



# DEVELOPMENT RELATED COST OF SERVICE FEE STUDY

CITY OF SANTA ROSA, CALIFORNIA

**Final Report**

February 13, 2024



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# CHAPTER 1. EXECUTIVE SUMMARY

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## Introduction

MGT Consulting Group (MGT) is pleased to present the City of Santa Rosa with this summary of findings for the recently completed development related cost of services fee study.

The City contracted with MGT to perform a cost of service study using fiscal year 2023 budgeted figures, staffing and operational information. The current fees listed in this study represent the fees being charged at the beginning of this study. The last development user fee study was completed in 2013 and adopted by City Council in early 2014. A minor, City-generated fee update was completed in 2018, but did not include several key areas in the development process. Each year, the City of Santa Rosa adopts revisions to its comprehensive fee schedule. While this process allows for the City to account for variance in the Consumer Price Index or the value of land or public infrastructure improvements, it does not (generally) include a revision of the underlying formulas used to make the fee calculations. As such, some of the development user fees have not been revisited since 2013.

This report is the culmination of an extensive study conducted by MGT in collaboration with the City's Planning and Economic Development management and staff. MGT would like to take this opportunity to gratefully acknowledge all management and staff who participated in this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to its success.

## Study Scope and Objectives

The study included a review of development related fee for service activities within the following areas:

- Building
- Engineering
- Fire (development related only)
- Permit Services
- Planning
- Technology Surcharge
- Advance Planning Surcharge

The goal for this study was to present a well-documented and defensible cost of service plan that would identify rates that would be used to recover billable costs for services and to develop user fees that comply with Proposition 26, Proposition 218 and other applicable statutory requirements.

The study was performed under the general direction of the Director and Interim Director of Planning and Economic Development. The primary goals of the study were to:

- Make the fee structure easier for all parties to understand.
- Define what it costs the City to provide the various fee-related services.

- Determine whether there are any services where a fee should be collected.
- Identify service areas where the City might adjust fees based on the full cost of services and other economic or policy considerations.
- Develop revenue projections based on recommended increases (or decreases) to fees.

The information summarized in this report addresses each of these issues and provides the City with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on City revenues.

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## CHAPTER 2. SUMMARY OF FINDINGS

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### User Fee Financial Overview

The study's primary objective was to provide the City's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of each service for which a fee is charged and presents proposed fees at 100% cost recovery levels. The fee analysis adheres to Proposition 26 which is based on the "estimated reasonable cost of providing a service".

At 100% cost recovery the fees would cover all labor and indirect costs associated with providing each service. Any reduction in the fee would not eliminate the cost of providing the service but would reduce the price to the consumer. The difference between 100% full cost recovery and any reduction in price would need to be covered through other funding sources such as the general fund. This cost does not go away due to a price reduction and cannot be shifted to another fee to be covered based on California state law.

The exhibit below shows the annualized costs and revenues for the City's user fees that were part of this analysis. The analysis was based on the average volumes from fiscal year 2020/2021, 2021/2022 and 2022/2023. It is difficult to predict future revenues due to the fluctuation in the volumes and economic conditions. MGT has based the annual cost off of the individual full cost for each fee analyzed and then multiplied that cost by the average volumes. The results are shown in [Exhibit 1](#) on the next page:

User Fee Department	Current				
	(A) Full Cost User Fee Services	(B) Current Revenue		(C) Current Subsidy	
Permit Services	\$ 127,135	\$ 44,124	35%	\$ 83,011	65%
Building	\$ 6,109,159	\$ 6,114,461	100.1%	\$ (5,303)	-0.1%
Planning	\$ 2,803,175	\$ 1,814,029	65%	\$ 989,146	35%
Engineering	\$ 3,461,061	\$ 2,071,731	60%	\$ 1,389,330	40%
Fire	\$ 696,510	\$ 574,370	82%	\$ 122,140	18%
Technology Surcharge	\$ 416,215	\$ 55,667	13%	\$ 360,548	87%
Advance Planning Surcharge	\$ 612,500	\$ 227,505	37%	\$ 384,995	63%
Totals:	\$ 14,225,755	\$ 10,901,887	77%	\$ 3,323,866	23%

### Exhibit 1

- Column A, User Fee Costs** – This column represents what it is actually costing each of the departments to provide the annual user fee services based on the average volumes listed above. In total, this study evaluated \$14,225,755 of costs to provide development related services. It is this amount that is the focus of this study and represents the total potential for user fee-related revenues for the city.
- Column B, Current Revenues** – This column represents what the city is currently recovering in revenue for these same services based on the average volumes listed above. Based on current fee recovery levels, the city receives fee-related cost recovery in the amount equal to \$10,901,887 and is experiencing an overall 77% cost recovery level. The details of individual fees may be found in and in [Appendix A](#) of this report.
- Column C, Current Subsidy** – This column shows the difference between what it is actually costing the city to provide services versus what is being recovered in revenue for these same services. Current fee levels recover 77% of full cost, leaving 23% or \$3,323,866. This difference is being subsidized by other funding sources such as the general fund. This subsidy represents an opportunity for an updated and more focused cost recovery effort by the city for fee-related services.

## Methodology

A cost-of-service (user fee) study is comprised of two basic elements:

- ◆ Hourly rates of staff providing the service.
- ◆ Time spent providing the service.

The product of the hourly rate calculation multiplies by the time spent yields the cost of providing the service.

## HOURLY RATES

The hourly rate methodology used in this study builds indirect costs into City staff hourly salary and benefit rates to arrive at fully burdened hourly rates. Fully burdened hourly rates are a mechanism used to calculate the total cost of providing services. Total cost is generally recognized as the sum of the direct cost together with a proportionate share of allowable indirect costs. The proper identification of all costs (including labor, operating expense, department administration and citywide support) as “direct” or “indirect” is crucial to the determination of the total cost of providing services.

Direct costs are typically defined as those that can be identified specifically to a particular function or activity, including the labor of persons working directly on the specific service for which the fee is charged, and possibly materials or supplies those people use for the task. Indirect costs are those that support more than one program area and are not easily identifiable to specific activities. Examples of indirect costs are: 1) departmental administrative and support staff, 2) training and education time, 3) public counter and telephone time, 4) some service and supply costs, and 5) citywide overhead costs from outside of the department as identified in the City’s cost allocation plan.

MGT’s hourly rate calculation methodology includes the following:

**Personnel Services Analysis** – each staff classification within the department or division is analyzed in the study. The first burden factor is comprised of compensated absences such as vacation/holidays/sick leave days taken in a year’s time. Staff classifications are then categorized as either direct (operational) or indirect (administrative or supervisory) labor. In some cases, a classification will have both direct and indirect duties. The total indirect portion of staff cost is incorporated into hourly overhead rates.

**Indirect Cost Rate** – a ratio of indirect cost to direct labor (salaries plus benefits) is established. There are three elements of indirect cost incorporated, including:

- ◆ Indirect Labor – includes compensated absences, administrative and supervisory staff costs.
- ◆ Other Operating Expenses – most services and supplies are included as a second layer of indirect cost and are prorated across all fees and services. There are some service and supply expenses classified as “allowable direct”. Some examples of these are professional services expenses, or supplies. These allowable direct expenses would be directly associated with specific fees or programs, as opposed to being allocated across all activities through the indirect overhead.
- ◆ External Indirect Allocations – this represents the prorated portion of citywide overhead (from the City’s cost allocation plan) which is attributable to the service for which the fee is charged.

**Fully Burdened Hourly Rates** – incorporates all the elements that comprise the hourly rates used in this cost analysis.

- ◆ Each direct or operational staff classification is listed, together with the average annual salary and benefits.
- ◆ The hourly salary and benefit rate is calculated by taking the annual salary and benefits of an employee and dividing by 2,080 available hours in a year.
- ◆ The overhead rate is derived by multiplying the internal and external indirect cost rates against the salary and benefit rates.

The total combines the salary, benefits and overhead rates. This is the fully burdened rate for each staff classification. MGT prepared indirect overhead rates and corresponding hourly rate calculations using FY 2023 budgeted expenditures. The building and safety division utilizes one divisional hourly rate which incorporates all of these elements but averages them together.

### TIME SPENT

Once fully burdened hourly rates were developed for city staff, the next step in the process was to identify staff time spent directly on each of the user fee activities. Each staff person involved in the user fee services identified time spent to complete each task associated with all user fee services.

### FEE CALCULATIONS AND REVENUE PROJECTIONS

Given this information, MGT was able to calculate the cost of providing each service, both on a per-unit and total annual basis (per-unit cost multiplied by annual volume equals total annual cost). As mentioned above, costs were calculated by multiplying per-unit time estimates by the hourly labor rates; additional operating expenses directly associated with certain services were also added in. Finally, if other departments or divisions provided support to certain user fee activities, this time was accounted for and added into the analysis as a crossover support activity. Full costs are then compared to current fees/revenues collected, and subsidies (or over-recoveries) are identified.

User fee summaries by department may be seen in [Appendix A](#) of this report.

## Legal, Economic & Policy Considerations

Calculating the true cost of providing city services is a critical step in the process of establishing user fees and corresponding cost recovery levels. Although it is a principal factor, other factors must also be given consideration. City decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, as well as the community as a whole.

The following legal, economic and policy issues help to illustrate these considerations:

- ◆ **State Law** - In California, user fees are limited to the "estimated reasonable cost of providing a service" by Government Code section 66014(a) and other supplementary legislation. California voters approved Proposition 26 in November of 2010, which defined "taxes" as "any levy, charge, or exaction of any kind imposed by a local government" subject to seven exceptions. Most of the exceptions require that the city charge a fee which does not exceed the reasonable cost to the city to provide the service for which the fee is charged. Thus, if the fee exceeds the reasonable cost of service, it may be considered a "tax" which must be approved by the voters. We have calculated each fee to recover no more than the reasonable cost of each service so that none of the fee adjustments recommended herein will be considered taxes under Proposition 26. Additionally, it should be noted that some fees (e.g., oversized permit fees) may be capped by state law and may not change, regardless of any cost analysis performed.

- ◆ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ◆ **Community benefit** - The Council may wish to subsidize some user fees in order to reflect policy considerations which supersede cost recovery. For example, some agencies may choose to subsidize or waive fees related to historic district plan review. This encourages customers to seek the necessary approvals for development so that the project adheres to the historic district needs. The cost to perform this service does not go away and this cost would need to be funded through another funding source such as the general fund.
- ◆ **Private benefit** - If a user fee primarily benefits the fee payer, we recommend the fee be set at, or close to 100% full cost recovery. Development related fees generally fall into this category; however, exceptions are sometimes made for services such as appeal fees or fees charged exclusively to residential applicants.
- ◆ **Service driver** - In conjunction with the third point above, the issue of who is the service recipient versus the service driver should also be considered.
- ◆ **Managing demand** - For those fees which are not subject to pure cost recovery limitations, other market considerations may inform recommended fee levels. Elasticity of demand is a factor in pricing certain city services; increasing the price of some services results in a reduction of demand for those services, and vice versa.
- ◆ **Incentives** - Fees can be set low to encourage participation in a service, such as the issuance of a water heater permit.

A sample of the decision-making process is shown in [Exhibit 2](#) on the next page:



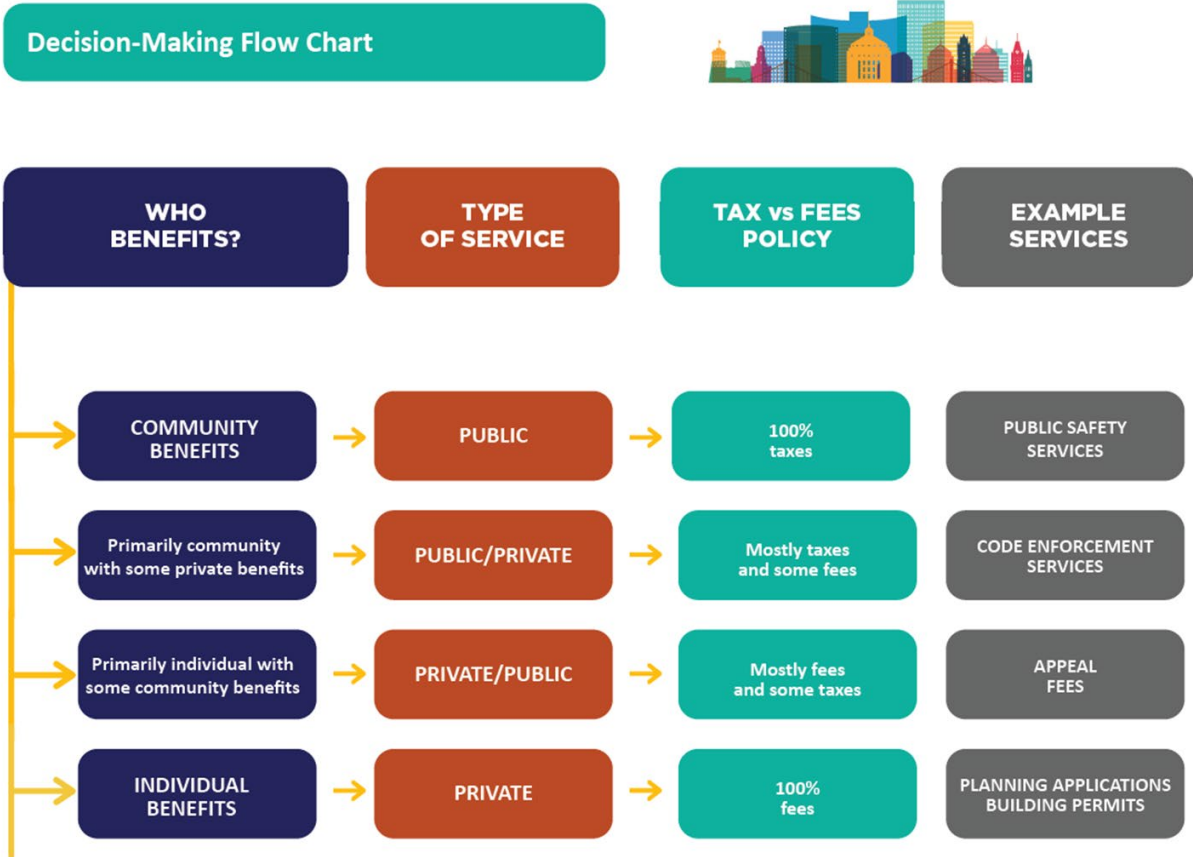


Exhibit 2

## CHAPTER 3. Analysis Highlights

Below is a brief discussion of the findings for each department/division’s analysis. Please see the user fee summary sheets in **Appendix A** of this report for the details on each fee calculation and cost analysis.

Fees are charged in a variety of ways including:

- ◆ Flat (or fixed) fees – the fee is always the same, regardless of size or complexity of the service provided in each instance.
- ◆ Per square foot – the fee is calculated based on the size of the project under review.
- ◆ Hourly (or time-and-materials) – City staff track time and materials expense, and fees are calculated to recover actual costs.
- ◆ Actual cost – this fee is charged to recover consultant costs as billed to the City, or time and materials of staff.
- ◆ Percentage of permit – the fee is calculated as a percentage of the original permit fee.

- ◆ Percentage of Engineer’s Estimate – fees are calculated as percentage of engineer’s estimate of construction value.
- ◆ Other increments – fees are calculated based on increments such as number of sheets or number of set ups/take downs.

## **BUILDING & SAFETY**

Building permits and plan checks benefit individuals and the development community and are therefore eligible for cost recovery. In general, because these fees primarily benefit the fee payer, typically these fees are set at or close to 100% cost recovery. However, there are some fees such as the trade permits within Mechanical, Electrical and Plumbing permits that in the past have been set at less than 100% cost recovery as directed by the City Council.

The Building and Safety division has experienced a boom since FY 2019 and the industry is just now showing signs of slowing down. Because of the large increase in volume, the department is showing an excess in revenues vs the budgeted cost for the division. This is an issue of volume and timing and not of excessive fees.

Within the Building and Safety division, current fees recover 100.1% (\$6,114,461) with actual costs at \$6,109,159 which is a difference of \$5,303 or less than 0.1%. An additional \$39,471 has been added to the Planning fees as cross support. These costs for cross support represent the time spent by the Building staff to perform plan review services on the planning fees. This cost would be recognized as revenue on the Planning fees.

In keeping with State law, the target cost recovery percentage must not exceed 100%. Assuming no loss in demand or change in volume, fee adjustments result in a 100% overall recovery rate. It should be noted that at the prior direction of City Council that the trade permits (mechanical, electrical and plumbing) were set much lower than 100% cost recovery. In order to meet 100% cost recovery, these fees would need to increase considerably. We are proposing some fee reductions on some permits and some fee increases in order to keep the cost aligned with the level of effort to provide the services and to keep within State cost recovery limits. In addition, it should be noted that the State of California restricts solar panel review fees to specific pricing. All proposed solar panel review fees comply with AB 1414 which is what the division is proposing.

In addition to performing an analysis of the costs, MGT worked with the department to modify their fee structure allowing it to reflect the current process and to be a more user-friendly fee schedule. In doing this the division was able to reduce the number of fees significantly.

The Building analysis followed the following approach:

- MGT developed a fully burdened hourly rate and applied it to the average time spent to perform services that were listed as fixed price permits. Subtracting the cost of fixed price permits from the total cost of the division, we arrive at the cost of variable price (construction) permits. Dividing this figure by the square footage of projects permitted, we arrive at a cost per square foot for plan review and a cost per square foot for inspections.

- Total cost – Cost of fixed price permits = Cost of variable price permits. Construction permits have an analysis supplied by the Building division of how each position’s effort is dedicated to plan review and inspection of construction permits. “Plan review” covers all activities related to the approval of the building plans and incorporates the cross-support costs from the permit division for additional time spent in the initial intake of the permit, and Engineering and Planning cross support for their approval of the plans. “Inspection” covers all activities to confirm that construction is according to approved plans and to close out the permit when work is completed. Additional contractor costs were also incorporated where appropriate.

Here are some of the changes being proposed (details can be found on the executive summary listed in [Appendix A](#) at the end of this report:

### Construction Permit Categories

Construction permits were simplified into 10 categories with a price per square foot for plan review and a price per square foot for inspections.

- Residential (single family) (R-2.1/R-3/R-3.1/R-4)
- Residential Accessory Structure – U
- Residential (Additions or Alterations)
- Residential (multi-family) (R-1/R-2)
- Assembly, High Hazard, Institutional, Educational (A, H, E, I, L)
- Business, Mercantile (B, M)
- Factory and Industrial, Storage (F, S)
- Utility & Misc. (commercial accessory structure) (U)
- Shell
- Residential Plot Plans (R-3)

### Tenant Improvement Categories

Tenant Improvements (TI) were broken down into 3 primary groups and then into minor, standard and major categories. The result is 9 TI categories now have their own per square foot cost for plan review and for inspections.

- TI for A, H, E, I – Minor
- TI for A, H, E, I – Standard
- TI for A, H, E, I – Major
- TI for B, M - Minor
- TI for B, M - Standard
- TI for B, M – Major
- TI for F, S - Minor
- TI for F, S – Standard
- TI for F, S - Major

The Building Official will set guidelines as to what is considered a minor, standard or major TI. The Building Official will have discretion as to what category a project may fall under.

### Trade Permits: Mechanical, Electrical and Plumbing (MEP)

The number of trade permits for Mechanical, Electrical and Plumbing (MEP) were significantly reduced since many of the fees take the same amount of time to perform the service.

#### Mechanical - Now has only 10 fees

- Air Conditioning (residential)
- Air Conditioning (commercial)
- Air Handler
- Boiler
- Chiller
- Exhaust Hood
- Furnace – New/Replacement
- Heater / Heat Pump
- Vent Fan / Chimney Vent
- Walk-in Box / Refrigerator Coil / Refrigeration Compressor

#### Electrical - Now has only 10 fees

- Generator Installation (residential)
- Electrical Service, New/Meter Replacement
- Electrical Circuits, New
- Energy Storage System
- Temporary Power Service
- Commercial Generator
- Water Heater – Electric
- Electric Vehicle Charging Stations (residential)
- Electric Vehicle Charging Stations (commercial/multifamily) – non accessible
- Electric Vehicle Charging Stations (commercial/multifamily) – accessible

#### Plumbing/Gas - Now has only 9 fees

- Fixtures (each 5)
- Gas system/Gas Piping / Fixture
- Sewer, Building
- Water Reclamation (Grey Water)
- Solar Water System
- Water Heater
- Plumbing Repair
- Water Pump
- Commercial Plumbing Permits

#### Miscellaneous Fees

There are 20 new fees being recommended under the miscellaneous permit fee schedule. Some are brand new fees and others have taken the current fee and split it into multiple fees.

##### New Fees

- Awning/Canopy (supported by building)
- Cell site alteration/remodel
- Manufactured home – removal
- Moved building - residential
- Partition – interior
- Photovoltaic System (ground mount pedestal)
- Photovoltaic System (ground mount structure)
- Reroof - Commercial/Multifamily: up to 25,000 sq. ft.
- Reroof - Commercial/Multifamily: 25,001 and over sq. ft
- Reroof - Residential (SFD/Duplex): up to 10,000 sq. ft.
- Reroof - Residential (SFD/Duplex): 10,001 and over sq. ft
- Pool/Spa Replastering/Renovations (Commercial or Residential)
- Temporary Trailer, Residential
- Water Tank
- Records Imaging Fee: Plans & Permits B& W 24x36
- Records Imaging Fee: Plans & Permits B& W 30x42
- Records Imaging Fee: Plans & Permits B& W 11x17
- Records Imaging Fee: Plans & Permits Color 24x36
- Records Imaging Fee: Plans & Permits Color 30x42
- Records Imaging Fee: Plans & Permits Color 11x17

### PERMIT SERVICES

Permit Services is responsible for the intake of planning applications, building trade permits and construction permits.

Currently there is a \$56.28 fee for the intake of the building trade permits. The time to intake the planning applications is currently built into the planning fees themselves. By breaking out the planning application intake costs from the planning fees themselves it will allow the department to ensure that these costs are covered should the applicant request a refund. The process to perform an intake for either a building trade permit or planning applications takes the same amount of time. At 100% cost recovery, this fee would need to be increased to \$75.

The additional cross support provided for building services totaled \$1,521,048 and were incorporated into the construction and tenant improvement fees.

The projected revenue for the intake fees is estimated to be approximately \$127,135. There is currently only one intake fee for the building permits which is recovering approximately \$44,124. The time for the planning application intake is currently incorporated into the current planning fee and has now been pulled out and identified as a separate fee.

## PLANNING

The Planning division administers and implements City land use and development policies. The division processes numerous land use applications requiring city approval before the land can be developed or action taken. These services benefit the development community and are therefore eligible for cost recovery.

Within the Planning division, current fees recover is 65% (\$1,814,029) with a 35% (\$989,146) subsidy. A combination of fee increases and decreases are recommended in order to align fees with 100% cost recovery. The full cost of services is \$2,803,175. Of the \$2,803,175, cross support from other departments make up \$475,911 leaving \$2,327,264 related directly to Planning itself.

This cross support represents the time that other departments/divisions may spend performing tasks for services provided by the Planning division. By incorporating cross support costs into the fee, Planning can see what the full cost is to provide these services and set their fees accordingly.

The Planning division is proposing seven new fees, some of which include the existing fee being broken down into a major or minor category. Overall, there are no significant structural changes being proposed for the Planning fee schedule.

### Other highlights for the Planning division:

- Design Review: Major with reduced fee authority
- Design Review: SB9 two-unit development
- SB 35/AB 2162 (change to Minor Ministerial) – this fee was split into a major and minor ministerial fee.
- Research Fee
- Subdivision: Parcel Map Waiver
- Subdivision: SB9 Urban Lot Split
- Over the Counter – Entitlement Fee

## ENGINEERING DEVELOPMENT SERVICES

The Engineering Development Services division reviews street and utility improvement plans for compliance with applicable design standards and regulations, as well as inspects project construction to assure conformance with approved grading, drainage and storm water management plans. These services benefit the development community as well as individuals and are therefore eligible for cost recovery. In general, because these fees primarily benefit the fee payer, typically these fees are set at or close to 100% cost recovery.

Engineering fees are currently recovering approximately 60% of their cost. In order to better align services provided with fees charged, Engineering is proposing restructuring many of their fees. Details of these proposed changes are as follows:

### Public Improvement Plans – Review and Inspection

Current fees are based on percentage of estimated construction value with a tiered structure for both plan checks and inspections. To analyze the true cost, staff estimated time spent on 13 sample parcels of varying size and complexity. Time estimates included cross support from other departments. The resulting cost to valuation ratio was compared to the fee collected for each parcel. Results showed that the smaller parcels were under-recovering cost, i.e., the cost to valuation ratio was higher than current fees, and larger parcels were over-recovering, with a cost to valuation ratio lower than current fees.

Engineering is proposing a similar tiered structure, with adjustments to the divisions of tiers and percentages of construction value charged.

### Encroachment Permits

Encroachment permits are currently charged with a processing fee and a percentage of construction value for plan checks and inspections. Recommendations for new categories of encroachment fees are as follows:

- Major encroachment permits – fee structure will not change. Fees will be charged based on the same percentage of construction value as the Public Improvement Plan fees.
- Minor encroachment permits - Flat fees in 11 different categories based on type of parcel. Permits will include separate fees for processing, plan check, and inspection. The new categories are:
  1. Single Family Residential Lot Improvements (driveway, sidewalk, curb & gutter)
  2. Multi-Family Residential and Commercial Single Lot Improvements (driveway, sidewalk, curb & gutter)
  3. Debris Bins and Storage Containers
  4. Encroachment proposing no Modifications to Public or Private Infrastructure
  5. Encroachment permit with Signed Public Improvement Plans
  6. Private Utility Company - Small Wireless Facilities
  7. Private Utility Company - Short Term Service Work
    - maximum of 3 parcels - includes modifications to City's Infrastructure
    - maximum of 3 parcels - no modifications to City's Infrastructure
  8. Private Utility Company - Linear Construction
    - > 3 parcels - includes modifications to City's infrastructure - no construction activities adjacent to more than 72 parcels
    - > 3 parcels - no modifications to City's infrastructure - no construction activities adjacent to more than 72 parcels
  9. Public or Private Parklets

### Subdivision Plan Check

Currently a flat fee is charged per lot for all subdivision plan checks. The recommendation is to replace this “one-size-fits-all” flat fee with:

- Minor subdivision plan check: flat fee for the first three map sheets for subdivisions with four lots or fewer, charging a fee for additional map sheets as required.

- Major subdivision plan check: flat fee for the first three map sheets with subdivisions with more than four lots, charging a fee for additional map sheets as required.

### Other Public Improvement Plan Fees

Recommendations are as follows:

- Replace the single Improvement Plan Revision fee with Minor and Major revision fees. The minor revision fee will be capped at two plan reviews with no added sheets. Major revision fees will follow the percentage-based fee structure of the original plan submittal.
- Replace the single Record Drawing flat fee with Minor and Major Record Drawing fees.

### Drainage and Stormwater LID Review fees

Recommendations are as follows:

- Replace the single SUSMP Review flat fee with three LID Review fees: two flat fees based on size of parcel and an additional review fee if needed based on actual cost.
- Add four new Drainage Study Review fees with similar structure to the LID Review fees.

### Other New Fee Proposals

- Encroachment Time Extension Request
- Modifying Scope on Approved Permit
- Complex Traffic Control Review Fee
- Two penalties for work performed without permit, plus permit reinstatement fee
- After hours inspection fee
- Drainage Study Review fees
- Five new Street Light and Traffic Signal fees:
  - Traffic Signal Plan Review
  - Traffic Signal Inspection
  - Street Light Activation
  - Traffic Signal Modification
  - Traffic Signal Modification - after hours
- Parking Administration fee for reservation of meters associated with construction activity

## FIRE

The Prevention division of the Fire department currently charges 50% of Building permit fees for plan checks and inspections of new construction.



The methodology used to calculate Fire Prevention’s cost for development fee services was similar to that used for Building. Fire staff subtracted their non-development related cost from their budget. The remaining cost was used for the analysis, supplied by Fire staff, on how each position’s effort is dedicated to plan review and inspection of each of the categories of new construction occupancies requiring Fire inspections. Using the same total annual square footage for each occupancy type as Building’s analysis, we were able to calculate a cost per square foot for plan reviews and inspections. This cost per square foot was then used to calculate the percentage of Building’s cost for each type of occupancy.

The cost analysis showed that Fire Prevention’s plan review and inspection cost is, on average, 22% of Building’s permit cost. Fire will need to lower their new construction plan review and inspection fees, so they don’t over-recover their cost. Fire’s recommendation is to charge a fee per square foot for each category of building they review and inspect, rather than a percentage of Building’s permit fees.

### **TECHNOLOGY SURCHARGE**

This fee is currently paid with the building permit fee. The fee is for the purpose of cost recovery for specialized license fees, maintenance of computer hardware, and computer software that are instrumental in the City’s ability to provide efficient service and maintain accurate records. Currently the City charges eight separate fees ranging from \$26 to \$219 depending on the type of building permit being issued.

A new technology surcharge of 5.69% is being recommended as a replacement for the eight existing flat fees. This technology fee is to cover the department’s current technology costs plus future costs such as additional handheld devices for the field and updates to the permitting system. Any excess revenue received through this fee should be held in a special revenue fund and used only for its intended purpose. This fee should be reviewed, at a minimum, every three (3) and no more than five (5) years to ensure that it is set at an appropriate level. This new technology fee would be paid with the issuance of all building, planning, and engineering development fees. Fire development fees are excluded from this surcharge. Estimated annual revenue is \$416,215 assuming revenue for building, planning, and engineering are similar to the averages utilized in this study.

### **ADVANCE PLANNING SURCHARGE**

This fee is currently paid with the issuance of the building permit. The fee is for the purpose of recovering a portion of the Planning division’s cost of service associated with Advance Planning, preparing and updating the General Plan, development code updates, housing element and specific plan updates.

There are currently eight separate flat fees ranging from \$104 up to \$833 depending on the type of building permit that is being issued.

#### **Current Advance Planning Fees:**

1. New detached dwellings	\$590
2. Dwelling Additions/Remodels	\$104
3. New Attached & Multi-Family Dwellings	\$417
4. Multi-Family Additions/Remodels	\$104

5. Commercial-Business & Retail	\$833
6. Commercial Additions/Remodels	\$487
7. Industrial	\$555
8. Industrial Additions/Remodels	\$347

A new Advance Planning surcharge of 12.26% is being recommended as a replacement for the eight existing flat fees. This new Advance Planning surcharge would be paid with the issuance of building permits (excluding trade permits), building plan review fees and all Planning fees. Fire development fees are excluded from this surcharge. Estimated annual revenue, which assumes no change in volume and demand, is \$612,500.

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## CHAPTER 4. Recommendations

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MGT recommends the following:

- MGT recommends reviewing the technology and advance planning surcharges annually to ensure that the percentages represent and are recovering the needs of the City. These funds should be placed in a special revenue fund to ensure that they are used only for their intended purpose.
- MGT recommends that the City continue to build on its investment in this cost-of-service analysis by continuing to analyze its fees and charges every three to five years whether this is done by staff or an outside consultant.
- MGT recommends that for the period between analysis, that the City increase fees based on a CPI factor in order to maintain cost recovery as salaries and benefits and services and supply costs increase.

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## Appendix A - User Fee Results

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The following pages provide the individual fee study results.

# Building

	Annual Revenue	Annual Cost	Annual Diff +/- Revenue-Cost	Cost Recovery %
<b>Total</b>	<b>6,114,461</b>	<b>6,109,159</b>	<b>\$5,303</b>	<b>100.1%</b>
Table 1 Construction Permits	5,044,719	4,144,575	\$900,145	122%
TABLE 2 Mechanical	117,872	286,807	(\$168,934)	41%
TABLE 3 Plumbing/Gas Permits	103,625	257,341	(\$153,716)	40%
TABLE 4 Electrical	76,885	423,211	(\$346,326)	18%
TABLE 5 Miscellaneous building permits *	771,360	997,225	(\$225,866)	77%
TABLE 6 Other Cross Support to Planning	-	39,471	(\$39,471)	0%

Note: Cross support costs are included in the Planning results and are excluded from the total above.

\*Miscellaneous revenues are rolled up into building permits and plan review revenues in the City’s financial system. This revenue currently includes the trip fee of \$63.31, at the time of this analysis. The current trade fees (Mechanical, Electrical and Plumbing) do not show the trip fee. This is added as a separate fee. MGT's analysis has included the trip fee in order to do a proper comparison of the fee recovery level. MGT has added the trip fee into the current trade fees to provide this comparison. This change required MGT to adjust the revenue down under the building permits to account for this; however, there was no good way to account for this revenue adjustment in the model. As a way to account for this and not overestimate the existing revenues, MGT has offset the miscellaneous revenues with this trip fee revenue that shifted to the trade fees. Since the miscellaneous fees are also rolled up into the building permit and plan review revenues, this should balance the existing revenues out at the overall level. This does however show that there is a larger difference in the recovery level for the miscellaneous fee. The individual fees listed on under the miscellaneous permits will show the appropriate recovery levels.

City of Santa Rosa  
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Occupancy Types in Category		Price Per Square Foot						
		Current			Full Cost			DIFF -/+
		Plan Review	Inspection	Total	Plan Review	Inspection	Total	Current-Full
R-2.1/R-3/R-3.1/R-4 (single family)	Residential (single family)	\$1.44	\$0.98	\$2.42	\$1.65	\$0.86	\$2.50	\$0.08
Residential Accessory Structure - U	Residential Accessory Structure	\$2.02	\$1.87	\$3.89	\$2.52	\$1.27	\$3.80	\$0.09
Residential (Additions or Alterations)	Residential (Additions or Alterations)	\$1.78	\$1.05	\$2.83	\$1.95	\$0.87	\$2.82	\$0.01
R-1, R-2 (multi-family)	Residential (multi-family)	\$0.28	\$0.11	\$0.39	\$0.55	\$0.24	\$0.79	\$0.40
A, H, E, I, L	Assembly, High Hazard, Institutional, Educational	\$0.89	\$0.44	\$1.33	\$1.28	\$0.63	\$1.91	\$0.58
B, M	Business, Mercantile	\$1.32	\$0.56	\$1.88	\$1.35	\$0.80	\$2.15	\$0.27
F, S	Factory and Industrial, Storage	\$0.64	\$0.27	\$0.91	\$0.81	\$0.50	\$1.32	\$0.41
U (commercial accessory structure)	Utility & Misc (commercial accessory structure)	\$4.04	\$0.81	\$4.84	\$3.93	\$2.02	\$5.94	\$1.10
TI for A, H, E, I	Minor Tenant Improvement	\$1.07	\$0.36	\$1.43	\$0.66	\$0.41	\$1.06	\$0.37
TI for A, H, E, I	Standard Tenant Improvement	\$1.01	\$0.39	\$1.40	\$1.14	\$0.56	\$1.71	\$0.31
TI for A, H, E, I	Major Tenant Improvement	\$0.99	\$0.39	\$1.37	\$1.71	\$0.64	\$2.34	\$0.97
TI for B, M	Minor Tenant Improvement	\$1.66	\$0.58	\$2.23	\$0.74	\$0.61	\$1.35	\$0.88
TI for B, M	Standard Tenant Improvement	\$1.29	\$0.74	\$2.03	\$1.18	\$0.91	\$2.09	\$0.06
TI for B, M	Major Tenant Improvement	\$1.36	\$0.64	\$2.00	\$1.74	\$1.00	\$2.74	\$0.74

City of Santa Rosa  
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Final Report

		<i>Price Per Square Foot</i>						
		Current			Full Cost			DIFF +/-
Occupancy Types in Category	Type	Plan Review	Inspection	Total	Plan Review	Inspection	Total	Current-Full
TI for F, S	Minor Tenant Improvement	\$0.91	\$0.30	\$1.20	\$0.63	\$0.30	\$0.93	\$0.27
TI for F, S	Standard Tenant Improvement	\$0.66	\$0.26	\$0.92	\$1.03	\$0.37	\$1.41	\$0.49
TI for F, S	Major Tenant Improvement	\$1.07	\$0.33	\$1.40	\$1.65	\$0.53	\$2.18	\$0.78
Shell	Shell	\$0.59	\$0.27	\$0.86	\$0.78	\$0.50	\$1.29	\$0.43
R-3	Residential Plot Plans	\$0.19	\$0.49	\$0.68	\$0.77	\$0.45	\$1.22	\$0.54

City of Santa Rosa  
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TABLE 2 Mechanical	Current fee	Annual Volume	Per Customer		Budget Impact		
			Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Air conditioning (residential) each	\$86.44	1,150	\$211.12	(\$124.68)	\$99,406	\$242,792	-\$143,386
Air conditioning (commercial) each	\$89.00	63	\$229.48	(\$140.48)	\$5,607	\$14,457	-\$8,850
Air handler	\$86.44	5	\$211.12	(\$124.68)	\$432	\$1,056	-\$623
Boiler	\$89.00	5	\$211.12	(\$122.12)	\$445	\$1,056	-\$611
Chiller	\$86.44	5	\$211.12	(\$124.68)	\$432	\$1,056	-\$623
Exhaust Hood	\$191.96	5	\$211.12	(\$19.16)	\$960	\$1,056	-\$96
Furnace - New/Replacement	\$89.00	100	\$211.12	(\$122.12)	\$8,900	\$21,112	-\$12,212
Heater / Heat Pump	\$82.57	10	\$211.12	(\$128.55)	\$826	\$2,111	-\$1,286
Vent Fan / Chimney Vent	\$86.44	5	\$211.12	(\$124.68)	\$432	\$1,056	-\$623
Walk-in box / Refrigerator coil / Refrigeration Compressor	\$86.44	5	\$211.12	(\$124.68)	\$432	\$1,056	-\$623
<b>TOTAL</b>					<b>\$117,872</b>	<b>\$286,807</b>	<b>-\$168,934</b>

\$85,658.43 \*Current estimated trip revenue

City of Santa Rosa  
 Development Service: Building fees  
 FY 22-23 Budget

TABLE 3 Plumbing/Gas Permits	Current fee	Annual Volume	Per Customer		Budget Impact		
			Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Fixtures (each 5)	\$86.44	650	\$211.12	(\$124.68)	\$56,186	\$137,230	-\$81,044
Gas system/Gas Piping / Fixture	\$86.44	10	\$211.12	(\$124.68)	\$864	\$2,111	-\$1,247
Sewer, building	\$86.44	25	\$211.12	(\$124.68)	\$2,161	\$5,278	-\$3,117
Water Reclamation (Grey Water)	\$89.00	10	\$211.12	(\$122.12)	\$890	\$2,111	-\$1,221
Solar water system	\$118.09	10	\$211.12	(\$93.03)	\$1,181	\$2,111	-\$930
Water heater	\$82.57	450	\$211.12	(\$128.55)	\$37,157	\$95,006	-\$57,849
Plumbing Repair	\$86.44	10	\$211.12	(\$124.68)	\$864	\$2,111	-\$1,247
Water pump	\$86.44	5	\$211.12	(\$124.68)	\$432	\$1,056	-\$623
Commercial Plumbing Permits	\$86.44	45	\$229.48	(\$143.04)	\$3,890	\$10,327	-\$6,437
TOTAL					\$103,625	\$257,341	-\$153,716

\$76,921.65 \*Current estimated trip revenue

City of Santa Rosa  
Development Service: Building fees  
FY 22-23 Budget

TABLE 4 Electrical	Current fee	Annual Volume	Per Customer		Budget Impact		
			Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Generator installation (residential)	\$89.00	80	\$229.48	(\$140.48)	\$7,120	\$18,359	-\$11,239
Compressor installation—remove			\$0.00	\$0.00	\$0	\$0	\$0
Electrical service, new/meter replacement	\$25.69	1,000	\$229.48	(\$203.79)	\$25,690	\$229,482	-\$203,792
Electrical circuits, new	\$86.44	25	\$229.48	(\$143.04)	\$2,161	\$5,737	-\$3,576
Energy storage system	\$86.44	400	\$229.48	(\$143.04)	\$34,576	\$91,793	-\$57,217
Temporary power service, each	\$65.54	100	\$229.48	(\$163.94)	\$6,554	\$22,948	-\$16,394
Commercial Generator	\$65.33	12	\$367.17	(\$301.84)	\$784	\$4,406	-\$3,622
Water Heater - Electric	<i>new</i>	50	\$229.48			\$11,474	-\$11,474
Electric Vehicle Charging Stations (residential)	<i>new</i>	50	\$229.48			\$11,474	-\$11,474
Electric Vehicle Charging Stations (Commercial/Multifamily) - Non Accessible	<i>new</i>	50	\$229.48			\$11,474	-\$11,474
Electric Vehicle Charging Stations (Commercial/Multifamily) - Accessible	<i>new</i>	50	\$321.27			\$16,064	-\$16,064
					\$76,885	\$423,211	-\$346,326

39,062.27 \*Current estimated trip revenue



**City of Santa Rosa**  
**Development Service: Building fees**  
**FY 22-23 Budget**

TABLE 5 Miscellaneous building permits	Fee Description	Current fee (PC/INSP)	Annual Volume	Per Customer		Budget Impact		
				Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Alternate Material Request	Fixed Fee	\$300.24	10	\$183.59	\$116.65	\$3,002	\$1,836	\$1,167
Awning/Canopy (supported by building) - New Fee	New - Fixed Fee		5	\$183.59	(\$183.59)	\$0	\$918	-\$918
Balcony Addition/Deck	Fixed Fee	\$199.93	55	\$229.48	(\$29.55)	\$10,996	\$12,622	-\$1,625
Cell/wireless site (cell, radio, TV antenna)	Fixed Fee	\$626.37	9	\$458.96	\$167.41	\$5,637	\$4,131	\$1,507
Cell Pole / Tower / Eqpt shelter	Fixed Fee	\$696.72	10	\$458.96	\$237.76	\$6,967	\$4,590	\$2,378
Cell site alteration/remodel (new fee)	New - Fixed Fee		10	\$458.96	(\$458.96)	\$0	\$4,590	-\$4,590
Covered porch	Fixed Fee	\$175.31	30	\$229.48	(\$54.17)	\$5,259	\$6,884	-\$1,625
Demolition - major	Fixed Fee	\$198.62	8	\$321.27	(\$122.65)	\$1,589	\$2,570	-\$981
Demolition - minor	Fixed Fee	\$163.43	31	\$229.48	(\$66.05)	\$5,066	\$7,114	-\$2,048
Fence/Gate/Free Standing Wall	Fixed Fee	\$251.53	8	\$183.59	\$67.94	\$2,012	\$1,469	\$544
Flag pole	Fixed Fee	\$139.55	3	\$183.59	(\$44.04)	\$419	\$551	-\$132
Grading	Fixed Fee	\$1,064.46	10	\$1,376.89	(\$312.43)	\$10,645	\$13,769	-\$3,124
Grading permit add on for NPDES	Fixed Fee	\$1,795.67	10	\$2,478.41	(\$682.74)	\$17,957	\$24,784	-\$6,827
Manufactured home - removal New Fee	New - Fixed Fee		3	\$229.48	(\$229.48)	\$0	\$688	-\$688
Moved building - residential New Fee	New - Fixed Fee		1	\$826.14	(\$826.14)	\$0	\$826	-\$826
Partition - interior New Fee	New - Fixed Fee		30	\$229.48	(\$229.48)	\$0	\$6,884	-\$6,884
Patio cover (each) (Size Limit 0 sf to 500 sf)	Fixed Fee	\$175.31	25	\$229.48	(\$54.17)	\$4,383	\$5,737	-\$1,354

**City of Santa Rosa**  
**Development Service: Building fees**  
**FY 22-23 Budget**

TABLE 5 Miscellaneous building permits *	Fee Description	Current fee (PC/INSP)	Annual Volume	Per Customer		Budget Impact		
				Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Photovoltaic System (residential)	Fixed Fee	\$200.81	1,019	\$367.17	(\$166.36)	\$204,625	\$374,147	-\$169,522
Photovoltaic System (commercial)	Fixed Fee	\$226.69	16	\$826.14	(\$599.45)	\$3,627	\$13,218	-\$9,591
Photovoltaic System (ground mount pedestal)	New - Fixed Fee			\$1,285.10	(\$1,285.10)	\$0		
Photovoltaic System (ground mount structure)	New - Fixed Fee			\$1,835.86	(\$1,835.86)	\$0		
Reroof - Commercial/Multifamily: up to 25,000 sq. ft.	New - Fixed Fee (previously charged under another fee)	\$1,671.43	124	\$642.55	\$661.71	\$207,257	\$79,676	\$127,581
Reroof - Commercial/Multifamily: 25,001 and over sq. ft	New - Fixed Fee (previously charged under another fee)	\$1,733.03	100	\$1,009.72	\$1,457.65	\$173,303	\$100,972	\$72,331
Reroof - Residential (SFD/Duplex): up to 10,000 sq. ft.	New - Fixed Fee (previously charged under another fee)	\$705.82	100	\$275.38	\$63.27	\$70,582	\$27,538	\$43,044
Reroof - Residential (SFD/Duplex): 10,001 and over sq. ft	New - Fixed Fee (previously charged under another fee)	\$769.13	100	\$642.55	\$558.01	\$76,913	\$64,255	\$12,658
Residing/ stucco - one story	Fixed Fee	\$204.45	99	\$211.12	(\$6.67)	\$20,241	\$20,901	-\$661
Residing/ stucco - multistory	Fixed Fee	\$204.45	100	\$211.12	(\$6.67)	\$20,445	\$21,112	-\$667
Retaining wall, engineered	Fixed Fee	\$221.62	24	\$367.17	(\$145.55)	\$5,319	\$8,812	-\$3,493
Signs: Monument/Freestanding Non-Electric	Fixed Fee	\$223.38	19	\$183.59	\$39.79	\$4,244	\$3,488	\$756
Signs: Pole Non-Electric	Fixed Fee	\$223.38	20	\$183.59	\$39.79	\$4,468	\$3,672	\$796

City of Santa Rosa  
 Development Service: Building fees  
 FY 22-23 Budget

TABLE 5 Miscellaneous building permits *	Fee Description	Current fee (PC/INSP)	Annual Volume	Per Customer		Budget Impact		
				Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Signs: Wall, Non-Electric	Fixed Fee	\$158.88	20	\$183.59	(\$24.71)	\$3,178	\$3,672	-\$494
Signs - Electric	Fixed Fee	\$190.76	20	\$229.48	(\$38.72)	\$3,815	\$4,590	-\$774
Skylight	Fixed Fee	\$154.79	25	\$229.48	(\$74.69)	\$3,870	\$5,737	-\$1,867
Spa or hot tub (prefabricated)	Fixed Fee	\$158.29	70	\$550.76	(\$392.47)	\$11,080	\$38,553	-\$27,473
Storage Racks / catwalks	Fixed Fee	\$156.34	25	\$275.38	(\$119.04)	\$3,909	\$6,884	-\$2,976
Swimming pool / spa: Residential (SFD/Duplex) Pool and or Spa	Fixed Fee	\$390.86	70	\$1,376.89	(\$986.03)	\$27,360	\$96,382	-\$69,022
Swimming pool / spa: Commercial / Multifamily	Fixed Fee	\$512.00		\$1,376.89	(\$864.89)		\$0	\$0
Pool/Spa Replastering/Renovations (Commercial or Res)	New - Fixed Fee			\$1,376.89	(\$1,376.89)		\$0	\$0
Fiberglass Pools/Spas	Fixed Fee	\$269.70		\$275.38	(\$5.68)		\$0	\$0
Temporary trailer, residential New Fee	New - Fixed Fee		25	\$275.38	(\$275.38)	\$0	\$6,884	-\$6,884
Water tank New Fee	New - Fixed Fee		3	\$275.38	(\$275.38)	\$0	\$826	-\$826
Window or sliding glass door	Fixed Fee	\$175.31	42	\$229.48	(\$54.17)	\$7,363	\$9,638	-\$2,275
National Pollutant Discharge Permit Review - 5% of plan check fee of all valuation based building permits (new buildings or new grading projects) (NPDES)	Remove fee			\$0.00	\$0.00		\$0	\$0
Additional Plan Review, Master Plan Change or Review for New Code	Hourly Rate	\$234.00		\$183.59	\$50.41	\$0	\$0	\$0
Expedited Plan Review	Remove fee			\$0.00	\$0.00		\$0	\$0
Plan Reviews with no fee indicated	Hourly Rate	\$234.00		\$183.59	\$50.41	\$0	\$0	\$0

City of Santa Rosa  
 Development Service: Building fees  
 FY 22-23 Budget

TABLE 5 Miscellaneous building permits *	Fee Description	Current fee (PC/INSP)	Annual Volume	Per Customer		Budget Impact		
				Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Time extension for issued building permit	Fixed Fee	\$142.33	100	\$27.54	\$114.79	\$14,233	\$2,754	\$11,479
Reinspection - first 1/2 hour	First 1/2 hr.	\$145.87		\$91.79	\$54.08	\$0	\$0	\$0
Reinspection - each 1/2 hour thereof	Each 1/2 hr. thereof	\$114.61		\$91.79	\$22.82	\$0	\$0	\$0
Inspections with no fee indicated	Hourly Rate	\$205.00		\$183.59	\$21.41	\$0	\$0	\$0
Temporary Certificate of Occupancy	\$120, plus \$1.50 per \$10,000 of valuation. Change to Per Hour (1 hour minimum)	\$120.00		\$183.59	(\$63.59)	\$0	\$0	\$0
Residential Seismic Hazard Inspection	change to Minimum 1 hr. with 1 hr. increments thereafter.	\$60.00		\$183.59	(\$123.59)	\$0	\$0	\$0
Commercial Seismic Hazard Inspection	change to Minimum 1 hr. with 1 hr. increments thereafter.	\$181.00		\$183.59	(\$2.59)	\$0	\$0	\$0
Single-Family Dwelling Code Disclosure Inspection	change to Minimum 2 hr. with 1 hr. increments thereafter.	\$181.00		\$367.17	(\$186.17)	\$0	\$0	\$0
Multi-Family Dwelling Code Disclosure (base fee) Inspection	change to per hour with 2 hour minimum	\$181.00		\$367.17	(\$186.17)	\$0	\$0	\$0
Multi-Family Dwelling Code Disclosure (per additional unit) Inspection	change to per hour with 2 hour minimum	\$57.00		\$367.17	(\$310.17)	\$0	\$0	\$0

**City of Santa Rosa**  
**Development Service: Building fees**  
**FY 22-23 Budget**

TABLE 5 Miscellaneous building permits *	Fee Description	Current fee (PC/INSP)	Annual Volume	Per Customer		Budget Impact		
				Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current- Full Cost
Commercial Code Disclosure Inspection	\$60/per hr. (3 hrs. minimum)	\$180.00		\$550.76	(\$370.76)	\$0	\$0	\$0
Review and Abatement of Existing Hazardous Structures - initial review	change to per hour with 2 hour minimum	\$211.00		\$367.17	(\$156.17)	\$0	\$0	\$0
Review and Abatement of Existing Hazardous Structures - review the structural engineer recommendations	change to per hour with 2 hour minimum	\$497.00		\$367.17	\$129.83	\$0	\$0	\$0
Review and Abatement of Existing Hazardous Structures - fail to voluntarily follow-up to abate deficiencies in building structural elements within required 365 days	twice the permit fee			\$0.00	\$0.00	\$0	\$0	\$0
Change of Contractor	Remove fee	\$54.00		\$0.00	\$54.00	\$0	\$0	\$0
Micrographics fee ( per \$1,000 valuation)	state fee	\$0.45		\$0.45	\$0.00	\$0	\$0	\$0
STRONG MOTION INSTRUMENT FEES - residential buildings 1-3 story - \$13 per \$100,000 valuation	state fee	\$13.00		\$13.00	\$0.00	\$0	\$0	\$0
STRONG MOTION INSTRUMENT FEES - Commercial and residential buildings over 3-	state fee	\$28.00		\$28.00	\$0.00	\$0	\$0	\$0
STRONG MOTION INSTRUMENT FEES - Minimum fee - \$0.50	state fee	\$0.50		\$0.50	\$0.00	\$0	\$0	\$0
SB 1473 CBSC Fee_ Fee transmitted to State for the agencies involved in Code development with emphasis on the development, adoption, publication, updating, and educational efforts associated with green building standards.	state fee (per 100,000 in valuation)	\$4.00		\$4.00	\$0.00	\$0	\$0	\$0

City of Santa Rosa  
 Development Service: Building fees  
 FY 22-23 Budget

TABLE 5 Miscellaneous building permits *	Fee Description	Current fee (PC/INSP)	Annual Volume	Per Customer		Budget Impact		
				Full Cost	Diff. +/- Current-Full Cost	Annual Revenue	Annual Cost	Annual Diff. +/- Current-Full Cost
Records Imagining Fee: Plans & Permits B& W 24x36	New: Per Page	\$0.00	100	\$5.00	(\$5.00)	\$0	\$500	-\$500
Records Imagining Fee: Plans & Permits B& W 30x42	New: Per Page	\$0.00	100	\$6.50	(\$6.50)	\$0	\$650	-\$650
Records Imagining Fee: Plans & Permits B& W 11x17	New: Per Page	\$0.00	100	\$1.00	(\$1.00)	\$0	\$100	-\$100
Records Imagining Fee: Plans & Permits Color 24x36	New: Per Page	\$0.00	100	\$8.50	(\$8.50)	\$0	\$850	-\$850
Records Imagining Fee: Plans & Permits Color 30x42	New: Per Page	\$0.00	100	\$12.50	(\$12.50)	\$0	\$1,250	-\$1,250
Records Imagining Fee: Plans & Permits Color 11x17	New: Per Page	\$0.00	100	\$2.00	(\$2.00)	\$0	\$200	-\$200
						<b>\$939,764</b>	<b>\$997,225</b>	<b>-\$57,461</b>
						<i>\$85,658 minus Mechanical trip revenue</i> <i>\$76,922 minus Plumbing trip revenue</i> <i>\$39,062 minus Electrical trip revenue</i> <hr/> <i>\$738,122 Revenue minus trip revenues</i>		

**Notes:**

\*Miscellaneous revenues are rolled up into building permits and plan review revenues in the City’s financial system. This revenue currently includes the trip fee of \$63.31, at the time of this analysis. The current trade fees (Mechanical, Electrical and Plumbing) do not show the trip fee. This is added as a separate fee. MGT’s analysis has included the trip fee in order to do a proper comparison of the fee recovery level. MGT has added the trip fee into the current trade fees to provide this comparison. This change required MGT to adjust the revenue down under the building permits to account for this; however, there was no good way to account for this revenue adjustment in the model. As a way to account for this and not overestimate the existing revenues, MGT has offset the miscellaneous revenues with this trip fee revenue that shifted to the trade fees. Since the miscellaneous fees are also rolled up into the building permit and plan review revenues, this should balance the existing revenues out at the overall level. This does however show that there is a larger difference in the recovery level for the miscellaneous fee. The individual fees listed on under the miscellaneous permits will show the appropriate recovery levels.

Micrographics, Strong Motion Instrument Fees and SB1473 fees are set by the state and are not considered user fees. Revenue for these fees are not listed as part of this analysis.

# Permit Services

City of Santa Rosa  
 PED Permit Services - 080102  
 FY 22-23

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
1	Building Intake Fee (MEP permits only)	new fee	784	\$ 56.28	\$ 74.65	75%	\$ 58,528	\$ 44,124	\$ 14,405
2	Planning Intake Fee	new fee	919	\$ -	\$ 74.65	0%	\$ 68,606	\$ -	\$ 68,606
6	PRA Requests - Non Billable Time	non fee	1	\$ -	\$ 58,379	0%	\$ 58,379	\$ -	\$ 58,379
7	Cross Support to Building Construction Permits	non fee	1	\$ -	\$ 1,521,048	0%	\$ 1,521,048	\$ -	\$ 1,521,048
Total User Fees							\$127,135	\$44,124	\$83,011
% of Full Cost								35%	65%

# Planning

City of Santa Rosa

080301 - Planning Development Review

FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current							
				Per Unit			Annual				
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy		
<b>1 TYPE OF APPLICATION</b>											
2	➤	Rezoning for Annexation: (3)		Fixed Fee	2	\$ 15,936	\$ 30,561	52%	\$ 61,123	\$ 31,872	\$ 29,251
3	•	Sentiment Survey (if required by LAFCO)		Fixed Fee	-	\$ 1,455	\$ 243	599%	\$ -	\$ -	\$ -
<b>4 ➤ Appeal:</b>											
<b>5 • By an applicant/applicant representative to the:</b>											
6	o	Zoning Administrator		Fixed Fee	1	\$ 3,656	\$ 7,913	46%	\$ 7,913	\$ 3,656	\$ 4,257
7	o	Cultural Heritage Board		Fixed Fee	-	\$ 5,613	\$ 7,913	71%	\$ -	\$ -	\$ -
8	o	Design Review Board		Fixed Fee	-	\$ 6,118	\$ 8,011	76%	\$ -	\$ -	\$ -
9	o	Planning Commission		Fixed Fee	1	\$ 6,714	\$ 8,933	75%	\$ 8,933	\$ 6,714	\$ 2,219
10	o	City Council		Fixed Fee	-	\$ 6,714	\$ 9,004	75%	\$ -	\$ -	\$ -
11	•	By a neighbor/non-applicant to any appeal body		Fixed Fee	1	\$ 583	\$ 7,743	8%	\$ 7,743	\$ 583	\$ 7,160
12	•	Of an Environmental Determination or Zoning Code Interpretation		Fixed Fee	-	\$ 5,973	\$ 6,125	98%	\$ -	\$ -	\$ -



City of Santa Rosa  
 080301 - Planning Development Review  
 FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
<b>13 &gt; Conditional Use Permit:</b>									
<b>14 • Temporary:</b>									
15 o	Over the Counter	Fixed Fee	3	\$ 256	\$ 854	30%	\$ 2,562	\$ 768	\$ 1,794
16 o	Standard	Fixed Fee	26	\$ 1,185	\$ 4,424	27%	\$ 115,020	\$ 30,810	\$ 84,210
17 o	Enhanced Service (e.g. new structure, trailer, generator, stockpile)	Fixed Fee	2	\$ 1,809	\$ 5,930	31%	\$ 11,860	\$ 3,618	\$ 8,242
<b>18 • Minor:</b>									
19 o	Standard (includes Supplemental Density Bonus)	Fixed Fee	50	\$ 3,083	\$ 10,091	31%	\$ 504,529	\$ 154,150	\$ 350,379
20 o	Enhanced Service (e.g. new construction, personal services - restricted, use that abuts a residential use or district on an undeveloped site)	Fixed Fee	4	\$ 4,459	\$ 16,219	27%	\$ 64,876	\$ 17,836	\$ 47,040
21 o	Child Care Facilities (4)	Fixed Fee	-	\$ 4,459	\$ 10,038	44%	\$ -	\$ -	\$ -
22 o	Residential Fence	Fixed Fee	5	\$ 409	\$ 2,744	15%	\$ 13,720	\$ 2,045	\$ 11,675
23 o	Amendment to approved Minor CUP (14)	Fixed Fee	1	\$ 1,541	\$ 3,509	44%	\$ 3,509	\$ 1,541	\$ 1,968
<b>24 • Major: (5)</b>									
25 o	Standard (includes small lot subdivisions)	Fixed Fee	18	\$ 13,459	\$ 18,670	72%	\$ 336,054	\$ 242,262	\$ 93,792

**City of Santa Rosa**  
**080301 - Planning Development Review**  
**FY 23 Budget**

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
26	o Child Care Facilities (4)	Fixed Fee	-	\$ 13,459	\$ 18,087	74%	\$ -	\$ -	\$ -
	o Enhanced Service (e.g. new commercial construction, drive-through retail, telecommunication tower)	Fixed Fee	1	\$ 19,174	\$ 33,736	57%	\$ 33,736	\$ 19,174	\$ 14,562
27									
28	o Amendment to approved Major CUP (14)	Fixed Fee	2	\$ 6,730	\$ 5,741	117%	\$ 11,483	\$ 13,460	\$ (1,977)
29	<b>➤ Density Bonus:</b>								
30	• State (Zoning Code Section 20-31.060) (15)	Fixed Fee	-	\$ 1,419	\$ 5,319	27%	\$ -	\$ -	\$ -
31	• Supplemental Density Bonus - Minor Use Permit (15)	Fixed Fee	-	\$ 3,083	\$ 8,624	36%	\$ -	\$ -	\$ -
32	<b>➤ Design Review:</b>								
33	• Over the Counter (administrative with Building Permit review, and includes Preliminary Housing Application per Senate Bill 330)	Fixed Fee	1	\$ 256	\$ 797	32%	\$ 797	\$ 256	\$ 541
34	<b>• Concept/Referral</b>								
35	o Design Review Board	Fixed Fee	14	\$ 1,554	\$ 1,054	147%	\$ 14,752	\$ 21,756	\$ (7,004)
36	o Waterways Advisory Committee	Fixed Fee	2	\$ 1,554	\$ 767	203%	\$ 1,534	\$ 3,108	\$ (1,574)
37	o Joint Review - Design Review Board/Cultural Heritage Board	Fixed Fee	-	\$ 1,554	\$ 1,010	154%	\$ -	\$ -	\$ -
38	o Cultural Heritage Board (see Landmark Alteration)	(see Landmark Alteration)	-	\$ 1,554	\$ 1,010	154%	\$ -	\$ -	\$ -

City of Santa Rosa  
 080301 - Planning Development Review  
 FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
39 • Minor (up to 10,000 sf in total floor area)									
40 o	Standard (includes Two-Unit Development per Senate Bill 9)	Fixed Fee	1	\$ 3,569	\$ 9,035	40%	\$ 9,035	\$ 3,569	\$ 5,466
o Minor Alterations (e.g. change in siding or roof material, commercial									
41	fencing)	Fixed Fee	41	\$ 2,135	\$ 2,626	81%	\$ 107,667	\$ 87,535	\$ 20,132
• Major: (>10,000 sf in total floor area or >5,000 sf within Historic									
42	District)								
43 o	Reduced Review Authority	New - Fixed Fee	13	\$ 3,569	\$ 13,611	26%	\$ 176,947	\$ 46,397	\$ 130,550
44 o	Standard (7)	Fixed Fee	-	\$ 18,698	\$ 22,071	85%	\$ -	\$ -	\$ -
45 o	Amendment to Design Review - Design Review Board	Fixed Fee	-	\$ 3,949	\$ 7,144	55%	\$ -	\$ -	\$ -
45.1 o	Amendment to Design Review - Zoning Administrator	Fixed Fee	-	\$ 3,949	\$ 4,227	93%	\$ -	\$ -	\$ -
45.2 o	Amendment to Design Review - Director	Fixed Fee	-	\$ 3,949	\$ 1,311	301%	\$ -	\$ -	\$ -
46 •	SB9 two-unit development	New - Fixed Fee	1	\$ -	\$ 3,576	0%	\$ 3,576	\$ -	\$ 3,576
47 •	SB 35/AB 2162 (change to Major Ministerial)	Fixed Fee	1	\$ 3,569	\$ 23,216	15%	\$ 23,216	\$ 3,569	\$ 19,647
48 •	SB 35/AB 2162 (change to Minor Ministerial)	New - Fixed Fee	-	\$ -	\$ 6,296	0%	\$ -	\$ -	\$ -
49 ➤ Development Agreement: (3)									
50 •	New Development Agreement	Fixed Fee	-	\$ 11,138	\$ 8,022	139%	\$ -	\$ -	\$ -

**City of Santa Rosa**  
**080301 - Planning Development Review**  
**FY 23 Budget**

Ord	Service Name	Fee Description	Annual Volume	Current						
				Per Unit			Annual			
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	
<b>1 TYPE OF APPLICATION</b>										
51	• Amendment to Development Agreement	Fixed Fee	-	\$ 8,741	\$ 3,459	253%	\$ -	\$ -	\$ -	\$ -
52	➤ Environmental Assessment: (8)									
53	• Exemption:									
54	o Standard	No charge	-	\$ -	\$ 354	0%	\$ -	\$ -	\$ -	\$ -
	o Enhanced Service (e.g. determination requires staff research or administrative review of technical reports, and includes Notice of Intent/Preliminary Housing Application - Tribal Consultation for Senate Bill 35 applications)									
55	o Bill 35 applications)	Fixed Fee	4	\$ 1,179	\$ 5,531	21%	\$ 22,123	\$ 4,716	\$ 17,407	
56	o CEQA Review of Building Permit (Historical / Demo Permit)	Fixed Fee	-	\$ 581	\$ 775	75%	\$ -	\$ -	\$ -	
57	• Initial Study & Mitigated/Negative Declaration:									
	o Standard (City prepared CEQA document with administrative review of up to four related technical studies)									
58	o up to four related technical studies)	Fixed Fee	-	\$ 13,978	\$ 37,722	37%	\$ -	\$ -	\$ -	
	o Administrative review of a consultant prepared CEQA document and any related technical studies									
59	o any related technical studies	Fixed Fee	1	\$ 6,135	\$ 23,548	26%	\$ 23,548	\$ 6,135	\$ 17,413	
60	• Environmental Impact Report:									
	o Pre-EIR administration (e.g. request for proposals and contract administration)									
61	o administration)	Fixed Fee	4	\$ 29,663	\$ 15,556	191%	\$ 62,223	\$ 118,652	\$ (56,429)	
	o Administrative review of a consultant prepared EIR									
62	o Administrative review of a consultant prepared EIR	15% of contract (current fee is just the average cost)	3	\$ -	\$ 2,575	0%	\$ 7,725	\$ -	\$ 7,725	

**City of Santa Rosa**  
**080301 - Planning Development Review**  
**FY 23 Budget**

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
63	• Mitigation Monitoring Fee	Fixed Fee	35	\$ 311	\$ 389	80%	\$ 13,611	\$ 10,885	\$ 2,726
<b>64 ► General Plan Amendment: (3)</b>									
65	• Text and/or Diagram	Fixed Fee	-	\$ 24,081	\$ 20,028	120%	\$ -	\$ -	\$ -
<b>66 ► General Plan Consistency Determination: (5)</b>									
66	• General Plan Consistency Determination	Fixed Fee	-	\$ 5,952	\$ -	0%	\$ -	\$ -	\$ -
<b>67 ► Hillside Development Permits:</b>									
68	• Major (5)	Fixed Fee	1	\$ 10,777	\$ 19,623	55%	\$ 19,623	\$ 10,777	\$ 8,846
69	• Minor	Fixed Fee	11	\$ 6,534	\$ 8,515	77%	\$ 93,670	\$ 71,874	\$ 21,796
70	• Minor amendments or alterations (e.g. accessory structures)	Fixed Fee	4	\$ 2,135	\$ 2,461	87%	\$ 9,844	\$ 8,540	\$ 1,304
<b>71 ► Landmark Alteration:</b>									
<b>72 • Homeowner as applicant</b>									
73	o Concept	No charge	3	\$ -	\$ 583	0%	\$ 1,750	\$ -	\$ 1,750
74	o Minor	Fixed Fee	13	\$ 409	\$ 8,507	5%	\$ 110,593	\$ 5,317	\$ 105,276
75	o Major (9)	Fixed Fee	3	\$ 999	\$ 17,112	6%	\$ 51,337	\$ 2,997	\$ 48,340
76	o Amendment to Minor Landmark Alteration (14)	Fixed Fee	1	\$ 205	\$ 2,423	8%	\$ 2,423	\$ 205	\$ 2,218

City of Santa Rosa  
 080301 - Planning Development Review  
 FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
77	o Amendment to Major Landmark Alteration (14)	Fixed Fee	1	\$ 500	\$ 3,920	13%	\$ 3,920	\$ 500	\$ 3,420
78	• Non-Homeowner								
79	o Concept	Fixed Fee	-	\$ 1,554	\$ 583	266%	\$ -	\$ -	\$ -
80	o Minor (<5,000 sf)	Fixed Fee	2	\$ 3,588	\$ 9,734	37%	\$ 19,467	\$ 7,176	\$ 12,291
81	o Major (5,000-10,000 sf) (9)	Fixed Fee	-	\$ 7,182	\$ 19,039	38%	\$ -	\$ -	\$ -
82	o Major (>10,000 sf) (9)	Fixed Fee	-	\$ 9,054	\$ 19,943	45%	\$ -	\$ -	\$ -
83	o Amendment to Minor Landmark Alteration (14)	Fixed Fee	1	\$ 1,794	\$ 3,161	57%	\$ 3,161	\$ 1,794	\$ 1,367
84	o Amendment to Major Landmark Alteration (5,000-10,000 sf) (14)	Fixed Fee	-	\$ 3,591	\$ 5,199	69%	\$ -	\$ -	\$ -
85	o Amendment to Major Landmark Alteration (>10,000 sf) (14)	Fixed Fee	-	\$ 4,527	\$ 5,651	80%	\$ -	\$ -	\$ -
86	➤ Neighborhood Meeting:	Fixed Fee	23	\$ 1,202	\$ 2,009	60%	\$ 46,199	\$ 27,646	\$ 18,553
87	➤ Pre-application Meeting:	No charge first hour	59	\$ -	\$ 2,081	0%	\$ 122,790	\$ -	\$ 122,790
88	➤ Research Fee	New Per Half Hour	-	\$ -	\$ 97	0%	\$ -	\$ -	\$ -
89	➤ Public Convenience or Necessity (PCN):	Fixed Fee	1	\$ 1,497	\$ 3,403	44%	\$ 3,403	\$ 1,497	\$ 1,906

City of Santa Rosa  
 080301 - Planning Development Review  
 FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
<b>90 &gt; Public Hearing:</b>									
91	• Zoning Administrator (12)	Fixed Fee	5	\$ 2,127	\$ 990	215%	\$ 4,950	\$ 10,635	\$ (5,685)
92	• Subdivision Committee	Fixed Fee	1	\$ 2,599	\$ 990	263%	\$ 990	\$ 2,599	\$ (1,609)
<b>93 • Cultural Heritage Board:</b>							\$ -	\$ -	\$ -
94	o Homeowner Major Landmark Alteration	Fixed Fee	1	\$ 533	\$ 1,174	45%	\$ 1,174	\$ 533	\$ 641
95	o Non-Homeowner Major Landmark Alteration	Fixed Fee	-	\$ 2,275	\$ 1,174	194%	\$ -	\$ -	\$ -
96	• Design Review Board	Fixed Fee	8	\$ 2,574	\$ 1,174	219%	\$ 9,389	\$ 20,592	\$ (11,203)
97	• Planning Commission	Fixed Fee	22	\$ 2,574	\$ 1,174	219%	\$ 25,820	\$ 56,628	\$ (30,808)
98	• City Council	Fixed Fee	3	\$ 2,352	\$ 1,174	200%	\$ 3,521	\$ 7,056	\$ (3,535)
<b>➤ Reprocessing: (required to repeat steps that exceed standard processing expectations)</b>									
99									
100	• Referrals (Review/Feedback)	50% of Application Fee	-	\$ -	\$ 235	0%	\$ -	\$ -	\$ -
101	• Project Condition/Staff Report	25% of Application Fee	-	\$ -	\$ 235	0%	\$ -	\$ -	\$ -
102	• Decision Point	25% of Application Fee	-	\$ -	\$ 235	0%	\$ -	\$ -	\$ -
103	➤ Request for Reasonable Accommodation:	Fixed Fee	-	\$ 2,003	\$ 583	343%	\$ -	\$ -	\$ -

**City of Santa Rosa**  
**080301 - Planning Development Review**  
**FY 23 Budget**

Ord	Service Name	Fee Description	Annual Volume	Current			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
> Rezoning: (Amendment to the Zoning Code, Design Guidelines, Creek 104 Plan) (3)									
105	• Map	Fixed Fee	-	\$ 14,667	\$ 20,028	73%	\$ -	\$ -	\$ -
106	• Text	Fixed Fee	-	\$ 14,881	\$ 20,028	74%	\$ -	\$ -	\$ -
107	> Sale of City-owned Surplus Land/Land Trade:		-	\$ -	\$ -	0%	\$ -	\$ -	\$ -
108	> Short-Term Rental Permit Application: (Effective October 13th, 2021)		265	\$ 1,185	\$ 640	185%	\$ 169,717	\$ 314,025	\$ (144,308)
109 > Signs:									
110	• Temporary: (e.g. banner)	Fixed Fee	1	\$ 236	\$ 354	67%	\$ 354	\$ 236	\$ 118
111 • Sign Permit:									
112	o Over the Counter (consistent with sign program/sign ordinance)	Fixed Fee	54	\$ 393	\$ 532	74%	\$ 28,709	\$ 21,222	\$ 7,487
113	o Standard (requires review by Planner)	Fixed Fee	10	\$ 943	\$ 1,595	59%	\$ 15,950	\$ 9,430	\$ 6,520
114	o Enhanced Service (when sign is within a Preservation District and it is determined by the Director that the sign needs review by the Cultural Heritage Board)	Fixed Fee	1	\$ 1,345	\$ 3,101	43%	\$ 3,101	\$ 1,345	\$ 1,756
116	• Sign Program:	Fixed Fee	4	\$ 1,265	\$ 3,101	41%	\$ 12,405	\$ 5,060	\$ 7,345
117	• Sign Variance:	Fixed Fee	2	\$ 3,471	\$ 8,241	42%	\$ 16,481	\$ 6,942	\$ 9,539



**City of Santa Rosa**  
**080301 - Planning Development Review**  
**FY 23 Budget**

Ord	Service Name	Fee Description	Annual Volume	Current			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
118	<b>➤ Special Tax District Fee:</b>								
119	• Administrative Set-up (plus fees from City Attorney, Public Works ,and other involved Departments)								
		Fixed Fee	-	\$ 4,224	\$ -	0%	\$ -	\$ -	\$ -
120	• Streets/Lighting								
		Fixed Fee	-	\$ 2,844	\$ -	0%	\$ -	\$ -	\$ -
121	• Landscaping/Open Space Set-up								
		Fixed Fee	-	\$ 2,844	\$ -	0%	\$ -	\$ -	\$ -
122	• Storm Drain Set-up								
		Fixed Fee	-	\$ 2,844	\$ -	0%	\$ -	\$ -	\$ -
123	• Neighborhood Park Services Set-up								
		Fixed Fee	-	\$ 2,844	\$ -	0%	\$ -	\$ -	\$ -
124	• NBS Consultant/Annexation								
		Fixed Fee	-	\$ 4,185	\$ -	0%	\$ -	\$ -	\$ -
125	<b>➤ Subdivision:</b>								
126	• Application Review Appointment								
		Fixed Fee	4	\$ 944	\$ 773	122%	\$ 3,090	\$ 3,776	\$ (686)
127	• Minor - Tentative Parcel Map (10)								
		Fixed Fee	2	\$ 17,421	\$ 9,571	182%	\$ 19,141	\$ 34,842	\$ (15,701)
128	• Major - Tentative Map (5)								
		Fixed Fee	6	\$ 36,033	\$ 18,504	195%	\$ 111,024	\$ 216,198	\$ (105,174)
129	• Air Space Condominiums (10 or 5)								
		Fixed Fee	-	\$ 18,192	\$ 17,321	105%	\$ -	\$ -	\$ -
130	• Time extension for Subdivision								
		Fixed Fee	1	\$ 6,024	\$ 3,958	152%	\$ 3,958	\$ 6,024	\$ (2,066)
131	• Certificate of Compliance (10) (includes Parcel Map Waiver)								
		Fixed Fee	2	\$ 1,458	\$ 8,550	17%	\$ 17,100	\$ 2,916	\$ 14,184

City of Santa Rosa  
 o80301 - Planning Development Review  
 FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
132	Parcel Map Waiver	New - Fixed Fee	-	\$ -	\$ 8,519	0%	\$ -	\$ -	\$ -
133	Lot Line Adjustment or Lot Merger	Fixed Fee	8	\$ 2,725	\$ 932	292%	\$ 7,456	\$ 21,800	\$ (14,344)
134	Modification of Parcel/Final Map (includes Urban Lot Split per Senate Bill 9)	Fixed Fee	5	\$ 6,547	\$ 8,862	74%	\$ 44,312	\$ 32,735	\$ 11,577
135	Reversion of Acreage (10 or 5)	Fixed Fee	-	\$ 6,807	\$ 8,637	79%	\$ -	\$ -	\$ -
136	Tentative Map Status Letter	Fixed Fee	-	\$ 278	\$ 354	78%	\$ -	\$ -	\$ -
137	SB9 urban lot split	New - Fixed Fee	-	\$ -	\$ 9,442	0%	\$ -	\$ -	\$ -
<b>138 &gt; Time Extensions:</b>									
139	Planning Entitlement (except Subdivision)	Fixed Fee	5	\$ 812	\$ 653	124%	\$ 3,263	\$ 4,060	\$ (797)
140	Subdivision	Fixed Fee	-	\$ 6,024	\$ 3,958	152%	\$ -	\$ -	\$ -
<b>141 &gt; Tree Permit:</b>									
142	One to three trees	Per Tree	70	\$ 244	\$ 1,595	15%	\$ 111,647	\$ 17,080	\$ 94,567
143	Over three trees on same application	Fixed Fee	-	\$ 819	\$ 3,101	26%	\$ -	\$ -	\$ -
<b>144 &gt; Utility Certificate:</b>									
145	Review Authority - Director	Fixed Fee	1	\$ 6,884	\$ 3,561	193%	\$ 3,561	\$ 6,884	\$ (3,323)

City of Santa Rosa  
080301 - Planning Development Review  
FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current			Annual Cost	Annual	
				Current Fee	Full Cost	Current Recovery%		Annual Revenue	Annual Subsidy
<b>1 TYPE OF APPLICATION</b>									
146	• Review Authority - City Council	Fixed Fee	1	\$ 19,786	\$ 17,279	115%	\$ 17,279	\$ 19,786	\$ (2,507)
<b>147 &gt; Vacation of Easement/Right-of-Way:</b>									
148	• Summary	Fixed Fee	-	\$ 14,590	\$ 9,149	159%	\$ -	\$ -	\$ -
149	• Non-Summary or Standard (3)	Fixed Fee	-	\$ 25,650	\$ 16,879	152%	\$ -	\$ -	\$ -
<b>150 &gt; Variance:</b>									
151	• Minor Adjustment (existing structures)	Fixed Fee	-	\$ 1,662	\$ 8,737	19%	\$ -	\$ -	\$ -
152	• Minor Variance	Fixed Fee	1	\$ 2,244	\$ 8,737	26%	\$ 8,737	\$ 2,244	\$ 6,493
153	• Major Variance (5)	Fixed Fee	1	\$ 7,477	\$ 17,724	42%	\$ 17,724	\$ 7,477	\$ 10,247
<b>154 &gt; Zoning Clearance/Home Occupation:</b>									
155	• Zoning Clearance/Home Occupation	No charge	-	\$ -	\$ 354	0%	\$ -	\$ -	\$ -
156	• Cannabis Zoning Clearance (e.g. operator name change)	No charge	-	\$ -	\$ 354	0%	\$ -	\$ -	\$ -
157	• Cannabis Zoning Clearance (new use)	Fixed Fee	6	\$ 1,419	\$ 709	200%	\$ 4,253	\$ 8,514	\$ (4,261)
158	• Public Information Services (13)	Fixed Fee	-	\$ 278	\$ 177	157%	\$ -	\$ -	\$ -
161	Planning - Application Intake Fee	New - Fixed Fee	1	\$ -	\$ 75	0%	\$ 75	\$ -	\$ 75

City of Santa Rosa  
 080301 - Planning Development Review  
 FY 23 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						
				Per Unit			Annual			
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	
<b>1 TYPE OF APPLICATION</b>										
162	Over the counter - Entitlement Fee	New - Fixed Fee	-	\$ -	\$ 194	0%	\$ -	\$ -	\$ -	\$ -
163	Cross Support to Building	Cross Support to Planning	-	\$ -	\$ 185,369	0%	\$ -	\$ -	\$ -	\$ -
Total User Fees							\$2,803,175	\$1,814,029	\$989,146	
% of Full Cost								65%	35%	

**Footnotes**

**Comments for consideration from staff:**

OTC CUP – Intended, but maybe not exclusively, for PD areas where the Policy Statement requires a CUP for all new uses.

OTC LMA – Similar to the DR fee, this can be used for windows, siding, and perhaps fences. Alternatively, apply the current OTC DR fee to LMAs and maybe HDPs too.

MGT did not analyze the Special Tax District Revenue fees.

# Engineering

City of Santa Rosa  
Engineering  
2022-2023

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>PARCEL AND FINAL MAP REVIEW</b>									
2	Minor Subdivision Plan Check	Per lot - Remove	3	\$ 150	\$ -	0%	\$ -	\$ 450	\$ (450)
3	Minor Subdivision Plan Check (4 lots or fewer) - 1st three map sheets	Repl Fee	1	\$ -	\$ 7,603	0%	\$ 7,603	\$ -	\$ 7,603
4	Minor Subdivision Plan Check (4 lots or fewer) - subsequent sheets	Repl Fee	1	\$ -	\$ 1,728	0%	\$ 1,728	\$ -	\$ 1,728
5	Major Subdivision Plan Check	Per lot - Remove	399	\$ 150	\$ -	0%	\$ -	\$ 59,850	\$ (59,850)
6	Major Subdivision Plan Check (greater than 4 lots) - 1st three map sheets	Replacement Fee	6	\$ -	\$ 11,013	0%	\$ 66,076	\$ -	\$ 66,076
7	Major Subdivision Plan Check (greater than 4 lots) - subsequent sheets	Replacement Fee	15	\$ -	\$ 1,728	0%	\$ 25,919	\$ -	\$ 25,919
8	Initial Plan Check Submittal Meeting	Flat fee	17	\$ 541	\$ 337	161%	\$ 5,727	\$ 9,197	\$ (3,470)
9	Certificate of Corrections	Flat fee	1	\$ 877	\$ 1,479	59%	\$ 1,479	\$ 877	\$ 602
10	<b>PUBLIC IMPROVEMENT PLANS - REVIEW AND INSPECTION - see separate tab for cost analysis based on sample parcels</b>								
<b>PUBLIC IMPROVEMENT PLAN FLAT FEES</b>									
50	Improvement Plan Revision	Remove	29	\$ 731	\$ -	0%	\$ -	\$ 21,199	\$ (21,199)
51	Minor Improvement Plan Revision (no replacement or added sheets. Involves no more than 2 plan reviews)	Replacement Fee	6	\$ -	\$ 1,478	0%	\$ 8,870	\$ -	\$ 8,870
52	Major Improvement Plan Revision (Includes redesigns, replacement or added sheets and requires multiple plan checks.)	Replacement - follow structure of original plan submittal	23	\$ -	\$ -	0%	\$ -	\$ -	\$ -
53	Public Improvement Variance	Flat fee	10	\$ 585	\$ 757	77%	\$ 7,572	\$ 5,850	\$ 1,722
53.1	Alquist-Priolo and Landslide Studies Administrative Fee	Remove	-	\$ 1,755	\$ -	0%	\$ -	\$ -	\$ -
53.2	Deed Review/Processing	Remove	-	\$ 1,170	\$ -	0%	\$ -	\$ -	\$ -
53.3	Record Drawings	Remove	5	\$ 731	\$ -	0%	\$ -	\$ 3,655	\$ (3,655)
53.4	Record Drawings - Minor (No document revisions required. Record drawing signoff only by the design engineer)	Replacement Fee	1	\$ -	\$ 606	0%	\$ 606	\$ -	\$ 606
53.5	Record Drawings - Major (Document revisions required together with record drawing signoff)	Replacement Fee	4	\$ -	\$ 1,478	0%	\$ 5,913	\$ -	\$ 5,913

Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>MAJOR ENCROACHMENT PERMITS</b>									
54.1	Encroachment Permit Processing Fee	Remove	1,533	\$ 128	\$ -	0%	\$ -	\$ 196,224	\$ (196,224)
54.1	Major Encroachment Permit Processing Fee	Replacement Fee	51	\$ -	\$ 55	0%	\$ 2,814	\$ -	\$ 2,814
54.2	Major Encroachment Permit Plan Check Fee	Same as public impr plan %	51	\$ -	\$ -	0%	\$ -	\$ -	\$ -
54.3	Major Encroachment Inspection Fee	Same as public impr plan %	51	\$ -	\$ -	0%	\$ -	\$ -	\$ -
<b>MINOR ENCROACHMENT PERMITS</b>									
<i>Single Family Residential Lot Improvements</i>									
56	Single Family Resdnt Lot Imprvt Processing Fee	Replacement Fee	254	\$ -	\$ 55	0%	\$ 14,015	\$ -	\$ 14,015
57	Single Family Resdnt Lot Imprvt Plan Rvw - driveway repair or replace in kind	Replacement Fee	38	\$ -	\$ 122	0%	\$ 4,642	\$ -	\$ 4,642
57.1	Single Family Resdnt Lot Imprvt Plan Rvw - new or widened driveway	Replacement Fee	25	\$ -	\$ 242	0%	\$ 6,158	\$ -	\$ 6,158
58	Single Family Resdnt Lot Imprvt Plan Rvw - sidewalk, curb and gutter repair and replace	Replacement Fee	191	\$ -	\$ 122	0%	\$ 23,208	\$ -	\$ 23,208
58.1	Single Family Resdnt Lot Imprvt Inspection	Replacement Fee	254	\$ -	\$ 650	0%	\$ 165,032	\$ -	\$ 165,032
<i>Multi-Family Residential and Commercial Single Lot Improvements</i>									
58.3	MFR and Commercial Single Lot Imprvt Processing Fee	Replacement Fee	18	\$ -	\$ 55	0%	\$ 993	\$ -	\$ 993
58.4	MFR and Commercial Single Lot Imprvt Plan Rvw - driveway repair or replace in kind	Replacement Fee	4	\$ -	\$ 162	0%	\$ 650	\$ -	\$ 650
58.5	MFR and Commercial Single Lot Imprvt Plan Rvw - sidewalk, curb and gutter repair and replace	Replacement Fee	14	\$ -	\$ 162	0%	\$ 2,193	\$ -	\$ 2,193
58.6	MFR and Commercial Single Lot Imprvt Inspection Fee	Replacement Fee	18	\$ -	\$ 650	0%	\$ 11,695	\$ -	\$ 11,695
<i>Debris Bins and Storage Containers</i>									
58.8	Debris Bin/PODS Encroachment Permit Processing Fee	Replacement Fee	23	\$ -	\$ 55	0%	\$ 1,269	\$ -	\$ 1,269
58.9	Debris Bin/PODS Encroachment Permit Inspection Fee	Replacement Fee	23	\$ -	\$ 325	0%	\$ 7,472	\$ -	\$ 7,472
<i>Encroachment Permit Proposing No Modifications to Public or Private Infrastructure</i>									
60.1	Encroachment permit - no mods to infrastructure - processing Fee	Replacement Fee	63	\$ -	\$ 55	0%	\$ 3,476	\$ -	\$ 3,476
60.2	Encroachment permit - no mods to infrastructure - plan check fee	Replacement Fee	63	\$ -	\$ 81	0%	\$ 5,117	\$ -	\$ 5,117
60.3	Encroachment permit - no mods to infrastructure - inspection fee	Replacement Fee	63	\$ -	\$ 498	0%	\$ 31,360	\$ -	\$ 31,360
<i>Encroachment Permit Issued for Signed Public Improvement Plans</i>									
60.5	Encroachment Permit for Signed PI Plans Processing Fee	Replacement Fee	18	\$ -	\$ 55	0%	\$ 993	\$ -	\$ 993
60.6	Encroachment Permit for Signed PI Plans Coordination Fee	Replacement Fee	18	\$ -	\$ 162	0%	\$ 2,924	\$ -	\$ 2,924

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Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>PRIVATE UTILITY COMPANY ENCROACHMENT PERMITS</b>									
<i>Small Wireless Facilities</i>									
60.9	Small Wireless Facilities Encroachment Processing Fee	Replacement Fee	12	\$ -	\$ 192	0%	\$ 2,299	\$ -	\$ 2,299
61	Small Wireless Facilities Encroachment Plan Review Fee	Replacement Fee	12	\$ -	\$ 1,985	0%	\$ 23,816	\$ -	\$ 23,816
62	Small Wireless Facilities Encroachment Inspection Fee	Replacement Fee	12	\$ -	\$ 975	0%	\$ 11,695	\$ -	\$ 11,695
63	Small Wireless Facilities Encroachment Noticing Fee	Replacement Fee	12	\$ -	\$ 260	0%	\$ 3,124	\$ -	\$ 3,124
<i>Short Term Service Work Spanning Maximum of 3 parcels - includes modifications to City's Infrastructure</i>									
63.2	STSW - includes mods to infrastructure - processing fee	Replacement Fee	822	\$ -	\$ 55	0%	\$ 45,354	\$ -	\$ 45,354
63.3	STSW - includes mods to infrastructure - plan check fee	Replacement Fee	822	\$ -	\$ 122	0%	\$ 100,140	\$ -	\$ 100,140
63.4	STSW - includes mods to infrastructure - inspection fee	Replacement Fee	822	\$ -	\$ 650	0%	\$ 534,078	\$ -	\$ 534,078
63.5	STSW - includes mods to infrastructure - backfill/density testing	Replacement Fee	288	\$ -	\$ 269	0%	\$ 77,474	\$ -	\$ 77,474
<i>Short Term Service Work Spanning Maximum of 3 parcels - no modifications to City's Infrastructure</i>									
63.7	STSW - no mods to infrastructure - processing fee	Replacement Fee	138	\$ -	\$ 55	0%	\$ 7,614	\$ -	\$ 7,614
63.8	STSW - no mods to infrastructure - plan check fee	Replacement Fee	138	\$ -	\$ 81	0%	\$ 11,208	\$ -	\$ 11,208
64	STSW - no mods to infrastructure - inspection fee	Replacement Fee	138	\$ -	\$ 487	0%	\$ 67,247	\$ -	\$ 67,247
<i>Linear Construction Spanning More than 3 parcels - includes modifications to City's infrastructure - no construction activities adjacent to more than 72 parcels</i>									
64.2	Linear Construction with mods to infrastructure - processing fee	Replacement Fee	37	\$ -	\$ 110	0%	\$ 4,083	\$ -	\$ 4,083
64.3	Linear Construction with mods to infrastructure - plan check fee	Replacement Fee	37	\$ -	\$ 406	0%	\$ 15,025	\$ -	\$ 15,025
64.4	Linear Construction with mods to infrastructure - inspection fee - 1st 1,000 lf	Replacement Fee	37	\$ -	\$ 1,299	0%	\$ 48,080	\$ -	\$ 48,080
64.5	Linear Construction with mods to infrastructure - inspection fee - per additional 300 lf	Replacement Fee	25	\$ -	\$ 162	0%	\$ 4,061	\$ -	\$ 4,061
64.6	Linear Construction with mods to infrastructure - backfill/density testing	Replacement Fee	25	\$ -	\$ 2,570	0%	\$ 64,253	\$ -	\$ 64,253
<i>Linear Construction Spanning More than 3 parcels - no modifications to City's infrastructure - no construction activities adjacent to more than 72 parcels</i>									
64.8	Linear Construction - no mods to infrastructure - processing fee	Replacement Fee	25	\$ -	\$ 110	0%	\$ 2,759	\$ -	\$ 2,759
64.9	Linear Construction - no mods to infrastructure - plan check fee	Replacement Fee	25	\$ -	\$ 162	0%	\$ 4,061	\$ -	\$ 4,061
65	Linear Construction - no mods to infrastructure - inspection fee - 1st 1,000 lf	Replacement Fee	25	\$ -	\$ 1,299	0%	\$ 32,487	\$ -	\$ 32,487
65.1	Linear Construction - no mods to infrastructure - inspection fee - per additional 300 lf	Replacement Fee	20	\$ -	\$ 162	0%	\$ 3,249	\$ -	\$ 3,249

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Ord	Service Name	Fee Description	Annual Volume	Current					
				Current Fee	Per Unit Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>PUBLIC OR PRIVATE PARKLETS</b>									
75.5	Public or Private Parklets Encroachment Processing Fee	Replacement Fee	15	\$ -	\$ 110	0%	\$ 1,655	\$ -	\$ 1,655
75.6	Public or Private Parklets Encroachment Plan Check Fee	Replacement Fee	15	\$ -	\$ 913	0%	\$ 13,700	\$ -	\$ 13,700
75.7	Public or Private Parklets Encroachment Inspection Fee	Replacement Fee	15	\$ -	\$ 671	0%	\$ 10,063	\$ -	\$ 10,063
75.8	Public or Private Parklets Encroachment Permit Renewal Fee	Replacement Fee	15	\$ -	\$ 273	0%	\$ 4,092	\$ -	\$ 4,092
75.9	Public or Private Parklets Encroachment Noticing Fee	Replacement Fee	15	\$ -	\$ 260	0%	\$ 3,905	\$ -	\$ 3,905
<b>GENERAL ENCROACHMENT PERMIT FEES (may apply to all subtypes)</b>									
76.1	Time Extension Request	New Flat Fee	118	\$ -	\$ 110	0%	\$ 13,021	\$ -	\$ 13,021
76.2	Modifying Scope on Approved Permit	New Flat Fee	36	\$ -	\$ 218	0%	\$ 7,834	\$ -	\$ 7,834
76.3	Minor Traffic Control Review Fee - up to 4 set up/take downs	Flat fee	132	\$ 147	\$ 122	121%	\$ 16,081	\$ 19,404	\$ (3,323)
76.4	Minor Traffic Control Review Fee - each additional group of 4 set up/take downs (or fract	New - per 4 set up/take downs	84	\$ -	\$ 41	0%	\$ 3,411	\$ -	\$ 3,411
76.5	Complex Traffic Control Review Fee - up to 4 set up/take downs	New Flat Fee	48	\$ -	\$ 162	0%	\$ 7,797	\$ -	\$ 7,797
76.6	Complex Traffic Control Review Fee - each additional group of 4 set up/take downs (or fra	New - per 4 set up/take downs	36	\$ -	\$ 41	0%	\$ 1,462	\$ -	\$ 1,462
76.7	Permit fee associated with remediation of work performed without permit	New penalty	16	\$ -	\$ -	0%	\$ -	\$ -	\$ -
76.8	Penalty fee associated with failure to provide City notification of start work consistent with permit conditions	New Penalty	20	\$ -	\$ 218	0%	\$ 4,352	\$ -	\$ 4,352
77	Permit Reinstatement fee	New Flat Fee	26	\$ -	\$ 136	0%	\$ 3,546	\$ -	\$ 3,546
<b>REINSPECTION FEES</b>									
78.1	Re-inspection Fee	Remove flat fee	200	\$ 50	\$ -	0%	\$ -	\$ 10,000	\$ (10,000)
79	Reinspection fees applying to Engineering inspection activities.	Repl fee - Hourly	200	\$ -	\$ 162	0%	\$ 32,487	\$ -	\$ 32,487
<b>AFTER HOUR INSPECTION WORK</b>									
81	Inspections services requested and approved during off hours. Hourly rate based on position classification.	New Fee - Actual Cost	15	\$ -	\$ -	0%	\$ -	\$ -	\$ -
<b>DRAINAGE &amp; STORM WATER LID REVIEW</b>									
83	Drainage Study Review Fee: <10,000 sq ft of impervious surface	New flat fee	5	\$ -	\$ 1,579	0%	\$ 7,893	\$ -	\$ 7,893
83.1	Drainage Study Review Fee: >10,000 sq ft and <1 acre of impervious surface	New flat fee	9	\$ -	\$ 3,143	0%	\$ 28,285	\$ -	\$ 28,285
83.2	Drainage Study Review Fee: >1 acre of impervious surface	New flat fee	6	\$ -	\$ 3,688	0%	\$ 22,130	\$ -	\$ 22,130
83.3	Drainage Study Review Fee: additional review	New - Actual Cost	18	\$ -	\$ -	0%	\$ -	\$ -	\$ -
84	SUSMP Review Fee	Remove	-	\$ 833	\$ -	0%	\$ -	\$ -	\$ -
84.1	LID Review Fee - >10,000 sq ft and <1 acre of impervious surface	Replc Fee	47	\$ -	\$ 428	0%	\$ 20,103	\$ -	\$ 20,103
84.2	LID Review Fee - >1 acre of impervious surface	Replc Fee	6	\$ -	\$ 752	0%	\$ 4,513	\$ -	\$ 4,513
84.3	LID Review Fee - additional review	Replc Fee - actual cost	20	\$ -	\$ -	0%	\$ -	\$ -	\$ -
84.4	LID Final Inspection Fee - all LID installations	New Flat Fee	30	\$ -	\$ 368	0%	\$ 11,035	\$ -	\$ 11,035
84.5	LID Final Inspection Fee - additional LID inspections	New - Actual Cost	3	\$ -	\$ -	0%	\$ -	\$ -	\$ -



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Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>TRANSPORTATION AND PUBLIC WORKS - STREET LIGHT AND TRAFFIC SIGNALS</b>									
96	Traffic Signal Plan Review	New Flat Fee	2	\$ -	\$ 2,420	0%	\$ 4,840	\$ -	\$ 4,840
97	Traffic Signal Inspection	New Flat Fee	2	\$ -	\$ 2,202	0%	\$ 4,404	\$ -	\$ 4,404
98	Street Light Activation (per street light)	New Flat Fee	200	\$ -	\$ 138	0%	\$ 27,600	\$ -	\$ 27,600
99	Traffic Signal Modification	New Flat Fee	50	\$ -	\$ 286	0%	\$ 14,300	\$ -	\$ 14,300
100	Traffic Signal Modification - after hours	New Flat Fee	5	\$ -	\$ 429	0%	\$ 2,145	\$ -	\$ 2,145
<b>PARKING FEES</b>									
102	Parking Administration Fee for reservation of meters associated with construction activity	New Flat Fee	-	\$ -	\$ 276	0%	\$ -	\$ -	\$ -
Total Engineering User Fees (excluding Public Improvement fees)							\$1,694,978	\$326,706	\$1,368,272
Total Engineering Public Improvement Fees							<u>\$1,766,087</u>	<u>\$1,745,024</u>	<u>\$21,063</u>
Total PED Engineering User Fees							\$3,461,065	\$2,071,730	\$1,389,335
								60%	40%
TPW and Parking User Fees							\$53,289	\$0	\$53,289
% of Full Cost								0%	100%
Total User Fees							\$3,461,065	\$2,071,730	\$1,389,335

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Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>10 PUBLIC IMPROVEMENT PLANS - Cost analysis based on parcels of different valuations reviewed/inspected in past few years</b>									
<b>11 Parcel Map 750 - \$143,611</b>									
12	Plan Review & Lot Inspection - Parcel Map 750	5% of value	1	\$ 7,181	\$ 18,105	40%	\$ 18,105	\$ 7,181	\$ 10,925
13	Inspection & Materials Testing - Parcel Map 750	7% of value	1	\$ 10,053	\$ 27,901	36%	\$ 27,901	\$ 10,053	\$ 17,848
<b>14 Doubles Drive (1001) - \$98,375</b>									
15	Plan Review & Lot Inspection - Doubles Drive	5% of value	1	\$ 4,919	\$ 12,991	38%	\$ 12,991	\$ 4,919	\$ 8,073
16	Inspection & Materials Testing - Doubles Drive	7% of value	1	\$ 6,886	\$ 34,880	20%	\$ 34,880	\$ 6,886	\$ 27,994
<b>17 Pet Hill Rd (2660) 38° North Phase II - \$380,175</b>									
18	Plan Review & Lot Inspection - Pet Hill Rd	5% of value	1	\$ 19,009	\$ 19,932	95%	\$ 19,932	\$ 19,009	\$ 923
19	Inspection & Materials Testing - Pet Hill Rd	7% of value	1	\$ 26,612	\$ 33,257	80%	\$ 33,257	\$ 26,612	\$ 6,644
<b>20 Kawana Springs Rd (500) - \$704,307</b>									
21	Plan Review & Lot Inspection - Kawana Springs Rd	5% of value	1	\$ 35,215	\$ 31,804	111%	\$ 31,804	\$ 35,215	\$ (3,411)
22	Inspection & Materials Testing - Kawana Springs Rd	7% of value	1	\$ 48,149	\$ 33,576	143%	\$ 33,576	\$ 48,149	\$ (14,572)
<b>23 Elson Place - \$845,505</b>									
24	Plan Review & Lot Inspection - Elson Place	5% of value	1	\$ 42,275	\$ 36,642	115%	\$ 36,642	\$ 42,275	\$ (5,633)
25	Inspection & Materials Testing - Elson Place	7% of value	1	\$ 59,185	\$ 48,819	121%	\$ 48,819	\$ 59,185	\$ (10,367)
<b>26 Pet Hill Rd (2660) 38° North Phase II (Traffic Signal) - \$1,101,747</b>									
27	Plan Review & Lot Inspection - Pet Hill Rd (Traffic Signal)	\$120K + 10% of value >\$1M*42%	1	\$ 54,070	\$ 72,322	75%	\$ 72,322	\$ 54,070	\$ 18,252
28	Inspection & Materials Testing - Pet Hill Rd (Traffic Signal)	\$120K + 10% of value >\$1M*58%	1	\$ 76,105	\$ 39,757	191%	\$ 39,757	\$ 76,105	\$ (36,347)
<b>29 Kerry Ranch - \$1,147,907</b>									
30	Plan Review & Lot Inspection - Kerry Ranch	\$120K + 10% of value >\$1M*41%	1	\$ 55,916	\$ 49,490	113%	\$ 49,490	\$ 55,916	\$ (6,427)
31	Inspection & Materials Testing - Kerry Ranch	\$120K + 10% of value >\$1M*59%	1	\$ 78,874	\$ 58,687	134%	\$ 58,687	\$ 78,874	\$ (20,188)
<b>32 Southwest Estates - \$2,763,879</b>									
33	Plan Review & Lot Inspection - Southwest Estates	\$220K +8% of value >\$2M*40%	1	\$ 112,916	\$ 98,090	115%	\$ 98,090	\$ 112,916	\$ (14,826)
34	Inspection & Materials Testing - Southwest Estates	\$220K +8% of value >\$2M*60%	1	\$ 168,194	\$ 100,716	167%	\$ 100,716	\$ 168,194	\$ (67,477)
<b>35 Gardens Subdivision - \$3,841,780</b>									
36	Plan Review & Lot Inspection - Garden Subdivision	\$300K + 2% of value >\$3M*39%	1	\$ 136,836	\$ 119,285	115%	\$ 119,285	\$ 136,836	\$ (17,550)
37	Inspection & Materials Testing - Garden Subdivision	\$300K + 4% of value >\$3M*61%	1	\$ 213,671	\$ 139,001	154%	\$ 139,001	\$ 213,671	\$ (74,670)

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Ord	Service Name	Fee Description	Annual Volume	Current					
				Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy
<b>38 Fox Hollow - \$4,911,930</b>									
39	Plan Review & Lot Inspection - Fox Hollow	\$360K + 1% of value >\$4M*48%	1	\$ 149,119	\$ 140,896	106%	\$ 140,896	\$ 149,119	\$ (8,224)
40	Inspection & Materials Testing - Fox Hollow	\$360K + 3% of value >\$4M*52%	1	\$ 161,894	\$ 139,088	116%	\$ 139,088	\$ 161,894	\$ (22,806)
<b>41 Grove Village - \$6,132,065</b>									
42	Plan Review & Lot Inspection - Grove Village	\$360K + 5% of value >\$4M*50%	1	\$ 161,321	\$ 134,639	120%	\$ 134,639	\$ 161,321	\$ (26,681)
43	Inspection & Materials Testing - Grove Village	\$360K + 7% of value >\$4M*50%	1	\$ 158,351	\$ 147,977	107%	\$ 147,977	\$ 158,351	\$ (10,374)
<b>44 Schellinger - \$6,954,181</b>									
45	Plan Review & Lot Inspection - Schellinger	\$360K + 5% of value >\$4M*39%	1	\$ 164,102	\$ 152,659	107%	\$ 152,659	\$ 164,102	\$ (11,443)
46	Inspection & Materials Testing - Schellinger	\$360K + 7% of value >\$4M*61%	1	\$ 258,975	\$ 140,195	185%	\$ 140,195	\$ 258,975	\$ (118,781)
<b>47 Round Barn Village - \$9,481,706</b>									
48	Plan Review & Lot Inspection - Round Barn Village	\$360K + 5% of value >\$4M*34%	1	\$ 194,817	\$ 319,972	61%	\$ 319,972	\$ 194,817	\$ 125,155
49	Inspection & Materials Testing - Round Barn Village	\$360K + 7% of value >\$4M*66%	1	\$ 384,451	\$ 140,471	274%	\$ 140,471	\$ 384,451	\$ (243,980)

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The table below compares Public Improvement project fees collected by Engineering between 2019 and 2021 to what the fees would be under the proposed fee structure.

Estimated Construction Value	Current Fee Computation	Total Fees Collected	Proposed Fee Computation	Fees Collected under Proposed Structure	Current Recovery %	Increased Revenue under new Fee Proposal
<b>PLAN REVIEW &amp; MAP FEES</b>						
<i>Up to \$150,000</i>						
Plan Review	5% of est. construction value	\$ 22,086	13% of est. construction value	\$ 57,424	38%	\$ 35,338
<i>\$150,001 to \$1,000,000</i>						
Plan Review	5% of est. construction value	\$ 221,657	\$19,500 + 3% of value >\$150,000	\$ 282,994	78%	\$ 61,337
Map Fee	\$150 per lot	\$ 3,150	>4 lots: \$11,013 for 1st 3 sheets + \$1,728 per add'l sheet	\$ 33,085	10%	\$ 29,935
<i>\$1,000,001 to \$2,000,000</i>						
Plan Review	\$120,000 + 6% of value >\$1,000,000	\$ 238,777	\$19,500 + 3% of value >\$150,000	\$ 209,083	114%	\$ (29,694)
Map Fee	\$150 per lot	\$ 15,300	>4 lots: \$11,013 for 1st 3 sheets + \$1,728 per add'l sheet	\$ 30,666	50%	\$ 15,366
<i>\$2,000,001 to \$3,000,000</i>						
Plan Review	\$220,000 + 5% of value >\$2,000,000	\$ -	\$19,500 + 3% of value >\$150,000	\$ -	0%	\$ -
Map Fee	\$150 per lot	\$ -	>4 lots: \$11,013 for 1st 3 sheets + \$1,728 per add'l sheet	\$ -	0%	\$ -

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The table below compares Public Improvement project fees collected by Engineering between 2019 and 2021 to what the fees would be under the proposed fee structure.

Estimated Construction Value	Current Fee Computation	Total Fees Collected	Proposed Fee Computation	Fees Collected under Proposed Structure	Current Recovery %	Increased Revenue under new Fee Proposal
<b>PLAN REVIEW &amp; MAP FEES</b>						
<b><i>\$3,000,001 to \$4,000,000</i></b>						
Plan Review	\$300,000 + 4% of value >\$3,000,000	\$ -	\$105,000 + 2.25% of value >\$3,000,000	\$ -	0%	\$ -
Map Fee	\$150 per lot	\$ -	>4 lots: \$11,013 for 1st 3 sheets + \$1,728 per add'l sheet	\$ -	0%	\$ -
<b><i>Over \$4,000,000</i></b>						
Plan Review	\$360,000 + 1% of value >\$4,000,000	\$ 291,950	\$127,500 + 0.75% of value >\$4,000,000	\$ 263,963	111%	\$ (27,988)
Map Fee	\$150 per lot	\$ 41,850	>4 lots: \$11,013 for 1st 3 sheets + \$1,728 per add'l sheet	\$ 35,850	117%	\$ (6,000)
<b>INSPECTION FEES</b>						
<b><i>Up to \$150,000</i></b>						
Inspection	7% of est. construction value	\$ 28,863	20% of est. construction value	\$ 82,467	35%	\$ 53,603
<b><i>\$150,001 to \$1,000,000</i></b>						
Inspection	7% of est. construction value	\$ 309,867	\$30,000 + 2.75% of value >\$150,000	\$ 406,358	76%	\$ 96,492
<b><i>\$1,000,001 to \$2,000,000</i></b>						
Inspection	\$120,000 + 4% of value >\$1,000,000	\$ 251,278	\$53,375 + 2.5% of value >\$1,000,000	\$ 177,324	142%	\$ (73,954)
<b><i>\$2,000,001 to \$3,000,000</i></b>						
Inspection	\$220,000 + 3% of value >\$2,000,000	\$ 320,246	\$53,375 + 2.5% of value >\$1,000,000	\$ 186,873	171%	\$ (133,373)
<b><i>\$3,000,001 to \$4,000,000</i></b>						
Inspection	\$300,000 + 2% of value >\$3,000,000	\$ -	\$53,375 + 2.5% of value >\$1,000,000	\$ -	0%	\$ -
<b><i>Over \$4,000,000</i></b>						
Inspection	\$360,000 + 1% of value >\$4,000,000	\$ -	\$128,375 + 1% of value >\$4,000,000	\$ -	0%	\$ -

Totals		<u>Current Fees</u>		<u>Proposed Fees</u>	<u>Cost Recovery</u>	<u>Increased Revenue</u>
		\$ 1,745,025		\$ 1,766,087	99%	\$ 21,062



# Fire

City of Santa Rosa  
 Fire Development Fees  
 FY 23 Budget

Occupancy Types in Category	Type	Sample Fee for comparison	Price Per Square Foot						DIFF -/+ Current-Full	%Cost Recovery Current vs Full
			Current			Full Cost				
			Plan Review	Inspection	Total	Plan Review	Inspection	Total		
R-2.1/R-3/R-3.1/R-4 (single family)	Residential (single family)	2,000 sq. ft. Single Family Custom or Model	\$0.72	\$0.49	\$1.21	\$0.31	\$0.15	\$0.46	\$0.75	262%
Residential Accessory Structure - U	Residential Accessory Structure	500 sq. ft. Residential Garage	\$1.01	\$0.93	\$1.95	\$0.40	\$0.12	\$0.52	\$1.42	374%
Residential (Additions or Alterations)	Residential (Additions or Alterations)	750 sq. ft. Single Family Resid. - Remodel without MPE	\$0.89	\$0.52	\$1.41	\$0.08	\$0.00	\$0.08	\$1.34	1849%
R-1, R-2 (multi-family)	Residential (multi-family)	75,000 sq. ft. Multi Family Resid. - Remodel without MPE	\$0.14	\$0.05	\$0.19	\$0.04	\$0.02	\$0.06	\$0.13	302%
A, H, E, I, L	Assembly, High Hazard, Institutional, Educational	5,000 sq. ft. Assembly Group: Restaurants - Complete	\$0.45	\$0.22	\$0.66	\$0.52	\$0.06	\$0.58	\$0.09	115%
B, M	Business, Mercantile	5,000 sq. ft. Restaurant (<50 Occ.) - Complete	\$0.66	\$0.28	\$0.94	\$0.42	\$0.04	\$0.46	\$0.48	205%
F, S	Factory and Industrial, Storage	10,000 sq. ft. Storage - Complete	\$0.32	\$0.13	\$0.46	\$0.18	\$0.03	\$0.20	\$0.25	222%
U (commercial accessory structure)	Utility & Misc (commercial accessory structure)	1,000 sq. ft. Parking Garage - Complete	\$2.02	\$0.40	\$2.42	\$1.21	\$0.33	\$1.54	\$0.88	158%
TI for A, H, E, I	Minor Tenant Improvement	5,000 sq. ft. Assembly Group: Restaurants - TI	\$0.53	\$0.18	\$0.71	\$0.35	\$0.07	\$0.42	\$0.30	172%
TI for A, H, E, I	Standard Tenant Improvement	5,000 sq. ft. Church and Religious Bldg - TI	\$0.50	\$0.20	\$0.70	\$0.26	\$0.05	\$0.31	\$0.39	225%
TI for A, H, E, I	Major Tenant Improvement	5,000 sq. ft. Educational Building - TI	\$0.49	\$0.19	\$0.69	\$0.35	\$0.07	\$0.42	\$0.27	165%
TI for B, M	Minor Tenant Improvement	3,000 sq. ft. Retail Sales - TI	\$0.83	\$0.29	\$1.12	\$0.46	\$0.13	\$0.60	\$0.52	187%
TI for B, M	Standard Tenant Improvement	3,000 sq. ft. Offices, Etc. - TI	\$0.65	\$0.37	\$1.02	\$0.35	\$0.10	\$0.45	\$0.57	227%
TI for B, M	Major Tenant Improvement	3,000 sq. ft. Medical Offices - TI	\$0.68	\$0.32	\$1.00	\$0.46	\$0.13	\$0.60	\$0.40	168%
TI for F, S	Minor Tenant Improvement	7,000 sq. ft. Storage - TI	\$0.45	\$0.15	\$0.60	\$0.42	\$0.07	\$0.48	\$0.12	124%
TI for F, S	Standard Tenant Improvement	7,000 sq. ft. Industrial Building - TI	\$0.33	\$0.13	\$0.46	\$0.31	\$0.05	\$0.36	\$0.10	126%
TI for F, S	Major Tenant Improvement	7,000 sq. ft. Repair Garage & Service St - TI / Remodel	\$0.54	\$0.17	\$0.70	\$0.42	\$0.07	\$0.48	\$0.22	145%

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# Advance Planning Surcharge

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The new 12.26% Advance Planning surcharge would be paid with the issuance of building permits (excluding trade permits), building plan review fees and all Planning fees. Fire development fees are excluded from this surcharge.

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# Technology Surcharge

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This new technology fee of 5.69% would be paid with the issuance of all building, planning, and engineering development fees..