



**City of St. Helena
Special City Council Meeting
Tuesday, January 26, 2021 @ 4:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

In accordance with Executive Order N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofstheleena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions. Spanish translation for this meeting will be offered. To access Spanish translation, you will need to join the meeting using the Zoom app from a computer, iPad or Iphone. You will see an icon on the screen that will allow you to choose Spanish translation. To learn how to use Zoom, please see the instructions below.

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/83180560378>

Or iPhone one-tap :

US: +16699006833,,83180560378# or +12532158782,,83180560378#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Meeting ID: 831 8056 0378

International numbers available: <https://us02web.zoom.us/j/83180560378>

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

~~~~~  
Ciudad de Santa Helena Reunión Especial del Ayuntamiento Jueves, 26 de enero 2021 @ 4:00 PM

De acuerdo con las órdenes ejecutiva, N-29-20, y la orientación del Departamento de Salud Pública de California sobre reuniones, se permite la participación pública virtual. Seguiremos la Orden de la siguiente manera: Los miembros del público no pueden asistir físicamente a las reuniones. La reunión del Ayuntamiento de la Ciudad se transmitirá en vivo por el Canal 28 de Comcast y en el sitio web de la Ciudad, salvo dificultades técnicas. Aquellos miembros del público que deseen participar deben hacerlo de forma virtual a través de las reuniones electrónicas de Zoom de las siguientes maneras; iniciando sesión en el enlace Zoom ubicado en la agenda de la reunión (descargue la aplicación en su computadora o dispositivo móvil) e ingrese la ID de la reunión o llamando al número ubicado en la agenda e ingrese la ID de la reunión. Se aceptarán comentarios públicos para la reunión del Ayuntamiento por correo electrónico a [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Todos los comentarios públicos se harán públicos y se adjuntarán a la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

Consulte el final de la agenda para obtener instrucciones detalladas de PARTICIPACIÓN PÚBLICA. Se ofrecerá traducción al español para esta reunión. Para acceder a la traducción al español, deberá unirse a la reunión utilizando la aplicación Zoom desde una computadora, iPad o iPhone. Verá un icono en la pantalla que le permitirá elegir la traducción al español. Para aprender a utilizar Zoom, consulte las instrucciones a continuación.

Habrà traducción en español durante la junta

Haga clic en el enlace a continuación para participar en la reunión:

<https://us02web.zoom.us/j/83180560378>

O por iPhone one-tap: US: +16699006833,,83180560378# or +12532158782,,83180560378#

O por Teléfono: Marque(para mejor calidad, marque número basado en su ubicación actual):  
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

ID de la Reunión: ID: 831 8056 0378

Números Internacionales

Disponibles:

<https://us02web.zoom.us/j/83180560378>

**TENGA EN CUENTA:** Cualquier persona que desee hablar sobre un tema en la agenda o hacer un comentario en la sección de "comentario público" de la agenda puede hacerlo, pero por favor observe el límite de tiempo de cuatro minutos.

Page

1. CALL TO ORDER

2. ROLL CALL

Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, Eric Hall and Lester Hardy.

3. PUBLIC COMMENT:

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.

4. NEW BUSINESS:

4.1. City Council Review and Discussion of the St. Helena User Fee Report

11 - 83

and Draft User Fees

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Finance Manager

Recommendation:

Staff is seeking City Council feedback on the proposed user fees. The fee schedule will be brought back to City Council at a later date for adoption.

[Staff Report - Pdf](#)

## 5 ADJOURNMENT

- . The next Regular City Council meeting is scheduled for February 9, 2021, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on January 20, 2021.



Cindy Tzafopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

### **THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS**

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur:  
<https://sthelena.civicweb.net/Portal/>

**The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.**

#### **How to Watch or Listen to Council Meetings:**

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

### **Watch Council Meeting by Joining the Zoom Meeting:**

#### **1. By Computer, Tablet, or Smart Phone:**

1. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

#### **1. Listen Only by Telephone:**

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
3. To disconnect from the meeting, hang up the phone.

### **Ways to Provide Public Comment:**

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in by 4:00 PM Prior to the Meeting to:**  
[publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org)

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to [publiccomment@cityofsthelena.org](mailto:publiccomment@cityofsthelena.org). Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

#### **2. Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

### 3. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial \*9 on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press \*9 again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

~~~~~

En cumplimiento de la Ley de Estadounidenses con Discapacidades, si necesita asistencia especial para participar en esta reunión, llame a la Oficina del Secretaría de la Ciudad (707) 967-2792. La notificación 72 horas antes de la reunión, como lo requiere la Sección 202 de la Ley de Estadounidenses con Discapacidades, permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad a esta reunión.

LA CIUDAD DE ST. HELENA ALIENTA LA PARTICIPACIÓN PÚBLICA EN LÍNEA EN REUNIONES VIRTUALES DEL CONSEJO DE LA CIUDAD

St. Helena, CA– La Ciudad de St. Helena está comprometida con la participación pública en el gobierno de la Ciudad de manera que sea consistente con la guía proporcionada por el Oficial de Salud Pública del Condado de Napa y la Orden Ejecutiva N-25-20 del Gobernador Newsom. Estas pautas se relacionan con el distanciamiento social y están destinadas a proteger a todos al limitar la propagación de COVID-19 en nuestra comunidad. En cumplimiento de estas pautas, el Ayuntamiento de St. Helena organizará una Reunión del Consejo Virtual sobre Zoom; Una herramienta de teleconferencia gratuita que permite a los usuarios mirar y / o llamar a la reunión desde sus computadoras o teléfonos. Esta reunión estará abierta al público y permite comentarios públicos en vivo. La reunión también se grabará, se transmitirá en vivo y se publicará en el sitio web de la Ciudad después de la clausura de la reunión si se presentan dificultades técnicas:
<https://sthelena.civicweb.net/Portal/>

El enlace web de ZOOM, la identificación de la reunión y el número de teléfono se enumerarán en la parte superior de la Agenda de la reunión del Ayuntamiento. Se le pedirá que ingrese la ID de la reunión, pero no habrá contraseña ni ID de participante.

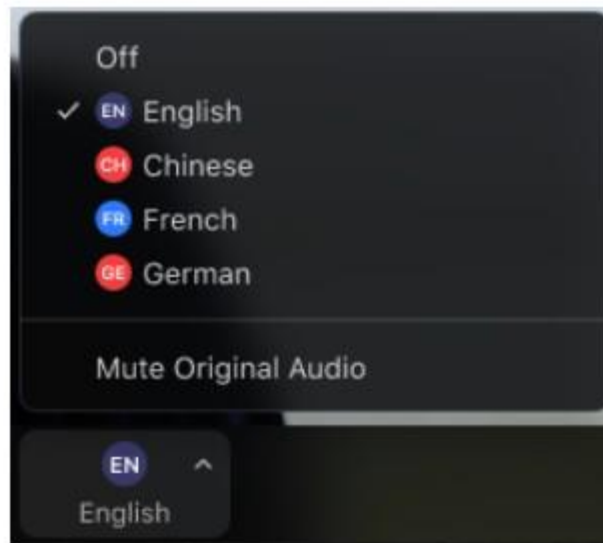
Cómo escuchar la interpretación de un idioma



1. En los controles de la reunión o el seminario web, haga clic en **Interp**



2. Haga clic en el idioma que desee escuchar.



3. (Opcional) Para escuchar solo el idioma interpretado, haga clic en **Sile**



1. En los controles de la reunión, toque ... Más.



2. Toque **Interpretación de idiomas**.

3. Toque el idioma que desee escuchar.



4. (Opcional) Toque el botón de alternancia **Silenciar audio original**.



5. Haga clic en **Finalizado**.

Cómo ver o escuchar las reuniones del Consejo:

1. Vea a través del canal 28 de Comcast
2. Vea el video de transmisión en vivo en el sitio web de la ciudad
3. Mire y escuche en Zoom.us haciendo clic en el enlace en la Agenda del Consejo
4. Escuche llamando al número de Zoom listado en la Agenda del Consejo

Vea la reunión del Consejo uniéndose a la reunión Zoom:

1. **Por computadora, tableta o teléfono:**
 - a. Antes de unirse a la reunión virtual del Ayuntamiento, le recomendamos que descargue la aplicación Zoom. Para registrarse en su propia cuenta gratuita, visite zoom.us/signup e ingrese su dirección de correo electrónico. Recibirá un correo electrónico de Zoom (no-reply@zoom.us) . En este correo electrónico, haga clic en Activar cuenta.
 - b. Si ha iniciado sesión en su cuenta, ingrese la ID de la reunión que figura en la Agenda del Ayuntamiento. Si no ha creado una cuenta, vaya a: <https://zoom.us/join> e ingrese la ID de la reunión
 - c. Seleccione si desea conectar audio y / o video y toque Unirse a la reunión. re. Para

obtener instrucciones específicas para su dispositivo, vaya a:
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2. Escuche solo por teléfono:

- a. **Marque** el número que figura en la Agenda del Consejo.
- b. Cuando se le solicite, ingrese la **ID de la reunión** provista en la parte superior de la Agenda de la reunión del Concejo Municipal **y presione #. No se requiere una identificación de participación.**
- c. Para desconectarse de la reunión, cuelgue el teléfono

Formas de proporcionar comentarios públicos:

Mientras asiste a la reunión virtual del Ayuntamiento, el público tendrá la oportunidad de proporcionar comentarios públicos en vivo durante el Foro Público y después de cada tema de la agenda. Cuando sea el momento apropiado para comentarios públicos, el Alcalde abrirá verbalmente los comentarios públicos. En este momento, cada individuo tiene permitido 4 minutos parahablar.

1. Envíe un comentario público por adelantado a publiccomment@cityofsthelena.org

La forma más fácil de proporcionar comentarios públicos es enviar su comentario público por correo electrónico. Los comentarios públicos pueden enviarse por correo electrónico a publiccomment@cityofsthelena.org. Incluya en la línea de asunto "COMENTARIO AL CONSEJO y el PUNTO DEL PROGRAMA". Cualquier comentario público debe presentarse a más tardar 2 horas antes de la reunión programada y se incluirá como un archivo adjunto a la agenda. Todos los comentarios públicos se harán públicos y se adjuntarán al artículo de la agenda y no se leerán en voz alta. Todos los comentarios públicos que se reciban después de las 4:00 PM se adjuntarán a la agenda al día siguiente.

- 2. Proporcione comentarios a través de la reunión Zoom desde una computadora, tableta o teléfono inteligente

Esta opción permite que el público asista virtualmente a la reunión como un "asistente" silenciado sin capacidades de video o pantalla compartida. Podrá ver y escuchar a los participantes en la reunión, pero no podrán escucharlo hasta que el anfitrión de permiso.

Si desea proporcionar comentarios públicos durante un elemento específico de la agenda o durante un foro público, puede usar la función "levantar la mano" ubicada en el panel de control en la parte inferior de la pantalla. El icono es una pequeña mano azul. En Windows también puede usar el atajo de teclado Alt + Y para subir o bajar la mano. En Mac también puedes usar el atajo de teclado Alt + Y para subir o bajar lamano.

Se le notificará al anfitrión que ha levantado la mano y se lo colocará en fila con todas las solicitudes entrantes

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Para ser retirado de la fila, simplemente haga clic de nuevo el botón "levantar la mano".

3. Llame a la reunión de ZOOM desde un teléfono fijo o móvil solamente

Esta opción le permite al miembro del público la oportunidad de participar verbalmente en comentarios públicos.

Si desea hablar durante el tiempo de comentarios públicos, marque * 9 en su teléfono.

Se le notificará al anfitrión que le gustaría hablar y se colocará en fila con todas las solicitudes entrantes.

Cuando sea su turno de hablar, se le notificará que el anfitrión le ha dado permiso de hablar. Puede presionar * 9 nuevamente si desea ser eliminado de la fila.



Report to the City Council
Special City Council - 26 Jan 2021 - User Fee
Study Workshop

Agenda Section: **NEW BUSINESS:**

Subject: **City Council Review and Discussion of the St. Helena User Fee Report and Draft User Fees**

CEQA **Not a CEQA project**
Determination:

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

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. The last full cost recovery study for the City was completed in November 2011 and an updated fee schedule was adopted by City Council on March 27, 2012 by Resolution 2012-21.

In September 2015, staff issued a Request for Proposals for a Full Cost Services and Development Impact Fee Study to include a Cost Allocation Plan, User Fee Study, and a Development Impact Fee Study. On October 9, 2015, the City received four proposals, which were reviewed by City staff and an outside consultant. In November 2015, the City selected Willdan Financial Services (Willdan) to conduct a Full Cost Services and Development Impact Fee Study and entered into a professional services agreement on November 24, 2018 by Resolution 2015-146.

This study is consistent with City Council Goal 4 - *Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life* which includes: (1) completing a Cost Allocation Plan, completed in January 2020, (2) completing an Impact Fee study, and (3) completing a User Fee study.

DISCUSSION

User Fee Study

The principal goal of the User Fee Study is to help the City determine the full cost of the services that the City provides. The full cost of providing a service may not necessarily become the City's fee but serves as an objective basis as to the maximum amount that may be collected. The total cost of each service included in the analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct department costs, and indirect costs from central service support. Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

If the City's goal of the study was to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in the study. However, other City and departmental goals, City Council priorities, policy initiatives, past experiences, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions in establishing User Fees. Based on the factors above, City staff has reviewed the full costs and identified "recommended fee levels" for consideration.

The scope of the Draft User Fee Study (Attached) encompasses a review and calculation of the User Fees charged by the following departments and groups:

- General City
- Planning
- Building
- Public Works
- Library
- Parks & Recreation
- Fire
- Police

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. Additionally, City staff has included comparison of fees to other local agencies where available. Because User Fees vary by individual entity, some fees were not available to compare, these are noted as "N/A" in the attached document. Additionally, Parks & Recreation User Fees were presented to the Parks & Recreation Commission on August 31, 2020, where staff received feedback and presented again on January 11, 2021 where the Commission unanimously supported the draft fees for the Parks & Recreation Department.

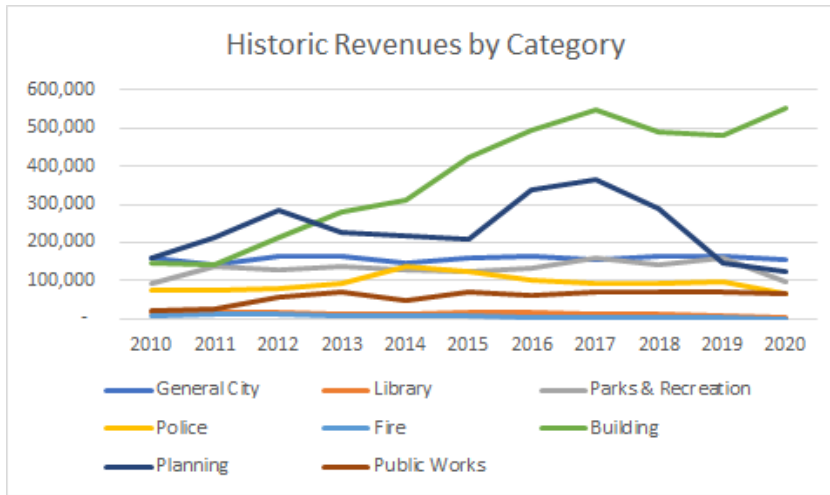
The draft fees presented on pages 24-42 of the attached User Fee Study have been reviewed by each department and some fees do not have full cost recovery based on department staff review and recommendations.

Below is a summary of the recommended modifications to the user fees by category:

Department	Number of Fees Increased	Number of Fees Decreased	Number of New Fees	Number of Fees with No Change	Notes
General City	4	2	1	42	Methodology changed for 2 fees from flat fee to printing costs plus admin %.
Planning	23	2	2	20	Average estimated fee increase is around 1% for flat fee services.
Building	13	10	10	62	Recommended fees be increased by 50% which would raise the cost recovery to 52.5%
Public Works	31	5	13	13	Average estimated fee increase is around 20%.
Parks & Recreation	8	0	20	78	
Police	9	3	0	55	Average estimated fee change would be 5%.
Fire	1	4	2	3	
TOTAL	89	26	48	273	

** In March 2019, the City Council adopted Resolution 2019-35 eliminating certain fines and fees; therefore, an analysis for the Library was not done and the current fee levels remain unchanged.*

The chart below (and attachment) provides an overview of the historical revenues by category from FY 2010 through FY 2020. The largest category of User Fees collected are Building and Planning Fees which attribute to an average of 55% of total User Fees collected over a 10-year period. Because User fees are driven by consumer demand, it is impractical to determine the overall revenue increase/decrease for each department based on the recommended User Fee update.



Staff is seeking City Council feedback on the proposed user fees. The fee schedule will be brought back to City Council at a later date for adoption. Once user fees are adopted, City staff will return annually with proposed fee adjustments based on the consumer price index (CPI).

FISCAL IMPACT

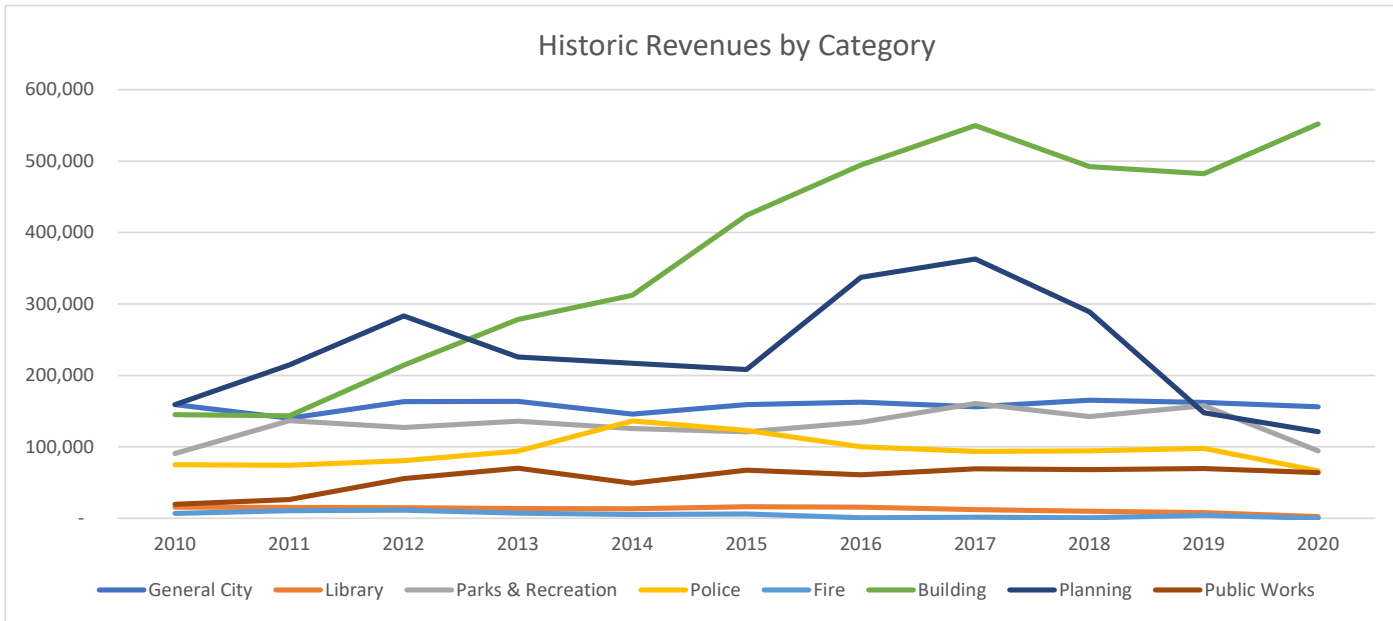
User fees provide the City with cost recovery for City operations.

RECOMMENDED ACTION

Staff is seeking City Council feedback on the proposed user fees. The fee schedule will be brought back to City Council at a later date for adoption.

ATTACHMENTS

[Historic Revenues by Category](#)
[St Helena User Fee Report](#)
[User Fees Comparison](#)



	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General City	159,178	140,013	163,336	163,705	145,750	159,032	162,392	155,961	165,249	162,229	156,034
Library	15,568	15,057	14,900	13,618	13,150	16,170	15,539	11,949	9,732	7,955	2,321
Parks & Recreation	90,654	136,615	127,109	135,900	125,677	121,186	134,218	160,615	142,284	157,661	94,485
Police	74,815	74,030	80,566	94,082	136,205	123,020	99,936	93,632	94,230	97,835	66,434
Fire	6,710	10,670	11,330	6,985	5,280	5,830	716	1,320	613	3,950	-
Building	144,813	143,445	214,427	278,086	312,156	424,145	494,458	549,915	492,301	482,404	552,044
Planning	159,110	214,742	283,131	225,840	216,803	208,380	337,125	362,941	289,050	147,618	121,179
Public Works	19,592	26,323	55,568	70,086	49,169	67,463	61,034	69,075	67,998	69,510	63,869
TOTAL USER FEES COLLECTED	670,440	760,895	950,366	988,302	1,004,190	1,125,227	1,305,418	1,405,408	1,261,457	1,129,162	1,056,365
Percent Change from PY		13%	25%	4%	2%	12%	16%	8%	-10%	-10%	-6%

CITY OF ST HELENA

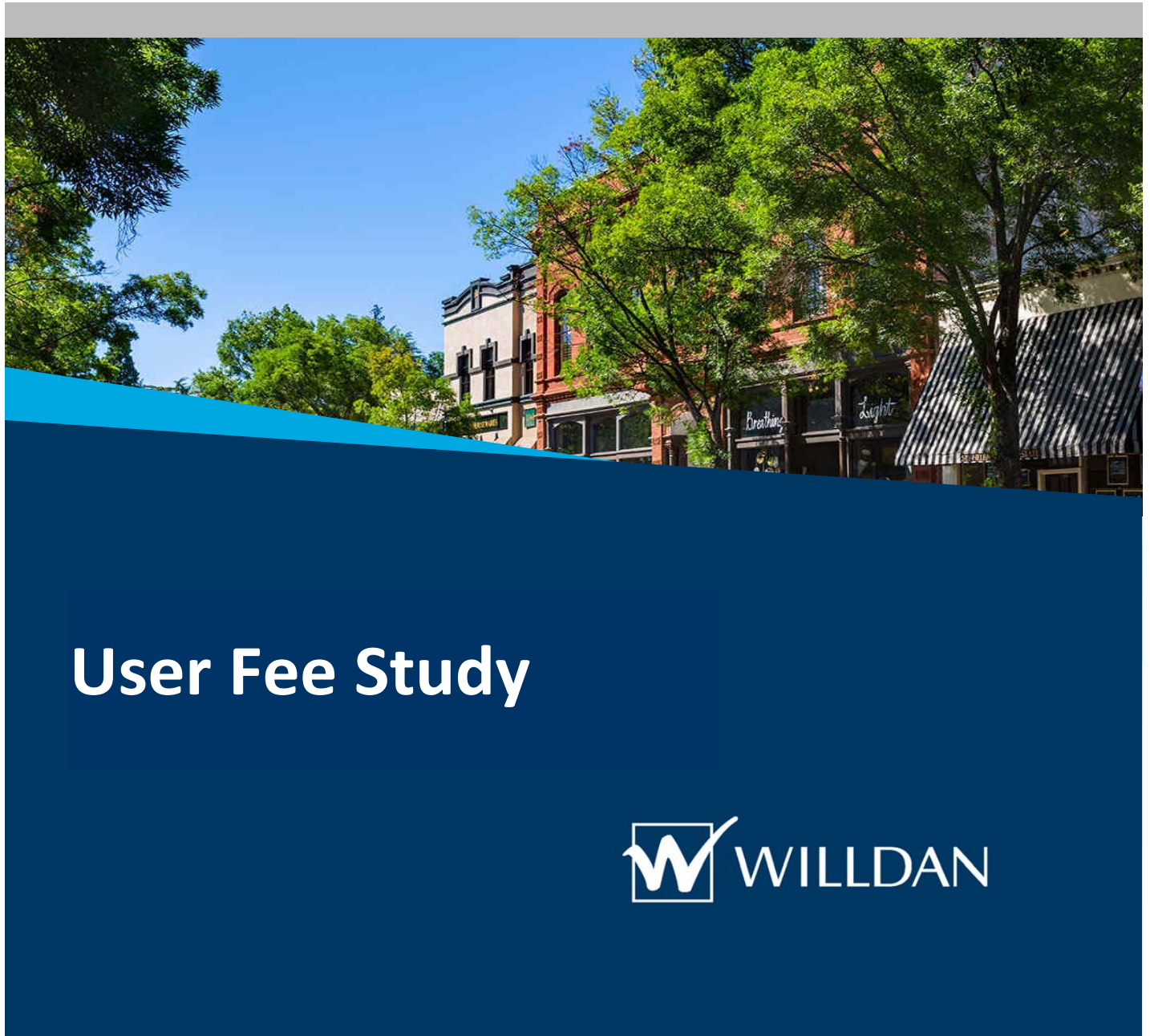




TABLE OF CONTENTS

TABLE OF CONTENTS.....i

Executive Summary1

User Fee Background2

 Background2

 California User Fee History2

 Additional Policy Considerations3

Study Objective.....4

 Scope of the Study4

 Aim of the Report.....5

Project Approach and Methodology.....6

 Conceptual Approach.....6

 Fully Burdened Hourly Rates.....6

 Summary Steps of the Study.....7

 Allowable Costs.....7

 Methodology.....8

 Quality Control/Quality Assurance8

 Reasons for cost increases/decreases over current fees.....9

 City Staff Contributions.....9

St Helena User Fees10

 Cost Recovery.....10

 Subsidization10

 Impact on Demand (Elasticity).....11

 Summary11

General City12

 Analysis12

Planning.....13

 Analysis13

Building14

 Analysis14

Public Works.....15



Analysis	15
Library	16
Analysis	16
Parks & Recreation	17
Analysis	17
Police	18
Analysis	18
Fire	19
Analysis	19
Appendix A – Total Allowable Cost to be Recovered	20
Appendix B – Fully Burdened Hourly Rates.....	21
Appendix C – Cost Recovery Analysis	23



Executive Summary

The City of St Helena 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 identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. 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 benefit. 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, 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.

California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised 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. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, 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. As an example, in 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees have severely 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 vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.



Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby 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 support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

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 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 three to five years, which would include adding or removing fees for any new or eliminated programs/services.



Study Objective

As the City of St Helena seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide 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 principle 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
- Enhancing fairness and equity
- 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 St Helena departments and fee groups:

- General City
- Planning
- Building
- Public Works
- Library
- Parks & Recreation
- Police
- Fire



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.

Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. 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 influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



Project Approach and Methodology

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 property-related (non-discretionary) 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
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

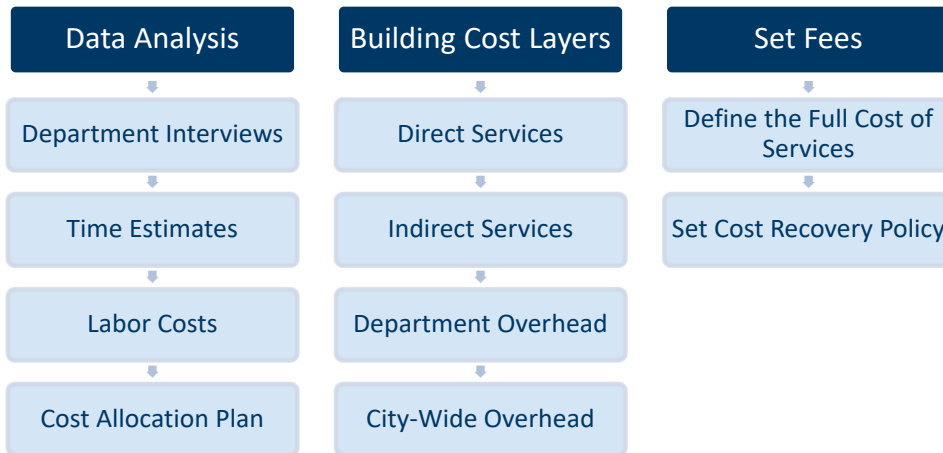
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities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

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



Summary Steps of the Study

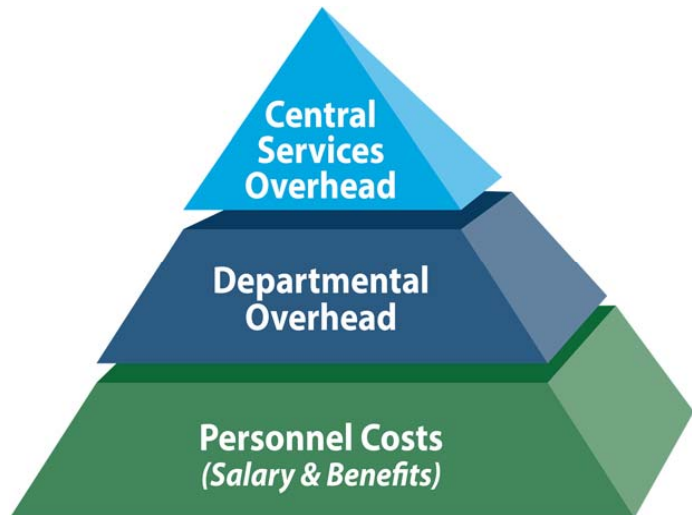
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



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, detailed in 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 fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the 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
- Normalcy/expectation ranges
- FTE balancing
- 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:

- 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
 - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the City as a whole

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
- Frequency and current fee levels
- 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.



St Helena User Fees

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 predominately determined by Willdan and City Staff through a time and materials survey conducted 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 and materials survey 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. 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 principle 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 to determine 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 St Helena, 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) whom 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, many services fall into the range between these two extremes. The graphic on the following page illustrates the potential decision basis.

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.

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 compliance inspections 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 burdensome costs.

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

If the City's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective 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 or division 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.



General City

The fee group of General City contains services related to business licenses, copy services, and film permits. Business license services were not analyzed as part of this study.

Analysis

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

The analysis of the General City services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time 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. It is recommended that the City set these fees at or near 100% cost recovery for most fees as detailed in [Appendix C](#):

- an increase to 4 fees;
- 2 fees would decrease;
- 2 fees will change from flat fee to printing costs plus admin%;
- 42 fees would remain as currently set, and;
- 1 new fee will be added.



Planning

The core services provided by the Planning and Community Improvement Department are: implementation, enforcement and updates related to the City's General Plan, City Zoning and Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, building permit plan check and field inspection, and Code Enforcement, including Short Term Rental enforcement.

Analysis

Willdan individually reviewed the services and programs associated with the Planning Department. 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 we determined the reasonable cost of each fee occurrence using staff time 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. Many fees also contain a deposit aspect to allow for more precise accounting of costs on a project by project basis. This fee format allows for the establishment of flat fee amounts for aspects of services that do not vary greatly and utilizes deposits for service aspects that do vary. Deposits are set at reasonable levels based on staff experience. The analysis found that there are services whose current fees are currently set above and below the full cost of providing service. It is recommended that the City set most Planning Services fees at or near 100% cost recovery for most fees as detailed in [Appendix C](#), with some specific fees set to retain subsidies. As a result, there would be:

- an increase to 23 fees;
- 2 fees would decrease;
- 2 new fees will be added;
- 20 fees would remain as currently set, and;
- the average estimated fee increase for Planning would be at around 1% for flat fee services.



Building

Building Department provides the community with a full-time staff available to accept building permit submittals. Department Services also include plan checking, inspections, product and code compliance, code interpretation, and code enforcement.

Analysis

Willdan individually reviewed the services and programs associated with the Building Department. 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), 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. It is recommended that the City increase cost recovery for Building services to the levels shown for each fee as detailed in [Appendix C](#). As a result, there would be:

- an increase to 13 fees;
- 10 fees would decrease;
- 62 fees would remain as currently set, and;
- 10 new fees would be added as detailed in [Appendix C](#).

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 trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 35% cost recovery. It is suggested that the fees be increased to raise cost recovery to 52.5%, which would require a 50% increase. Current and new fees are detailed in [Appendix C](#).



Public Works

The Department of Public Works is responsible for the City's infrastructure, including streets, storm drains, parks, water treatment, water distribution, wastewater collection, and wastewater treatment. We facilitate environmental compliance including storm water pollution prevention, sustainability, protection of public trees and floodplain administration. In addition, the Department of Public Works is a key responding agency in emergencies involving our infrastructure as well as weather and other disasters with the potential for adverse impacts to public health or the environment.

Analysis

Willdan individually reviewed the services and programs 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 services in Public Works relied primarily upon a standard unit cost build-up approach, 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. Willdan then compared the calculated full cost against the current fee amount to determine whether the current fee is recovering the costs associated with the requested service. The analysis showed that current services are being provided well below the cost of providing them. Suggested fee levels were determined to increase cost recovery while trying to mitigate the impact on demand. As a result, there would be:

- an increase to 31 fees;
- 5 fees would decrease;
- 13 new fees will be added;
- 13 fees would remain as currently set, and;
- the average estimated fee increase for Public Works would be at around 20% as detailed in *Appendix C*.



Library

The St Helena Public Library is recognized as one of the best libraries in the country, a resource for people in their daily lives as they grow, learn, and challenge themselves at every stage of life and personal development. The library strives to provide resources, space, and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. The goal is to maintain and continue to achieve the best in library services by managing the resources wisely, preparing for the future, and being responsive to the changing landscape of the community they serve.

Analysis

No analysis was done to the Library services and fee levels remain unchanged as detailed in [Appendix C](#).



Parks & Recreation

The Parks & Recreation Department provides programs in youth and adult sports, community classes and events, youth programs, after-school and educational programs, summer camps, and special events, such as the 4th of July Firework Show and the St. Helena Hometown Harvest Festival. City recreation facilities include the Carnegie Building, Crane Park, the Skate Park, tennis courts, bocce courts, Jacob Meily Park and Wappo Park.

Analysis

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

The analysis of most Parks & Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Parks & Recreation programs provide a measure of public benefit to the residents and City as a whole. In addition, 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. The suggested fees would result in:

- An increase for 8 fees;
- 20 new fees will be added, and;
- 78 fees would remain as currently set as detailed in [Appendix C](#).



Police

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

Analysis

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

The services included in Police are a mixture of fines and user fees. The fines are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time 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. As a result, there would be:

- An increase to 9 fees;
- 55 fees would remain as currently set;
- 3 fees would decrease, and;
- The average fee change would be 5%as detailed in [Appendix C](#).



Fire

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost effective services, including: fire protection both prevention and suppression; public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. This service should, at all times, provide for the safety of the members of the Fire Department and serve the interest of the residents of the City of St. Helena and the surrounding area.

Analysis

Willdan individually reviewed the services and programs 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 Fire services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time 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. It is recommended that the City set Fire fees at or near 100% cost recovery for most fees. As a result, there would be:

- an increase to 1 fee;
- 4 fees would decrease;
- 3 fees would remain as currently set as, and;
- 2 new fees will be added 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 percentage of the total cost is realized as staff doesn't just work 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, passthrough contract costs, and any other costs that is charged directly to the service requestor.

City of St Helena- User Fee Overhead Rate Calculations

Department	Salaries & Benefits	Maintenance & Operations	Direct Overhead %	Indirect Allocation %
42: City Manager	1,096,579	307,047	28%	0%
43: Finance	774,177	216,909	28%	0%
45: Planning/Building	1,014,451	219,406	22%	38%
46: Library	821,153	209,950	26%	42%
47: Parks & Recreation	205,939	57,675	28%	62%
48: Fire	1,031,475	362,110	35%	37%
49: Police	3,187,785	157,658	5%	31%
50: Public Works	1,009,683	625,498	62%	40%



Appendix B – Fully Burdened Hourly Rates

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. For positions in central service departments, such as the City Clerk and Finance, what is shown is the salary and benefit rate only, as the overhead of central service departments is recovered through the cost allocation plan. 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. 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 St Helena- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
42: City Manager	CM - Administrative Records Assistant	86.85
42: City Manager	CM - Assistant to the City Manager	140.50
42: City Manager	CM - City Clerk	141.12
42: City Manager	CM - City Manager	203.68
42: City Manager	CM - Human Resources & IT Director	169.27
42: City Manager	CM - Human Resources Technician	92.36
43: Finance	Finance - Accounting Technician I	83.48
43: Finance	Finance - Accounting Technician II	89.39
43: Finance	Finance - Finance Director	166.84
43: Finance	Finance - Finance Manager	143.76
43: Finance	Finance - Senior Accounting Technician	97.67
48: Fire	Fire - Administrative Assistant/Fire Inspector	135.61
48: Fire	Fire - Fire Captain	130.61
48: Fire	Fire - Fire Chief	140.08
48: Fire	Fire - Fire Engineer	130.61
46: Library	Library - Librarian I	117.71
46: Library	Library - Library Associate II	112.10
46: Library	Library - Library Director	231.31
46: Library	Library - Senior Librarian	148.51
46: Library	Library - Senior Library Associate	122.28
47: Parks & Recreation	Parks & Rec - Maintenance Worker	64.69
47: Parks & Recreation	Parks & Rec - Parks & Recreation Director	266.40
47: Parks & Recreation	Parks & Rec - Recreation Supervisor	164.48



City of St Helena- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
45: Planning/Building	PIng/Bldg - Associate Planner	136.41
45: Planning/Building	PIng/Bldg - Chief Building Official	194.49
45: Planning/Building	PIng/Bldg - Permit Technician II	118.75
45: Planning/Building	PIng/Bldg - Planning Director	232.74
45: Planning/Building	PIng/Bldg - Senior Planner	170.98
49: Police	Police - CSO/Dispatcher	83.68
49: Police	Police - Dispatch Supervisor	120.13
49: Police	Police - Dispatcher	100.96
49: Police	Police - Lieutenant	171.73
49: Police	Police - Police Chief	230.61
49: Police	Police - Police Officer	128.93
49: Police	Police - Sergeant	160.25
50: Public Works	PW - Administrative Assistant	154.00
50: Public Works	PW - Assistant Operations Manager	240.31
50: Public Works	PW - Assistant PW Director / City Engineer	284.29
50: Public Works	PW - Associate Engineer	226.31
50: Public Works	PW - Chief Plant Operator	206.20
50: Public Works	PW - Engineer	205.82
50: Public Works	PW - Environmental Services Technician	165.64
50: Public Works	PW - Lead Maintenance Worker	174.74
50: Public Works	PW - Maintenance Worker I	70.89
50: Public Works	PW - Maintenance Worker I	142.72
50: Public Works	PW - Maintenance Worker II	171.14
50: Public Works	PW - Management Analyst	209.22
50: Public Works	PW - Operations Manager	243.41
50: Public Works	PW - Plant Operator II	174.66
50: Public Works	PW - Plant Operator III	192.75
50: Public Works	PW - Public Works Director	334.34
50: Public Works	PW - Superintendent	195.62



Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. 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 and fines), or when there is not a current fee amount to compare against.

General City				
#	Description	Current Fee/Charge	Unit	Notes
1	Business License			Fees are variable depending on business type and structure
2	Business License - Contractors	100.00		Plus \$4 State Fee plus \$7 per each employee working inside City limits
3	Returned Check Fee - Admin	21.00		California Code, Civil Code 1719: \$25 1st check, \$35 each subsequent check
4	Returned Check Fee - Police	30.00		California Code, Civil Code 1719
5	Copies of Documents - Black & White	0.15	per page	
6	Copies of Documents - Color	New		
7	Annual Budget	30.00		
8	Annual Financial Reports	25.00		
9	General Plan Printing Fee	Printing Costs + 20%		
10	Zoning Ordinance Printing Fee	Printing Costs + 20%		
11	General Plan Map Printing Fee	Printing Costs + 20%		
12	Subdivision Ordinance Printing Fees	Printing Costs + 20%		
13	CD of Meeting	50.00		
14	Late Charges on City Invoices	1%	per month	
15	Film Permits			
16	Film Permit Application	500.00		
17	Refundable Deposit	up to \$10,000		
18	Use of City Hall	500.00	per day	
19	Use of Fire Station	500.00	per day	
20	Use of the Carnegie Building	500.00	per day	
21	Use of the Police Station	500.00	per day	
22	Use of Main Street	5,000.00	per day	
23	Use of City Park	20.00	per day	
24	Use of Public Parking	30.00	per space per day	
25	Use of Streets in the Central Business District	1,000.00	per day	
26	Use of any other Streets	500.00	per day	
27	Barricading	50.00	per location	
28	Public Works Services	Hourly Rate		
29	Police Services	Hourly Rate		
30	Building Plan Copies - Paper Size			
31	9X12 Black Copy	0.30		
32	9X12 Color Copy	0.60		
33	8.5X11 Black Copy	0.26		
34	8.5X11 Color Copy	0.52		
35	36X48 Black Copy	4.82		
36	36X48 Color Copy	9.63		
37	34X44 Black Copy	4.17		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	NA	NA
NA	NA	\$100.00	\$0
NA	NA	\$25.00	\$4
NA	NA	\$25.00	-\$5
\$0.25	0%	\$0.25	\$0
\$0.35	0%	\$0.35	NA
NA	NA	Printing Costs + 20%	NA
NA	NA	Printing Costs + 20%	NA
NA	NA	Printing Costs + 20%	\$0
NA	NA	Printing Costs + 20%	\$0
NA	NA	Printing Costs + 20%	\$0
NA	NA	Printing Costs + 20%	\$0
\$38.00	0%	\$38.00	-\$12
NA	NA	1%	\$0
\$564.48	0%	\$565.00	\$65
NA	NA	up to \$10,000	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$500.00	\$0
\$70.89	1%	\$70.00	\$20
NA	NA	Hourly Rate	\$0
NA	NA	Hourly Rate	\$0
\$0.30	0%	\$0.30	\$0
\$0.60	0%	\$0.60	\$0
\$0.26	0%	\$0.26	\$0
\$0.52	0%	\$0.52	\$0
\$4.82	0%	\$4.82	\$0
\$9.63	0%	\$9.63	\$0
\$4.17	0%	\$4.17	\$0

General City

#	Description	Current Fee/Charge	Unit	Notes
38	34X44 Color Copy	8.34		
39	30X42 Black Copy	3.51		
40	30X42 Color Copy	7.02		
41	24X36 Black Copy	2.41		
42	24X36 Color Copy	4.82		
43	22X34 Black Copy	1.93		
44	22X34 Color Copy	3.87		
45	18X24 Black Copy	1.20		
46	18X24 Color Copy	2.41		
47	17X22 Black Copy	1.04		
48	17X22 Color Copy	2.09		
49	12X18 Black Copy	0.60		
50	12X18 Color Copy	1.20		
51	11X17 Black Copy	0.50		
52	11X17 Color Copy	1.00		
53	Meter Charge - Black Copy	0.03	per page	
54	Meter Charge - Color Copy	0.06	per page	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$8.34	0%	\$8.34	\$0
\$3.51	0%	\$3.51	\$0
\$7.02	0%	\$7.02	\$0
\$2.41	0%	\$2.41	\$0
\$4.82	0%	\$4.82	\$0
\$1.93	0%	\$1.93	\$0
\$3.87	0%	\$3.87	\$0
\$1.20	0%	\$1.20	\$0
\$2.41	0%	\$2.41	\$0
\$1.04	0%	\$1.04	\$0
\$2.09	0%	\$2.09	\$0
\$0.60	0%	\$0.60	\$0
\$1.20	0%	\$1.20	\$0
\$0.50	0%	\$0.50	\$0
\$1.00	0%	\$1.00	\$0
\$0.03	0%	\$0.03	\$0
\$0.06	0%	\$0.06	\$0

PLANNING

#	Description	Current Fee/Charge	Unit	Notes
1	Appeals - Minor	1,000.00		
2	Appeals - Major	2,600.00		
3	Administrative Determination	1,500.00		
4	Affordable Housing Agreement	5,000.00		
5	Certificate of Compliance	1,200.00		
6	Code Enforcement	Hourly		
7	CEQA Documents			
8	Negative Declaration	5,600.00		Actual Time @ Staff Hourly Rates w/Deposit
9	Mitigated Negative Declaration - in-hous	11,600.00		Actual Time @ Staff Hourly Rates w/Deposit
10	Mit Neg Dec consultant contract management	3,200.00		Actual Time @ Staff Hourly Rates w/Deposit
11	EIR Consultant Contract Management	9,000.00		Actual Time @ Staff Hourly Rates w/Deposit
12	Demolition Permit	1,700.00		
13	Design Review:			
14	Residential < 1,000 sq ft	2,600.00		
15	Residential > 1,000 sq ft	3,700.00		
16	Commercial < 5,000 sq ft	4,000.00		
17	Commercial > 5,000 sq ft	9,000.00		
18	Design Review Exemption	1,000.00		
19	Development Agreement	13,500.00		
20	General Plan Amendment / Map Change	13,000.00		Actual Time @ Staff Hourly Rates w/Deposit
21	Home Occupation Permit	200.00		
22	Lot Line Adjustment	3,000.00		
23	Lot Merger / Reversion to Acreage	1,200.00		
24	Mills Act	1,400.00		
25	Minor Subdivision	6,300.00		
26	Major Subdivision	35,000.00		Actual Time @ Staff Hourly Rates w/Deposit
27	Pre-Application Review	4,200.00		Includes Council time, Vintage Hall, etc.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,973.87	24%	\$1,500.00	\$500
\$3,368.28	11%	\$3,000.00	\$400
\$2,097.38	5%	\$2,000.00	\$500
\$6,803.23	12%	\$6,000.00	\$1,000
\$1,282.43	6%	\$1,200.00	\$0
NA	NA	Hourly	\$0
NA	NA	\$6,500.00	\$900
NA	NA	\$13,000.00	\$1,400
NA	NA	\$5,000.00	\$1,800
NA	NA	\$10,000.00	\$1,000
\$1,864.48	9%	\$1,700.00	\$0
\$2,618.07	1%	\$2,600.00	\$0
\$4,218.67	5%	\$4,000.00	\$300
\$5,953.80	16%	\$5,000.00	\$1,000
\$10,747.43	7%	\$10,000.00	\$1,000
\$1,837.55	18%	\$1,500.00	\$500
\$13,519.92	0%	\$13,500.00	\$0
NA	NA	\$13,000.00	\$0
\$289.73	31%	\$200.00	\$0
\$3,717.36	19%	\$3,000.00	\$0
\$3,717.36	19%	\$3,000.00	\$1,800
\$2,560.83	14%	\$2,200.00	\$800
\$7,135.18	2%	\$7,000.00	\$700
\$21,799.05	8%	\$20,000.00	-\$15,000
\$4,339.58	3%	\$4,200.00	\$0

PLANNING

#	Description	Current Fee/Charge	Unit	Notes
28	Planned Development Rezoning	8,200.00		Actual Time @ Staff Hourly Rates w/Deposit
29	Public Hearing Noticing Fee - legal	400.00		
30	Public Hearing Mailing Label Preparation	200.00		
31	Sign Permit	1,000.00		
32	Specific Plan	25,000.00		Actual Time @ Staff Hourly Rates w/Deposit
33	Temporary Use Permit / Special Event	1,700.00		
34	Use Permit (Minor / Major)	5,200.00		
35	Use Permit Amendment	2,900.00		
36	Variance	4,500.00		
37	Williamson Act Contract	2,300.00		
38	Zoning Ordinance Text Amendment	9,000.00		
39	Design Review Resubmittal Fee	New		on 3rd submittal
40	Administrative Sign Permit	New		
41	Cottage Food Operation	119.00		
42	Permit Extension	1,500.00		
43	Rezoning - Map Amendment	13,000.00		Actual Time @ Staff Hourly Rates w/Deposit
44	Short Term Renewal Permit	2,250.00		
45	Hourly Rates:			
46	Planning Director	160.00	per hour	
47	Senior Planner	150.00	per hour	
48	Associate Planner	125.00	per hour	
49	Building/Planning Permit Technician	125.00	per hour	
50	Standard (Blended) Planning Staff Rate	150.00	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$10,000.00	\$1,800
NA	NA	\$400.00	\$0
\$237.49	16%	\$200.00	\$0
\$1,054.45	5%	\$1,000.00	\$0
NA	NA	\$25,000.00	\$0
\$1,728.87	2%	\$1,700.00	\$0
\$5,489.74	5%	\$5,200.00	\$0
\$3,096.73	3%	\$3,000.00	\$100
\$4,859.65	7%	\$4,500.00	\$0
\$3,928.69	24%	\$3,000.00	\$700
\$9,093.95	1%	\$9,000.00	\$0
\$2,276.11	3%	\$2,200.00	NA
\$645.97	23%	\$500.00	NA
\$802.68	75%	\$200.00	\$81.00
\$1,837.55	18%	\$1,500.00	\$0.00
NA	NA	\$13,000.00	\$0.00
\$2,332.18	4%	\$2,250.00	\$0.00
\$232.74	0%	\$232.00	\$72
\$170.98	1%	\$170.00	\$20
\$136.41	NA	\$135.00	\$10
\$118.75	NA	\$118.00	-\$7
\$161.01	NA	\$160.00	\$10

BUILDING				
#	Description	Current Fee/Charge	Unit	Notes
1	Antennas	547.00	each	
2	Awnings / Shade Structures / Canopies	476.00		
3	Balcony	462.00		
4	Carport (new/replacement)	New	each	
5	Cave	1349.00		
6	Cellular / Mobile Phone Tower - New	844.00	each	
7	Cellular / Mobile Phone Tower - Addition/Alteration	500.00	each	
8	Certificate of Occupancy	0.00		
9	Change of Occupancy	0.00		
10	Commercial access upgrade- first ramp	New		
11	Temporary Occupancy Permit	0.00		
12	Construction Trailer (anchored)	567.00		
13	Deck	529.00		
14	Demolition - Total	438.00		
15	Demolition - Partial / Exploratory Demolition	406.00		
16	Dry-rot	New		
17	Fence (wood, chain link, wrought iron, vinyl)	398.00		
18	Flag pole > 6 feet	254.00	each	
19	Freestanding Wall (masonry):			
20	Up to 6'	621.00		
21	Greater than 6' (engineered)	823.00		
22	Fireplace / Pizza Oven / BBQ - Masonry	398.00	each	
23	Fireplace retrofit/chimney repair	New	each	
24	Foundation and / or Slab Repair	465.00		
25	Greywater System	965.00		
26	Light Standards	422.00	each	
27	Manufactured / Pre-fab Buildings (foundation and utility connections)	1271.00		
28	Move House / Building	532.00		
29	Outdoor Kitchen	634.00		
30	Partition-commercial	549.00		
31	Patio Cover	530.00		
32	Patio Room	928.00		
33	Pile Foundation	639.00	each	
34	Remodel - Bathroom	729.00		
35	Remodel - Kitchen	822.00		
36	Repairs - Minor	372.00		
37	Repairs - Major	1365.00		
38	Re-roofing - Residential - First 10 squares	286.00		
39	Each additional 10 squares	94.00		
40	Re-roofing - Commercial - First 10 squares	511.00		
41	Each additional 10 squares	129.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,562.13	65%	\$547.00	\$0
\$1,359.37	65%	\$476.00	\$0
\$1,319.39	65%	\$462.00	\$0
\$1,067.69	20%	\$850.00	NA
\$3,852.50	65%	\$1,349.00	\$0
\$2,410.31	65%	\$844.00	\$0
\$1,427.91	65%	\$500.00	\$0
\$0.00	0%	\$0.00	\$0
\$0.00	0%	\$0.00	\$0
\$702.22	29%	\$500.00	NA
\$0.00	0%	\$0.00	\$0
\$1,619.25	65%	\$567.00	\$0
\$1,510.73	65%	\$529.00	\$0
\$1,250.85	65%	\$438.00	\$0
\$1,159.46	65%	\$406.00	\$0
\$313.24	20%	\$250.00	NA
\$1,136.62	65%	\$398.00	\$0
\$725.38	65%	\$254.00	\$0
\$1,773.46	65%	\$621.00	\$0
\$2,350.34	65%	\$823.00	\$0
\$1,136.62	65%	\$398.00	\$0
\$702.22	22%	\$550.00	NA
\$1,327.96	65%	\$465.00	\$0
\$2,755.86	91%	\$250.00	-\$715
\$1,205.16	65%	\$422.00	\$0
\$3,629.74	65%	\$1,271.00	\$0
\$1,519.30	65%	\$532.00	\$0
\$1,810.59	65%	\$634.00	\$0
\$1,567.84	65%	\$549.00	\$0
\$1,513.58	65%	\$530.00	\$0
\$2,650.20	65%	\$928.00	\$0
\$1,824.87	65%	\$639.00	\$0
\$2,081.89	78%	\$450.00	-\$279
\$2,347.48	72%	\$650.00	-\$172
\$1,062.36	65%	\$372.00	\$0
\$3,898.19	65%	\$1,365.00	\$0
\$816.76	65%	\$286.00	\$0
\$268.45	65%	\$94.00	\$0
\$1,459.32	65%	\$511.00	\$0
\$368.40	65%	\$129.00	\$0

BUILDING				
#	Description	Current Fee/Charge	Unit	Notes
42	Roof structure replacement	614.00		
43	Retaining Wall - City Standard	933.00		
44	Retaining Wall w/ Calcs	933.00		
45	Sauna	554.00	each	
46	Siding / stucco / veneer	504.00		
47	Signs (plus electrical permits, if necessary):			
48	Pole, monument, and wall or roof signs	557.00	each	
49	Skylight	440.00	each	
50	Sign (non-illuminated)	New	each	
51	Sign (monument)	New	each	
52	Solar:			
53	Solar Water Heating sys - roof mounted	654.00	each system	
54	Solar Water Heating sys - ground mounted	794.00		
55	Solar Photovoltaic Sys - Roof Mounted Residential System up to 15kW	500.00		\$15/kW after 15 kW
56	Solar PV - Commercial System	1000.00		\$7/kW between 51 & 250 kW, \$5/kW 251kW and above
57	Stair repair/replace	New	each	
58	Suspended Ceiling	413.00		
59	Swimming Pool / Spa:			
60	Vinyl-lined / fiberglass - up to 800 sf	1052.00		
61	Each additional 100 sf	205.00		
62	Gunite / Shotcrete - up to 800 sf	1196.00		
63	Each additional 100 sf	209.00		
64	Swimming Pool / Spa remodel - up to 800 sf	1768.00		
65	Each additional 100 sf	185.00		
66	Tents	477.00		
67	Water Tanks	948.00		
68	Window / Door replacement w/ structural modification	444.00		
69	Fees without cost calculations			
70	Expired Permit Fee	at discretion of the Director		
71	Mechanical Permits:			
72	Heating and/or AC - Residential	125.00		
73	Heating and/or AC - Commercial	225.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,753.47	65%	\$614.00	\$0
\$2,664.48	65%	\$933.00	\$0
\$2,664.48	65%	\$933.00	\$0
\$1,582.12	65%	\$554.00	\$0
\$1,439.33	65%	\$504.00	\$0
\$1,590.69	65%	\$557.00	\$0
\$1,256.56	65%	\$440.00	\$0
\$424.85	12%	\$375.00	NA
\$424.85	0%	\$424.00	NA
\$1,867.70	65%	\$654.00	\$0
\$2,267.52	65%	\$794.00	\$0
\$1,427.91	69%	\$436.00	-\$64
\$2,855.82	65%	\$1,000.00	\$0
\$702.22	0%	\$701.00	NA
\$1,179.45	47%	\$619.50	\$207
\$3,004.32	65%	\$1,052.00	\$0
\$585.44	65%	\$205.00	\$0
\$3,415.56	65%	\$1,196.00	\$0
\$596.87	65%	\$209.00	\$0
\$5,049.09	65%	\$1,768.00	\$0
\$528.33	65%	\$185.00	\$0
\$1,362.23	65%	\$477.00	\$0
\$2,707.32	65%	\$948.00	\$0
\$1,267.98	76%	\$300.00	-\$144
NA	NA	At the discretion of the Director	NA
\$356.98	65%	\$125.00	\$0
\$642.56	65%	\$225.00	\$0

BUILDING				
#	Description	Current Fee/Charge	Unit	Notes
74	Minor - Residential	373.00		
75	Minor - Commercial / Non-Residential	555.00		
76	Plumbing Permits:			
77	Water Heater - Residential	75.00		
78	Water Heater - Commercial	175.00		
79	Minor - Residential	332.00		
80	Minor - Commercial / Non-Residential	509.00		
81	Electrical Permits:			
82	Service Change - Residential	125.00		
83	Service Change - Commercial	225.00		
84	Temp Power Pole - Residential	125.00		
85	Temp Power Pole - Commercial	225.00		
86	Minor - Residential	436.00		
87	Minor - Commercial / Non-Residential	604.00		
88	Home Generator Permit Fee	582.50		Refund amount of \$146.50
89	Fire			
90	Ansul - Commercial / Non-Residential	489.00		
91	Sprinklers - Residential System (up to 20 heads)	754.00		
92	Sprinklers - Commercial / Non-Residential System (up to 20 heads)	983.00		
93	Sprinklers - Additional Heads (each 20)	127.00		
94	Alarm System	765.00		
95	Hourly Rates			
96	Services Beyond Standard Fee (per the Director)	0.00		
97	After Hours Inspection Fee	154.00	per hour	4 hour minimum
98	Records Research	77.00	first 1/2 hr	
99	Each Additional 1/2 hour (or portion thereof)	64.00		
100	Supplement Plan Check Fee	107.00	first 1/2 hr	1 hour minimum
101	Each Additional 1/2 hour (or portion thereof)	94.00		
102	Supplement Inspection Fee	83.00	first 1/2 hr	1 hour minimum
103	Each Additional 1/2 hour (or portion thereof)	70.00		
104	Building Official	New	per hour	
105	Permit Tech	New	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,065.22	79%	\$225.00	-\$148
\$1,584.98	65%	\$555.00	\$0
\$214.19	65%	\$75.00	\$0
\$499.77	65%	\$175.00	\$0
\$948.13	76%	\$225.00	-\$107
\$1,453.61	65%	\$509.00	\$0
\$356.98	65%	\$125.00	\$0
\$642.56	65%	\$225.00	\$0
\$356.98	86%	\$50.00	-\$75
\$642.56	84%	\$100.00	-\$125
\$1,245.14	82%	\$225.00	-\$211
\$1,724.91	65%	\$604.00	\$0
\$1,663.51	65%	\$582.50	\$0
\$1,396.49	47%	\$733.50	\$245
\$2,153.29	47%	\$1,131.00	\$377
\$2,807.27	47%	\$1,474.50	\$492
\$362.69	47%	\$190.50	\$64
\$2,184.70	47%	\$1,147.50	\$383
\$0.00	0%	\$0.00	\$0
\$439.80	47%	\$231.00	\$77
\$219.90	47%	\$115.50	\$39
\$182.77	47%	\$96.00	\$32
\$305.57	47%	\$160.50	\$54
\$268.45	47%	\$141.00	\$47
\$237.03	47%	\$124.50	\$42
\$199.91	47%	\$105.00	\$35
\$194.49	0%	\$194.00	NA
\$118.75	1%	\$118.00	NA

BUILDING PERMIT FEES - CONSTRUCTION TYPES: I FR, II FR															
ICC (UBC) Use Type	Occupancy	Square Footage	Current Plan Check Fee (Base Fee) Each Additional SF		Current Inspections Fee (Base Fee) Each Additional SF		Current Combined Total Fee (Base Fee) Each Additional SF		New Plan Check Fee (Base Fee) Each Additional SF		New Inspections Fee (Base Fee) Each Additional SF		New Combined Total Fee (Base Fee) Each Additional SF		
A & E	Assembly and Educational Occ New	400	4,852.00	plus	1.89	2,104.00	plus	0.41	6,956.00	plus	2.30				
		1,000	5,989.00	plus	0.87	2,352.00	plus	0.17	8,341.00	plus	1.04				
		2,000	6,860.00	plus	0.44	2,518.00	plus	0.09	9,378.00	plus	0.53				
		4,000	7,730.00	plus	0.38	2,695.00	plus	0.07	10,425.00	plus	0.45				
		10,000	10,024.00	plus	1.00	3,085.00	plus	0.31	13,109.00	plus	1.31				
A & E	Assembly and Educational Occ Additional	200	3,017.00	plus	2.04	714.00	plus	0.28	3,731.00	plus	2.32				
		500	3,630.00	plus	1.01	798.00	plus	0.11	4,428.00	plus	1.12				
		1,000	4,134.00	plus	0.50	854.00	plus	0.06	4,988.00	plus	0.56				
		2,000	4,638.00	plus	0.43	914.00	plus	0.04	5,552.00	plus	0.47				
		5,000	5,931.00	plus	1.19	1,046.00	plus	0.21	6,977.00	plus	1.40				
A & E	Assembly and Educational Occ Remodel/TI	200	2,257.00	plus	1.88	714.00	plus	0.28	2,971.00	plus	2.16				
		500	2,821.00	plus	0.93	798.00	plus	0.11	3,619.00	plus	1.04				
		1,000	3,285.00	plus	0.46	854.00	plus	0.06	4,139.00	plus	0.52				
		2,000	3,749.00	plus	0.40	914.00	plus	0.04	4,663.00	plus	0.44				
		5,000	4,942.00	plus	0.99	1,046.00	plus	0.21	5,988.00	plus	1.20				
B & M	Business and Merchandise Occ New	400	2,858.00	plus	0.94	1,880.00	plus	0.37	4,738.00	plus	1.31				
		1,000	3,422.00	plus	0.42	2,102.00	plus	0.15	5,524.00	plus	0.57				
		2,000	3,844.00	plus	0.21	2,250.00	plus	0.08	6,094.00	plus	0.29				
		4,000	4,266.00	plus	0.19	2,409.00	plus	0.06	6,675.00	plus	0.25				
		10,000	5,392.00	plus	0.54	2,757.00	plus	0.28	8,149.00	plus	0.82				
B & M	Business and Merchandise Occ Additional	200	2,243.00	plus	1.30	699.00	plus	0.27	2,942.00	plus	1.57				
		500	2,634.00	plus	0.61	781.00	plus	0.11	3,415.00	plus	0.72				
		1,000	2,942.00	plus	0.31	836.00	plus	0.06	3,778.00	plus	0.37				
		2,000	3,249.00	plus	0.27	895.00	plus	0.04	4,144.00	plus	0.31				
		5,000	4,051.00	plus	0.81	1,025.00	plus	0.20	5,076.00	plus	1.01				
B & M	Business and Merchandise Occ Remodel/TI	200	1,533.00	plus	1.18	618.00	plus	0.24	2,151.00	plus	1.42				
		500	1,888.00	plus	0.55	691.00	plus	0.10	2,579.00	plus	0.65				
		1,000	2,162.00	plus	0.27	739.00	plus	0.05	2,901.00	plus	0.32				
		2,000	2,436.00	plus	0.24	792.00	plus	0.04	3,228.00	plus	0.28				
		5,000	3,158.00	plus	0.63	906.00	plus	0.18	4,064.00	plus	0.81				
F & S	Factory and Storage Occ New	1,000	2,989.00	plus	0.39	1,574.00	plus	0.12	4,563.00	plus	0.51				
		2,500	3,573.00	plus	0.22	1,760.00	plus	0.05	5,333.00	plus	0.27				
		5,000	4,119.00	plus	0.11	1,884.00	plus	0.03	6,003.00	plus	0.14				
		10,000	4,665.00	plus	0.09	2,017.00	plus	0.02	6,682.00	plus	0.11				
		25,000	6,004.00	plus	0.24	2,308.00	plus	0.09	8,312.00	plus	0.33				
F & S	Factory and Storage Occ Additional	200	2,219.00	plus	1.26	706.00	plus	0.28	2,925.00	plus	1.54				
		500	2,594.00	plus	0.69	790.00	plus	0.11	3,384.00	plus	0.80				
		1,000	2,940.00	plus	0.34	845.00	plus	0.06	3,785.00	plus	0.40				
		2,000	3,828.00	plus	0.28	905.00	plus	0.04	4,733.00	plus	0.32				
		5,000	4,131.00	plus	0.83	1,036.00	plus	0.21	5,167.00	plus	1.04				
F & S	Factory and Storage Occ Remodel/TI	200	1,509.00	plus	1.14	706.00	plus	0.28	2,215.00	plus	1.42				
		500	1,851.00	plus	0.62	790.00	plus	0.11	2,641.00	plus	0.73				
		1,000	2,160.00	plus	0.31	845.00	plus	0.06	3,005.00	plus	0.37				
		2,000	2,470.00	plus	0.26	905.00	plus	0.04	3,375.00	plus	0.30				
		5,000	3,239.00	plus	0.65	1,036.00	plus	0.21	4,275.00	plus	0.86				
			7,278.00	plus	2.84	3,156.00	plus	0.62	10,434.00	plus	3.46				
			8,983.50	plus	1.31	3,528.00	plus	0.25	12,511.50	plus	1.56				
			10,290.00	plus	0.65	3,777.00	plus	0.13	14,067.00	plus	0.79				
			11,595.00	plus	0.57	4,042.50	plus	0.10	15,637.50	plus	0.67				
			15,036.00	plus	1.50	4,627.50	plus	0.46	19,663.50	plus	1.97				
			4,525.50	plus	3.07	1,071.00	plus	0.42	5,596.50	plus	3.49				
			5,445.00	plus	1.51	1,197.00	plus	0.17	6,642.00	plus	1.68				
			6,201.00	plus	0.76	1,281.00	plus	0.09	7,482.00	plus	0.85				
			6,957.00	plus	0.65	1,371.00	plus	0.07	8,328.00	plus	0.71				
			8,896.50	plus	1.78	1,569.00	plus	0.31	10,465.50	plus	2.09				
			3,385.50	plus	2.82	1,071.00	plus	0.42	4,456.50	plus	3.24				
			4,231.50	plus	1.39	1,197.00	plus	0.17	5,428.50	plus	1.56				
			4,927.50	plus	0.70	1,281.00	plus	0.09	6,208.50	plus	0.79				
			5,623.50	plus	0.60	1,371.00	plus	0.07	6,994.50	plus	0.66				
			7,413.00	plus	1.48	1,569.00	plus	0.31	8,982.00	plus	1.80				
			4,287.00	plus	1.41	2,820.00	plus	0.56	7,107.00	plus	1.97				
			5,133.00	plus	0.63	3,153.00	plus	0.22	8,286.00	plus	0.86				
			5,766.00	plus	0.32	3,375.00	plus	0.12	9,141.00	plus	0.44				
			6,399.00	plus	0.28	3,613.50	plus	0.09	10,012.50	plus	0.37				
			8,088.00	plus	0.81	4,135.50	plus	0.41	12,223.50	plus	1.22				
			3,364.50	plus	1.96	1,048.50	plus	0.41	4,413.00	plus	2.37				
			3,951.00	plus	0.92	1,171.50	plus	0.17	5,122.50	plus	1.09				
			4,413.00	plus	0.46	1,254.00	plus	0.09	5,667.00	plus	0.55				
			4,873.50	plus	0.40	1,342.50	plus	0.07	6,216.00	plus	0.47				
			6,076.50	plus	1.22	1,537.50	plus	0.31	7,614.00	plus	1.52				
			2,299.50	plus	1.78	927.00	plus	0.37	3,226.50	plus	2.14				
			2,832.00	plus	0.82	1,036.50	plus	0.14	3,868.50	plus	0.97				
			3,243.00	plus	0.41	1,108.50	plus	0.08	4,351.50	plus	0.49				
			3,654.00	plus	0.36	1,188.00	plus	0.06	4,842.00	plus	0.42				
			4,737.00	plus	0.95	1,359.00	plus	0.27	6,096.00	plus	1.22				
			4,483.50	plus	0.58	2,361.00	plus	0.19	6,844.50	plus	0.77				
			5,359.50	plus	0.33	2,640.00	plus	0.07	7,999.50	plus	0.40				
			6,178.50	plus	0.16	2,826.00	plus	0.04	9,004.50	plus	0.20				
			6,997.50	plus	0.13	3,025.50	plus	0.03	10,023.00	plus	0.16				
			9,006.00	plus	0.36	3,462.00	plus	0.14	12,468.00	plus	0.50				
			3,328.50	plus	1.88	1,059.00	plus	0.42	4,387.50	plus	2.30				
			3,891.00	plus	1.04	1,185.00	plus	0.17	5,076.00	plus	1.20				
			4,410.00	plus	1.33	1,267.50	plus	0.09	5,677.50	plus	1.42				
			5,742.00	plus	0.15	1,357.50	plus	0.07	7,099.50	plus	0.22				
			6,196.50	plus	1.24	1,554.00	plus	0.31	7,750.50	plus	1.55				
			2,263.50	plus	1.71	1,059.00	plus	0.42	3,322.50	plus	2.13				
			2,776.50	plus	0.93	1,185.00	plus	0.17	3,961.50	plus	1.09				
			3,240.00	plus	0.47	1,267.50	plus	0.09	4,507.50	plus	0.56				
			3,705.00	plus	0.38	1,357.50	plus	0.07	5,062.50	plus	0.45				
			4,858.50	plus	0.97	1,554.00	plus	0.31	6,412.50	plus	1.28				

BUILDING PERMIT FEES - CONSTRUCTION TYPES: I FR, II FR

ICC (UBC) Use Type	Occupancy	Square Footage	Current Plan Check Fee (Base Fee)	Each Additional SF	Current Inspections Fee (Base Fee)	Each Additional SF	Current Combined Total Fee (Base Fee)	Each Additional SF
H & I	Hazardous and Industrial Occ New	400 1,000 2,000 4,000 10,000	3,208.00 3,851.00 4,398.00 4,944.00 6,323.00	plus plus plus plus plus	1.07 0.55 0.27 0.23 0.63	1,510.00 1,688.00 1,806.00 1,934.00 2,214.00	plus plus plus plus plus	0.30 0.12 0.06 0.05 0.22
H & I	Hazardous and Industrial Occ Additional	200 500 1,000 2,000 5,000	2,239.00 2,624.00 2,940.00 3,256.00 4,065.00	plus plus plus plus plus	1.28 0.63 0.32 0.27 0.81	706.00 790.00 845.00 905.00 1,036.00	plus plus plus plus plus	0.28 0.11 0.06 0.04 0.21
H & I	Hazardous and Industrial Occ Remodel/TI	200 500 1,000 2,000 5,000	1,529.00 1,877.00 2,160.00 2,443.00 3,172.00	plus plus plus plus plus	1.16 0.57 0.28 0.24 0.63	706.00 790.00 845.00 905.00 1,036.00	plus plus plus plus plus	0.28 0.11 0.06 0.04 0.21
U	Accessory Buildings Occ New	200 500 100 2,000 5,000	1,831.00 2,100.00 2,301.00 2,502.00 3,045.00	plus plus plus plus plus	0.89 0.40 0.20 0.18 0.61	728.00 814.00 872.00 933.00 1,068.00	plus plus plus plus plus	0.29 0.11 0.06 0.05 0.21
U	Accessory Buildings Occ Additional	100 250 500 1,000 2,500	1,468.00 1,635.00 1,763.00 1,891.00 2,230.00	plus plus plus plus plus	1.12 0.51 0.26 0.23 0.89	640.00 716.00 766.00 820.00 936.00	plus plus plus plus plus	0.50 0.20 0.11 0.08 0.38
U	Accessory Buildings Occ Remodel/TI	100 250 500 1,000 2,500	897.00 1,065.00 1,193.00 1,320.00 1,660.00	plus plus plus plus plus	1.12 0.51 0.26 0.23 0.66	552.00 617.00 660.00 707.00 809.00	plus plus plus plus plus	0.43 0.17 0.09 0.07 0.32
R-3	Single-Family Residence (Typical) New	1,000 2,000 4,000 7,000 10,000	2,154.00 2,578.00 3,000.00 4,056.00 5,251.00	plus plus plus plus plus	0.42 0.21 0.35 0.40 0.53	1,669.00 1,838.00 2,165.00 2,509.00 2,799.00	plus plus plus plus plus	0.17 0.16 0.11 0.10 0.28
R-3	Single-Family Residence (Typical) Additional	250-500 750 1,000 1,750 2,500	1,607.00 1,851.00 2,100.00 2,722.00 3,428.00	plus plus plus plus plus	0.98 0.50 0.83 0.94 1.37	1,018.00 1,121.00 1,321.00 1,530.00 1,707.00	plus plus plus plus plus	0.41 0.40 0.28 0.24 0.68
R-1,2,4	Single-Family Residence (Typical) Remodel/TI	250-500 750 1,000 1,750 2,500	992.00 1,225.00 1,459.00 2,046.00 2,708.00	plus plus plus plus plus	0.94 0.47 0.78 0.88 1.08	896.00 986.00 1,162.00 1,346.00 1,502.00	plus plus plus plus plus	0.36 0.35 0.25 0.21 0.60
R-3	Multifamily Residential / Hotel / Care Occ New	1,000 2,000 4,000 7,000 10,000	3,467.00 4,312.00 5,174.00 7,296.00 9,755.00	plus plus plus plus plus	0.84 0.43 0.71 0.82 0.98	2,036.00 2,242.00 2,641.00 3,060.00 3,414.00	plus plus plus plus plus	0.21 0.20 0.14 0.12 0.34

New Plan Check Fee (Base Fee)	Each Additional SF	New Inspections Fee (Base Fee)	Each Additional SF	New Combined Total Fee (Base Fee)	Each Additional SF
4,812.00 5,776.50 6,597.00 7,416.00 9,484.50	plus plus plus plus plus	1.61 0.82 0.41 0.34 0.95	2,265.00 2,532.00 2,709.00 2,901.00 3,321.00	plus plus plus plus plus	0.45 0.18 0.10 0.07 0.33
7,077.00 8,308.50 9,306.00 10,317.00 12,805.50	plus plus plus plus plus	2.05 1.00 0.51 0.41 1.28			
3,358.50 3,936.00 4,410.00 4,884.00 6,097.50	plus plus plus plus plus	1.93 0.95 0.47 0.40 1.22	1,059.00 1,185.00 1,267.50 1,357.50 1,554.00	plus plus plus plus plus	0.42 0.17 0.09 0.07 0.31
4,417.50 5,121.00 5,877.50 6,241.50 7,651.50	plus plus plus plus plus	2.35 1.11 0.56 0.47 1.53			
2,293.50 2,815.50 3,240.00 3,664.50 4,758.00	plus plus plus plus plus	1.74 0.85 0.42 0.36 0.95	1,059.00 1,185.00 1,267.50 1,357.50 1,554.00	plus plus plus plus plus	0.42 0.17 0.09 0.07 0.31
3,352.50 4,000.50 4,507.50 5,022.00 6,312.00	plus plus plus plus plus	2.16 1.01 0.51 0.43 1.26			
2,746.50 3,150.00 3,451.50 3,753.00 4,567.50	plus plus plus plus plus	1.35 (0.75) 0.16 0.23 0.91	1,092.00 1,221.00 1,308.00 1,399.50 1,602.00	plus plus plus plus plus	0.43 (0.22) 0.05 0.07 0.32
3,838.50 4,371.00 4,759.50 5,152.50 6,169.50	plus plus plus plus plus	1.78 (0.97) 0.21 0.34 1.23			
2,202.00 2,452.50 2,644.50 2,836.50 3,345.00	plus plus plus plus plus	1.67 0.77 0.38 0.34 1.34	960.00 1,074.00 1,149.00 1,230.00 1,407.00	plus plus plus plus plus	0.76 0.30 0.16 0.12 0.56
3,162.00 3,526.50 3,793.50 4,066.50 4,752.00	plus plus plus plus plus	2.43 1.07 0.55 0.46 1.90			
1,345.50 1,597.50 1,789.50 1,980.00 2,490.00	plus plus plus plus plus	1.68 0.77 0.38 0.34 1.00	828.00 925.50 990.00 1,060.50 1,213.50	plus plus plus plus plus	0.65 0.26 0.14 0.10 0.49
2,173.50 2,523.00 2,779.50 3,040.50 3,703.50	plus plus plus plus plus	2.33 1.03 0.52 0.44 1.48			
3,231.00 3,867.00 4,500.00 5,084.00 7,876.50	plus plus plus plus plus	0.64 0.32 0.53 0.60 0.79	2,503.50 2,757.00 3,249.00 3,763.50 4,198.50	plus plus plus plus plus	0.25 0.25 0.17 0.15 0.42
5,734.50 6,624.00 7,749.00 9,847.50 12,075.00	plus plus plus plus plus	0.89 0.56 0.70 0.74 1.21			
2,410.50 2,776.50 3,150.00 4,083.00 5,142.00	plus plus plus plus plus	1.46 1.49 1.24 1.41 2.06	1,527.00 1,681.50 1,981.50 2,295.00 2,560.50	plus plus plus plus plus	0.62 1.20 0.42 0.35 1.02
3,937.50 4,458.00 5,131.50 6,378.00 7,702.50	plus plus plus plus plus	2.08 2.69 1.66 1.77 3.06			
1,488.00 1,837.50 2,188.50 3,069.00 4,062.00	plus plus plus plus plus	1.40 1.40 1.17 1.32 1.62	1,344.00 1,479.00 1,743.00 2,019.00 2,253.00	plus plus plus plus plus	0.54 1.06 0.37 0.31 0.90
2,832.00 3,316.50 3,931.50 5,088.00 6,315.00	plus plus plus plus plus	1.94 2.46 1.54 1.64 2.53			
5,200.50 6,468.00 7,761.00 10,944.00 14,632.50	plus plus plus plus plus	1.27 0.65 1.06 1.23 1.46	3,054.00 3,363.00 3,961.50 4,590.00 5,121.00	plus plus plus plus plus	0.31 0.30 0.21 0.18 0.51
8,254.50 9,831.00 11,722.50 15,534.00 19,753.50	plus plus plus plus plus	1.58 0.95 1.27 1.41 1.98			

BUILDING PERMIT FEES - CONSTRUCTION TYPES: I FR, II FR																			
ICC (UBC)		Square Footage	Current Plan Check		Current Inspections Fee			Current Combined			New Plan Check Fee			New Inspections Fee			New Combined Total		
Use Type	Occupancy		Fee (Base Fee)	Each Additional SF	(Base Fee)	Each Additional SF	Total Fee (Base Fee)	Each Additional SF	(Base Fee)	Each Additional SF	(Base Fee)	Each Additional SF	(Base Fee)	Each Additional SF	Fee (Base Fee)	Each Additional SF			
R-3	Multifamily Residential / Hotel / Care Additional	250	2,282.00	plus 1.88	1,140.00	plus 0.46	3,422.00	plus 2.34											
		500	2,751.00	plus 0.94	1,255.00	plus 0.45	4,006.00	plus 1.39	3,423.00	plus 2.81	1,710.00	plus 0.69	5,133.00	plus 3.50					
		1,000	3,222.00	plus 1.55	1,479.00	plus 0.31	4,701.00	plus 1.86	4,126.50	plus 1.41	1,882.50	plus 0.67	6,009.00	plus 2.09					
		1,750	4,364.00	plus 1.79	1,713.00	plus 0.26	6,097.00	plus 2.05	4,833.00	plus 2.32	2,218.50	plus 0.47	7,051.50	plus 2.79					
		2,500	5,728.00	plus 2.29	1,912.00	plus 0.77	7,640.00	plus 3.06	6,576.00	plus 2.69	2,569.50	plus 0.40	9,145.50	plus 3.09					
								8,592.00	plus 3.44	2,868.00	plus 1.15	11,460.00	plus 4.58						
R-3	Multifamily Residential / Hotel / Care Remodel/TI	250	1,618.00	plus 1.78	1,018.00	plus 0.41	2,636.00	plus 2.19											
		500	2,064.00	plus 0.90	1,121.00	plus 0.40	3,185.00	plus 1.30	2,427.00	plus 2.68	1,527.00	plus 0.62	3,954.00	plus 3.29					
		1,000	2,512.00	plus 1.49	1,321.00	plus 0.28	3,833.00	plus 1.77	3,096.00	plus 1.34	1,681.50	plus 0.60	4,777.50	plus 1.94					
		1,750	3,627.00	plus 1.70	1,530.00	plus 0.24	5,157.00	plus 1.94	3,768.00	plus 2.23	1,981.50	plus 0.42	5,749.50	plus 2.65					
		2,500	4,901.00	plus 1.96	1,707.00	plus 0.68	6,608.00	plus 2.64	5,440.50	plus 2.55	2,295.00	plus 0.35	7,735.50	plus 2.90					
								7,351.50	plus 2.94	2,560.50	plus 1.02	9,912.00	plus 3.96						

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Notes
1	Land Subdivisions			
2	Tentative Parcel Map	4,500.00		plus consultant costs, if any
3	Final Parcel Map	2,100.00		plus consultant costs, if any
4	Tentative Tract Map	7,800.00		plus consultant costs, if any
5	Final Tract Map	2,500.00		plus consultant costs, if any
6	County Final Map Fee (in addition to all City fees)	Actual Cost		
7	Grading Permit - Plan Check (Up to 3 reviews)	800.00		This would include addtl reviews if needed
8	MAPS Hard Copy: Print/Photocopy (color, up to D-size)	25.00	per print	
9	Stand-Alone Sanitary Sewer Inspection	225.00		
10	Video Review of Existing Sewer Lateral	200.00		
11	Abandonment of R/W or Easement	1,200.00		
12	R/W or Easement acceptance review/approval	1,200.00		
13	Copy of Standard Specifications	100.00		
14	Permit Application / Review Process			
15	Encroachment Permit Minor	200.00		
16	Encroachment Permit Major	500.00		
17	Outside Fire Service Agreement Fee	2,500.00		
18	Community Banner	100.00		
19	Driveway Approach Inspection	100.00		
20	Raw Water permits	50.00	each	Permit fee is per Quarter
21	Sidewalk Dining Approval	1,000.00		
22	Street Closure for Non-City Events	500.00		
23	Transportation Permit - Per Day	50.00		
24	Transportation Permit - 1 Week	75.00		
25	Transportation Permit - 1 Year	150.00		
26	Tree Permit Application / Review / Approval	75.00		
27	Flood Certification Application / Review	850.00		
28	Stormwater Illicit Discharge Event and Re-Inspection	700.00		
29	Sidewalk Trip Hazard and Repair	750.00		
30	Special Event (City Council) w/ deposit	New		
31	Special Events w/ deposit	New		
32	Demo Permit	New		
33	MWELO Landscape Plan review	New		*typically included with bldg permit
34	Subsequent Leak Check	New		
35	FOG inspection (violation)	New		
36	Meter Test Fee	New		no charge if meter fails, unless failure is due to tampering
37	Stormwater Inspections (Grading Off season)	New		Refundable deposit?

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$6,923.08	6%	\$6,500.00	\$2,000
\$4,600.96	2%	\$4,500.00	\$2,400
NA	NA	\$7,800.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	Actual Cost	\$0
\$1,016.20	2%	\$1,000.00	\$200
\$38.50	35%	\$25.00	\$0
\$355.83	30%	\$250.00	\$25
\$475.99	37%	\$300.00	\$100
\$1,219.50	2%	\$1,200.00	\$0
\$1,219.50	2%	\$1,200.00	\$0
\$77.00	3%	\$75.00	-\$25
\$641.70	38%	\$400.00	\$200
\$795.71	12%	\$700.00	\$200
\$2,040.11	2%	\$2,000.00	-\$500
\$295.74	15%	\$250.00	\$150
\$419.46	5%	\$400.00	\$300
\$342.48	78%	\$75.00	\$25
\$1,219.97	2%	\$1,200.00	\$200
\$784.56	4%	\$750.00	\$250
\$174.81	43%	\$100.00	\$50
\$272.62	45%	\$150.00	\$75
\$394.33	37%	\$250.00	\$100
\$432.82	8%	\$400.00	\$325
\$831.62	4%	\$800.00	-\$50
\$1,066.78	6%	\$1,000.00	\$300
\$955.71	6%	\$900.00	\$150
\$304.31	1%	\$300.00	NA
\$304.31	1%	\$300.00	NA
\$301.62	1%	\$300.00	NA
\$494.89	9%	\$450.00	NA
\$134.73	63%	\$50.00	NA
\$324.13	7%	\$300.00	NA
\$183.63	18%	\$150.00	NA
NA	NA	\$600.00	NA

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Notes
38	Work without permit	Double the fee		
39	Appeals Fee	New		
40	Sewer Connection:			
41	Application Fee (new connection, existing occupancy)	900.00		
42	Connection Fee (inspection) - New Occupancy	400.00		
43	Connection Fee (inspection) - Existing Occupancy	400.00		
44	Video Review of Existing Sewer Lateral	950.00		
45	Annexation Process	2,000.00		
46	WATER MISC:			
47	Well Permit Application / Review Process	650.00		
48	Leak detection request	New		\$0.00 for the first request
49	BMP inspection	New		\$0.00 for the first request
50	Water Meter Installation:	Meter cost at current rate + staff time to install		
51	Meter Set Fee (Staff time only)	150.00		
52	First backflow test for meter set if necessary	150.00		
53	Additional Backflow Test	150.00	each	
54	Fire Service Residential:			
55	Inspection by City Staff (includes first backflow test)	150.00		
56	Additional Backflow Test	150.00	each	
57	Commercial Water Supply:			
58	Inspection by City Staff (includes first backflow test)	150.00		
59	Additional Backflow Test	150.00	each	
60	Fire Service Commercial:			
61	Inspection by City Staff (includes first backflow test)	150.00		
62	Additional Backflow Test	150.00	each	
63	Outside Fire / water Service Agreement (\$2500)	New		Plus City Attorney Fees
64	Staff Billable Hourly Rates:			
65	Public Works Directors / City Eng.	225.00	hourly	
66	Assistant PW Director / City Eng.	185.00	hourly	
67	Associate Engineer	125.00	hourly	
68	Management Analyst	150.00	hourly	
69	Assistant Engineer	New	hourly	
70	Administrative Assistant	75.00	hourly	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Double the fee	\$0.00
\$1,774.69	15%	\$1,500.00	NA
\$811.01	1%	\$800.00	-\$100
\$488.47	8%	\$450.00	\$50
\$488.47	8%	\$450.00	\$50
\$488.47	8%	\$450.00	-\$500
\$2,240.38	11%	\$2,000.00	\$0
\$1,207.98	17%	\$1,000.00	\$350
\$134.73	63%	\$50.00	NA
\$226.32	78%	\$50.00	NA
\$390.66	NA	Meter cost at current rate + staff time to install	\$0
\$269.45	7%	\$250.00	\$100
\$172.98	13%	\$150.00	\$0
\$172.98	13%	\$150.00	\$0
\$172.98	13%	\$150.00	\$0
\$172.98	13%	\$150.00	\$0
\$244.24	18%	\$200.00	\$50
\$244.24	18%	\$200.00	\$50
\$244.24	18%	\$200.00	\$50
\$244.24	18%	\$200.00	\$50
\$3,139.80	20%	\$2,500.00	NA
\$334.34	0%	\$334.00	\$109
\$284.29	0%	\$284.00	\$99
\$226.31	0%	\$226.00	\$101
\$209.22	0%	\$209.00	\$59
\$205.82	0%	\$205.00	NA
\$154.00	0%	\$154.00	\$79

Library				
#	Description	Current Fee/Charge	Unit	Notes
1	Adult materials (books, magazines, music, films) and juvenile films	0.00	per day	Maximum fine \$10.00
2	Childrens materials (excepting films)	0.00		
3	Completed Interlibrary Loan requests	0.00		
4	Photocopies & Computer printouts: B&W	0.10	per page	
5	Photocopies & Computer printouts: Color	0.50	per page	
6	Meeting Room Use Fee	25.00	per hour	
7	Meeting Room Use Fee - Certified non-profit organizations	0.00	per hour	
8	Microfilm reader/printer copies	0.50	per page	
9	Lost or Damaged material	Replacement cost plus \$10 nonrefundable processing fee		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0
NA	NA	\$0.00	\$0
NA	NA	\$0.00	\$0
NA	NA	\$0.10	\$0
NA	NA	\$0.50	\$0
NA	NA	\$25.00	\$0
NA	NA	\$0.00	\$0
NA	NA	\$0.50	\$0
NA	NA	Replacement cost plus \$10 nonrefundable processing fee	\$0

Parks & Recreation			
#	Description	Current Fee/Charge	Unit
1	Fireworks - Bocce Court Rental Fee	350.00	per bocce court
2	Harvest Festival - Non-profit Food Booth	125.00	one 10 x 10 space
3	Harvest Festival - Vendor Booth	150.00	one 10 x 10 space
4	Harvest Festival - Pet Parade registration fee - pre-registration	15.00	per pet
5	Harvest Festival - Pet Parade registration fee - day of entries	20.00	per pet
6	Harvest Festival Game Wristband	20.00 - 30.00	
7	Adult Co-Ed Softball	575.00 - 675.00	team
8	Adult Men's Open Softball	575.00 - 675.00	team
9	Adult Bocce League - Spring/Summer	400.00	team
10	Adult Bocce League - Fall	200.00	team
11	Adventure Day Camp	119.00	per person per session
12	Family Jam Winter Wonderland Mini Camp - full day	140.00	per person for 2 days
13	Family Jam Winter Wonderland Mini Camp - morning only	75.00	per person for 2 days
14	Jr. Cheerleading Camp	119.00	per person per session
15	Jr. All Sport Camp	149.00	per person per session
16	Basketball Skills Camp	149.00	per person per session
17	Wine Country Tennis Camp - Entire Camp all day	2,900.00	per person per session
18	Wine Country Tennis Camp - Entire Camp morning only	2,400.00	per person per session
19	Wine Country Tennis Camp - Full Day Option	300.00	per person per session
20	Wine Country Tennis Camp - morning only	250.00	per person per session
21	Wine Country Tennis Camp - afternoon drop-in	70.00	per person per day
22	Wine Country Tennis Camp - morning drop-in	50.00	per person per day
23	Challenger Soccer Camp - Tiny Tykes	110.00	per person per session
24	Challenger Soccer Camp - Half Day	173.00	per person per session
25	Challenger Soccer Camp - Full Day	245.00	per person per session
26	Skate Boarding Camp	225.00	per person per session
27	Spanish Camp	350.00	per person per session
28	LEGO Camp	180.00	per person per session
29	Musical Theater Camp	425.00	per person per session
30	Winter Performing Arts Camps	175.00	per person per session
31	Winter Musical Theater Camp	275.00	per person per session
32	Summer Performing Arts Camps (dance, musical theater, etc.)	180.00	per person per session
33	American Ninja Warrior Training Camp	160.00	per person per month
34	Martial Arts (Youth Sports Kickboxing, Little Kickers, White & Yellow Belts) - One day per week	70.00	per person per month

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$755.92	54%	\$350.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$150.00	\$0
\$168.02	91%	\$15.00	\$0
NA	NA	\$20.00	\$0
\$26.98	26%	\$20.00	\$0
\$4,280.75	87%	\$575.00	\$0
\$2,853.83	80%	\$575.00	\$0
\$483.76	17%	\$400.00	\$0
\$514.00	61%	\$200.00	\$0
NA	NA	\$119.00	\$0
\$405.03	65%	\$140.00	\$0
\$513.04	85%	\$75.00	\$0
\$407.42	71%	\$119.00	\$0
\$431.05	65%	\$149.00	\$0
\$218.25	32%	\$149.00	\$0
NA	NA	\$2,900.00	\$0
NA	NA	\$2,400.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$250.00	\$0
\$295.72	76%	\$70.00	\$0
\$105.49	53%	\$50.00	\$0
NA	NA	\$110.00	\$0
NA	NA	\$173.00	\$0
NA	NA	\$245.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$350.00	\$0
NA	NA	\$180.00	\$0
NA	NA	\$425.00	\$0
NA	NA	\$175.00	\$0
NA	NA	\$275.00	\$0
NA	NA	\$180.00	\$0
NA	NA	\$160.00	\$0
NA	NA	\$80.00	\$10

Parks & Recreation			
#	Description	Current Fee/Charge	Unit
35	Martial Arts (Youth Sports Kickboxing, Little Kickers, White & Yellow Belts) - Two days per week	100.00	per person per month
36	Al Anochecer Boxing - Two days per week	100.00	per person per month
37	Aqua Aerobics for Everyone - 5-month session	240.00	per person per session
38	Aqua Aerobics for Everyone - 5-month session (One Day only)	125.00	per person per session
39	Aqua Aerobics for Everyone - daily drop-in	10.00	per person per day
40	Adult Bocce League - Spring/Summer: Farmer's Market League	225.00	team
41	Corn Hole Tournament	10.00	team
42	Dodgeball - Adult	215.00	team
43	Dodgeball - Teen	165.00	team
44	Jingle All the Way - 18 and over	12.00	multi-day event
45	Jingle All the Way - Under 18	8.00	multi-day event
46	Individual Tennis Fee (current USTA Team per player fee)	25.00	year
47	Youth Soccer League - Under 6	80.00	per person per session
48	Youth Soccer League - Under 8	100.00	per person per session
49	Youth Soccer League - Under 10	120.00	per person per session
50	Youth Soccer League - Under 12	140.00	per person per session
51	Youth Soccer League - Under 14	140.00	per person per session
52	Youth Soccer League - Under 16	140.00	per person per session
53	Youth Basketball League - Under 6	60.00	per person per session
54	Youth Basketball League - Under 12	80.00	per person per session
55	Youth Basketball League - Under 14	80.00	per person per session
56	Youth Volleyball League	75.00	per person per session
57	Little Sluggers	60.00	per person per session
58	4th of July Bocce Court Rental	350.00	
59	Carnegie Building		
60	Great Room - Non-Profit	25.00	hour
61	Great Room - Public	50.00	hour
62	Great Room - Commerical	New	hour
63	Meeting Room - Non-Profit	20.00	hour
64	Meeting Room - Public	40.00	hour
65	Upstairs Classroom - Non-Profit	25.00	hour
66	Upstairs Classroom - Public	50.00	hour
67	Upstairs Classroom - Commercial	New	hour
68	Office - Non-Profit	New	hour
69	Office - Public	New	hour

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$120.00	\$20
NA	NA	\$120.00	\$20
\$291.36	18%	\$240.00	\$0
\$149.18	16%	\$125.00	\$0
\$9.90	-1%	\$10.00	\$0
\$228.44	2%	\$225.00	\$0
\$103.51	81%	\$20.00	\$10
\$1,134.34	81%	\$215.00	\$0
\$2,268.68	93%	\$165.00	\$0
\$94.44	87%	\$12.00	\$0
\$31.48	75%	\$8.00	\$0
\$89.72	72%	\$25.00	\$0
\$286.96	72%	\$80.00	\$0
\$176.59	43%	\$100.00	\$0
\$175.73	32%	\$120.00	\$0
\$239.64	42%	\$140.00	\$0
\$329.50	58%	\$140.00	\$0
\$1,318.00	89%	\$140.00	\$0
\$520.85	88%	\$60.00	\$0
\$249.12	68%	\$80.00	\$0
\$809.63	90%	\$80.00	\$0
\$447.92	83%	\$75.00	\$0
\$166.41	64%	\$60.00	\$0
\$685.33	49%	\$350.00	\$0
\$113.10	69%	\$35.00	\$10
\$113.10	56%	\$50.00	\$0
\$113.10	43%	\$65.00	N/A
\$113.10	78%	\$25.00	\$5
\$113.10	65%	\$40.00	\$0
\$113.10	69%	\$35.00	\$10
\$113.10	56%	\$50.00	\$0
\$113.10	43%	\$65.00	N/A
\$113.10	87%	\$15.00	N/A
\$113.10	73%	\$30.00	N/A

Parks & Recreation			
#	Description	Current Fee/Charge	Unit
70	Office - Commercial	New	hour
71	Entire Facility - Non-Profit	New	hour
72	Entire Facility - Public	New	hour
73	Entire Facility - Commercial	New	hour
74	Kitchen	100.00	
75	Cleaning Deposit (1-50 Persons)	50.00	
76	Cleaning Deposit (50+ Persons)	100.00	
77	Lyman Park Gazebo		
78	Resident Rate	50.00	
79	Non-Resident Rate	100.00	
80	Cleaning Deposit (1-50 Persons)	50.00	
81	Cleaning Deposit (50+ Persons)	100.00	
82	Lyman Park (entire facility)		
83	Resident Rate	New	per day
84	Non-Resident Rate	New	per day
85	Cleaning Deposit (1-50 Persons)	New	per rental - refundable
86	Cleaning Deposit (50+ Persons)	New	per rental - refundable
87	Meily Park Picnic area		
88	Resident Rate	New	day (minimum 4-hours)
89	Non-Resident Rate (1-50 Persons)	New	day (minimum 4-hours)
90	Non-Resident Rate (50-100 Persons)	New	per rental
91	Non-Resident Rate (100+ Persons)	New	per rental
92	Wappo Picnic area		
93	Resident Rate	New	day (minimum 4-hours)
94	Non-Resident Rate (1-50 Persons)	New	day (minimum 4-hours)
95	Non-Resident Rate (50-100 Persons)	New	per rental
96	Non-Resident Rate (100+ Persons)	New	per rental
97	Crane Park Area # 1-3		
98	Resident Rate	30.00	
99	Non-Resident Rate (1-50 Persons)	65.00	
100	Non-Resident Rate (50-100 Persons)	125.00	
101	Non-Resident Rate (100+ Persons)	200.00	
102	Crane Park Tennis Court Rental		
103	Tennis Court for non-commercial use	New	per court per hour
104	Tennis Court for commercial use (private lessons w/o independent contract w	New	per court per hour
105	Cleaning Deposit	New	per rental - refundable

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$113.10	60%	\$45.00	N/A
\$236.97	30%	\$165.00	N/A
\$236.97	16%	\$200.00	N/A
\$236.97	1%	\$235.00	N/A
\$113.10	12%	\$100.00	\$0
NA	NA	\$100.00	\$50
NA	NA	\$100.00	\$0
\$366.83	86%	\$50.00	\$0
\$366.83	73%	\$100.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
\$1,430.29	30%	\$1,000.00	NA
\$1,430.29	0%	\$1,425.00	NA
NA	NA	\$250.00	NA
NA	NA	\$500.00	NA
\$360.95	92%	\$30.00	NA
\$360.95	82%	\$65.00	NA
\$360.95	65%	\$125.00	NA
\$360.95	45%	\$200.00	NA
\$349.54	91%	\$30.00	NA
\$349.54	81%	\$65.00	NA
\$349.54	64%	\$125.00	NA
\$349.54	43%	\$200.00	NA
\$375.47	92%	\$30.00	\$0
\$375.47	83%	\$65.00	\$0
\$375.47	67%	\$125.00	\$0
\$375.47	47%	\$200.00	\$0
\$42.98	88%	\$5.00	NA
\$42.98	7%	\$40.00	NA
NA	NA	\$50.00	NA

Parks & Recreation			
#	Description	Current Fee/Charge	Unit
106	Lights	New	per hour
107	Home Tennis Court Access		
108	USTA League Annual Court Access	New	Annual court USTA court use - Per person
109	Crane Park Covered Area # 4		
110	Resident Rate	100.00	
111	Non-Resident Rate (1-50 Persons)	125.00	
112	Non-Resident Rate (50-100 Persons)	200.00	
113	Non-Resident Rate (100+ Persons)	250.00	
114	Skate Park Rental (competition/private event)		
115	Resident Rate	New	entire skate park + use of lights per day
116	Non-Resident Rate	New	entire skate park + use of lights per day
117	Cleaning Deposit	New	per rental - refundable
118	Cleaning Deposit		
119	Resident Rate	50.00	
120	Non-Resident Rate (1-50 Persons)	50.00	
121	Non-Resident Rate (50+ Persons)	100.00	
122	Bocce Courts		
123	Bocce Ball Courts (8 courts)	20.00	per court
124	Cleaning Deposit	50.00	per court
125	Tournament Play (All 8 courts)	300.00	
126	Cleaning Deposit for Tournament	400.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1.00	NA
\$668.00	96%	\$25.00	NA
\$358.19	72%	\$100.00	\$0
\$297.68	58%	\$125.00	\$0
\$297.68	33%	\$200.00	\$0
\$297.68	16%	\$250.00	\$0
\$1,664.80	40%	\$1,000.00	NA
\$1,664.80	10%	\$1,500.00	NA
NA	NA	\$500.00	NA
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
\$190.41	89%	\$20.00	\$0
NA	NA	\$50.00	\$0
\$1,073.31	72%	\$300.00	\$0
NA	NA	\$400.00	\$0

Police

Administrative and Service Fees				
#	Description	Current Fee/Charge	Unit	Notes
1	Traffic Accident Report	N/C		
2	Accident Photos - Staff Service	20.00		
3	Accident Photos - Reproduction	Actual Cost of photo lab		
4	Photo Enlargement - Staff Service	20.00		
5	Photo Enlargement - Lab Services	Actual Cost of photo lab		
6	Crime Report	N/C		
7	Clearance Letters	25.00		
8	Verification Letters and Forms Completion	25.00		
9	ABC Letter Fee	25.00		
10	Police Services Application Processing	20.00		
11	Fingerprint - Resident	25.00		
12	Fingerprint - Non-Resident	50.00		
13	Dance Permit / Noise Permit	25.00		
14	Solicitor Permit Processing - Initial	25.00		
15	Solicitor Permit Processing - Renewal	25.00		
16	Alarm Permit	25.00		
17	Alarm Permit Excessive False Alarms (after 4 in 30 days)	300.00		
18	Live Scan - Resident	25.00		
19	Live Scan - Non-Resident	50.00		
20	Vehicle Repossession Fee	25.00		
21	Vehicle Collision Report Processing	50.00		
22	Firearms Retail Sales Permit Annual Fee	100.00		
23	Abandoned Vehicle Abatement	100.00		
24	Loud Party Response	N/C		
25	Social Host ordinance Fine - 1st/2nd/3rd	550/750/1000		
26	Recovery of Abandoned Bikes	N/C		
27	DUI Cost Recovery	Actual Cost		Actual time @ staff hourly rates - \$12,000 Maximum
28	Dog Recovery Fee	25.00		
29	Vehicle / Equipment Violation Clearance Signoff Fee	10.00		
30	Vehicle Release from Storage / Impound	100.00		
31	Property Release (non-victim)	100.00		
32	Firearms Release Fee	100.00		

City of St Helena

41

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$60.06	77%	\$14.00	\$14
\$30.03	0%	\$30.00	\$10
NA	NA	Actual Cost of photo lab	\$0
NA	NA	\$20.00	\$0
NA	NA	Actual Cost of photo lab	\$0
\$110.54	82%	\$20.00	\$20
\$133.60	76%	\$32.00	\$7
\$48.30	48%	\$25.00	\$0
\$33.16	25%	\$25.00	\$0
\$45.17	45%	\$25.00	\$5
\$25.24	13%	\$22.00	-\$3
\$25.24	13%	\$22.00	-\$28
\$54.58	54%	\$25.00	\$0
\$73.72	66%	\$25.00	\$0
\$73.72	66%	\$25.00	\$0
\$55.27	19%	\$45.00	\$20
NA	NA	\$300.00	\$0
\$81.03	69%	\$25.00	\$0
\$81.03	38%	\$50.00	\$0
\$130.71	89%	\$15.00	-\$10
\$150.60	67%	\$50.00	\$0
\$258.28	3%	\$250.00	\$150
NA	NA	\$100.00	\$0
\$74.01	0%	\$74.00	\$74
NA	NA	550/750/1000	\$0
\$29.54	66%	\$10.00	\$10
NA	NA	Actual Cost	\$0
\$25.00	0%	\$25.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0

Comprehensive User Fee Study

Fire

Administrative and Service Fees				
#	Description	Current Fee/Charge	Unit	Notes
1	Annual Fire Inspection Fee - Half Hour Minimum	50.00	per half hour	
2	CPR Class	New		
3	Ansul - Commercial / Non-Residential	489.00	per hour	
4	Sprinklers - Residential System	754.00	per 1/2 hour	
5	Sprinklers - Commercial / Non-Residential System	983.00	per hour	
6	Alarm System - Residential	765.00	per 1/2 hour	
7	Alarm System - Commercial	New	per hour	
8	Alarm System Response - 4th False Alarm	100.00		
9	Alarm System Response - 5th False Alarm	250.00		
10	Alarm System Response - 6th and Each Subsequent	500.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$67.80	0%	\$67.80	\$18
\$1,203.64	97%	\$40.00	NA
\$135.61	0%	\$135.61	-\$353
\$67.80	0%	\$67.80	-\$686
\$135.61	0%	\$135.61	-\$847
\$67.80	0%	\$67.80	-\$697
\$135.61	0%	\$135.61	NA
NA	NA	\$100.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$500.00	\$0



WILLDAN

27368 Via Industria, Suite 200
Temecula, California 92590-4856
800.755.6864 | Fax: 888.326.6864
951.587.3500 | Fax: 951.587.3510
www.willdan.com

General City Fee Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Business License			Fees are variable depending on business type and structure	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	Business License - Contractors	\$ 100.00		Plus \$4 State Fee plus \$7 per each employee working inside City limits	N/A	N/A	\$ 100.00	N/A	Full Year = \$83.04; After July 1 = \$41.52	\$ 20.00	N/A
3	Returned Check Fee - Admin	\$ 21.00		California Code, Civil Code 1719: \$25 1st check, \$35 each subsequent check	N/A	N/A	\$ 25.00	1st Incident = \$25; Subsequent = \$35	1st Incident = \$25; Subsequent = \$35	1st Incident = \$29; Subsequent = \$40	1st Incident = \$25; Subsequent = \$35
4	Returned Check Fee - Police	\$ 30.00		California Code, Civil Code 1719	N/A	N/A	\$ 25.00	1st Incident = \$25; Subsequent = \$35	1st Incident = \$25; Subsequent = \$35	1st Incident = \$29; Subsequent = \$40	1st Incident = \$25; Subsequent = \$35
5	Copies of Documents - Black & White	\$ 0.15	per page		\$ 0.25	-	\$ 0.25	\$ 0.10	\$ 0.10	\$ 0.35	Single side = \$0.20; Double side = \$0.25
6	Copies of Documents - Color	New			\$ 0.35	-	\$ 0.35	\$ 0.10	\$ 0.25	\$ 0.35	Single side = \$0.20; Double side = \$0.25
7	Annual Budget	\$ 30.00			N/A	N/A	Printing Costs + 20%	N/A	N/A	Actual Cost	Actual Cost
8	Annual Financial Reports	\$ 25.00			N/A	N/A	Printing Costs + 20%	N/A	N/A	Actual Cost	Actual Cost
9	General Plan Printing Fee	Printing Costs + 20%			N/A	N/A	Printing Costs + 20%	N/A	\$ 70.00	Actual Cost	Actual Cost
10	Zoning Ordinance Printing Fee	Printing Costs + 20%			N/A	N/A	Printing Costs + 20%	N/A	\$ 20.00	N/A	Actual Cost
11	General Plan Map Printing Fee	Printing Costs + 20%			N/A	N/A	Printing Costs + 20%	N/A	N/A	N/A	Actual Cost
12	Subdivision Ordinance Printing Fees	Printing Costs + 20%			N/A	N/A	Printing Costs + 20%	N/A	N/A	N/A	Actual Cost
13	CD of Meeting	\$ 50.00			\$ 38.00	0%	\$ 38.00	N/A	\$15.00 per tape	Actual Cost	Actual Cost
14	Late Charges on City Invoices	\$ 0.01	per month		N/A	N/A	1%	1.5%	10% on Business License	10%	\$10.00 per month or 2%, whichever is greater
15	Film Permits										
16	Film Permit Application	\$ 500.00			\$ 564.48	0%	\$ 565.00	Resident: Non-Profit/Individual = \$92; Resident: Commercial = \$129; Non-Resident = \$368	\$ 50.00	\$ 217.00	N/A
17	Refundable Deposit	up to \$10,000			N/A	N/A	up to \$10,000	Dept. Director determines appropriate deposit.	N/A	\$ 250.00	N/A
18	Use of City Hall	\$ 500.00	per day		N/A	N/A	\$ 500.00	N/A	\$ 50.00	N/A	N/A
19	Use of Fire Station	\$ 500.00	per day		N/A	N/A	\$ 500.00	N/A	\$ 50.00	N/A	N/A
20	Use of the Carnegie Building	\$ 500.00	per day		N/A	N/A	\$ 500.00	N/A	\$ 50.00	N/A	N/A
21	Use of the Police Station	\$ 500.00	per day		N/A	N/A	\$ 500.00	N/A	\$ 50.00	N/A	N/A
22	Use of Main Street	\$ 5,000.00	per day		N/A	N/A	\$ 5,000.00	N/A	\$ 50.00	N/A	N/A
23	Use of City Park	\$ 20.00	per day		N/A	N/A	\$ 20.00	N/A	\$ 50.00	N/A	N/A
24	Use of Public Parking	\$ 30.00	per space per day		N/A	N/A	\$ 30.00	Resident: Non-Profit/Individual = \$62; Resident: Commercial = \$72; Non-Resident = \$96	N/A	\$63 per space/per day	N/A
25	Use of Streets in the Central Business District	\$ 1,000.00	per day		N/A	N/A	\$ 1,000.00	\$426 per hour	\$ 50.00	N/A	N/A
26	Use of any other Streets	\$ 500.00	per day		N/A	N/A	\$ 500.00	\$125 per hour	\$ 50.00	N/A	N/A
27	Barricading	\$ 50.00	per location		\$ 70.89	1%	\$ 70.00	Rental = \$5 each	N/A	Rental = \$14 each	N/A
28	Public Works Services	Hourly Rate			N/A	N/A	Hourly Rate	\$114 per hour	N/A	N/A	N/A
29	Police Services	Hourly Rate			N/A	N/A	Hourly Rate	\$159 per hour	N/A	N/A	N/A

30	Building Plan Copies - Paper Size												
31	9X12 Black Copy	New		\$	0.30	0%	\$	0.30	N/A	N/A	N/A	N/A	
32	9X12 Color Copy	New		\$	0.60	0%	\$	0.60	N/A	N/A	N/A	N/A	
33	8.5X11 Black Copy	New		\$	0.26	0%	\$	0.26	\$	0.10	\$	0.35	Single side = \$0.20; Double side = \$0.25
34	8.5X11 Color Copy	New		\$	0.52	0%	\$	0.52	\$	0.10	\$	0.35	Single side = \$0.20; Double side = \$0.25
35	36X48 Black Copy	New		\$	4.82	0%	\$	4.82	N/A	N/A	N/A	N/A	
36	36X48 Color Copy	New		\$	9.63	0%	\$	9.63	N/A	N/A	N/A	N/A	
37	34X44 Black Copy	New		\$	4.17	0%	\$	4.17	N/A	N/A	N/A	N/A	
38	34X44 Color Copy	New		\$	8.34	0%	\$	8.34	N/A	N/A	N/A	N/A	
39	30X42 Black Copy	New		\$	3.51	0%	\$	3.51	N/A	N/A	N/A	N/A	
40	30X42 Color Copy	New		\$	7.02	0%	\$	7.02	N/A	N/A	N/A	N/A	
41	24X36 Black Copy	New		\$	2.41	0%	\$	2.41	N/A	N/A	N/A	N/A	
42	24X36 Color Copy	New		\$	4.82	0%	\$	4.82	N/A	N/A	N/A	N/A	
43	22X34 Black Copy	New		\$	1.93	0%	\$	1.93	N/A	N/A	N/A	N/A	
44	22X34 Color Copy	New		\$	3.87	0%	\$	3.87	N/A	N/A	N/A	N/A	
45	18X24 Black Copy	New		\$	1.20	0%	\$	1.20	N/A	N/A	N/A	N/A	
46	18X24 Color Copy	New		\$	2.41	0%	\$	2.41	N/A	N/A	N/A	N/A	
47	17X22 Black Copy	New		\$	1.04	0%	\$	1.04	N/A	N/A	N/A	N/A	
48	17X22 Color Copy	New		\$	2.09	0%	\$	2.09	N/A	N/A	N/A	N/A	
49	12X18 Black Copy	New		\$	0.60	0%	\$	0.60	N/A	N/A	N/A	N/A	
50	12X18 Color Copy	New		\$	1.20	0%	\$	1.20	N/A	N/A	N/A	N/A	
51	11X17 Black Copy	New		\$	0.50	0%	\$	0.50	N/A	\$	0.25	N/A	N/A
52	11X17 Color Copy	New		\$	1.00	0%	\$	1.00	N/A	\$	0.75	N/A	N/A
53	Meter Charge - Black Copy	New	per page	\$	0.03	0%	\$	0.03	N/A	N/A	N/A	N/A	
54	Meter Charge - Color Copy	New	per page	\$	0.06	0%	\$	0.06	N/A	N/A	N/A	N/A	

Planning User Fee Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Appeals - Minor	\$ 1,000.00			\$ 1,973.87	24%	\$ 1,500.00	Appeal of Planning Commission Decision to Council = \$1,073	Appeal of Planning Commission Decision to Council = \$200	Actual Cost plus \$2,000 deposit	\$ 703.00
2	Appeals - Major	\$ 2,600.00			\$ 3,368.28	11%	\$ 3,000.00	Appeal of Planning Commission Decision to Council = \$1,073	Appeal of Planning Commission Decision to Council = \$200	Actual Cost plus \$2,000 deposit	\$ 703.00
3	Administrative Determination	\$ 1,500.00			\$ 2,097.38	5%	\$ 2,000.00	N/A	\$ 500.00	N/A	
4	Affordable Housing Agreement	\$ 5,000.00			\$ 6,803.23	12%	\$ 6,000.00	N/A	N/A	N/A	
5	Certificate of Compliance	\$ 1,200.00			\$ 1,282.43	6%	\$ 1,200.00	\$ 1,909.00	\$ 500.00	N/A	
6	Code Enforcement	Hourly			NA	NA	Hourly	N/A	N/A	N/A	\$60 each
7	CEQA Documents										
8	Negative Declaration	\$ 5,600.00		Actual Time @ Staff Hourly Rates w/Deposit	NA	NA	\$ 6,500.00	Time & materials	N/A	N/A	Fully burdened hourly rate
9	Mitigated Negative Declaration - in-house	\$ 11,600.00		Actual Time @ Staff Hourly Rates w/Deposit	NA	NA	\$ 13,000.00	Time & materials	N/A	N/A	Fully burdened hourly rate
10	Mit Neg Dec consultant contract management	\$ 3,200.00		Actual Time @ Staff Hourly Rates w/Deposit	NA	NA	\$ 5,000.00	N/A	N/A	N/A	Fully burdened hourly rate
11	EIR Consultant Contract Management	\$ 9,000.00		Actual Time @ Staff Hourly Rates w/Deposit	NA	NA	\$ 10,000.00	N/A	N/A	N/A	N/A
12	Demolition Permit	\$ 1,700.00			\$ 1,864.48	9%	\$ 1,700.00	Historic = \$3,526	N/A	Partial = \$324; Building = \$649	\$ 192.00
13	Design Review:										
14	Residential < 1,000 sq ft	\$ 2,600.00			\$ 2,618.07	1%	\$ 2,600.00	Major = \$5,127; Minor = \$1,991; Same Agenda = \$1,582; Revision - Major = \$1,700	Administrative Review = \$725; Planning Commission Review = \$2,500	Actual Cost plus \$5,000 deposit	Director Review = \$3,447; Planning Commission Review = \$7,573
15	Residential > 1,000 sq ft	\$ 3,700.00			\$ 4,218.67	5%	\$ 4,000.00				
16	Commercial < 5,000 sq ft	\$ 4,000.00			\$ 5,953.80	16%	\$ 5,000.00				
17	Commercial > 5,000 sq ft	\$ 9,000.00			\$ 10,747.43	7%	\$ 10,000.00				
18	Design Review Exemption	\$ 1,000.00			\$ 1,837.55	18%	\$ 1,500.00	N/A	N/A	N/A	N/A
19	Development Agreement	\$ 13,500.00			\$ 13,519.92	0%	\$ 13,500.00	N/A	\$ 10,000.00	N/A	\$ 15,607.00
20	General Plan Amendment / Map Change	\$ 13,000.00		Actual Time @ Staff Hourly Rates w/Deposit	NA	NA	\$ 13,000.00	\$ 3,464.00	\$ 1,500.00	Actual Cost plus \$7,500 deposit	\$ 7,777.00
21	Home Occupation Permit	\$ 200.00			\$ 289.73	31%	\$ 200.00	N/A	\$ 150.00	Minor = \$32; Major = Actual Cost plus \$1,000 deposit	\$ 64.00
22	Lot Line Adjustment	\$ 3,000.00			\$ 3,717.36	19%	\$ 3,000.00	\$ 1,732.00	\$ 750.00	Actual Cost plus \$2,000 deposit	\$1,702
23	Lot Merger / Reversion to Acreage	\$ 1,200.00			\$ 3,717.36	19%	\$ 3,000.00	\$ 1,732.00	\$ 500.00	N/A	\$ 3,327.00
24	Mills Act	\$ 1,400.00			\$ 2,560.83	14%	\$ 2,200.00	N/A	N/A	N/A	N/A

25	Minor Subdivision	\$ 6,300.00			\$ 7,135.18	2%	\$ 7,000.00	\$ 4,122.00	N/A	Actual Cost plus \$5,000 deposit	N/A
26	Major Subdivision	\$ 35,000.00		Actual Time @ Staff Hourly Rates w/Deposit	\$ 21,799.05	8%	\$ 20,000.00	\$ 4,920.00	N/A	Actual Cost plus \$5,000 deposit	N/A
27	Pre-Application Review	\$ 4,200.00		Includes Council time, Vintage Hall, etc.	\$ 4,339.58	3%	\$ 4,200.00	\$ 5,079.00	\$ 750.00	N/A	\$ 790.00
28	Planned Development Rezoning	\$ 8,200.00		Actual Time @ Staff Hourly Rates w/Deposit	N/A	N/A	\$ 10,000.00	Time & materials	Minor Modification = \$500	N/A	\$ 7,573.00
29	Public Hearing Noticing Fee - legal	\$ 400.00			N/A	N/A	\$ 400.00	N/A	N/A	N/A	\$ 150.00
30	Public Hearing Mailing Label Preparation	\$ 200.00			\$ 237.49	16%	\$ 200.00	N/A	N/A	N/A	Included in Notice
31	Sign Permit	\$ 1,000.00			\$ 1,054.45	5%	\$ 1,000.00	\$ 212.00	Administrative Review = \$100; Planning Commission Review = \$500	N/A	Director Review = \$192; Planning Commission Review = \$1,853
32	Specific Plan	\$ 25,000.00		Actual Time @ Staff Hourly Rates w/Deposit	N/A	N/A	\$ 25,000.00	\$ 4,602.00	N/A	N/A	\$ 6,971.00
33	Temporary Use Permit / Special Event	\$ 1,700.00			\$ 1,728.87	2%	\$ 1,700.00	N/A	N/A	N/A	\$ 639.00
34	Use Permit (Minor / Major)	\$ 5,200.00			\$ 5,489.74	5%	\$ 5,200.00	Minor = \$1,896; Major = \$2,504	\$ 2,500.00	Actual Cost plus \$2,000 deposit	Minor = \$1,917; Major = \$7,573
35	Use Permit Amendment	\$ 2,900.00			\$ 3,096.73	3%	\$ 3,000.00	Minor = \$808; Major = \$1,247	\$ 500.00	Actual Cost plus \$2,000 deposit	Fully burdened hourly rate
36	Variance	\$ 4,500.00			\$ 4,859.65	7%	\$ 4,500.00	Minor = \$1,733; Major = \$2,122	\$ 1,500.00	Actual Cost plus \$2,500 deposit	\$ 1,774.00
37	Williamson Act Contract	\$ 2,300.00			\$ 3,928.69	24%	\$ 3,000.00	N/A	N/A	N/A	N/A
38	Zoning Ordinance Text Amendment	\$ 9,000.00			\$ 9,093.95	1%	\$ 9,000.00	Land Use Code Text Amendment = \$218 per hour	\$ 2,500.00	Actual Cost plus \$5,000 deposit	\$ 7,777.00
39	Design Review Resubmittal Fee	New		on 3rd submittal	\$ 2,276.11	3%	\$ 2,200.00	\$ 1,700.00	\$ 100.00	Actual Cost plus \$7,500 deposit	Fully burdened hourly rate
40	Administrative Sign Permit	New			\$ 645.97	23%	\$ 500.00	\$ 212.00	\$ 100.00	N/A	\$ 192.00
41	Cottage Food Operation	\$ 119.00			\$ 802.68	75%	\$ 200.00	N/A	N/A	N/A	N/A
42	Permit Extension	\$ 1,500.00			\$ 1,837.55	18%	\$ 1,500.00	N/A	\$ 100.00	Cost of Initial Permit plus \$325	\$ 447.00
43	Rezoning - Map Amendment	\$ 13,000.00		Actual Time @ Staff Hourly Rates w/Deposit	N/A	N/A	\$ 13,000.00	\$ 3,897.00	\$ 2,500.00	Actual Cost plus \$2,500 deposit	\$ 3,475.00
44	Short Term Renewal Permit	\$ 2,250.00			\$ 2,332.18	4%	\$ 2,250.00	N/A	N/A	N/A	N/A
45	Hourly Rates:										
46	Planning Director	\$ 160.00	per hour		\$ 232.74	0%	\$ 232.00	N/A	N/A	Fully Loaded Hourly Rate plus 40%	Fully burdened hourly rate
47	Senior Planner	\$ 150.00	per hour		\$ 170.98	1%	\$ 170.00	N/A	N/A		
48	Associate Planner	\$ 125.00	per hour		\$ 136.41	N/A	\$ 135.00	N/A	N/A		
50	Building/Planning Permit Technician	\$ 125.00	per hour		\$ 118.75	N/A	\$ 118.00	N/A	N/A		
51	Standard (Blended) Planning Staff Rate	\$ 150.00	per hour		\$ 161.01	N/A	\$ 160.00	\$ 169.00	N/A		

Building User Fee Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Antennas	\$ 547.00	each		\$ 1,562.13	65%	\$ 547.00	N/A	N/A	N/A	N/A
2	Awnings / Shade Structures / Canopies	\$ 476.00			\$ 1,359.37	65%	\$ 476.00	N/A	N/A	N/A	N/A
3	Balcony	\$ 462.00			\$ 1,319.39	65%	\$ 462.00	N/A	N/A	N/A	N/A
4	Carport (new/replacement)	New	each		\$ 1,067.69	20%	\$ 850.00	N/A	N/A	N/A	N/A
5	Cave	\$ 1,349.00			\$ 3,852.50	65%	\$ 1,349.00	N/A	N/A	N/A	N/A
6	Cellular / Mobile Phone Tower - New	\$ 844.00	each		\$ 2,410.31	65%	\$ 844.00	N/A	N/A	\$515.00 Application Fee \$103.00 Additional 5G Sites (per site beyond 5) \$278.00 Annual Renewal Fee (per 5G small cell site) Independent Consultant Deposit - Actual Cost	N/A
7	Cellular / Mobile Phone Tower - Addition/Alteration	\$ 500.00	each		\$ 1,427.91	65%	\$ 500.00	N/A	N/A		N/A
8	Certificate of Occupancy	\$ -			\$ -	0%	\$ -	N/A	\$150.00 Occupancy Permit	N/A	N/A
9	Change of Occupancy	\$ -			\$ -	0%	\$ -	N/A	N/A	N/A	N/A
10	Commercial access upgrade- first ramp	New			\$ 702.22	29%	\$ 500.00	N/A	N/A	N/A	N/A
11	Temporary Occupancy Permit	\$ -			\$ -	0%	\$ -	N/A	N/A	N/A	N/A
12	Construction Trailer (anchored)	\$ 567.00			\$ 1,619.25	65%	\$ 567.00	N/A	N/A	N/A	N/A
13	Deck	\$ 529.00			\$ 1,510.73	65%	\$ 529.00	N/A	N/A	N/A	N/A
14	Demolition - Total	\$ 438.00			\$ 1,250.85	65%	\$ 438.00	N/A	N/A	\$ 649.00	\$192.00 (\$111.00 plus cost of SR. Planners time at FB Hourly Rate for designated historical structure)
15	Demolition - Partial / Exploratory Demolition	\$ 406.00			\$ 1,159.46	65%	\$ 406.00	N/A	N/A	\$ 324.00	\$ 192.00
16	Dry-rot	New			\$ 313.24	20%	\$ 250.00	N/A	N/A	N/A	N/A
17	Fence (wood, chain link, wrought iron, vinyl)	\$ 398.00			\$ 1,136.62	65%	\$ 398.00	N/A	N/A	N/A	N/A

18	Flag pole > 6 feet	\$ 254.00	each		\$ 725.38	65%	\$ 254.00	N/A	N/A	N/A	N/A
19	Freestanding Wall (masonry):										
20	Up to 6'	\$ 621.00			\$ 1,773.46	65%	\$ 621.00	N/A	N/A	N/A	N/A
21	Greater than 6' (engineered)	\$ 823.00			\$ 2,350.34	65%	\$ 823.00	N/A	N/A	N/A	N/A
22	Fireplace / Pizza Oven / BBQ - Masonry	\$ 398.00	each		\$ 1,136.62	65%	\$ 398.00	N/A	N/A	N/A	N/A
23	Fireplace retrofit/chimney repair	New	each		\$ 702.22	22%	\$ 550.00	N/A	N/A	N/A	N/A
24	Foundation and / or Slab Repair	\$ 465.00			\$ 1,327.96	65%	\$ 465.00	N/A	N/A	N/A	N/A
25	Greywater System	\$ 965.00			\$ 2,755.86	91%	\$ 250.00	N/A	N/A	N/A	N/A
26	Light Standards	\$ 422.00	each		\$ 1,205.16	65%	\$ 422.00	N/A	N/A	N/A	N/A
27	Manufactured / Pre-fab Buildings (foundation and utility connections)	\$ 1,271.00			\$ 3,629.74	65%	\$ 1,271.00	N/A	N/A	N/A	N/A
28	Move House / Building	\$ 532.00			\$ 1,519.30	65%	\$ 532.00	N/A	N/A	N/A	N/A
29	Outdoor Kitchen	\$ 634.00			\$ 1,810.59	65%	\$ 634.00	N/A	N/A	N/A	N/A
30	Partition-commercial	\$ 549.00			\$ 1,567.84	65%	\$ 549.00	N/A	N/A	N/A	N/A
31	Patio Cover	\$ 530.00			\$ 1,513.58	65%	\$ 530.00	N/A	N/A	N/A	N/A

32	Patio Room	\$ 928.00			\$ 2,650.20	65%	\$ 928.00	N/A	N/A	N/A	N/A
33	Pile Foundation	\$ 639.00	each		\$ 1,824.87	65%	\$ 639.00	N/A	N/A	N/A	N/A
34	Remodel - Bathroom	\$ 729.00			\$ 2,081.89	78%	\$ 450.00	N/A	N/A	N/A	N/A
35	Remodel - Kitchen	\$ 822.00			\$ 2,347.48	72%	\$ 650.00	N/A	N/A	N/A	N/A
36	Repairs - Minor	\$ 372.00			\$ 1,062.36	65%	\$ 372.00	N/A	N/A	N/A	N/A
37	Repairs - Major	\$ 1,365.00			\$ 3,898.19	65%	\$ 1,365.00	N/A	N/A	N/A	N/A
38	Re-roofing - Residential - First 10 squares	\$ 286.00			\$ 816.76	65%	\$ 286.00	\$257 less than or equal to 3,000 square feet \$453 greater than 3,000 square feet	N/A	N/A	\$248.00 - 1 - 5000 Square Feet
39	Each additional 10 squares	\$ 94.00			\$ 268.45	65%	\$ 94.00		N/A	N/A	Price Increase based on Square footage
40	Re-roofing - Commercial - First 10 squares	\$ 511.00			\$ 1,459.32	65%	\$ 511.00		N/A	N/A	\$248.00 - 1 - 5000 Square Feet
41	Each additional 10 squares	\$ 129.00			\$ 368.40	65%	\$ 129.00		N/A	N/A	Price Increase based on Square footage
42	Roof structure replacement	\$ 614.00			\$ 1,753.47	65%	\$ 614.00	N/A	N/A	N/A	N/A
43	Retaining Wall - City Standard	\$ 933.00			\$ 2,664.48	65%	\$ 933.00	N/A	N/A	N/A	N/A
44	Retaining Wall w/ Calcs	\$ 933.00			\$ 2,664.48	65%	\$ 933.00	N/A	N/A	N/A	N/A

45	Sauna	\$ 554.00	each		\$ 1,582.12	65%	\$ 554.00	N/A	N/A	N/A	N/A
46	Siding / stucco / veneer	\$ 504.00			\$ 1,439.33	65%	\$ 504.00	\$134 less than 1,000 sq ft. \$184 greater than 1,000 sq ft	N/A	N/A	N/A
47	Signs (plus electrical permits, if necessary):										
48	Pole, monument, and wall or roof signs	\$ 557.00	each		\$ 1,590.69	65%	\$ 557.00	N/A	N/A	N/A	\$68.00 each; for service not over 200 amperes \$68.00, 201- 1,000 \$102.00, over 600 volts or 1,000 amperes \$230.00
49	Skylight	\$ 440.00	each		\$ 1,256.56	65%	\$ 440.00	N/A	N/A	N/A	\$68.00 each; for service not over 200 amperes \$68.00, 201- 1,000 \$102.00, over 600 volts or 1,000 amperes \$230.00
50	Sign (non-illuminated)	New	each		\$ 424.85	12%	\$ 375.00	\$ 212.00	N/A	N/A	N/A
51	Sign (monument)	New	each		\$ 424.85	0%	\$ 424.00		N/A	N/A	\$68.00 each; for service not over 200 amperes \$68.00, 201- 1,000 \$102.00, over 600 volts or 1,000 amperes \$230.00
52	Solar:										
53	Solar Water Heating sys - roof mounted	\$ 654.00	each system		\$ 1,867.70	65%	\$ 654.00	N/A	N/A	N/A	N/A
54	Solar Water Heating sys - ground mounted	\$ 794.00			\$ 2,267.52	65%	\$ 794.00	N/A	N/A	N/A	N/A
55	Solar Photovoltaic Sys - Roof Mounted Residential System up to 15kW	\$ 500.00		\$15/kW after 15 kW	\$ 1,427.91	69%	\$ 436.00	Residential PV up to 15kW\$450.00 plus \$15 each kW above 15kw Residential Thermal up to 10kW - \$450 plus \$15 each kW above 10kW	N/A	N/A	N/A
56	Solar PV - Commercial System	\$ 1,000.00		\$7/kW between 51 & 250 kW, \$5/kW 251kW and above	\$ 2,855.82	65%	\$ 1,000.00	PW up to 50kW \$1,000 plus \$7 each kW for 51-250kW + \$5 per kW above 251kW Thermal up to 30kW - \$1,000 plus \$7 each kW for 30- 260kW + \$5 per kW above 251 kW	N/A	N/A	N/A

57	Stair repair/replace	New	each		\$ 702.22	0%	\$ 701.00	N/A	N/A	N/A	N/A
58	Suspended Ceiling	\$ 413.00			\$ 1,179.45	47%	\$ 619.50	N/A	N/A	N/A	N/A
59	Swimming Pool / Spa:										\$43.00 Permit Issuance Fee
60	Vinyl-lined / fiberglass - up to 800 sf	\$ 1,052.00			\$ 3,004.32	65%	\$ 1,052.00	N/A	N/A	N/A	\$711.00 (1=100 sq ft) \$778 (101-500) \$846.00 (501 - 1,000) \$983.00 (1,001 - 1,500) \$1,118.00 (1,501 - 3,000)
61	Each additional 100 sf	\$ 205.00			\$ 585.44	65%	\$ 205.00	N/A	N/A	N/A	\$45.00 (each add'l 500)
62	Gunitite / Shotcrete - up to 800 sf	\$ 1,196.00			\$ 3,415.56	65%	\$ 1,196.00	N/A	N/A	N/A	\$711.00 (1=100 sq ft) \$778 (101-500) \$846.00 (501 - 1,000) \$983.00 (1,001 - 1,500) \$1,118.00 (1,501 - 3,000)
63	Each additional 100 sf	\$ 209.00			\$ 596.87	65%	\$ 209.00	N/A	N/A	N/A	\$45.00 (each add'l 500)
64	Swimming Pool / Spa remodel - up to 800 sf	\$ 1,768.00			\$ 5,049.09	65%	\$ 1,768.00	N/A	N/A	N/A	\$711.00 (1=100 sq ft) \$778 (101-500 sq ft) \$846.00 (501 - 1,000 sq ft)
65	Each additional 100 sf	\$ 185.00			\$ 528.33	65%	\$ 185.00	N/A	N/A	N/A	\$45.00 (each add'l 500)
66	Tents	\$ 477.00			\$ 1,362.23	65%	\$ 477.00	\$249 \$291 + Hourly OT for Expedited Approval - 5 days prior to event or less	\$ 150.00	N/A	N/A
67	Water Tanks	\$ 948.00			\$ 2,707.32	65%	\$ 948.00	N/A	N/A	N/A	N/A
68	Window / Door replacement w/ structural modification	\$ 444.00			\$ 1,267.98	76%	\$ 300.00	\$184 less than 8 windows \$234 greater than 8 windows. Does not designate any structural modification	N/A	N/A	N/A

69	Fees without cost calculations										
70	Expired Permit Fee	At the discretion of the Director			N/A	N/A	At the discretion of the Director	\$546 per application Extension of Time Request	N/A	N/A	\$179.00
71	Mechanical Permits:										
72	Heating and/or AC - Residential	\$ 125.00			\$ 356.98	65%	\$ 125.00	\$321 up to and including 2,000 sq ft. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$68.00 per unit up to 5 tons; \$102 over 5 tons
73	Heating and/or AC - Commercial	\$ 225.00			\$ 642.56	65%	\$ 225.00	\$402-2,008 depending on size and type. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$68.00 per unit up to 5 tons; \$102 over 5 tons
74	Minor - Residential	\$ 373.00			\$ 1,065.22	79%	\$ 225.00	\$321 up to and including 2,000 sq ft. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$0.12 per sq. ft.
75	Minor - Commercial / Non-Residential	\$ 555.00			\$ 1,584.98	65%	\$ 555.00	\$402-2,008 depending on size and type. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$0.08 per sq. ft. (multi-family); 25% of building permit fee for commercial
76	Plumbing Permits:										
77	Water Heater - Residential	\$ 75.00			\$ 214.19	65%	\$ 75.00	\$321 up to and including 2,000 sq ft. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$64.00 - Heater including vent
78	Water Heater - Commercial	\$ 175.00			\$ 499.77	65%	\$ 175.00	\$402-2,008 depending on size and type. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$64.00 - Heater including vent
79	Minor - Residential	\$ 332.00			\$ 948.13	76%	\$ 225.00	\$321 up to and including 2,000 sq ft. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$0.12 per sq. ft. (Note: fee for construction work on one and two family dwellings)

80	Minor - Commercial / Non-Residential	\$ 509.00			\$ 1,453.61	65%	\$ 509.00	\$402-2,008 depending on size and type. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	\$0.08 per sq ft (Note: fee for multi-family) 25% of building permit fee (Commercial, retail, office, or industrial building)
81	Electrical Permits:										Electrical permit issuance \$43.00
82	Service Change - Residential	\$ 125.00			\$ 356.98	65%	\$ 125.00	New Consturction \$321 up to and including 2,000 sq ft. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	Minimum permit fee \$89.00 Unit fee \$68.00 for up to 20 fixtures; each additional group of items up to 20 \$68.00 each additional fixture \$68.00 appliances
83	Service Change - Commercial	\$ 225.00			\$ 642.56	65%	\$ 225.00	New Construction\$402-\$1,405 dependent on type and size For permits for sq. ft greater than the noted quantity, the fee increases proportionally	N/A	N/A	Minimum permit fee \$89.00 Unit fee \$183.00 non-residential appliances
84	Temp Power Pole - Residential	\$ 125.00			\$ 356.98	86%	\$ 50.00	\$637 service wire only \$1,217 Transformer & Service Wire	N/A	N/A	Minimum permit fee \$89.00 Unit fee \$89.00 each pole, pedestal or meter
85	Temp Power Pole - Commercial	\$ 225.00			\$ 642.56	84%	\$ 100.00	\$637 service wire only \$1,217 Transformer & Service Wire	N/A	N/A	Minimum permit fee \$89.00 Unit fee \$89.00 each pole, pedestal or meter
86	Minor - Residential	\$ 436.00			\$ 1,245.14	82%	\$ 225.00	New Consturction \$321 up to and including 2,000 sq ft. For permits for sq ft. greater than the noted quantity, the fee increases proportionally	N/A	N/A	N/A
87	Minor - Commercial / Non-Residential	\$ 604.00			\$ 1,724.91	65%	\$ 604.00	New Construction\$402-\$1,405 dependent on type and size For permits for sq. ft greater than the noted quantity, the fee increases proportionally	N/A	N/A	N/A
88	Home Generator Permit Fee	\$ 582.50		Refund amount of \$146.50	\$ 1,663.51	65%	\$ 582.50	N/A	N/A	N/A	N/A

89	Fire										
90	Ansul - Commercial / Non-Residential	\$ 489.00			\$ 1,396.49	47%	\$ 733.50	\$ 374.00	N/A	N/A	\$ 762.00
91	Sprinklers - Residential System (up to 20 heads)	\$ 754.00			\$ 2,153.29	47%	\$ 1,131.00	\$374 new systems with 5 or fewer sprinklers \$166 Tenant Improv. Systems with 5 or fewer sprinklers \$374 systems with greater than 5, up to 30 sprinklers \$374 plus \$2.50 per additional sprinkler above 30	N/A	N/A	New Installation = \$610; Alteration = \$533
92	Sprinklers - Commercial / Non-Residential System (up to 20 heads)	\$ 983.00			\$ 2,807.27	47%	\$ 1,474.50		N/A	N/A	New System = \$762 1st 20 heads; Alteration = \$457 1st 20 heads
93	Sprinklers - Additional Heads (each 20)	\$ 127.00			\$ 362.69	47%	\$ 190.50		N/A	N/A	\$137.00
94	Alarm System	\$ 765.00			\$ 2,184.70	47%	\$ 1,147.50	\$415 + \$2.50 per device for new \$332 tenant improvements 3 devices or less \$415 + \$2.50 tenant improvements, over 3 devices	N/A	N/A	\$762.00
95	Hourly Rates										
96	Services Beyond Standard Fee (per the Director)	\$ -			\$ -	0%	\$ -	N/A	N/A	N/A	
97	After Hours Inspection Fee	\$ 154.00	per hour	4 hour minimum	\$ 439.80	47%	\$ 231.00	\$253 per hour	N/A	N/A	\$303.00 Hourly rate equals to 1.5 times the FB Hourly Rate of staff that renders the service; minimum of 2 hours
98	Records Research	\$ 77.00	first 1/2 hr		\$ 219.90	47%	\$ 115.50	\$166 per hour	N/A	N/A	5% of building permit fee; minimum \$5.00 and maximum \$2,016.00
99	Each Additional 1/2 hour (or portion thereof)	\$ 64.00			\$ 182.77	47%	\$ 96.00	N/A	N/A	N/A	N/A
100	Supplement Plan Check Fee	\$ 107.00	first 1/2 hr	1 hour minimum	\$ 305.57	47%	\$ 160.50	N/A	N/A	N/A	\$43.00 plus consultant cost, plus cost of the Chief Building Official's time charging at the FB Hourly rate
101	Each Additional 1/2 hour (or portion thereof)	\$ 94.00			\$ 268.45	47%	\$ 141.00	N/A	N/A	N/A	N/A
102	Supplement Inspection Fee	\$ 83.00	first 1/2 hr	1 hour minimum	\$ 237.03	47%	\$ 124.50	\$ 206.00	N/A	N/A	\$135.00 FB Hourly Rate; minimum 1 hour
103	Each Additional 1/2 hour (or portion thereof)	\$ 70.00			\$ 199.91	47%	\$ 105.00	N/A	N/A	N/A	N/A
104	Building Official	New	per hour		\$ 194.49	0%	\$ 194.00	N/A	N/A	N/A	N/A
105	Permit Tech	New	per hour		\$ 118.75	1%	\$ 118.00	N/A	N/A	N/A	N/A

Public Works User Fee Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Land Subdivisions										
2	Tentative Parcel Map	\$ 4,500.00		plus consultant costs, if any	\$ 6,923.08	6%	\$ 6,500.00	N/A	\$ 500.00	Actual Cost plus \$5,000 deposit	N/A
3	Final Parcel Map	\$ 2,100.00		plus consultant costs, if any	\$ 4,600.96	2%	\$ 4,500.00	1 - 4 lots = \$9,651; 5 + lots = \$18,052	\$ 2,500.00	Actual Cost plus \$2,500 deposit	\$3,337 plus \$1,225 deposit
4	Tentative Tract Map	\$ 7,800.00		plus consultant costs, if any	NA	NA	\$ 7,800.00	N/A	N/A	Actual Cost plus \$5,000 deposit	\$7,605 plus \$3,000 deposit
5	Final Tract Map	\$ 2,500.00		plus consultant costs, if any	NA	NA	\$ 2,500.00	N/A	N/A	Actual Cost plus \$2,500 deposit	N/A
6	County Final Map Fee (in addition to all City fees)	Actual Cost			NA	NA	Actual Cost	Time & materials	N/A	Actual Cost plus \$2,500 deposit	N/A
7	Grading Permit - Plan Check (Up to 3 reviews)	\$ 800.00		This would include addtl reviews if needed	\$ 1,016.20	2%	\$ 1,000.00	N/A	Cubic yards basis	Up to 100 cubic yards = \$649; Over 100 cubic yards \$1,299	50 cubic yards or less = \$354; 51 to 100 cubic yards = \$651; Over 100 cubic yards \$1,299; 101 to 1,000 cubic yards = \$1,277; 1,001 to 10,000 = \$2,487; 10,001 cubic yards and more Actual Cost
8	MAPS Hard Copy: Print/Photocopy (color, up to D-size)	\$ 25.00	per print		\$ 38.50	35%	\$ 25.00	Up to 24" x 36" = \$24; Larger size = \$37	N/A	N/A	Actual Cost
9	Stand-Alone Sanitary Sewer Inspection	\$ 225.00			\$ 355.83	30%	\$ 250.00	N/A	Current hourly billing rate for staff & equipment	\$95 per hour	\$ 627.00
10	Video Review of Existing Sewer Lateral	\$ 200.00			\$ 475.99	37%	\$ 300.00	\$ 224.00	Current hourly billing rate for staff & equipment	N/A	N/A
11	Abandonment of R/W or Easement	\$ 1,200.00			\$ 1,219.50	2%	\$ 1,200.00	Time & materials	N/A	Actual Cost	Actual Cost
12	R/W or Easement acceptance review/approval	\$ 1,200.00			\$ 1,219.50	2%	\$ 1,200.00	Time & materials	N/A	Actual Cost	Actual Cost
13	Copy of Standard Specifications	\$ 100.00			\$ 77.00	3%	\$ 75.00	N/A	N/A	N/A	\$ 69.00
14	Permit Application / Review Process										
15	Encroachment Permit Minor	\$ 200.00			\$ 641.70	38%	\$ 400.00	\$203 plus staff hourly rate for inspections	Right of way only = \$25; With inspection - work within right of way = \$25 plus 5% of estimated cost	\$ 97.00	\$ 32.00
16	Encroachment Permit Major	\$ 500.00			\$ 795.71	12%	\$ 700.00	\$203 plus staff hourly rate for inspections		Medium = \$649; Major = Actual Cost plus \$2,500 deposit	Medium = \$192; Major = Actual Cost plus deposit of 5% of estimated cost
17	Outside Fire Service Agreement Fee	\$ 2,500.00			\$ 2,040.11	2%	\$ 2,000.00	N/A	N/A	N/A	N/A
18	Community Banner	\$ 100.00			\$ 295.74	15%	\$ 250.00	Street Light: \$92 - \$368; Park: \$25 - \$98	\$ 320.00	N/A	\$ 343.00
19	Driveway Approach Inspection	\$ 100.00			\$ 419.46	5%	\$ 400.00	N/A	N/A	N/A	\$ 192.00
20	Raw Water permits	\$ 50.00	each	Permit fee is per Quarter	\$ 342.48	78%	\$ 75.00	N/A	N/A	\$ 414.00	N/A
21	Sidewalk Dining Approval	\$ 1,000.00			\$ 1,219.97	2%	\$ 1,200.00	N/A	N/A	N/A	N/A
22	Street Closure for Non-City Events	\$ 500.00			\$ 784.56	4%	\$ 750.00	Regular = \$268; Business District = \$426	\$ 50.00	N/A	\$ 198.00
23	Transportation Permit - Per Day	\$ 50.00			\$ 174.81	43%	\$ 100.00	N/A	First vehicle = \$36.90; Each Additional Vehicle = \$13.84	N/A	N/A
24	Transportation Permit - 1 Week	\$ 75.00			\$ 272.62	45%	\$ 150.00	N/A	First vehicle = \$36.90; Each Additional Vehicle = \$13.84	N/A	N/A

25	Transportation Permit - 1 Year	\$ 150.00			\$ 394.33	37%	\$ 250.00	N/A	First vehicle = \$73.79; Each Additional Vehicle = \$27.57	N/A	N/A
26	Tree Permit Application / Review / Approval	\$ 75.00			\$ 432.82	8%	\$ 400.00	\$ 870.00	Administration = \$11; Mitigation deposit per tree = \$110	\$ 65.00	N/A
27	Flood Certification Application / Review	\$ 850.00			\$ 831.62	4%	\$ 800.00	N/A	N/A	Actual Cost plus \$500 deposit	\$ 204.00
28	Stormwater Illicit Discharge Event and Re-Inspection	\$ 700.00			\$ 1,066.78	6%	\$ 1,000.00	N/A	N/A	N/A	N/A
29	Sidewalk Trip Hazard and Repair	\$ 750.00			\$ 955.71	6%	\$ 900.00	N/A	N/A	N/A	N/A
30	Special Event (City Council) w/ deposit	New			\$ 304.31	1%	\$ 300.00	Resident: Non-Profit/Individual = \$73; Resident: Commercial = \$103; Non-Resident = \$293	N/A	N/A	N/A
31	Special Events w/ deposit	New			\$ 304.31	1%	\$ 300.00	Minor = \$322 - \$1,286; Block Party = \$167 - \$666; Major = \$529 - \$2,116	\$ 50.00	90 days or more prior to event = \$188; Less than 90 days prior to event = \$342; Major = \$1,673	\$ 1,017.00
32	Demo Permit	New			\$ 301.62	1%	\$ 300.00	Historic = \$3,526	N/A	Partial = \$324; Building = \$649	\$ 581.00
33	MWEL Landscape Plan review	New		*typically included with bldg permit	\$ 494.89	9%	\$ 450.00	Time & materials	N/A	N/A	N/A
34	Subsequent Leak Check	New			\$ 134.73	63%	\$ 50.00	\$ 50.00	Current hourly billing rate for staff & equipment	N/A	\$ 28.00
35	BMP inspection	New			\$ 226.32	12%	\$ 200.00	N/A	N/A	N/A	N/A
36	FOG inspection (violation)	New			\$ 324.13	7%	\$ 300.00	\$ 201.00	N/A	\$ 324.00	N/A
37	Meter Test Fee	New		no charge if meter fails, unless failure is due to tampering	\$ 183.63	18%	\$ 150.00	Time & materials	Current hourly billing rate for staff & equipment	N/A	N/A
38	Stormwater Inspections (Grading Off season)	New		Refundable deposit?	N/A	N/A	\$ 600.00	Less than or equal to 10,000 sq ft Impervious Surface = \$333; greater than 10,000 = \$0.11 per sq ft of Impervious Surface	N/A	N/A	N/A
39	Work without permit	Double the fee			N/A	N/A	Double the fee	Double permit fee	N/A	Double permit fee	Double permit fee
40	Appeals Fee	New			\$ 1,774.69	15%	\$ 1,500.00	\$ 513.00	\$ 200.00	Actual Cost plus \$2,000 deposit	\$ 703.00
41	Sewer Connection:										
42	Application Fee (new connection, existing occupancy)	\$ 900.00			\$ 811.01	1%	\$ 800.00	N/A	N/A	N/A	N/A
43	Connection Fee (inspection) - New Occupancy	\$ 400.00			\$ 488.47	8%	\$ 450.00	N/A	N/A	N/A	N/A
44	Connection Fee (inspection) - Existing Occupancy	\$ 400.00			\$ 488.47	8%	\$ 450.00	N/A	N/A	N/A	N/A
45	Video Review of Existing Sewer Lateral	\$ 950.00			\$ 488.47	8%	\$ 450.00	\$ 224.00	N/A	N/A	N/A
46	Annexation Process	\$ 2,000.00			\$ 2,240.38	11%	\$ 2,000.00	\$470 per acre	N/A	N/A	N/A
47	WATER MISC:										
48	Well Permit Application / Review Process	\$ 650.00			\$ 1,207.98	17%	\$ 1,000.00	N/A	N/A	N/A	N/A
49	Leak detection request	New		Subsequent Request \$50	\$ 134.73	26%	\$ -	First Request = \$0.00; Subsequent Requests = \$50	First Request = \$0.00; Subsequent Requests = Current hourly billing rate for staff & equipment	N/A	Residential = \$28; Commercial = \$84

50	Water Meter Installation:	Meter cost at current rate + staff time to install			\$ 390.66	N/A	Meter cost at current rate + staff time to install	1" or smaller = \$473; 1.5" = \$845, 2" = \$1,051; 3" compound = \$3,265; 4" compound = \$4,117	Cost of Water Meter, Materials & Supplies, plus 20% and the current hourly billable staff & equipment rate to install	\$251 plus cost of the meter	N/A
51	Meter Set Fee (Staff time only)	\$ 150.00			\$ 269.45	7%	\$ 250.00				N/A
52	First backflow test for meter set if necessary	\$ 150.00			\$ 172.98	13%	\$ 150.00				N/A
53	Additional Backflow Test	\$ 150.00	each		\$ 172.98	13%	\$ 150.00	N/A	N/A	N/A	
54	Fire Service Residential:										
55	Inspection by City Staff (includes first backflow test)	\$ 150.00			\$ 172.98	13%	\$ 150.00	N/A	N/A	N/A	\$ 127.00
56	Additional Backflow Test	\$ 150.00	each		\$ 172.98	13%	\$ 150.00	N/A	N/A	N/A	
57	Commercial Water Supply:										
58	Inspection by City Staff (includes first backflow test)	\$ 150.00			\$ 244.24	18%	\$ 200.00	N/A	N/A	N/A	\$ 381.00
59	Additional Backflow Test	\$ 150.00	each		\$ 244.24	18%	\$ 200.00	N/A	N/A	N/A	
60	Fire Service Commercial:										
61	Inspection by City Staff (includes first backflow test)	\$ 150.00			\$ 244.24	18%	\$ 200.00	N/A	N/A	N/A	\$ 381.00
62	Additional Backflow Test	\$ 150.00	each		\$ 244.24	18%	\$ 200.00	N/A	N/A	N/A	
63	Outside Fire / water Service Agreement (\$2500)	New		Plus City Attorney Fees	\$ 3,139.80	20%	\$ 2,500.00	N/A	N/A	N/A	N/A
64	Staff Billable Hourly Rates:										
65	Public Works Directors / City Eng.	\$ 225.00	hourly		\$ 334.34	0%	\$ 334.00	General Services Public Works Dept. = \$114	Current hourly billing rate	Fully Loaded Hourly Rate plus 40%	N/A
66	Assistant PW Director / City Eng.	\$ 185.00	hourly		\$ 284.29	0%	\$ 284.00				
67	Associate Engineer	\$ 125.00	hourly		\$ 226.31	0%	\$ 226.00				
68	Management Analyst	\$ 150.00	hourly		\$ 209.22	0%	\$ 209.00				
69	Assistant Engineer	New	hourly		\$ 205.86	0%	\$ 205.00				
70	Administrative Assistant	\$ 75.00	hourly		\$ 154.00	0%	\$ 154.00				

Parks & Recreation User Fee Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Fireworks - Bocce Court Rental Fee	350.00	per bocce court		\$ 755.95	54%	\$ 350.00	Fees imposed for recreational programs provided by the City shall be set at the discretion of the Community Services Director, not to exceed the cost of the individual programs.	Programs are free to residents, and fees for non-residents are determined by nature and length of the program. Instructors are either hired as part-time employees, are paid between \$14-\$17 per hour OR they have contract for which the rate of compensation varies. They do not use any split scenarios between the agency and contract instructor	N/A	N/A
2	Harvest Festival - Non-profit Food Booth	125.00	one 10 x 10 space		NA	NA	\$ 125.00			N/A	N/A
3	Harvest Festival - Vendor Booth	150.00	one 10 x 10 space		NA	NA	\$ 150.00			N/A	N/A
4	Harvest Festival - Pet Parade registration fee - pre-registration	15.00	per pet		\$ 168.02	91%	\$ 15.00			N/A	N/A
5	Harvest Festival - Pet Parade registration fee - day of entries	20.00	per pet		NA	NA	\$ 20.00			N/A	N/A
6	Harvest Festival Game Wristband	20.00 - 30.00			\$ 26.98	26%	\$ 20.00			N/A	N/A
7	Adult Co-Ed Softball	575.00 - 675.00	team		\$ 4,280.75	87%	\$ 575.00			N/A	N/A
8	Adult Men's Open Softball	575.00 - 675.00	team		\$ 2,853.83	80%	\$ 575.00			N/A	N/A
9	Adult Bocce League - Spring/Summer	400.00	team		\$ 483.76	17%	\$ 400.00			N/A	N/A
10	Adult Bocce League - Fall	200.00	team		\$ 514.00	61%	\$ 200.00			N/A	N/A
11	Adventure Day Camp	119.00	per person per session		NA	NA	\$ 119.00			\$ 212.00	All Classes and Sports Enrollment Fees are calculated based on 07/30 split with instructor
12	Family Jam Winter Wonderland Mini Camp - full day	140.00	per person for 2 days	70/30 split with instructor	\$ 405.03	65%	\$ 140.00			\$ 150.00	
13	Family Jam Winter Wonderland Mini Camp - morning only	75.00	per person for 2 days	70/30 split with instructor	\$ 513.04	85%	\$ 75.00			\$ 150.00	
14	Jr. Cheerleading Camp	119.00	per person per session		\$ 407.42	71%	\$ 119.00			N/A	
15	Jr. All Sport Camp	149.00	per person per session		\$ 431.05	65%	\$ 149.00			N/A	
16	Basketball Skills Camp	149.00	per person per session		\$ 218.25	32%	\$ 149.00			N/A	
17	Wine Country Tennis Camp - Entire Camp all day	2,900.00	per person per session	70/30 split with instructor	NA	NA	\$ 2,900.00			N/A	
18	Wine Country Tennis Camp - Entire Camp morning only	2,400.00	per person per session	70/30 split with instructor	NA	NA	\$ 2,400.00			N/A	
19	Wine Country Tennis Camp - Full Day Option	300.00	per person per session	70/30 split with instructor	NA	NA	\$ 300.00			N/A	
20	Wine Country Tennis Camp - morning only	250.00	per person per session	70/30 split with instructor	NA	NA	\$ 250.00			N/A	
21	Wine Country Tennis Camp - afternoon drop-in	70.00	per person per day	70/30 split with instructor	\$ 295.72	76%	\$ 70.00			N/A	
22	Wine Country Tennis Camp - morning drop-in	50.00	per person per day	70/30 split with instructor	\$ 105.49	53%	\$ 50.00			N/A	
23	Challenger Soccer Camp - Tiny Tykes	110.00	per person per session	70/30 split with instructor	NA	NA	\$ 110.00			N/A	
24	Challenger Soccer Camp - Half Day	173.00	per person per session	70/30 split with instructor	NA	NA	\$ 173.00			N/A	
25	Challenger Soccer Camp - Full Day	245.00	per person per session	70/30 split with instructor	NA	NA	\$ 245.00			N/A	
26	Skate Boarding Camp	225.00	per person per session	70/30 split with instructor	NA	NA	\$ 225.00			\$ 212.00	
27	Spanish Camp	350.00	per person per session	70/30 split with instructor	NA	NA	\$ 350.00			\$ 212.00	
28	LEGO Camp	180.00	per person per session	70/30 split with instructor	NA	NA	\$ 180.00			\$ 212.00	
29	Musical Theater Camp	425.00	per person per session	70/30 split with instructor	NA	NA	\$ 425.00			\$ 212.00	
30	Winter Performing Arts Camps	175.00	per person per session	70/30 split with instructor	NA	NA	\$ 175.00			\$ 212.00	
31	Winter Musical Theater Camp	275.00	per person per session	70/30 split with instructor	NA	NA	\$ 275.00			\$ 212.00	
32	Summer Performing Arts Camps (dance, musical theater, etc.)	180.00	per person per session	70/30 split with instructor	NA	NA	\$ 180.00			\$ 212.00	
33	American Ninja Warrior Training Camp	160.00	per person per month	70/30 split with instructor	NA	NA	\$ 160.00			N/A	
34	Martial Arts (Youth Sports Kickboxing, Little Kickers, White & Yellow Belts) - One day per week	70.00	per person per session (3-months)	70/30 split with instructor	NA	NA	\$ 80.00			N/A	
35	Martial Arts (Youth Sports Kickboxing, Little Kickers, White & Yellow Belts) - Two days per week	100.00	per person per month	70/30 split with instructor	NA	NA	\$ 120.00			N/A	
36	AI Anochecer Boxing - Two days per week	100.00	per person per session (3-months)	70/30 split with instructor	NA	NA	\$ 120.00			N/A	
37	Aqua Aerobics for Everyone - 5-month session	240.00	per person per session	70/30 split with instructor	\$ 291.36	18%	\$ 240.00			N/A	
38	Aqua Aerobics for Everyone - 5-month session (Monday only)	125.00	per person per session	70/30 split with instructor	\$ 149.18	16%	\$ 125.00			N/A	
39	Aqua Aerobics for Everyone - 5-month session (Wednesday only)	125.00	per person per session	70/30 split with instructor	\$ 149.18	16%	\$ 125.00			N/A	
40	Aqua Aerobics for Everyone - daily drop-in	10.00	per person per day	70/30 split with instructor	\$ 9.90	-1%	\$ 10.00			N/A	
41	Adult Bocce League - Spring/Summer: Farmer's Market League	225.00	team		\$ 228.44	2%	\$ 225.00			N/A	N/A
42	Corn Hole Tournament	10.00	team		\$ 103.51	81%	\$ 20.00			N/A	N/A
43	Dodgeball - Adult	215.00	team		\$ 1,134.24	81%	\$ 215.00			N/A	N/A
44	Dodgeball - Teen	165.00	team		\$ 2,268.68	93%	\$ 165.00			N/A	N/A
45	Jingle All the Way - adult fee	12.00	multi-day event	admission to skating rink, includes skate use	\$ 94.44	87%	\$ 12.00			N/A	N/A
46	Jingle All the Way - kid fee	8.00	multi-day event	admission to skating rink, includes skate use	\$ 31.48	75%	\$ 8.00			N/A	N/A

47	Individual Tennis Fee (current USTA Team per player fee)	25.00	year		\$	89.72	72%	\$	25.00				N/A	All Classes and Sports Enrollment Fees are calculated based on 07/30 split with instructor		
48	Youth Soccer League - Under 6	80.00	per person per session		\$	286.96	72%	\$	80.00				N/A			
49	Youth Soccer League - Under 8	100.00	per person per session		\$	176.59	43%	\$	100.00				N/A			
50	Youth Soccer League - Under 10	120.00	per person per session		\$	175.73	32%	\$	120.00				N/A			
51	Youth Soccer League - Under 12	140.00	per person per session		\$	239.64	42%	\$	140.00				N/A			
52	Youth Soccer League - Under 14	140.00	per person per session		\$	329.50	58%	\$	140.00				N/A			
53	Youth Soccer League - Under 16	140.00	per person per session		\$	1,318.00	89%	\$	140.00				N/A			
54	Youth Basketball League - Under 6	60.00	per person per session		\$	520.85	88%	\$	60.00				N/A			
55	Youth Basketball League - Under 12	80.00	per person per session		\$	249.12	68%	\$	80.00				N/A			
56	Youth Basketball League - Under 14	80.00	per person per session		\$	809.63	90%	\$	80.00				N/A			
57	Youth Volleyball League	75.00	per person per session		\$	447.92	83%	\$	75.00				N/A			
58	Little Sluggers	60.00	per person per session		\$	166.41	64%	\$	60.00				N/A			
59	4th of July Bocce Court Rental	350.00			\$	685.33	49%	\$	350.00				N/A	N/A		
60	Carnegie Building													8 tables/ max 67 ppl		
61	Great Room - Public	50.00	hour		\$	113.10	56%	\$	50.00	\$	47.00	\$	18.00	N/A	\$	25.00
62	Great Room - Non-Profit	25.00	hour		\$	113.10	69%	\$	35.00	\$	23.00	\$	10.00	N/A	\$	20.00
63	Great Room - Commercial	New	hour		\$	113.10	43%	\$	65.00	N/A			N/A	N/A		N/A
64	Meeting Room - Public	40.00	hour		\$	113.10	65%	\$	40.00	\$	36.00	\$	18.00	N/A	\$	25.00
65	Meeting Room - Non-Profit	20.00	hour		\$	113.10	78%	\$	25.00	\$	36.00	\$	10.00	N/A	\$	20.00
66	Upstairs Classroom - Public	50.00	hour		\$	113.10	56%	\$	50.00	\$	36.00	\$	18.00	N/A	\$	25.00
67	Upstairs Classroom - Non-Profit	25.00	hour		\$	113.10	69%	\$	35.00	\$	36.00	\$	10.00	N/A	\$	20.00
68	Upstairs Classroom - Commercial	New	hour		\$	113.10	43%	\$	65.00	N/A			N/A	N/A		N/A
69	Office - Public	New	hour		\$	113.10	73%	\$	30.00	N/A			N/A	N/A		N/A
70	Office - Non-Profit	New	hour		\$	113.10	87%	\$	15.00	N/A			N/A	N/A		N/A
71	Office - Commercial	New	hour		\$	113.10	60%	\$	45.00	N/A			N/A	N/A		N/A
72	Entire Facility - Public	New	hour		\$	236.97	16%	\$	200.00	N/A			N/A	N/A		N/A
73	Entire Facility - Non-Profit	New	hour		\$	236.97	30%	\$	165.00	N/A			N/A	N/A		N/A
74	Entire Facility - Commercial	New	hour		\$	236.97	1%	\$	235.00	N/A			N/A	N/A		N/A
75	Kitchen	100.00			\$	113.10	12%	\$	100.00	w/ Dining Hall			\$113.00 - \$289.00			included
76	Cleaning Deposit (1-50 Persons)	50.00			NA	NA		\$	100.00	\$	26.00	\$	50.00	\$321-\$350		not indicated
77	Cleaning Deposit (50+ Persons)	100.00			NA	NA		\$	100.00	\$	26.00	\$	50.00	\$321-\$350		not indicated
78	Lyman Park Gazebo													4 hours 1-50/1/75		
79	Resident Rate	50.00			\$	366.83	86%	\$	50.00	N/A			\$56.00	\$45/\$71		N/A
80	Non-Resident Rate	100.00			\$	366.83	73%	\$	100.00	N/A			\$24.00	\$167/\$224		N/A
81	Cleaning Deposit (1-50 Persons)	50.00			NA	NA		\$	50.00	N/A			\$350.00	N/A		N/A
82	Cleaning Deposit (50+ Persons)	100.00			NA	NA		\$	100.00	N/A			\$350.00	N/A		N/A
83	Lyman Park (entire facility)													4 hours 1-50/1/75		
84	Resident Rate	New	day (minimum 4-hours)		\$	1,430.29	30%	\$	1,000.00	N/A			\$56.00	\$45/\$71		N/A
85	Non-Resident Rate	New	day (minimum 4-hours)		\$	1,430.29	0%	\$	1,425.00	N/A			\$24.00	\$167/\$224		N/A
86	Cleaning Deposit (1-50 Persons)	New	per rental - refundable		NA	NA		\$	250.00	N/A			\$350.00	N/A		N/A
87	Cleaning Deposit (50+ Persons)	New	per rental - refundable		NA	NA		\$	500.00	N/A			\$350.00	N/A		N/A
88	Meilly Park Picnic area									1-20/21-40/41+				4 hours 1-50/1/75		3 or more tables
89	Resident Rate	New	day (minimum 4-hours)		\$	360.95	92%	\$	30.00	\$39/60/79			\$56.00	\$45/\$71	\$	10.00
90	Non-Resident Rate (1-50 Persons)	New	day (minimum 4-hours)		\$	360.95	82%	\$	65.00	1-20/\$60; 21-40/\$9			\$24.00	\$167/\$224	\$	30.00
91	Non-Resident Rate (50-100 Persons)	New	per rental		\$	360.95	65%	\$	125.00	41+ = \$121			\$350.00	N/A	\$	30.00
92	Non-Resident Rate (100+ Persons)	New	per rental		\$	360.95	45%	\$	200.00	41+ = \$121			\$350.00	N/A	\$	30.00
93	Wappo Picnic area									1-20/21-40/41+				4 hours 1-50/1/75		3 or more tables
94	Resident Rate	New	day (minimum 4-hours)		\$	349.54	91%	\$	30.00	\$39/60/79			\$56.00	\$45/\$71	\$	10.00
95	Non-Resident Rate (1-50 Persons)	New	day (minimum 4-hours)		\$	349.54	81%	\$	65.00	1-20/\$60; 21-40/\$9			\$24.00	\$167/\$224	\$	30.00
96	Non-Resident Rate (50-100 Persons)	New	per rental		\$	349.54	64%	\$	125.00	41+ = \$121			\$350.00	N/A	\$	30.00
97	Non-Resident Rate (100+ Persons)	New	per rental		\$	349.54	43%	\$	200.00	41+ = \$121			\$350.00	N/A	\$	30.00
98	Crane Park Area # 1-3									1-20/21-40/41+				4 hours 1-50/1/75		3 or more tables
99	Resident Rate	30.00			\$	375.47	92%	\$	30.00	\$39/60/79			\$56.00	\$45/\$71	\$	10.00
100	Non-Resident Rate (1-50 Persons)	65.00			\$	375.47	83%	\$	65.00	1-20/\$60; 21-40/\$9			\$24.00	\$167/\$224	\$	30.00
101	Non-Resident Rate (50-100 Persons)	125.00			\$	375.47	67%	\$	125.00	41+ = \$121			\$350.00	N/A	\$	30.00
102	Non-Resident Rate (100+ Persons)	200.00			\$	375.47	47%	\$	200.00	41+ = \$121			\$350.00	N/A	\$	30.00
103	Crane Park Tennis Court Rental													Res/Non-Res		
104	Tennis Court for non-commercial use	New	per court per hour		\$	42.98	88%	\$	5.00	N/A			N/A	\$6/\$22		N/A
105	Tennis Court for commercial use (private lessons w/o independent contract)	New	per court per hour		\$	42.98	7%	\$	40.00	N/A			N/A	N/A		N/A
106	Cleaning Deposit	New	per rental - refundable		NA	NA		\$	50.00	N/A			N/A	N/A		N/A
107	Lights	New	per hour		NA	NA		\$	1.00	N/A			N/A	N/A		N/A
108	Home Tennis Court Access													Res/Non-Res		
109	USTA League Annual Court Access	New	Annual USTA court use - per person		\$	668.00	96%	\$	25.00	N/A			N/A	N/A		N/A
110	Crane Park Covered Area # 4									1-20/21-40/41+				4 hours 1-50/1/75		3 or more tables
111	Resident Rate	100.00			\$	358.19	72%	\$	100.00	\$39/60/79			\$56.00	\$45/\$71	\$	10.00
112	Non-Resident Rate (1-50 Persons)	125.00			\$	358.19	65%	\$	125.00	1-20/\$60; 21-40/\$9			\$24.00	\$167.00	\$	30.00
113	Non-Resident Rate (50-100 Persons)	200.00			\$	358.19	44%	\$	200.00	41+ = \$121			\$350.00	\$224.00	\$	30.00
114	Non-Resident Rate (100+ Persons)	250.00			\$	358.19	30%	\$	250.00	41+ = \$121			\$350.00	N/A	\$	30.00
115	Skate Park Rental (competition/private event)															
116	Resident Rate	New	entire skate park + use of lights per day		\$	1,664.80	40%	\$	1,000.00	N/A			N/A	N/A		N/A
117	Non-Resident Rate	New	entire skate park + use of lights per day		\$	1,664.80	10%	\$	1,500.00	N/A			N/A	N/A		N/A
118	Cleaning Deposit	New	per rental - refundable		NA	NA		\$	500.00	N/A			N/A	N/A		N/A
119	Cleaning Deposit															
120	Resident Rate	50.00			NA	NA		\$	50.00	N/A			N/A	N/A		N/A
121	Non-Resident Rate (1-50 Persons)	50.00			NA	NA		\$	50.00	N/A			N/A	N/A		N/A
122	Non-Resident Rate (50+ Persons)	100.00			NA	NA		\$	100.00	N/A			N/A	N/A		N/A
123	Bocce Courts													Res/Non-Res		
124	Bocce Ball Courts (8 courts)	20.00	per court		\$	190.41	89%	\$	20.00	N/A			N/A	\$13/\$45		N/A
125	Cleaning Deposit	50.00	per court		NA	NA		\$	50.00	N/A			N/A	N/A		N/A
126	Tournament Play (All 8 courts)	300.00			\$	1,073.31	72%	\$	300.00	N/A			N/A	N/A		N/A
127	Cleaning Deposit for Tournament	400.00			NA	NA		\$	400.00	N/A			N/A	N/A		N/A

Police User Fee Comparison

#	Description	Current Fee/Charge	Suggested Fee	Healdsburg	Calistoga	Yountville*	American Canyon*
1	Traffic Accident Report	N/C	\$ 14.00	\$0.10 per page	\$ 25.00	\$0.35 per page	\$0.20 per page
2	Accident Photos - Staff Service	\$ 20.00	\$ 30.00	\$16 per photo	Actual Cost	N/A	N/A
3	Accident Photos - Reproduction	Actual Cost of photo lab	Actual Cost of photo lab	\$16 per photo	Actual Cost	N/A	N/A
4	Photo Enlargement - Staff Service	\$ 20.00	\$ 20.00	N/A	Actual Cost	N/A	N/A
5	Photo Enlargement - Lab Services	Actual Cost of photo lab	Actual Cost of photo lab	N/A	Actual Cost	N/A	N/A
6	Crime Report	N/C	\$ 20.00	\$ 24.00	N/A	N/A	N/A
7	Clearance Letters	\$ 25.00	\$ 32.00	\$ 44.00	N/A	N/A	N/A
8	Verification Letters and Forms Completion	\$ 25.00	\$ 25.00	N/A	N/A	N/A	N/A
9	ABC Letter Fee	\$ 25.00	\$ 25.00	N/A	\$ 20.00	One Day = No Fee; All Others = \$66 each	N/A
10	Police Services Application Processing	\$ 20.00	\$ 25.00	N/A	N/A	N/A	N/A
11	Fingerprint - Resident	\$ 25.00	\$ 22.00	\$ 32.00	\$ 20.00	Actual Cost Plus County Sheriff Fees	N/A
12	Fingerprint - Non-Resident	\$ 50.00	\$ 22.00	\$ 32.00	\$ 50.00	Actual Cost Plus County Sheriff Fees	N/A
13	Dance Permit / Noise Permit	\$ 25.00	\$ 25.00	N/A	N/A	N/A	N/A
14	Solicitor Permit Processing - Initial	\$ 25.00	\$ 25.00	\$ 156.00	\$32 plus applicable live scan fee	\$ 100.00	N/A
15	Solicitor Permit Processing - Renewal	\$ 25.00	\$ 25.00	\$ 124.00		\$ 100.00	N/A
16	Alarm Permit	\$ 25.00	\$ 45.00	N/A	N/A	N/A	N/A
17	Alarm Permit Excessive False Alarms (after 4 in 30 days)	\$ 300.00	\$ 300.00	4th - 5th Response = \$50 per response; 6th - 7th Response = \$100 per response; 8 or more = \$150 per response	N/A	N/A	N/A
18	Live Scan - Resident	\$ 25.00	\$ 25.00	\$32.00	\$ 20.00	N/A	N/A
19	Live Scan - Non-Resident	\$ 50.00	\$ 50.00	\$32.00	\$ 50.00	N/A	N/A
20	Vehicle Repossession Fee	\$ 25.00	\$ 15.00	\$ 15.00	\$ 15.00	N/A	N/A
21	Vehicle Collision Report Processing	\$ 50.00	\$ 50.00	N/A	N/A	N/A	N/A
22	Firearms Retail Sales Permit Annual Fee	\$ 100.00	\$ 250.00	New = \$249 Renewal = \$124	N/A	N/A	N/A
23	Abandoned Vehicle Abatement	\$ 100.00	\$ 100.00	N/A	N/A	N/A	N/A
24	Loud Party Response	N/C	\$ 74.00	N/A	N/A	N/A	N/A
25	Social Host ordinance Fine - 1st/2nd/3rd	550/750/1000	550/750/1000	N/A	N/A	N/A	N/A
26	Recovery of Abandoned Bikes	N/C	\$ 10.00	N/A	N/A	N/A	N/A
27	DUI Cost Recovery	Actual Cost	Actual Cost	\$125.00 per hour for investigation	N/A	N/A	N/A
28	Dog Recovery Fee	\$ 25.00	\$ 25.00	N/A	N/A	N/A	N/A
29	Vehicle / Equipment Violation Clearance Signoff Fee	\$ 10.00	\$ 10.00	N/A	N/A	N/A	N/A
30	Vehicle Release from Storage / Impound	\$ 100.00	\$ 100.00	\$ 95.00	\$ 70.00	N/A	\$ 150.00

31	Property Release (non-victim)	\$ 100.00	\$ 100.00	N/A	N/A	N/A	N/A
32	Firearms Release Fee	\$ 100.00	\$ 100.00	N/A	N/A	N/A	N/A
33	4000(a)(1) Unregistered Vehicle/Expired Registration	\$ 80.00	\$ 80.00	N/A	N/A	\$ 285.00	\$ 83.50
34	5200(a) Front and rear license plates required	\$ 55.00	\$ 55.00	N/A	N/A	N/A	N/A
35	5201 License plate not securely fastened	\$ 55.00	\$ 55.00	N/A	N/A	N/A	N/A
36	5204 (f) License plate covered	\$ 55.00	\$ 55.00	N/A	N/A	N/A	N/A
37	5204 (a) Current vehicle registration tab improperly attached	\$ 80.00	\$ 80.00	\$ 40.00	N/A	N/A	\$ 72.50
38	21113(a) On public grounds (must be posted)	\$ 65.00	\$ 65.00	\$ 143.00	N/A	N/A	N/A
39	21210 Bicycle on sidewalk (blocking pedestrians)	\$ 55.00	\$ 55.00	N/A	N/A	N/A	\$ 47.50
40	21211(a) Parking in bike lane	\$ 55.00	\$ 55.00	N/A	N/A	N/A	N/A
41	22500(a) Within in intersection	\$ 55.00	\$ 55.00	\$ 50.00	\$ 35.00	\$ 47.50	\$ 47.50
42	22500(b) On a crosswalk	\$ 55.00	\$ 55.00	\$ 60.00	\$ 35.00	\$ 47.50	\$ 47.50
43	22500(d) Within 15 feet of a fire station driveway	\$ 55.00	\$ 55.00	\$ 60.00	N/A	N/A	N/A
44	22500(e) In front of public/private driveway	\$ 55.00	\$ 55.00	\$ 60.00	\$ 35.00	\$ 47.50	\$ 47.50
45	22500(f) On a sidewalk	\$ 55.00	\$ 55.00	\$ 60.00	\$ 35.00	\$ 47.50	\$ 47.50
46	22500(g) As to obstruct traffic	\$ 55.00	\$ 55.00	\$ 60.00	\$ 35.00	\$ 47.50	\$ 47.50
47	22500(h) Double parking	\$ 55.00	\$ 55.00	\$ 60.00	\$ 35.00	\$ 47.50	\$ 47.50
48	22500(i) in posted or marked bus zone	\$ 320.00	\$ 320.00	\$ 250.00	\$ 265.00	\$ 1,105.00	\$ 262.50
49	22500(k) On a bridge	\$ 55.00	\$ 55.00	\$ 60.00	N/A	N/A	N/A
50	22500(l) In wheelchair access	\$ 360.00	\$ 360.00	\$ 350.00	N/A	N/A	N/A
51	22502(a) On right within 18" of curb	\$ 55.00	\$ 55.00	\$ 40.00	N/A	N/A	\$ 32.50
52	22502(e) On left within 18" of curb (on one-way streets only)	\$ 55.00	\$ 55.00	\$ 40.00	N/A	N/A	\$ 32.50
53	22505(b) Failure to obey posted parking sign (state highway only)	\$ 55.00	\$ 55.00	\$ 60.00	\$ 40.00	\$ 100.00	\$ 47.50
54	22507.8(a) Blue/handicap zone (private property only)	\$ 360.00	\$ 360.00	N/A	\$ 265.00	\$ 262.00	\$ 262.50
55	22507.8(b) As to block access to handicap stall/space	\$ 360.00	\$ 360.00	\$ 500.00	\$ 265.00	\$ 262.00	\$ 262.50
56	22507.8(c)(1)Parking on handicap Stall blue lines	\$ 360.00	\$ 360.00	First Violation = \$500; Second Violation = \$750; 3rd & subsequent violation = \$1,000	\$ 265.00	\$ 262.00	\$ 262.50
57	22507.8(c)(2)Parking on crosshatched lines	\$ 360.00	\$ 360.00	\$ 500.00	N/A	N/A	N/A
58	22514 By fire hydrant	\$ 55.00	\$ 55.00	\$ 40.00	\$ 45.00	\$ 100.00	\$ 32.50
59	22514(a) Motor running and brake not set (motor vehicle)	\$ 65.00	\$ 65.00	N/A	\$ 45.00	N/A	\$ 32.50
60	22516 Parked with person locked in vehicle	\$ 75.00	\$ 75.00	\$ 143.00	N/A	N/A	N/A
61	22517 By fire hydrant Opening door on traffic side (hazard)	\$ 55.00	\$ 55.00	\$ 40.00	\$ 45.00	\$ 32.50	\$ 32.50
62	22518 Vehicle 30+ fee parked in Park & Ride Lot	\$ 55.00	\$ 55.00	N/A	N/A	N/A	N/A
63	22521 On/about railroad tracks (within 7 1/2 feet)	\$ 55.00	\$ 55.00	\$ 60.00	N/A	\$ 47.50	\$ 47.50
64	22522 Within 3 feet of handicapped access ramp	\$ 360.00	\$ 360.00	\$ 350.00	N/A	N/A	N/A
65	22523(a) Abandoned vehicle (City Streets)	\$ 260.00	\$ 260.00	\$ 350.00	N/A	N/A	N/A
66	22523(b) Abandoned vehicle (private property)	\$ 260.00	\$ 260.00	\$ 350.00	N/A	N/A	N/A
67	23333 Parking on bridge/vehicular crossing	\$ 65.00	\$ 65.00	\$ 60.00	N/A	N/A	N/A

*Currently in the process of updating their traffic violation fees

Fire User Fees Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Annual Fire Inspection Fee - Half Hour Minimum	\$ 50.00	per half hour		\$ 67.80	0%	\$ 67.80	\$ 166.00	N/A	Contracts with CalFire	Residential = \$152 - \$335 per facility; Education = \$305 per facility; Institution = \$853 per facility
2	CPR Class	New			\$ 1,203.64	97%	\$ 40.00	N/A	N/A	Contracts with CalFire	N/A
3	Ansul - Commercial / Non-Residential	\$ 489.00	per hour	change from flat to hour rate - hour minimum	\$ 135.61	0%	\$ 135.61	\$ 374.00	N/A	Contracts with CalFire	\$ 762.00
4	Sprinklers - Residential System	\$ 754.00	per 1/2 hour	change from flat to half hour rate	\$ 67.80	0%	\$ 67.80	\$ 374.00	N/A	Contracts with CalFire	New Installation = \$610; Alteration = \$533
5	Sprinklers - Commercial / Non-Residential System	\$ 983.00	per hour	change from flat to hour rate - hour minimum	\$ 135.61	0%	\$ 135.61	\$ 374.00	N/A	Contracts with CalFire	New System = \$762 1st 20 heads/\$137 for each additional 20 heads; Alteration = \$457 1st 20 heads/\$137 each additional 20 heads
6	Alarm System - Residential	\$ 765.00	per 1/2 hour	change from flat to half hour rate	\$ 67.80	0%	\$ 67.80	\$415 plus \$2.50 per device	N/A	Contracts with CalFire	\$ 762.00
7	Alarm System - Commercial	New	per hour		\$ 135.61	0%	\$ 135.61	\$415 plus \$2.50 per device	N/A	Contracts with CalFire	\$ 762.00
8	Alarm System Response - 4th False Alarm	\$ 100.00			N/A	N/A	\$ 100.00	\$ 194.00	N/A	Contracts with CalFire	N/A
9	Alarm System Response - 5th False Alarm	\$ 250.00			N/A	N/A	\$ 250.00	\$ 194.00	N/A	Contracts with CalFire	N/A
10	Alarm System Response - 6th and Each Subsequent False Alarm	\$ 500.00	each		N/A	N/A	\$ 500.00	\$ 194.00	N/A	Contracts with CalFire	N/A

Library User Fee Comparison

#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Healdsburg	Calistoga	Yountville	American Canyon
1	Adult materials (books, magazines, music, films) and juvenile films	\$ -	per day		N/A	N/A	\$ -	N/A	N/A	N/A	N/A
2	Childrens materials (excepting films)	\$ -			N/A	N/A	\$ -	N/A	N/A	N/A	N/A
3	Completed Interlibrary Loan requests	\$ -			N/A	N/A	\$ -	N/A	N/A	N/A	N/A
4	Photocopies & Computer printouts: B&W	\$ 0.10	per page		N/A	N/A	\$ 0.25	N/A	N/A	N/A	N/A
5	Photocopies & Computer printouts: Color	\$ 0.50	per page		N/A	N/A	\$ 0.35	N/A	N/A	N/A	N/A
6	Meeting Room Use Fee	\$ 25.00	per hour		N/A	N/A	\$ 25.00	Resident: Non-Profit/Individual = \$59; Resident: Commercial = \$68; Non-Resident = \$90	N/A	N/A	N/A
7	Meeting Room Use Fee - Certified non-profit organizations	\$ -	per hour		N/A	N/A	\$ -	\$ 59.00	N/A	N/A	N/A
8	Microfilm reader/printer copies	\$ 0.50	per page		N/A	N/A	\$ 0.50	N/A	N/A	N/A	N/A
9	Lost or Damaged material	Replacement cost plus \$10 nonrefundable processing fee			N/A	N/A	Replacement cost plus \$10 nonrefundable processing fee	N/A	N/A	N/A	N/A