268.00	
ORC Review	\$313.00		NA	New Fee	\$313.00	
Other Community Service Assistance			NA	New Fee	Actual Cost Per Hr.	
BUILDING PERMIT OR LAND USE PERMIT						
Building Plan Review						
No Public Works permit issued	\$42.00		NA	New Fee	\$42.00	
Minor Projects (1-4 lots or units)	\$116.00		NA	New Fee	\$116.00	
Work Without A Permit			NA	New Fee	2 times original permR fees due to additional investigation work and research	

TABLE A.1: COMPREHENSIVE FEES SCHEDULE

Service/Application	Full Cost Recovery Fee ¹		Current Fee		Proposed Fees ²	
	Fee	Notes	Fee	Notes	Fee	Notes
COMMUNITY SERVICES DEPARTMENT - EXISTING FEES						
SPECIAL EVENT PERMITS*						
Each Permit - General Use	\$317.00		\$50.00		\$317.00	
Each Permit - Non Profit & School Use	\$100.00				\$100.00	Non Profit & School Use
*Check to be submitted with permit, except when special arrangement have been made.						
MINIMUM PERMIT FEES*						
Stewalk (+ \$1.50/ft over 50 ft)	\$178.00		\$85.00		\$178.00	
Landscape Work	\$282.00		\$85.00		\$282.00	
*Permits requiring engineering review, materials testing, or extensive coordinating with other agencies will require an additional fee to equal the costs to the City for the service rendered (\$75 minimum for engineering review)						
PARK RESERVATION						
Area 3 - High Demand	\$138.00		\$55.00		\$138.00	plus cleaning deposit of \$150
Area 3 - Low Demand	\$138.00				\$80.00	plus cleaning deposit of \$150
MINIMUM PERMIT FEES*						
Residential Driveway	\$156.00		\$65.00		\$156.00	
Miscellaneous Minor Construction and/or use of City Road right of way	\$156.00		\$65.00		\$156.00	
Commercial Driveway	\$176.00		\$80.00		\$176.00	
*Permits requiring engineering review, materials testing, or extensive coordinating with other agencies will require an additional fee to equal the costs to the City for the service rendered (\$75 minimum for engineering review)						
MINIMUM TRENCH FEE*						
1. Within Paved Roadway - Cubic Yards of Excavation						
0-10	\$177.00		\$80.00		\$177.00	
2. Outside the Paved Roadway - Cubic Yards of Excavation						
0-15	\$156.00		\$80.00		\$156.00	
PARK RESERVATION						
Area 2 - High Demand	\$138.00		\$80.00		\$138.00	plus cleaning deposit of \$150
Area 2 - Low Demand	\$138.00				\$80.00	plus cleaning deposit of \$150
MINIMUM PERMIT FEES*						
TV Filming (Photography - Application & Processing - Motion)	\$375.00		\$300.00		\$375.00	
TV Filming (Photography - Application & Processing - Still)	\$123.00		\$100.00		\$123.00	
*Permits requiring engineering review, materials testing, or extensive coordinating with other agencies will require an additional fee to equal the costs to the City for the service rendered (\$75 minimum for engineering review)						
BUILDING PERMIT OR LAND USE PERMIT						
Street use fee for filming and associated parking	\$205.00		\$205.00		\$205.00	
Filming/Photography on City owned lands	\$200 - \$400		\$200 - \$400		\$200 - \$400	
Monitoring	Actual Cost		\$38.00		Actual Cost	
CONSTRUCTION INSPECTION*						
Based on a Percentage of the cost of construction						
Minimum Fee	\$350.00		\$350.00		\$350.00	
First \$20,000	8.00%		8.00%		8.00%	
Next \$30,000	7.00%		7.00%		7.00%	
Next \$50,000	5.00%		5.00%		5.00%	
Balance Over \$100,000	3.75%		3.75%		3.75%	
*Permits requiring extensive engineering revisions during the plan review and construction process will require an additional fee to equal the costs to the City for services rendered. Additional fees (according to the adopted Material Testing Fee Schedule).						
STRIPING FEE SCHEDULE*						
This fee shall be charged when striping by City forces is necessary as a result of work performed under a Road Excavation Permit. The Fee Schedule is based on actual City costs. This fee shall be deposited into a separate fund for Striping (\$50 minimum)						
Dashed Stripe	\$0.15 per LF		\$0.15 per LF		\$0.15 per LF	
Solid Stripe	\$0.15 per LF		\$0.15 per LF		\$0.15 per LF	
Legend	\$5.50 per SqFt		\$5.50 per SqFt		\$5.50 per SqFt	
*Replacement of these and other traffic control devices by the permittee may be required before City acceptance of the work performed under the permit.						
PAVEMENT CUT RESTORATION FEE						
This fee shall be charged in addition to the fees required above. This fee shall be deposited into a separate fund for restoring pavement cuts.						
Pavement Cut Restoration Fee	0.75 per ft w/ a min. of \$75		0.75 per ft w/ a min. of \$75		0.75 per ft w/ a min. of \$75	
Utility Companies and Special Districts are required to continually maintain in good condition the utility trenches constructed for their utilities, and therefore, shall be exempt from the Pavement Cut Restoration Fee.						
PARK RESERVATION						
Bouncer (area 2 and 3 only)	\$20.00		\$20.00		\$20.00	utilities and maintenance
MINIMUM TRENCH FEE*						
2. Outside the Paved Roadway - Cubic Yards of Excavation						
15-50	\$178.00		\$90 + \$2.50/CY over 15 CY		\$178.00	
1. Within Paved Roadway - Cubic Yards of Excavation						
10-50	\$197.00		\$90 + \$3/CY over 10 CY		\$197.00	
PARK RESERVATION						
Area 1 - High Demand	\$138.00		\$155.00		\$138.00	plus cleaning deposit of \$150
Area 1 - Low Demand	\$138.00				\$80.00	plus cleaning deposit of \$150
ROAD CLOSURE PERMIT FEE*						

TABLE A.1: COMPREHENSIVE FEES SCHEDULE

	Service/Application	Full Cost Recovery Fee ¹		Current Fee		Proposed Fees ²	
		Fee	Notes	Fee	Notes	Fee	Notes
248	Road Closures are permitted only after all alternatives have been carefully reviewed						
249	Road Closure Permit Fee	\$467.00		\$750.00		\$467.00	
250	*Permits for closures that are particularly lengthy or complicated will require an additional fee to equal the costs to the City for services rendered.						
251							
252	MINIMUM TRENCH FEE*						
253	1. Within Paved Roadway - Cubic Yards of Excavation						
254	50-250	\$230.00		\$210 + \$2.25/CY over 50 CY		\$230.00	
255	2. Outside the Paved Roadway - Cubic Yards of Excavation						
256	50-250	\$216.00		\$177.5 + \$1.75/CY over 50 CY		\$216.00	
257	250-500	\$216.00		\$27.5 + \$1.25/CY over 250 CY		\$216.00	
258	500-750	\$289.00		\$840 + \$1/CY over 500 CY		\$289.00	
259	Over 750	\$362.00		\$0.00		\$362.00	
260	1. Within Paved Roadway - Cubic Yards of Excavation						
261	250-500	\$270.00		\$660 + \$2/CY over 250 CY		\$270.00	
262	500-750	\$303.00		\$1,160 + \$1.75/CY over 500 CY		\$303.00	
263	Over 750	\$416.00		\$0.00		\$416.00	
264	*Permits requiring engineering review, (e.g. drainage facilities, special soil considerations, structural analysis), material testing or extensive coordination with other agencies, will require an additional fee to equal the costs to the City for services rendered (\$75 minimum for engineering review)						

¹ FB Hourly Rates from Tables A1, A2, A3

² Proposed fees for adoption.

APPENDIX B: FEES COMPARISON

TABLE B.1: FINANCE AND ADMINISTRATION - COMMON FEE COMPARISON

Service/Application	City of Goleta Full Cost Recovery Fee ¹		City of Goleta Fee Recommended By Staff ²		City of Santa Barbara	
	Fee	Notes	Fee	Notes	Fee	Notes
Business License Renewal	\$15.00		\$15.00			The City requires annual payment based on the type of business and the estimated first year's gross. For example, if the first year gross is \$185,000 and the business is a Varies café, the tax amount due is \$90.00.
Business License Setup	\$23.00		\$25.00			The City requires annual payment based on the type of business and the estimated first year's gross. For example, if the first year gross is \$185,000 and the business is a Varies café, the tax amount due is \$90.00.
Process Returned Checks	\$48.00	Per Civil Code 1719, fee for the first returned check is \$25, \$35 for each subsequent check.	\$25 1st / \$35 subsequent			
Duplication of Public Records	\$3.00					
Photocopy - Black and White	\$7.00		\$0.20 1st page \$1, subsequent pages.			
DVD			\$0.25 1st page \$1, subsequent pages.			
					\$10.00	
					\$0.20	Per Page
					\$12.00	

¹ Table 1

² Table A1

TABLE B.21: PLANNING - COMMON FEE COMPARISON

Service/Application	City of Goleta Full Cost Recovery Fee ¹		City of Goleta Fee Recommended By Staff ²		County of Santa Barbara	
	Fee	Notes	Fee	Notes	Fee	Notes
Conditional Use Permit - Major	\$3,020.00	Actual Cost Deposit	\$3,020.00	Actual Cost Deposit	\$5,000.00	Actual Costs Deposit
Conditional Use Permit - Minor	\$1,520.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit	\$2,024.00	Fixed Fee
Conditional Use Permit Amendment - Director Review	\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit	\$5,510.00	Fixed Fee
Tentative Parcel Map	\$2,520.00	Actual Cost Deposit	\$2,520.00	Actual Cost Deposit	\$5,000: Planning Commission, \$3,000: Zoning Administrator, \$5,000: fees from 48 60th maps	Planning - Deposit Zoning - Deposit Actual Cost Deposit Fees from 48 maps
Lot Line Adjustment	\$1,020.00	Actual Cost Deposit	\$1,020.00	Actual Cost Deposit	\$1,000.00	Actual Cost Deposit
Lot Line Adjustment Modification (Prior to recordation)	\$2,320.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit	\$3,000.00	Actual Cost Deposit
LAND USE PERMITS	\$1,520.00	Actual Cost Deposit	\$1,520.00	Actual Cost Deposit	\$2,000.00	Actual Costs Deposit
<i>Residential Structures</i>						
New Residence	\$1,400.00		\$1,400.00		\$1,000.00	Fixed Fee
Accessory Structures	\$550.00		\$550.00		\$507.00	Fixed Fee
Additions to Buildings	\$1,400.00		\$1,400.00		\$571.00	Fixed Fee
Fences and Walls (Over Permitted Height)	\$372.00		\$372.00		\$313.00	Fixed Fee
Pools and Spas	\$405.00		\$405.00		\$313.00	Fixed Fee
Guest Houses/ Pool Houses/ Artist studios	\$1,117.00		\$1,117.00		\$530.00	Fixed Fee

¹ Table 2

² Table A1

TABLE B.3: COMMUNITY SERVICES - COMMON FEE COMPARISON

Service/Application	City of Golata Full Cost Recovery Fee ¹		City of Golata Fee Recommended By Staff ²		County of Santa Barbara	
	Fee	Notes	Fee	Notes	Fee	Notes
TRAFFIC CONTROL PLAN REVIEW						
Minor (over the counter permit)	\$102.00		\$102.00		206 first day 95 each additional day	
Major (requires Traffic Engineer's review)	\$405.00		\$405.00		NA	NA
Final Review	\$230.00		\$230.00		\$920.00 + 95 per additional day	
MONITORING WELLS						
Annual Monitoring	\$381.00		\$381.00		403 annual	
Installation/Abandonment	\$197.00		\$197.00		NA	NA
Road Closure Permit Fee	\$487.00		\$487.00		\$1,235.00	
Tree Removal/Plantings	\$409.00		\$409.00		NA	NA
Residential Driveway	\$156.00		\$156.00		\$411.00	
Commercial Driveway	\$176.00		\$176.00		\$500.00	
TV Filming / Photography - Application & Processing - Still	\$123.00		\$123.00		\$302.00	*review, inspection/permit
On Street Trash Bins/Rolloffs - 1st month	\$113.00		\$110.00		\$146.00	Annual Supplier Comp only
Sidewalk (+ \$50/ft over 50 ft)	\$176.00		\$176.00		\$331 - 25 to 100 sf / \$465 - 101 to 250 sf	
FEES FOR PUBLIC/PRIVATE ROAD IMPROVEMENT PLAN REVIEW AND CONSTRUCTION INSPECTION*						
Based on a Percentage of the cost of construction						
Minimum Fee	\$360.00		\$360.00		1st 100K	2,254.25%
Fixed \$20,000	\$0.00	Based on a % of cost of construction	\$0.00	Based on a % of cost of construction	next 150K	1,754.25%
Next \$30,000	\$0.07	Based on a % of cost of construction	\$0.07	Based on a % of cost of construction	next 250K	1,254.25%
Next \$50,000	\$0.05	Based on a % of cost of construction	\$0.05	Based on a % of cost of construction	next 500K	754.25%
Balance Over \$100,000	\$0.04	Based on a % of cost of construction	\$0.04	Based on a % of cost of construction	over 1 Mill	0.50+ 1.50%

*Permits requiring extensive engineering revisions during the plan review and construction process will require an additional fee to equal the costs to the County for services required. Additional fees

¹ Table 3
² Table A1