

Environmental Management
Community Development Agency
Fee Study FY 14/15



COMMUNITY DEVELOPMENT AGENCY

ENVIRONMENTAL MANAGEMENT DIVISION

Background: Environmental Management Division currently has a combination of flat fees and time and material fees. Actual time studies have not been examined since FY 2003-2004. The fees have been updated annually based on the CPI in accordance with the last resolution passed.

The current fee study consisted of analyzing the labor hours used for each fee as well as calculating an average labor rate for the division. The labor hour data was collected per program element using Environmental Management's time tracking software program Envision. The initial data proved to be inconclusive. Division directors, managers and supervisors conducted a detailed examination of each fee and compared it to the actual data. For 92% of the fees there were some mitigating factors that included non-billable time for complaints, research, phone consultations, increased turnover and training. These mitigating factors determine that the data was inadequate and not used to increase or decrease fees in 92% of the fee categories. Staff interviews were conducted in order to solidify adjustments to labor hours for use in the fee calculations; however, those results were inconclusive.

Therefore, it is recommended that fees be calculated based on the current year billing rate times the current hourly time it takes to do the work.

For 8% of the fees, the data and interviews were considered adequate and adjustments were applied to the labor hours.

Highlights: The test trench fee, program element 4233, has been recommended as a time and material charge instead of a flat fee. This subsequently lowered 7 other fees since their associated inspections are covered under program element 4233.

Fees that have an increase include Organized Camps, Food Facility Water System- Operating Permits and General Plan Map Amendment. Fees with a reduction include Special Use Permit Review, Review of Tentative Maps of Subdivision on Septic (all types), Variance Application, Tentative Parcel Maps and Septic System Experimental/Alternative permit.

Some fees were consolidated into an existing time and material fee. A few fees were eliminated from the fee schedule as they are obsolete or could be covered under another program element.

The Construction & Demolition (C &D) Ordinance No. 4640 identifies three new fees; C&D Debris Processing Fee, C&D Debris Diversion Compliance Fee and a C&D Debris Deposit. The ordinance fees are made in response to the new 2013 California Green Building Standards Code, California Code of Regulations, Title 24, Part 11 (CalGreen). C&D Debris Recycling Ordinance was revised to meet the new CalGreen requirements.

The C&D Debris Processing Fee covers staff time reviewing building permit applications for which the permittee elects option 3 (Waste Management Plan (WMP)) to comply with the C&D Debris Recycling Ordinance. C&D Diversion Compliance Fee will be applied when permittees fail to meet the requirements of the C&D Debris Recycling Ordinance. C&D Deposit will be applied to permittees who have been assessed a C&D Diversion Compliance Fee within the past year. The deposit will be returned in full, without interest, upon proof that the permittee was fully compliant with the C&D Debris Recycling Ordinance on the current project.

The Union Mine treatment plant has been open for nearly 20 years. The septage disposal fee per pound is currently \$.0102. The recommended fee per pound is \$.01176. There has not been an increase in the disposal fee since inception. The treatment plant requires planned major maintenance, refurbishment and capital projects. These will be funded on an ongoing ten-year cycle through the recommended fee.

DEVELOPMENT SERVICES - ENVIRONMENTAL MANAGEMENT DIVISION
RECOMMENDED FEE SCHEDULE

PE CODE	ACTIVITY	FY 14/15 FEE	RECOMMENDED HOURS	RECOMMENDED FEE
		\$143.00	FY 15/16 hourly rate	\$163.93
ENVIRONMENTAL HEALTH PERMIT FEES				
1510	ANNUAL BODY ART FACILITY PERMIT FEE	\$280.00	2.00	\$328.00
1515	ANNUAL BODY ART PRACTITIONER REGISTRATION FEE	\$70.00	0.50	\$82.00
1650	BAKERY	\$431.00	3.00	\$492.00
1620	BAR	\$287.00	2.00	\$328.00
1681	BED & BREAKFAST (FOOD FACILITY)	\$360.00	2.50	\$410.00
1640	CATERER	\$287.00	2.00	\$328.00
1680	COMMISSARY	\$287.00	2.00	\$328.00
1630	COTTAGE FOOD OPERATION CLASS "A"	\$72.00	0.50	\$82.00
1631	COTTAGE FOOD OPERATION CLASS "B"	\$215.00	1.50	\$246.00
1516	EAR PIERCING FACILITY NOTIFICATION	\$47.00	0.30	\$49.00
1611	MARKET/RETAIL <2000 SQ. FT.	\$287.00	2.00	\$328.00
1612	MARKET/RETAIL >2000 SQ. FT.	\$360.00	2.50	\$410.00
1613	MARKET/RETAIL-PREPACKAGED ONLY	\$143.00	1.00	\$164.00
1614	MARKET+1 (MEAT, DELI, BAKERY, RESTAURANT)	\$503.00	3.50	\$574.00
1616	MARKET+2 (MEAT, DELI, BAKERY, RESTAURANT)	\$647.00	4.50	\$738.00
1617	MARKET+3 (MEAT, DELI, BAKERY, RESTAURANT)	\$790.00	5.50	\$902.00
1615	MARKET+4 OR MORE (MEAT, DELI, BAKERY, RESTAURANT)	\$934.00	6.50	\$1,066.00
1635	MOBILE FOOD / PRE-PACKAGED	\$143.00	1.00	\$164.00
1633	MOBILE FOOD/ROADSIDE	\$287.00	2.00	\$328.00
1690	ORGANIZED CAMPS (Fee in addition to fees collected for other permits)	\$287.00	4.00	\$656.00
1642	PLUS CATERING/ONLY USE WITH EXISTING RESTAURANT	\$143.00	1.00	\$164.00
1623	RESTAURANT >650 SQUARE FEET	\$431.00	3.00	\$492.00
1622	RESTAURANT<650 SQ. FT.	\$360.00	2.50	\$410.00
1621	RESTAURANT-BAR	\$431.00	3.00	\$492.00
1540	RIVER RAFTING/FOOD	\$287.00	2.00	\$328.00
1632	SCHOOLS/PUBLIC AGENCIES (FOOD FACILITY)	\$431.00	3.00	\$492.00
1511	SEASONAL FOOD FACILITY (closed for one consecutive quarter)	\$287.00	2.00	\$328.00
3612	SPA	\$287.00	2.00	\$328.00
3611	SWIMMING POOL	\$431.00	3.00	\$492.00
1518	TEMPORARY /OCCASIONAL EVENT within 5 days of event	\$180.00	1.30	\$213.00
1513	TEMPORARY PRE-PACKAGED FOOD BOOTH	\$73.00	0.50	\$82.00
1512	TEMPORARY/OCCASIONAL EVENT within 14 days of event	\$143.00	1.00	\$164.00
3615	WADING POOL	\$287.00	2.00	\$328.00
1625	WINERY - COMMERCIAL KITCHEN	\$287.00	2.00	\$328.00
1627	WINERY - PRE-PACKAGED FOOD	\$143.00	1.00	\$164.00
1626	WINERY - SEASONAL	\$287.00	2.00	\$328.00

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PE CODE	ACTIVITY	FY 14/15 FEE	RECOMMENDED HOURS	RECOMMENDED FEE
		\$143.00	FY 15/16 hourly rate	\$163.93
PLAN CHECK FEES: NEW CONSTRUCTION (Flat fee will be charged as shown. If work exceeds recommended hours, an additional hourly rate will be added to existing fee charged in 1/2 hour increments)				
1770	PLAN CHECK: BAKERY	\$717.00	5.00	\$820.00
1760	PLAN CHECK: BAR	\$574.00	4.00	\$656.00
1782	PLAN CHECK: BED & BREAKFAST	\$431.00	3.00	\$492.00
1780	PLAN CHECK: CATERERS	\$287.00	2.00	\$328.00
1774	PLAN CHECK: MARKET +1	\$861.00	6.00	\$984.00
1776	PLAN CHECK: MARKET +2	\$1,005.00	7.00	\$1,148.00
1777	PLAN CHECK: MARKET +3	\$1,148.00	8.00	\$1,311.00
1775	PLAN CHECK: MARKET +4	\$1,291.00	9.00	\$1,475.00
1773	PLAN CHECK: MARKET PRE-PACKAGED ONLY	\$143.00	1.00	\$164.00
1771	PLAN CHECK: MARKET/RETAIL <2000 SQ. FT.	\$574.00	4.00	\$656.00
1772	PLAN CHECK: MARKET/RETAIL >2000 SQ. FT.	\$717.00	5.00	\$820.00
1781	PLAN CHECK: MOBILE FOOD / ROADSIDE	\$287.00	2.00	\$328.00
1710	PLAN CHECK: OTHER (PER HOUR) - CONSULTATIONS INSP. ETC	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
1762	PLAN CHECK: RESTAURANT < 650 SQ. FT.	\$717.00	5.00	\$820.00
1763	PLAN CHECK: RESTAURANT > 650 SQ. FT.	\$861.00	6.00	\$984.00
1779	PLAN CHECK: SCHOOLS/PUBLIC AGENCIES	\$717.00	5.00	\$820.00
1752	PLAN CHECK: SPA	\$861.00	6.00	\$984.00
1750	PLAN CHECK: SWIMMING POOL	\$861.00	6.00	\$984.00
1761	PLAN CHECK: BAR AND RESTAURANT	\$861.00	6.00	\$984.00
1517	PLAN CHECK: TATTOO/BODY ART	\$280.00	2.00	\$328.00
OTHER RELATED FEES BASED UPON NEED & ACTUAL COSTS				
2622	PARCEL RESEARCH (Per Parcel)	\$13.00	N/A	\$13.00
FOOD HANDLER CLASSES				
1906	FOOD HANDLER MGR ED. BOOK & TEST ONLY	\$127.00	N/A	\$121.00
1905	FOOD HANDLER MGR ED. BOOK ONLY	\$72.00	N/A	\$60.00
1902	FOOD HANDLER MGR ED. CLASS & TEST ONLY	\$104.00	N/A	\$157.00
1904	FOOD HANDLER MGR ED. CLASS ONLY	\$50.00	N/A	\$90.00
1900	FOOD HANDLER MGR ED. CLASS, BOOK, & TEST	\$176.00	N/A	\$211.00
1903	FOOD HANDLER MGR ED. TEST ONLY	\$65.00	N/A	\$67.00
1901	FOOD HANDLER MGR RESCHEDULE FEE	\$34.00	N/A	\$41.00
1907	FOOD MGR SAFETY RE-CERTIFICATION	\$80.00	N/A	\$92.00
1909	FOOD SAFETY TRAINING (PER HOUR)	\$143.00	N/A	\$164.00

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PE CODE	ACTIVITY	FY 14/15 FEE	RECOMMENDED HOURS	RECOMMENDED FEE
		\$143.00	FY 15/16 hourly rate	\$163.93
1908	MGR CERTIFICATION - RE-TEST	\$26.00	N/A	\$67.00
CERTIFIED UNIFIED PROGRAM AGENCY (CUPA) FEES				
2349	ABOVE GROUND PETROLEUM STORAGE ACT (APSA - Less than 10,000)	\$106.00	0.70	\$114.00
2350	ABOVE GROUND PETROLEUM STORAGE ACT (APSA - 10,000 - 100,000)	\$213.00	1.50	\$246.00
2351	ABOVE GROUND PETROLEUM STORAGE ACT (APSA - 100,001 - 1,000,000) Ca Code of Reg Title 27 Division 1, Subdivision 4, Chapter 1 Section 15240	\$426.00	3.00	\$492.00
2110	CUPA-BUSINESS PLANS/LARGE BUSINESSES (>1,999 gallons above ground)	\$287.00	2.00	\$328.00
2109	CUPA-BUSINESS PLANS/SMALL BUSINESSES (55-1,999 gallons above ground)	\$216.00	1.50	\$246.00
2399	CUPA-OTHER - UGST SITES REPAIR/REMODEL/UPGRADE - MINOR (per site)	\$287.00	2 hrs. min. then T&M	\$327.86 min. then T&M
2011	CUPA-SMALL QUANTITY HW GEN. (<55 gallons stored)	\$216.00	1.50	\$246.00
2311	CUPA-UGST - ANNUAL PERMIT (per tank)	\$431.00	3.00	\$492.00
2118	CUPA-UGST - ENVIR. ASSESSMENT-REVIEW/FILE SEARCH (per hour)	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2305	CUPA-UGST - INTERIOR LINING INSTALLATION PERMIT (per tank)	\$287.00	2.00	\$328.00
2390	CUPA-UGST - PERMANENT CLOSE/ABANDON/REMOVE (per tank)	\$574.00	4 hrs. min. then T&M	\$655.72 min. then T&M
2348	CUPA-UGST - REMEDIATION, SITE ASSESS, INVEST	\$431.00	3.00	\$492.00
2347	CUPA-UGST - REPAIR/REMODEL/UPGRADE - MAJOR (per tank)	\$503.00	3.5 hrs. min. then T&M	\$573.76 min. then T&M
2315	CUPA-UGST - TANK INSTALLATION & REPLACEMENT (per tank)	\$431.00	3 hrs. min. then T&M	\$491.79 min. then T&M
2393	CUPA-UGST - TEMPORARY CLOSURE (per tank)	\$287.00	2.00	\$328.00
MEDICAL WASTE FEES				
2241	MED WST-ACUTE CARE HOSP.	\$717.00	5.00	\$820.00
2262	MED WST-CLINICAL LABORATORY	\$287.00	2.00	\$328.00
2263	MED WST-HEALTH CARE SERVICE PLAN FAC.	\$431.00	3.00	\$492.00
2260	MED WST-INTERMEDIATE CARE	\$360.00	2.50	\$410.00
2265	MED WST-MEDICAL/DENTAL/VETERINARY OFFICES	\$287.00	2.00	\$328.00
2237	MED WST-NURSING FACILITY 1-99	\$360.00	2.50	\$410.00
2238	MED WST-NURSING FACILITY 100-199	\$431.00	3.00	\$492.00
2239	MED WST-NURSING FACILITY 200 OR MORE	\$503.00	3.50	\$574.00
2261	MED WST-PRIMARY CARE	\$431.00	3.00	\$492.00
2240	MED WST-SM QTY W/O ONSITE/INITIAL FILING FEE	\$73.00	0.50	\$82.00
2243	MED WST-SM QTY W/ONSITE	\$143.00	1.00	\$164.00
2242	MED WST-SPECIALTY CLINICS	\$431.00	3.00	\$492.00
2266	MED WST-STORAGE FAC. (2-10 GENERATORS)	\$143.00	1.00	\$164.00
2267	MED WST-STORAGE FAC. (11-49 GENERATORS)	\$287.00	2.00	\$328.00
2268	MED WST-STORAGE FAC. (50 OR MORE GENERATORS)	\$574.00	4.00	\$656.00

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PE CODE	ACTIVITY	FY 14/15 FEE	RECOMMENDED HOURS	RECOMMENDED FEE
		\$143.00	FY 15/16 hourly rate	\$163.93
2269	MED WST-TRANSFER STATION	\$574.00	4.00	\$656.00
2264	MED WST-VETERINARY CLINIC OR HOSPITAL	\$287.00	2.00	\$328.00
SOLID WASTE MONITORING				
4351	MONITORING WELL ABANDON (with UST permit) (including PE 4355, 4357)	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
4350	MONITORING WELL INSTALL (including PE 4354, 4356)	\$287.00	2 hrs. min. then T&M	\$327.86 min. then T&M
2114	NON-UGST-SITE ASSESSMENT (Per Parcel) - SOIL BORING-GEOTECH/SEISMIC	\$287 plus \$143 per parcel	2 hrs. min. then hourly rate per parcel	\$327.86 min. then \$163.93 per parcel
DOMESTIC DRINKING WATER WELLS				
4672	CHANGE OF DRILLER	\$73.00	.5 hr. min. then T&M	\$81.97 min. then T&M
		\$287 plus \$143 ea add'l well		
4373	GEOTHERMAL WELLS - HEAT EXCHANGE WELL		1 hr. min. then T&M	\$163.93 min. then T&M
4320	NEW WELL CONSTRUCTION PERMIT (individual or irrigation well)	\$431.00	1 hr. min. then T&M	\$163.93 min. then T&M
4371	PENALTY FOR ABANDON/DESTROY WITHOUT PERMIT	\$431.00	3.00	\$492.00
4370	PENALTY FOR DRILLING WITHOUT PERMIT	\$717.00	5.00	\$820.00
4671	PERMIT EXTENSION	\$73.00	0.50	\$82.00
4673	PERMIT REVISION	\$73.00	.5 hr. min. then T&M	\$81.97 min. then T&M
4321	WELL DEEPEN/MODIFY OR REPAIR PERMITS	\$73.00	.5 hr. min. then T&M	\$81.97 min. then T&M
4322	WELL DESTRUCTION PERMITS	\$216.00	1.5 hr. min. then T&M	\$245.90 min. then T&M
4670	WELL PERMIT-PUBLIC	\$574.00	4 hrs. min. then T&M	\$655.72 min. then T&M
4323	WELL RE-CONSTRUCTION PERMIT	\$73.00	.5 hr. min. then T&M	\$81.97 min. then T&M
REAL ESTATE LOAN HEALTH CLEARANCE INSPECTION				
4212	LOAN CERT/SEPTIC ONLY	\$216.00	1.50	\$246.00
4213	LOAN CERT/WATER ONLY (DOES NOT Include lab fees)	\$216.00	1.50	\$246.00
4215	LOAN CERT/WATER AND SEPTIC (DOES NOT Include lab fees)	\$287.00	2.00	\$328.00
4208	WATER SAMPLE HOURLY RATE	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
INDIVIDUAL SEWAGE DISPOSAL SYSTEMS				
4235	PENALTY FOR ILLEGAL SEPTIC SYSTEM	\$717.00	5.00	\$820.00
	SEPTAGE DISPOSAL FEE (REGISTERED HAULERS ONLY)	\$.0102 per lb.		\$0.01176 per lb.
4237	SEPTIC ANNUAL OPERATING PERMIT - MONITORING	\$216.00	1.50	\$246.00
4227	SEPTIC MISC REVIEW (DECKS, POOLS, GARAGES, SHEDS, BARNs, STORAGE, ETC.)	\$73.00	.5 hr. min. then T&M	\$81.97 min. then T&M
4224	SEPTIC SYSTEM ADDITION PERMIT	\$360.00	2.50	\$410.00
4228	SEPTIC SYSTEM COMMERCIAL REPAIR	\$431.00	3 hrs. min. then T&M	\$491.79 min. then T&M

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		\$143.00	FY 15/16 hourly rate	\$163.93
4236	SEPTIC SYSTEM EXPERIMENTAL/ALTERNATIVE PERMIT	\$1,435.00	4.95	\$811.00
4220	SEPTIC SYSTEM REINSPECTION	\$216.00	1.5 hr. min. then T&M	\$245.90 min. then T&M
4219	SEPTIC SYSTEM REPAIR	\$216.00	1.50	\$246.00
4231	SEPTIC SYSTEM REVISION TO PERMIT APPLICATION	\$73.00	.5 hr. min. then T&M	\$81.97 min. then T&M
4225	SEPTIC SYSTEM, ABANDONED	\$216.00	1.50	\$246.00
4216	SEPTIC SYSTEM, COMMERCIAL	\$934.00	6.50	\$1,066.00
4217	SEPTIC SYSTEM, COMMERCIAL ADDITION	\$431.00	3 hrs. min. then T&M	\$491.79 min. then T&M
4226	SEPTIC SYSTEM, NEW / SINGLE FAMILY	\$717.00	5.00	\$820.00
4244	SEPTIC VEHICLES (PER VEHICLE)	\$216.00	1.50	\$246.00
4233	TEST TRENCH FEASIBILITY INSPECTION	\$216 Plus \$143 ea add'l trench	1.5 hrs. min. then T&M	\$245.90 min. then \$163.93 each add'l trench
SMALL PUBLIC WATER SYSTEMS				
4624	FOOD FACILITY WATER SYSTEM - OPERATING PERMIT	\$143.00	1.50	\$246.00
4638	NEW COMMUNITY WATER SYST APPLICATION	\$518.00	3.60	\$590.00
4632	NEW NON-COMMUNITY SMALL WATER SYSTEM PERMIT APPLICATION FEE	\$360.00	2.50	\$410.00
4633	NON-COMMUNITY WATER SYSTEM (TRANSIENT-BASE CHG)	\$431.00	3.00	\$492.00
4634	NON-COMMUNITY WATER SYSTEM (NON-TRANSIENT)	\$574.00	4.00	\$656.00
4622	SMALL COMMUNITY WATER SYSTEM (BASE CHARGE)	\$574.00	4.00	\$656.00
4644	STATE SMALL WATER SYSTEM (BASE CHARGE)	\$216.00	1.50	\$246.00
4639	WATER SYSTEM CHANGE IN OWNERSHIP	\$155.00	1.10	\$180.00
CONSTRUCTION & DEMOLITION COMPLIANCE				
4400	C & D DEBRIS WASTE MANAGEMENT PLAN PROCESSING	N/A	1.00	\$164.00
4441	C & D DEBRIS DIVERSION COMPLIANCE FEE	N/A	N/A	Double the building permit fee
4442	C & D DEBRIS DEPOSIT	N/A	N/A	Double the building permit fee
LAND USE FEES				
2669	ASSESSMENT OF DESIGN REVIEW	\$287.00	2.00	\$328.00
2623	BOUNDARY LINE MODIFICATION	\$216.00	1.50	\$246.00
2668	CERTIFICATE OF COMPLIANCE REVIEW	\$216.00	1.50	\$246.00
2670	DEPARTMENT OF REAL ESTATE LETTER	\$143.00	1.00	\$164.00
2688	GENERAL PLAN MAP AMENDMENT	\$143.00	1.50	\$163.93

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PE CODE	ACTIVITY	FY 14/15 FEE	RECOMMENDED HOURS	RECOMMENDED FEE
		\$143.00	FY 15/16 hourly rate	\$163.93
2679	MAJOR REVISION TO APPROVED TENTATIVE MAP	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2681	MINOR REVISION TO APPROVED TENTATIVE MAP	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2680	NOTICE OF PREPARATION (PER HOUR)	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2673	PLANNING COMMISSION, MINOR NEW CONSTRUCTION COMMERCIAL	\$143.00	1.00	\$164.00
2674	PLANNING DIRECTOR, MINOR NEW CONSTRUCTION COMMERCIAL	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2671	PRE-APPLICATION MEETINGS	\$73.00	0.50	\$82.00
2692	REVIEW OF A PLANNED DEVELOPMENT PLAN	\$143.00	1.00	\$164.00
2616	REVIEW OF REVISIONS TO APPROVED TENTATIVE PARCEL MAP	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2617	REVIEW OF SUBDIVISION MAPS, PRELIMINARY, RURAL	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2618	REVIEW OF SUBDIVISION MAPS, PRELIMINARY, URBAN	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2611	REVIEW OF TENTATIVE MAPS OF SUBDIVISIONS ON PUBLIC SERVICES (SEWER & WATER) (BASED ON ONE HOUR CHARGE)	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2607	REVIEW OF TENTATIVE MAPS OF SUBDIVISIONS ON SEPTIC SYSTEMS (0-49 LOTS)	\$1,579.00	3.30	\$541.00
2609	REVIEW OF TENTATIVE MAPS OF SUBDIVISIONS ON SEPTIC SYSTEMS (100+ LOTS)	\$1,866.00	3.85	\$631.00
2608	REVIEW OF TENTATIVE MAPS OF SUBDIVISIONS ON SEPTIC SYSTEMS (50-99 LOTS)	\$1,722.00	3.30	\$541.00
2615	REVIEW OF TENTATIVE PARCEL MAPS	\$431.00	1.65	\$270.00
2663	REVIEW OF VARIANCE APPLICATION	\$574.00	1.65	\$270.00
2672	SITE PLAN REVIEW	\$143.00	1.00	\$164.00
2614	SPECIAL USE PERMIT REVIEW	\$574.00	1.65	\$270.00
2612	SUBDIVISION TENTATIVE MAP REVISION DURING REVIEW	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M
2675	ZONING ADMINISTRATOR, MINOR NEW CONSTRUCTION COMMERCIAL	\$143.00	1.00	\$164.00
2676	ZONING ADMINISTRATOR, MINOR WIRELESS COMMUNICATIONS FACILITY	\$143.00	1 hr. min. then T&M	\$163.93 min. then T&M

Food Handler Education

Food Handler Education	
Class, Book, & Test	
8.00	# of hours
163.93	Hourly rate
1,311.44	Total time cost
131.14	Cost Recovery @ 10 participants
54.00	Book
26.00	Scoring of Exam
211.14	All included Cost Recovery

Food Mgr. Recertification	
Refresher Class & Test	
2 hours each	
4.00	# of hours
163.93	Hourly rate
655.72	Total time cost
65.57	Cost Recovery @ 10 participants
26.00	Scoring of Exam
91.57	All included Cost Recovery

Class Only	
5.50	# of hours
163.93	Hourly rate
901.62	Total time cost
90.16	Cost Recovery @ 10 participants

Test Only	
2.50	# of hours
163.93	Hourly rate
409.83	Total time cost
40.98	Cost Recovery @ 10 participants
26.00	Scoring of Exam
66.98	All included Cost Recovery

Book & Test Only	
2.50	# of hours
163.93	Hourly rate
409.83	Total time cost
40.98	Cost Recovery @ 10 participants
54.00	Book
26.00	Scoring of Exam
120.98	All included Cost Recovery

Class & Test Only	
8.00	# of hours
163.93	Hourly rate
1,311.44	Total time cost
131.14	Cost Recovery @ 10 participants
26.00	Scoring of Exam
157.14	All included Cost Recovery

Cost Recovery based on average of 10 students per class. The classes are capped at 15 students. Classes are held every other month to keep enrollment higher and encourages a minimum of 4 participants for class to be held.

Food Manager Certification Comparison 2015

Vendor/County	PE 1900	PE 1901	PE 1902	PE 1903	PE 1904	PE 1905	Book & Exam
	Class, Book, Exam	Class, Exam	Class	Exam	Recert	Book	
El Dorado County Fees	211.00	157.00	90.00	67.00	92.00	60.00	121.00
CA Food Safety Exam		159.00			85.00		
Focus Food Safety		175.00					
Premier Food Safety	159.00	139.00	69.00	99.00			
Food Safety Boot Camp		145.00					
George Young Consulting	183.00						
TAP Series			85.00				
Serv Safe		139-159		109-129		47.20	
City & County of San Francisco		143.00		60.00			
Placer-Food Safety Class			91.00				
Yolo-Food Program Consultation			152.00				
Butte County refers out to providers							

Septage Disposal Fee

Background and Information:

Waste Treatment Plant is now 20 years old and some major maintenance has already taken place. However, listed below are necessary delayed maintenance and capital improvements that are not funded. It is estimated that approximately \$3.2 million dollars will be needed over the next ten years to fund maintenance and capital projects to allow the treatment plant to serve El Dorado County. Revenues are derived from special assessments(liquid and solid waste), and septage hauling fees.

Recommended Rate:

The current rate is \$0.0102.

The Agency is recommending full cost recovery at a rate of \$0.01176 to include necessary and anticipated maintenance and capital improvements.

Estimated Revenue needed for ten year capital and maintenance projects and operations.

Delayed and anticipated capital and maintenance projects:

Modifications to Digesters (engineer, materials and installation of level sensors, early warning alarms for breach of required overflow)	150,000
Receiving Station Upgrade	500,000
Design and Construction of third digester	1,500,000
Centrifuge replacement (solids processing equipment)	250,000
Engineering Evaluation(structural integrity of holding tanks and digesters)	300,000
Modification of 2 existing digesters for grit removal/cleaning (engineer, equipment & construction)	500,000
Total maintenance and capital	3,200,000
Estimated operational revenue needed from septage over ten years. (other revenue sources cover majority of the operational expenses)	75,962
Total septage revenue need over ten years	3,275,962

	FY 09/10	FY 10/11	FY 13/14	5 Yr. Total
Total Expenditures	(506,622)	(450,554) * **	(434,535)	(2,300,596)
Less: Other Revenue	428,694	435,780 **	433,562	2,262,615
Net Expenditures to Recover:	(77,928)	(14,774)	(973)	(37,981)
Anticipated Deficit over 10 years				(75,962)
Anticipated Revenue need for capital and maintenance for 10 years				(3,200,000)
Current septage revenue projected over ten years				2,840,880
Anticipated Shortfall over next ten years (rate increase to cover)				435,082

To recover capital and maintenance costs:

	Current Rate	10 yr. Recovery	Increase Only
10 years est. pounds of processed waste	278,517,647	278,517,647	278,517,647
Rates	0.0102	0.01176	0.00156
Total Revenue	2,840,880	3,275,368	434,488
Total Revenue needed	3,275,962	3,275,962	435,082
Net Excess/(Deficit)	(435,082)	(594)	(594)

COMPARISON OF OTHER ENTITIES THAT PROVIDE SEPTAGE DISPOSAL

County/Entity	Cost per Gallon	Per pound (conversion 1 gal = 8.25 pds.)	Other Fees
Alameda	\$ 0.07000	0.00848	
Butte	\$ 0.13716	0.01663	33.25 a ton
Enviro-Tech-Placer County	\$ 0.14000	0.01697	
Humboldt	* \$ 0.08000	0.00970	
Kern	* \$ 0.03000	0.00364	
LACSD	.059-.101		
Napa	* \$ 0.12800	0.01552	
Nevada- Grass Valley	\$ 0.10000	0.01212	
Sacramento	\$ 0.05300	0.00642	
San Jose/Santa Clara	\$ 0.01000		\$15.00 min. +
Shasta	* \$ 0.03000	0.00364	
Sutter	* \$ 0.18000	0.02182	
Yolo	\$ 0.13571	0.01645	gate rate 32.90 ton
El Dorado - current fee	\$ 0.08415	0.01020	
El Dorado - proposed fee	\$ 0.09702	0.01176	

* 2002 fee study

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
1508	Hourly Rate / General Investigation Fee	\$ 143	\$ 164	\$ 172	\$ 131	\$ 213	\$ 152	\$ 161	\$ 162
1510	Annual Body Art Permit	\$ 280	\$ 369	\$ 231	\$ 263	\$ 266	\$ 418	\$ 322	\$ 297
1511	Seasonal Food Facility (Closed for one quarter)	\$ 287	\$ 361						
1512	Temporary/Occasional Event (as defined in CalCode) within 14 days of event	\$ 143	\$ 180			\$ 444			\$ 294
1513	Temporary Pre-packaged Food Booth	\$ 73	\$ 90		\$ 60				\$ 67
1515	Body Art Annual Practitioner Registration	\$ 70	\$ 90	\$ 86	\$ 32	\$ 71	\$ 125		\$ 77
1516	One Time Ear Piercing Facility Notification	\$ 47	\$ 54						
1518	Temporary/ Occasional Event (as defined in CalCode) within 5 days of event	\$ 180	\$ 234			\$ 334		\$ 161	\$ 225
1540	River Rafting/Food	\$ 287	\$ 361						
1611	Market/Retail <2000 sq .ft.	\$ 287	\$ 361	\$ 552	\$ 368	\$ 552	\$ 519		\$ 456
1612	Market/Retail >2000 sq .ft.	\$ 360	\$ 451	\$ 864	\$ 473	\$ 812		\$ 725	\$ 647
1613	Market/Retail - Pre-packaged Only	\$ 143	\$ 180	\$ 859		\$ 355			\$ 452
1614	Market +1 (Meat, Deli, Bakery, Restaurant)	\$ 503	\$ 631				\$ 899	\$ 322	\$ 575
1615	Market +4 or More (Meat, Deli, Bakery, Restaurant)	\$ 934	\$ 1,172					\$ 725	\$ 830
1616	Market +2 (Meat, Deli, Bakery, Restaurant)	\$ 647	\$ 811				\$ 1,140	\$ 484	\$ 757
1617	Market +3 (Meat, Deli, Bakery, Restaurant)	\$ 790	\$ 992				\$ 1,227	\$ 645	\$ 887
1620	Bar	\$ 287	\$ 361	\$ 432		\$ 697	\$ 557	\$ 322	\$ 459
1622	Restaurant <650 sq .ft.	\$ 360	\$ 451	\$ 1,072	\$ 421	\$ 1,130	\$ 645	\$ 564	\$ 699
1623	Restaurant >650 sq .ft.	\$ 431	\$ 541	\$ 1,245	\$ 578	\$ 1,130	\$ 797	\$ 605	\$ 798
1625	Winery - Commercial Kitchen	\$ 287	\$ 361						
1626	Winery - Seasonal	\$ 287	\$ 361						
1627	Winery - Pre-packaged Food	\$ 143	\$ 180						
1630	Cottage Food Operation Class "A"	\$ 72	\$ 90	\$ 86		\$ 107	\$ 264	\$ 161	\$ 138
1631	Cottage Food Operation Class "B"	\$ 215	\$ 270	\$ 258		\$ 227	\$ 531	\$ 322	\$ 311
1632	Schools/Public Agencies (food facility)	\$ 431	\$ 541	\$344- \$1245	\$ 421	\$ 553	\$ -	\$ 484	\$ 447
1633	Mobile Food/Roadside	\$ 287	\$ 361	\$ 517	\$ 263		\$ 487	\$ 505	\$ 441

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
1635	Mobile Food / Pre-packaged	\$ 143	\$ 180	\$ 201	\$ 84		\$ 200	\$ 161	\$ 158
1640	Caterer	\$ 287	\$ 361	\$ 172	\$ 421	\$ 221	\$ 201	\$ 242	\$ 257
1642	Plus Catering / Only Use with Existing Restaurant	\$ 143	\$ 180	\$ 89	\$ 263				\$ 165
1650	Bakery	\$ 431	\$ 541			\$ 485	\$ 500	\$ 403	\$ 455
1680	Commissary	\$ 287	\$ 361	\$ 344		\$ 255	\$ 340	\$ 202	\$ 286
1681	Bed & Breakfast (food facility)	\$ 360	\$ 451	\$ 605	\$ 263			\$ 282	\$ 378
1690	Organized Camps (in addition to fees collected for other permits)	\$ 287	\$ 721				\$ 391		\$ 339
3611	Swimming Pool	\$ 431	\$ 541	\$ 391	\$ 526	\$ 401	\$ 711	\$ 806	\$ 544
3612	Spa	\$ 287	\$ 361	\$ 391	\$ 421	\$ 213	\$ 381	\$ 645	\$ 390
3615	Wading Pool	\$ 287	\$ 361	\$ 391	\$ 421	\$ 232		\$ 215	\$ 309
1710	Plan Check; Other (per hour) - Construction Insp., etc.	\$ 143	164 + T&M			\$ 532			\$ 338
1517	One Time Plan Check for Body Art New Facilities	\$ 280	\$ 361	\$ 172			\$ 1,000		\$ 484
1750	Plan Check: Swimming Pool	\$ 861	\$ 1,082				\$ 2,030		\$ 1,446
1752	Plan Check: Spa	\$ 861	\$ 1,082				\$ 580		\$ 721
1760	Plan Check: Bar	\$ 574	\$ 721						
1761	Plan Check: Restaurant and Bar	\$ 861	\$ 1,082						
1762	Plan Check: Restaurant <650 sq. ft.	\$ 717	\$ 902						
1763	Plan Check: Restaurant >650 sq. ft.	\$ 861	\$ 1,082						
1770	Plan Check: Bakery	\$ 717	\$ 902						
1771	Plan Check: Market/Retail <2000 sq. ft.	\$ 574	\$ 721						
1772	Plan Check: Market/Retail >2000 sq. ft.	\$ 717	\$ 902						
1773	Plan Check: Market/Retail - Pre-packaged Only	\$ 143	\$ 180						
1774	Plan Check: Market +1	\$ 861	\$ 1,082						
1775	Plan Check: Market +4	\$ 1,291	\$ 1,623						
1776	Plan Check: Market +2	\$ 1,005	\$ 1,262						
1777	Plan Check: Market +3	\$ 1,148	\$ 1,443						
1779	Plan Check: Schools/Public Agencies (Food Facility)	\$ 717	\$ 902						
1780	Plan Check: Caterers	\$ 287	\$ 361						

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
1781	Plan Check: Mobile Food / Roadside	\$ 287	\$ 361						
1782	Plan Check: Bed & Breakfast (food facility)	\$ 431	\$ 541						
2622	Parcel Research (per parcel)	\$ 13	\$ 13						
1900	General Food Handler Education	\$ 176	\$ 211	<i>See attached comparison</i>					
2011	CUPA - Small Quantity HW Gen. <55 gal stored -Yrly Reg. Fee	\$ 216	\$ 270						
2109	CUPA - Business Plans / Small Businesses (55-1,999 gallons hazardous materials stored) Annual Registration Fee	\$ 216	\$ 270						
2110	CUPA - Business Plans / Large Businesses (>1,999 gallons hazardous materials stored) Annual Registration Fee	\$ 287	\$ 361						
2118	CUPA - UGST - Environmental Assessment Review / File Search (per hour)	\$ 143	164 + T&M						
2305	CUPA - UGST - Interior Lining Installation Permit (per tank)	\$ 287	\$ 361		\$210 FF + \$131/hour				
2311	CUPA - UGST - Annual Permit to Operate (per tank)	\$ 431	\$ 541		\$ 631				\$ 531
2315	CUPA - UGST - New Tank Installation & Replacement (per tank)	\$ 431	492 + T&M	\$ 1,125	\$1052 FF + \$131/hour	\$ 1,103	\$ 395		\$ 821
2347	CUPA - UGST - Repair / Remodel / Upgrade -Major (per tank) See Decision Matrix	\$ 503	574 + T&M	\$ 692		\$ 746	\$ 1,393		\$ 834
2348	CUPA - UGST - Remediation, Site Assessment, Permit	\$ 431	\$ 541						
2349	Above Ground Petroleum Storage Tanks Less than 10,000	\$ 106	\$ 136		\$ 192	\$ 73	\$ 273		\$ 161
2350	Above Ground Petroleum Storage Tanks 10,000 - 100,000	\$ 213	\$ 270		\$ 297	\$ 575	\$ 545		\$ 408
2351	Above Ground Petroleum Storage Tanks 100,001 - 1,000,000	\$ 426	\$ 541		\$ 402	\$ 679	\$ 956		\$ 616
2390	CUPA - UGST - Permanent Close / Remove (per tank)	\$ 574	656 + T&M	\$ 864	\$316 FF + \$131/hour		\$ 950		
2393	CUPA - UGST - Temporary Closure (per tank) Two year maximum	\$ 287	\$ 361		\$ 316	\$ 746	\$ 560		\$ 477

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
2399	CUPA - Other - USGT Sites Repair / Remodel/ Upgrade - Minor (per site) See Decision Matrix	\$ 287	328 + T&M	\$ 345			\$ 475		\$ 369
2237	Med Waste - Nursing Facility 1-99	\$ 360	\$ 451			\$ 614			\$ 487
2238	Med Waste - Nursing Facility 100-199	\$ 431	\$ 541			\$ 614			\$ 523
2239	Med Waste - Nursing Facility 200 or more	\$ 503	\$ 631			\$ 764			\$ 253
2240	Med Waste - Sm. Qty. without Onsite/Initial Filing Fee	\$ 73	\$ 90			\$ 318			\$ 196
2241	Med Waste - Acute Care Hospital	\$ 717	\$ 902						
2242	Med Waste - Specialty Clinics	\$ 431	\$ 541			\$ 764			\$ 598
2243	Med Waste - Sm. Qty with Onsite	\$ 143	\$ 180			\$ 318			\$ 231
2260	Med Waste - Intermediate Care	\$ 360	\$ 451						
2261	Med Waste - Primary Care	\$ 431	\$ 541			\$ 764			\$ 598
2262	Med Waste - Clinical Laboratory	\$ 287	\$ 361			\$ 764			\$ 210
2263	Med Waste - Health Cafe Service Plan Fac.	\$ 431	\$ 541						
2264	Med Waste - Veterinary Clinic or Hospital	\$ 287	\$ 361			\$ 764			\$ 526
2265	Med Waste - Medical / Dental / Veterinary Offices	\$ 287	\$ 361			\$ 764			\$ 526
2266	Med Waste - Storage Fac./2-10 Generators	\$ 143	\$ 180			\$ 318			\$ 231
2267	Med Waste - Storage Fac. / 11-49 Generators	\$ 287	\$ 361			\$ 530			\$ 409
2268	Med Waste - Storage Fac. / 50 or more Generators	\$ 574	\$ 721			\$ 614			\$ 594
2269	Med Waste - Transfer Station	\$ 574	\$ 721						
2114	Site Assessment for Solid Waste / Geotech / Seismic Permit (per parcel)	\$287 + 143	361 + T&M						
4350	Monitoring Well Installation - with SA Permit	\$ 287	328 + T&M				\$ 622		\$ 455
4351	Monitoring Well Destruction - with SA Permit	\$ 143	164 + T&M	\$ 432					\$ 288
4320	New Well Construction Permit (individual or irrigation well)	\$ 431	164 + T&M	\$ 778	\$ 368	\$ 852	\$ 857	\$ 484	\$ 628
4321	Well Deepen Permits	\$ 73	82 + T&M	\$ 214	\$ 210	\$ 320			\$ 204
4322	Well Destruction Permit	\$ 216	246 + T&M	\$ 432	\$ -	\$ 426		\$ 403	\$ 369
4323	Well Reconstruction Permit	\$ 73	82 + T&M		\$ 210		\$ 750	\$ 443	\$ 369
4370	Penalty for Drilling Without Permit	\$ 717	\$ 902						
4371	Penalty for Destruction Without Permit	\$ 431	\$ 541	\$ 343					\$ 387
4373	Geothermal Well - Heat Exchange Well	\$287 + \$143	164 + T&M	\$ 778		\$ 426	\$ 145		\$ 409
		for each add'l well							
4670	Well Permit - Public	\$ 574	656 + T&M	\$ 778			\$ 1,050	\$ 1,048	\$ 862
4671	Permit Extension	\$ 73	\$ 90	\$ 56					\$ 65

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
4672	Change of Driller	\$ 73	82 + T&M						
4673	Permit Revision	\$ 73	82 + T&M	\$ 345	131/hour				
4212	Loan Certification - Septic Only	\$ 216	\$ 270						
4213	Loan Certification - Water Only (Does Not Include Lab Fees)	\$ 216	\$ 270						
4215	Loan Certification - Both Septic and Water (Does Not Include Lab Fees)	\$ 287	\$ 361						
4208	Water Sample Hourly Rate	\$ 143	164 + T&M						
4216	Septic System - Commercial	\$ 934	\$ 1,172		\$ 576				\$ 755
4217	Septic System - Commercial Addition	\$ 431	473 + T&M		\$ 421				\$ 426
4219	Septic System - Repair Permit	\$ 216	\$ 270	\$ 691	\$ 414	\$ 586	\$ 605	\$ 322	\$ 472
4220	Septic System - Re-inspection	\$ 216	246 + T&M						
4224	Septic System - Addition Permit	\$ 360	\$ 451						
4225	Septic System - Abandoned Permit	\$ 216	\$ 270			\$ 71	\$ 408	\$ 161	\$ 214
4226	Septic System - New / Single Family	\$ 717	\$ 902		\$ 265		\$ 745		\$ 576
4227	Septic System - Misc. Review (decks, pools, garages, sheds, barns, storage, etc.)	\$ 73	82 + T&M						
4228	Septic System - Commercial Repair	\$ 431	492 + T&M		\$ 414				\$ 423
4231	Septic System - Revision to Permit Application	\$ 73	82 + T&M						
4233	Test Trench Feasibility Inspection	\$216 + \$143 ea add'l trench	262 + T&M						
4235	Penalty for Illegal Septic System	\$ 717	\$ 902						
4236	Septic System Experimental / Alternative Permit	\$ 1,435	\$ 811			\$ 1,225			\$ 1,330
4237	Septic Annual Operating Permit - Monitoring	\$ 216	\$ 270					\$ 81	\$ 148
4244	Septic Vehicles (per vehicle)	\$ 216	\$ 270	\$ 258	\$ 52	\$ 396	\$ 201	\$ 322	\$ 241
4622	Small Community Water System (Base Charge)	\$ 574	\$ 721		\$ 605		\$ 510	\$ 725	\$ 604
4624	Food Facility Water System - Operating Permit	\$ 143	\$ 270						
4632	Small Water System Application Fee (Non Community)	\$ 360	\$ 451			\$ 1,060			\$ 710
4633	Non-Comm. Water Sys. Seasonal, Yr. Round, USFS (Base Charge)	\$ 431	\$ 541		\$ 631				\$ 531
4634	Non-Community Water System (Non-Transient)	\$ 574	\$ 721		\$ 605	\$ 1,203	\$ 1,170	\$ 725	\$ 855

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
4638	New Community Water System Application Fee (set by State)	\$ 500	\$ 649		\$1052 + \$131/hour		\$ 848	\$ 564	
4639	Water System Ownership Change (set by State)	\$ 150	\$ 198		\$ 421		\$ 400		\$ 324
4644	State Small Water System (Base Charge)	\$ 216	\$ 270		\$210 + \$131/hour	\$ 777	\$ 695		
2614	Special Use Permit Review	\$ 574	\$ 270			\$ 266	\$ 418		\$ 419
2663	Review of Variance Application	\$ 574	\$ 270			\$ 53	\$ 497		\$ 375
2615	Review of Tentative Parcel Maps	\$ 431	\$ 270				\$ 497		\$ 464
2616	Review of Revisions to Approved Tentative Parcel Map	\$ 143	\$164 + T&M	\$ 78					\$ 111
2607	Review of Revisions to Approved Tentative Parcel Map	\$ 1,579	\$ 541						
2608	Review of Tentative Maps of Subdivisions on Septic Systems- 50 to 99 lots	\$ 1,722	\$ 541				\$ 1,564		\$ 1,643
2609	Review of Tentative Maps of Subdivisions on Septic Systems- 100 or more lots	\$ 1,866	\$ 630						
2611	Review of Tentative Maps of Subdivisions on Public Services (Sewer and Water) (Based on Hourly Charge)	\$ 143	\$164 + T&M						
2612	Subdivision Tentative Map Revision During Review	\$ 143	\$164 + T&M						
2617	Review of Subdivision Maps / Preliminary / Urban	\$ 143	\$164 + T&M						
2618	Review of Subdivision Maps / Preliminary / Rural	\$ 143	\$164 + T&M						
2623	Boundary Line Modification	\$ 216	\$ 270	\$ 91		\$ 106	\$ 418		\$ 208
2688	General Plan Map Amendment	\$ 143	\$ 328	\$ 640	\$841 Dep + \$131/hour	\$ 213			\$ 459
2692	Review of a Planned Development Plan	\$ 143	\$ 180						
2668	Certificate of Compliance Review	\$ 216	\$ 270	\$ 83					\$ 150
2669	Assessment of Design Review	\$ 287	\$ 361						
2680	Notice of Preparation (per hour)	\$ 143	\$164 + T&M	\$ 101					\$ 122
2670	Letter to Department of Real Estate	\$ 143	\$ 180		\$210- \$400				

Environmental Management Division Fee Comparison Effective July 1, 2014

P/E	Description	Current El Dorado County	Proposed El Dorado County	Placer County	Butte County	Sacramento County	Yolo County	Nevada County	Average
2671	Pre-Application Meetings	\$ 73	\$ 90		1/2 app fee				
2672	Site Plan Review	\$ 143	\$ 180						
2673	Planning Commission, Minor New Construction Commercial	\$ 143	\$ 180						
2674	Planning Director, Minor New Construction Commercial	\$ 143	\$164 + T&M						
2675	Zoning Administrator, Minor New Construction Commercial	\$ 143	\$ 180						
2676	Zoning Administrator, Minor Wireless Communications Facility	\$ 143	\$164 + T&M						
2679	Major Revision to Approved Tentative Map	\$ 431	\$164 + T&M						
2681	Minor Revision to Approved Tentative Map	\$ 143	\$164 + T&M						

Planning Services
Community Development Agency
Fee Study FY 14/15



COMMUNITY DEVELOPMENT AGENCY

PLANNING DIVISION FEE HIGHLIGHTS

Background: The Planning Division fee schedule consists of a combination of flat fee and tasks which are billed for actual costs (Time & Materials). A fee study has not been performed since 2010. The hourly rate has also not changed since 2010. To analyze these fees, data was collected from Planning Time Tracking for approximately a 10 year period. The search date was expanded for Planning because some projects take more than 3 years to complete or are on hold and/or delayed for years before being completed. Data was also collected from LMIS. Data was analyzed and where data was deemed inconsistent, staff interviews were conducted to augment conclusions.

Highlights: All fees were updated and are reflective of the current amount of resources required to complete a specific task. All Flat Fees were calculated using the current approved billing rate for FY 15/16. This billing rate is approved by the County Auditor's Office.

The purpose of the time/fee study was to determine the appropriate amount of time needed to perform a task. As such, the study concluded that some fees were obsolete and were removed from the fee schedule. Others were combined and reclassified. Still others were increased to reflect the current amount of staff resources spent on a given task.

The Agency deleted the fees for Surety from the schedule and deleted "Tapes, Hearing (Planning Commission, Zoning Administrator)" because the fee is no longer needed.

The Agency as a whole decided all departments will offer a Pre-Application Review. It will provide information to the public on the development process and the cost involved. For applicants taking advantage of this review, a credit equivalent to the Pre-Application Review, Minor fee will be applied to the Parcel Review fee if requested for the same project within one year.

**Community Development Agency Planning Division
Proposed Fee Schedule**

ACTIVITY	EXISTING FEE HOURS	EXISTING FEE	HOURLY TIME STUDY	STUDY FULL COST RECOVERY	RECOMMENDED HOURS	RECOMMENDED FEE
HOURLY RATE		\$ 100.00	FY 15/16	\$ 119.27	FY 15/16	\$ 119.27
APEALS Appeal by project applicant	2.00	\$ 200.00 \$1,000 T&M	27.01	\$ 3,221.48	2.00	\$ 239.00
BOUNDARY LINE ADJUSTMENT BLA	3.00	\$ 300.00	1.38	\$ 164.59	3.00	\$ 358.00
BOUNDARY LINE ADJUSTMENT TIME EXTENSION BLA-E	0.50	\$ 50.00	0.69	\$ 82.30	0.69	\$ 82.00
BOUNDARY LINE MERGE BLA-M	1.00	\$ 100.00	0.54	\$ 64.41	1.00	\$ 119.00
BUILDING PERMITS						
GRADING (NOT ASSOCIATED WITH A STRUCTURE)	2.00	\$ 200.00	1.33	\$ 158.63	1.33	\$ 159.00
NON-RESIDENTIAL, New Construction (new floor plan)	6.00	\$ 600.00	3.55	\$ 423.41	3.55	\$ 423.00
Tenant Improvements with a change in use or occupancy	3.00	\$ 300.00	2.06	\$ 245.70	2.06	\$ 246.00
Tenant Improvements with no change in use or occupancy	0.50	\$ 50.00	1.21	\$ 144.32	1.21	\$ 144.00
Wall signs and misc. other non-residential	0.50	\$ 50.00	0.94	\$ 112.11	0.94	\$ 112.00
MISCELLANEOUS: Plan check Revisions, review of 2nd Corrections, and any other activity not covered in the fee schedule	charged hourly rate	charged hourly rate	T & M	T & M	T & M	T & M
RESIDENTIAL: new dwellings, second dwelling units, multi-family	3.00	\$ 300.00 \$300 per dwelling	2.10	\$ 250.47	2.10	\$ 250.00
Accessory structures, expansion of existing structures, ag buildings, pools	1.00	\$ 100.00	1.03	\$ 122.85	1.03	\$ 123.00
Minor permit review (permits requiring limited review)	0.25	\$ 25.00	0.55	\$ 65.60	0.55	\$ 66.00
SPECIAL ZONING REVIEW (Additional fee for flood zone, development eligibility review, TRPA MOU, or similar)	1.00	\$ 100.00	0.67	\$ 79.91	0.67	\$ 80.00
CERTIFICATE OF COMPLIANCE COC						
DISCRETIONARY - HEARING REQ	35.00	\$ 3,500.00	58.30	\$ 6,953.44	35.00	\$ 4,174.00
DISCRETIONARY - NO HEARING REQ	6.00	\$ 600.00	29.00	\$ 3,458.83	6.00	\$ 716.00
MAJOR REVISION TO APPROVED CERTIFICATE		\$2625 T&M				\$2625 deposit, T&M
MINOR REVISION TO APPROVED CERTIFICATE (No Changes to environmental document)	8.75	\$ 875.00	N/A	N/A	8.75	\$ 1,044.00
DESIGN REVIEW DR						
MAJOR	50.00	\$ 5,000.00	72.54	\$ 8,651.85	60.00	\$ 7,156.00
MINOR	10.00	\$ 1,000.00	32.70	\$ 3,900.13	20.00	\$ 2,385.00
MAJOR REVISION TO APPROVED DESIGN REVIEW	75% of fee	75% of fee				75% of fee
MINOR REVISION TO APPROVED DESIGN REVIEW	25% of fee	25% of fee				25% of fee
DEVELOPMENT AGREEMENT DA						
INITIAL APPLICATION		\$2500 T&M				\$2500 deposit, T&M
ANNUAL REVIEW FEE		\$800 T&M				\$800 deposit, T&M

**Community Development Agency Planning Division
Proposed Fee Schedule**

ACTIVITY	EXISTING FEE HOURS	EXISTING FEE	HOURLY TIME STUDY	STUDY FULL COST RECOVERY	RECOMMENDED HOURS	RECOMMENDED FEE
ENVIROMENTAL IMPACT REPORT (EIR)						
NOTICE OF PREPARATION		\$2000 T&M				\$2000 deposit, T&M
EIR AND HEARINGS, STAFF TIME (Consultant charges are based on cost identified by contract)		\$5000 T&M				\$5000 deposit, T&M
FINDING OF GENERAL PLAN CONSISTENCY GOV	5.00	\$ 500.00	5.14	\$ 613.05	5.14	\$ 613.00
GENERAL PLAN A						
MAP AMENDMENT		\$4000 T&M				\$4000 deposit, T&M
TEXT AMENDMENT, MAJOR (not CEQA exempt)		\$2000 T&M				\$2000 deposit, T&M
TEXT AMENDMENT, MINOR (CEQA exempt)		\$1000 T&M				\$1000 deposit, T&M
HEARING CONTINUATION OFF-CALENDAR, REQUESTED BY APPLICANT	3.00	\$ 300.00	N/A	N/A	3.00	\$ 358.00
MISCELLANEOUS MANUALS, ETC.		Actual cost				Actual cost
MOBILE HOME, TEMPORARY TMA						
INITIAL APPLICATION	2.00	\$ 200.00			NO FEE	
RENEWAL	0.50	\$ 50.00			NO FEE	
PARCEL MAPS P						
RESIDENTIAL/COMMERCIAL PARCEL MAP	52.00	\$ 5,200.00	69.68	\$ 8,310.73	69.68	\$ 8,311.00
MAJOR REVISION TO APPROVED PARCEL MAP	75% of fee	75% of fee	52.26	\$ 6,233.05	52.26	\$ 6,233.00
MINOR REVISIONS TO APPROVED PARCEL MAP	25% of fee	25% of fee	17.42	\$ 2,077.68	17.42	\$ 2,078.00
TIME EXTENSIONS		\$1000 T&M				\$1000 deposit, T&M
CORRECTIONS TO RECORDED FINAL/PARCEL MAP	7.50	\$ 750.00	15.14	\$ 1,805.75	15.14	\$ 1,806.00
PARCEL MAP WAIVER	4.00	\$ 400.00	5.05	\$ 602.31	5.05	\$ 602.00
PLANNED DEVELOPMENT PD						
PLANNED DEVELOPMENT		\$6000 T&M				\$6000 deposit, T&M
MAJOR REVISION TO APPROVED DEVELOPMENT PLAN		\$4000 T&M				\$4000 deposit, T&M
MINOR REVISION TO APPROVED DEVELOPMENT PLAN (No change to environmental document)	10.00	\$ 1,000.00	11.56	\$ 1,378.76	11.56	\$ 1,379.00
PRE APPLICATION REVIEW PA						
MINOR	6.00	\$ 600.00	7.89	\$ 941.04	7.89	\$ 941.00
MAJOR	20.00	\$ 2,000.00	30.13	\$ 3,593.61	30.13	\$ 3,594.00
REACTIVATION OR REVISION TO APPLICATION: Applications that are continued off-calendar, on hold, or incomplete one year or longer, when such delay is caused by or at the request of the applicant. Also, applications that are revised by applicant during the review process and require redistribution due to design changes or other significant change in the project.						
REACTIVATION	50% of fee* T&M	50% of fee* T&M			50% of fee* T&M	50% of fee* T&M
REVISION (Actual percentage to be determined by Planning Service based on extent of revision proposed)	25-50% of fee* T&M	25-50% of fee* T&M			25-50% of fee* T&M	25-50% of fee* T&M

**Community Development Agency Planning Division
Proposed Fee Schedule**

ACTIVITY	EXISTING FEE HOURS	EXISTING FEE	HOURLY TIME STUDY	STUDY FULL COST RECOVERY	RECOMMENDED HOURS	RECOMMENDED FEE
RECLAMATION						
RECLAMATION PLAN		\$4000 T&M				\$4000 deposit, T&M
RECLAMATION PLAN REVISION		\$2000 T&M				\$2000 deposit, T&M
ANNUAL INSPECTION AND REPORT		\$1000 T&M				\$1000 deposit, T&M
RESEARCH REQUESTS AND ZONING LETTERS						
RECONSTRUCTION AFTER BURN-DOWN LETTER	1.00	\$ 100.00	N/A	N/A	1.00	\$ 119.00
ABC LICENSE VERIFICATION, DMV ZONING, AND HCD COMPLIANCE	0.50	\$ 50.00	N/A	N/A	0.50	\$ 60.00
PUBLIC CONVENIENCE AND NECESSITY	2.50	\$ 250.00	N/A	N/A	2.50	\$ 298.00
UNLISTED SERVICES and Research		\$100 T&M				\$119 deposit, T&M
REVERSION TO ACREAGE	1.50	\$ 150.00	N/A	N/A	1.50	\$ 179.00
SITE PLAN REVIEW SPR						
ADMINISTRATIVE PERMIT	1.00	\$ 100.00	N/A	N/A	1.00	\$ 119.00
AGRICULTURAL SETBACK RELIEF (SEE VARIANCE)						
IMPROVEMENT PLANS	3.00	\$ 300.00	N/A	N/A	3.00	\$ 358.00
COMMERCIAL	3.00	\$ 300.00	4.89	\$ 583.23	4.89	\$ 583.00
RANCH MARKETING OR WINERY	2.50	\$ 250.00	12.69	\$ 1,513.54	10.00	\$ 1,193.00
SPECIAL USE PERMIT S						
PLANNING COMMISSION/ZONING ADMINISTRATOR, MAJOR	40.00	\$ 4,000.00	63.41	\$ 7,562.91	63.41	\$ 7,563.00
PLANNING COMMISSION/ZONING ADMINISTRATOR, MEDIUM	15.00	\$ 1,500.00	39.27	\$ 4,683.73	39.27	\$ 4,684.00
PLANNING COMMISSION/ZONING ADMINISTRATOR, MINOR	15.00	\$ 1,500.00	N/A	N/A	15.00	\$ 1,789.00
MAJOR REVISION TO APPROVED SPECIAL USE PERMIT	75% of fee	75% of fee			75% of fee	75% of fee
MINOR REVISION TO APPROVED SPECIAL USE PERMIT	25% of fee	25% of fee			25% of fee	25% of fee
SPECIFIC PLANS AND REVISIONS (Staff costs only. Consultant costs are covered by separate contract)		\$5000 T&M				\$5000 deposit, T&M
SUBDIVISION MAPS TM						
PRELIMINARY MAP		\$2000 T&M				\$2000 deposit, T&M
TENTATIVE MAP (All types)		\$7500 T&M				\$7500 deposit, T&M
MAJOR REVISION TO APPROVED TENTATIVE MAP		\$5000 T&M				\$5000 deposit, T&M
MINOR REVISION TO APPROVED TENTATIVE MAP	18.50	\$ 1,850.00	34.58	\$ 4,124.36		\$2500 deposit, T&M
FINAL MAP	20.00	\$ 2,000.00	16.83	\$ 2,007.31	20.00	\$ 2,385.00
TIME EXTENSIONS		\$1000 T&M				\$1000 deposit, T&M
SURETY	1.00	\$ 100.00			NO FEE	

**Community Development Agency Planning Division
Proposed Fee Schedule**

ACTIVITY		EXISTING FEE HOURS	EXISTING FEE	HOURLY TIME STUDY	STUDY FULL COST RECOVERY	RECOMMENDED HOURS	RECOMMENDED FEE
TAPES, HEARING (Planning Commission, Zoning Administrator)		\$5 each	\$5 each			NO FEE	
TEMPORARY USE PERMIT (ALL CATEGORIES)	TUP						
A. Subdivision Model Homes, Construction Yard, Office, Outdoor Sales		1.50	\$ 150.00	3.45	\$ 411.48	3.45	\$ 411.00
B. Christmas Tree Lots, Auctions, Temporary Signs		1.00	\$ 100.00	3.04	\$ 362.58	3.04	\$ 363.00
C. Outdoor concerts, itinerate shows, carnivals, circuses, rodeos, and religious revival meetings		4.00	\$ 400.00	4.24	\$ 505.70	4.24	\$ 506.00
D. Other Uses: As determined by Development Services Division Director		2.00	\$ 200.00	3.55	\$ 423.41	3.55	\$ 423.00
E. Non-Profit Organization Activity		0.50	\$ 50.00	3.36	\$ 400.75		SEE SPECIFIC CATEGORY
VARIANCE	V						
17.22.600 et. Seq. (Discretionary Variance)		22.00	\$ 2,200.00	16.83	\$ 2,007.31	22.00	\$ 2,624.00
Administrative Front Setback Reduction (17.14-020 - 17.14-040)		0.50	\$ 50.00	N/A	N/A	0.50	\$ 60.00
Administrative Relief for Agricultural Setbacks		0.50	\$ 50.00	4.25	\$ 506.90	4.25	\$ 507.00
Administrative Relief for Riparian Setbacks		3.00	\$ 300.00	20.35	\$ 2,427.14	3.00	\$ 358.00
Administrative 10% Relief (17.22.020)		6.00	\$ 600.00	6.50	\$ 775.26	6.50	\$ 775.00
WILLIAMSON ACT CONTRACTS (Agricultural Preserve)	WAC						
ESTABLISH AND AMENDMENTS (Rezone to LA is no charge; Rezone to AG or PA requires the full rezone fee)		8.00	\$ 800.00	9.84	\$ 1,173.62	9.84	\$ 1,174.00
IMMEDIATE CANCELLATION (no fee for notice of non-renewal)			\$1000 T&M				\$1000 deposit, T&M
ZONE CHANGE	Z		\$2800 T&M				\$2800 deposit, T&M

Appeals

Appeals

Appeals made by the public and/or applicant

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Appeals:		5
Total Hours Used:	110.05	
Exceptions deleted from analysis:		
A09-0004 BOS Res Amendment	(2.00)	(1)
 Net Used for Analysis	108.05	4

HOURS PER UNIT

Number of Projects	4
Total hours	108.05
Average hour / Project	27.01

COST PER HOUR

An Assistant Planner is the category of person assigned this task 85% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		27.01
Calculated Flat Fee =	\$	3,221.48
Rounded to	\$	3,221.00

PRIOR FEE COMPARISON

Current fee	\$	200
Proposed fee	\$	239
Net Increase	\$	39

Other Information and Issues

Time data was analyzed for this period and identified 5 projects. Of the 5 projects, 1 was eliminated from analysis due to hourly irregularity. 108.05 hours were charged to the 4 projects. The mean time spent on each Appeal is 27.01 hours. The 27.01 multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$3,221.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, this charge should be kept at the current 2 hours for the rate of \$239.00, instead of full cost recovery, to encourage the public to use this process. Currently there are two separate fees for Appeals, therefore we are recommending to consolidate the two categories into one fee.

The Agency is recommending to keep the current rate of 2 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Boundary Line Adjustment

Boundary Line Adjustment:

BLA A change in the line between two or more existing adjacent parcels.

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Annual Boundary Line Adjustments:		32
Total Hours Used:	57.05	
Exceptions deleted from analysis:		
BLA13-0025	(7.25)	(1)
BLA13-0032	(9)	(1)
Net Used for Analysis	41.30	30

HOURS PER UNIT

Number of Projects	30
Total hours	41.30
Average hour / Project	1.38

COST PER HOUR

An Assistant Planner and Senior Planner are assigned this task 90% of the time.
 The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	1.38
Calculated Flat Fee =	\$ 164.59
Rounded to	\$ 165.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 358
Net Increase	\$ 58

Other Information and Issues

Time data was analyzed for this period and identified 32 projects. Of the 32 projects, 2 were eliminated from analysis due to hourly irregularity. 41.30 hours were charged to the 30 projects. The mean time spent on each Boundary Line Adjustment is 1.38 hours. The 1.38 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$165.00 per project.

Interviews were conducted on 4/9/15. Roger Trout, Development Services Division Director, recommends this charge should be kept at the current 3 hours for a rate of \$358.00. Staff spends time that is not accounted for before the application is submitted and a file number created. Applicants, engineers, and surveyors need to contact us and get information in order to complete their applications. Therefore, the time tracking data only reflects a small portion of the actual processing costs to the Department.

The Agency is recommending to keep the current charge of 3 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Boundary Line Adjustment Time Extension

Boundary Line Adjustment Time Extension:

BLA-E A change in the line between two or more existing adjacent parcels, extension.

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total BLA Time Extension:		4
Total Hours Used:	2.75	

Exceptions deleted from analysis:

None

Net Used for Analysis	2.75	4
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HOURS PER UNIT

Number of Projects	4
Total hours	2.75
Average hour / Project	0.69

COST PER HOUR

An Assistant Planner and Senior Planner are assigned this task 95% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27	
x hours	0.69	
Proposed Flat Fee =	\$ 82.30	
Rounded to	\$ 82.00	

PRIOR FEE COMPARISON

Current fee	\$ 50	
Proposed fee	\$ 82	
Net Increase	\$ 32	

Other Information and Issues

Time data was analyzed for this period and identified 4 projects. 2.75 hours were charged to the 4 projects. The mean time spent on each Boundary Line Adjustment-Extension is .69 hours. The .69 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$82.00 per project.

The Agency is recommending full cost recovery of .69 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Boundary Line Merge

Boundary Line Merge:

BLA-M Adjoining lots under common ownership are proposed to be merged into one lot.

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Boundary Line Merge:		22
Total Hours Used:	11.85	

Exceptions deleted from analysis:

None

Net Used for Analysis	11.85	22
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HOURS PER UNIT

Number of Projects	22
Total hours	11.85
Average hour / Project	0.54

COST PER HOUR

An Assistant Planner and Senior Planner are assigned this task 90% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	0.54
Calculated Flat Fee =	\$ 64.41
Rounded to	\$ 64.00

PRIOR FEE COMPARISON

Current fee	\$ 100
Proposed fee	\$ 119
Net Increase	\$ 19

Other Information and Issues

Time data was analyzed for this period and identified 22 projects. 11.85 hours were charged to the 22 projects. The mean time spent on each Boundary Line Merge is .54 hours. The .54 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$64.00 per project.

Interviews were conducted on 4/9/15. Roger Trout, Development Services Division Director, recommends this charge should be kept at the current hour for a rate of \$119.00. Staff spends time that is not accounted for before the application is submitted and a file number created. Applicants, engineers, and surveyors need to contact us and get information in order to complete their applications. Therefore, the time tracking data only reflects a small portion of the actual processing costs to the Department.

The Agency is recommending to keep the current charge of 1 hour multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit - Grading

Building Permit - Grading:

Not associated with a structure

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Building Permit- Grading:		22
Total Hours Used:	29.35	

Exceptions deleted from analysis:

None

Net Used for Analysis	29.35	22
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HOURS PER UNIT

Number of Projects	22
Total hours	29.35
Average hour / Project	1.33

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	1.33
Proposed Flat Fee =	\$ 158.63
Rounded to	\$ 159.00

PRIOR FEE COMPARISON

Current fee	\$ 200
Proposed fee	\$ 159
Net Decrease	\$ (41)

Other Information and Issues

Time data was analyzed for this period and identified 22 projects. 29.35 hours were charged to the 22 projects. The mean time spent on each Building Permit: Grading is 1.33 hours. The 1.33 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$159.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, these charges were estimated when originally proposed and the data presented best represents the resources required to complete the task.

The Agency is recommending full cost recovery of 1.33 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: Non-Residential, New Construction

Building Permit: Non-Residential, New Construction
New Floor Area

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Non-Res, New Construct, New Floor Area:		20
Total Hours Used:	71.05	

Exceptions deleted from analysis:

Net Used for Analysis	71.05	20
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HOURS PER UNIT

Number of Projects	20
Total hours	71.05
Average hour / Project	<u>3.55</u>

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	<u>3.55</u>
Proposed Flat Fee =	\$ 423.41
Rounded to	\$ 423.00

PRIOR FEE COMPARISON

Current fee	\$ 600
Proposed fee	<u>\$ 423</u>
Net Decrease	\$ (177)

Other Information and Issues

Time data was analyzed for this period and identified 20 projects. 71.05 hours were charged to the 20 projects. The mean time spent on each Building Permit: Non-Residential, New Construction is 3.55 hours. The 3.55 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$423.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, these charges were estimated when originally proposed and the data presented best represents the resources required to complete the task.

The Agency is recommending full cost recovery of 3.55 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: TI with Change in OCC

Building Permit: Tenant improvement with Change in Use or Occupancy:

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total TI with Change in OCC:		29
Total Hours Used:	60.65	
 Exceptions deleted from analysis:		
222315	(3.00)	(1)
 Net Used for Analysis	57.65	28

HOURS PER UNIT

Number of Projects	28
Total hours	57.65
Average hour / Project	2.06

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	2.06
Proposed Flat Fee =	\$ 245.70
Rounded to	\$ 246.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 246
Net Decrease	\$ (54)

Other Information and Issues

Time data was analyzed for this period and identified 29 projects. Of the 29 projects, 1 was eliminated from analysis due to inconsistency. 57.65 hours were charged to the 28 projects. The mean time spent on each Building Permit: TI with Change in OCC is 2.06 hours. The 2.06 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$246.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, these charges were estimated when originally proposed and the data presented best represents the resources required to complete the task.

The Agency is recommending full cost recovery of 2.06 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: TI with no Change in OCC

Building Improvement - Tenant Improvements with no change in use or occupancy

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Building Permit- TI with No Change In OCC:		26
Total Hours Used:	26.50	

Exceptions deleted from analysis:

	214578	225951		(3.50)	(7)
210090	214577	222823			
	212787	202277			

Net Used for Analysis	23.00	19
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HOURS PER UNIT

Number of Projects	19
Total hours	23.00
Average hour / Project	1.21

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	1.21
Proposed Flat Fee =	\$ 144.32
Rounded to	\$ 144.00

PRIOR FEE COMPARISON

Current fee	\$ 50
Proposed fee	\$ 144
Net Increase	\$ 94

Other Information and Issues

Time data was analyzed for this period and identified 26 projects. Of the 26 projects, 7 were eliminated from analysis due to inconsistency. 23 hours were charged to the 19 projects. The mean time spent on each Building Permit: TI with no Change in OCC is 1.21 hours. The 1.21 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$144.00 per project.

The Agency is recommending full cost recovery of 1.21 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: Non-Residential, New Construction

Building Permit: Non-Residential, New Construction

Wall Signs and Miscellaneous other non-residential

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Building Permit- Wall Signs and Misc.:		12
Total Hours Used:	10.35	

Exceptions deleted from analysis:

227172	(0.50)	(1)
227171	(0.50)	(1)

Net Used for Analysis	9.35	10
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HOURS PER UNIT

Number of Projects	10
Total hours	9.35
Average hour / Project	0.94

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	0.94
Proposed Flat Fee =	\$ 112.11
Rounded to	\$ 112.00

PRIOR FEE COMPARISON

Current fee	\$ 50
Proposed fee	\$ 112
Net Increase	\$ 62

Other Information and Issues

Time data was analyzed for this period and identified 12 projects. Of the 12 projects, 2 were eliminated from analysis due to inconsistency. 9.35 hours were charged to the 10 projects. The mean time spent on each Building Permit: Non-Residential, New Construction is .94 hours. The .94 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$112.00 per project.

The Agency is recommending full cost recovery of .94 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: Miscellaneous

Miscellaneous: Plan check revisions, review of 2nd corrections, and any other activity not covered in the fee schedule

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Other Information and Issues

The Agency is currently recovering all costs associated with a Building Permit: Miscellaneous on a Time and Material basis and recommends this remain unchanged.

Building Permit: Residential, New Dwellings, Second Units, Multi-Family

Building Permit - Residential:

New Dwellings, second dwelling units, multi-family

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Building Permit- Residential:		28
Total Hours Used:	66.20	

Exceptions deleted from analysis:

202085	(0.75)	(1)
200350	(12.50)	(1)
207904	(0.50)	(1)

Net Used for Analysis	52.45	25
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HOURS PER UNIT

Number of Projects	25
Total hours	52.45
Average hour / Project	2.10

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	2.10
Proposed Flat Fee =	\$ 250.47
Rounded to	\$ 250.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 250
Net Decrease	\$ (50)

Other Information and Issues

Time data was analyzed for this period and identified 28 projects. Of the 28 projects, 3 were eliminated from analysis due to higher or lower hours as compared to the mean time. 52.45 hours were charged to the 25 projects. The mean time spent on each Building Permit: Residential New Dwellings, Second Dwelling Units, Multi-Family is 2.10 hours. The 2.10 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$250.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, these charges were estimated when originally proposed and the data presented best represents the resources required to complete the task.

The Agency is recommending full cost recovery of 2.10 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: Residential Accessory Structures, Expansion of Existing Structures, Ag. Buildings, Pools

Building Permit - Residential:

Accessory structures, expansion of existing structures, agricultural buildings, pools

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Building Permit- Residential Accessory:		29
Total Hours Used:	29.75	

Exceptions deleted from analysis:

Net Used for Analysis	29.75	29
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HOURS PER UNIT

Number of Projects	29
Total hours	29.75
Average hour / Project	<u>1.03</u>

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	<u>1.03</u>
Proposed Flat Fee =	\$ 122.85
Rounded to	\$ 123.00

PRIOR FEE COMPARISON

Current fee	\$ 100
Proposed fee	<u>\$ 123</u>
Net Increase	\$ 23

Other Information and Issues

Time data was analyzed for this period and identified 29 projects. 29.75 hours were charged to the 29 projects. The mean time spent on each Building Permit: Residential is 1.03 hours. The 1.03 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$123.00 per project.

The Agency is recommending full cost recovery of 1.03 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Building Permit: Minor Permit Review

Building Permit - Minor Permit Review:

Minor Permit Review (permits requiring limited review)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Building Permit- Minor Permit Review:		14
Total Hours Used:	7.35	

Exceptions deleted from analysis:		
203723	(0.25)	(1)

Net Used for Analysis	7.10	13
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HOURS PER UNIT

Number of Projects	13
Total hours	7.10
Average hour / Project	0.55

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	0.55
Proposed Flat Fee =	\$ 65.60
Rounded to	\$ 66.00

PRIOR FEE COMPARISON

Current fee	\$ 25
Proposed fee	\$ 66
Net Increase	\$ 41

Other Information and Issues

Time data was analyzed for this period and identified 14 projects. Of the 14 projects, 1 was eliminated from analysis due to inconsistency. 7.10 hours were charged to the 13 projects. The mean time spent on each Building Permit: Minor Permit Review is .55 hours. The .55 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$66.00 per project.

The Agency is recommending full cost recovery of .55 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Special Zoning Review

Special Zoning Review:

Additional fee for Flood Zone, Development Eligibility Review, TRPA MOU, or similar

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Special Zoning Review:		3
Total Hours Used:	2.00	

Exceptions deleted from analysis:

None

Net Used for Analysis	2.00	3
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HOURS PER UNIT

Number of Projects	3
Total hours	2.00
Average hour / Project	0.67

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	0.67
Proposed Flat Fee =	\$ 79.91
Rounded to	\$ 80.00

PRIOR FEE COMPARISON

Current fee	\$ 100
Proposed fee	\$ 80
Net Decrease	\$ (20)

Other Information and Issues

Time data was analyzed for this period and identified 3 projects. 2 hours were charged to the 3 projects. The mean time spent on each Special Zoning Review is .67 hours. The .67 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$80.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, these charges were estimated when originally proposed and the data presented best represents the resources required to complete the task.

The Agency is recommending full cost recovery of .67 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Certificate of Compliance: Discretionary Hearing Required

Certificate of Compliance:

COC Discretionary - Hearing Required

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Certificate of Compliance:		2
Total Hours Used:	116.60	

Exceptions deleted from analysis:

Net Used for Analysis	116.60	2
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HOURS PER UNIT

Number of Projects	2
Total hours	116.60
Average hour / Project	58.30

COST PER HOUR

An Assistant Planner is the person assigned this task 95% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	58.30
Calculated Flat Fee =	\$ 6,953.44
Rounded to	\$ 6,953.00

PRIOR FEE COMPARISON

Current fee	\$ 3,500
Proposed fee	\$ 4,174
Net Increase	\$ 674

Other Information and Issues

Time data was analyzed for this period and identified 2 projects. 116.60 hours were charged to the 2 projects. The mean time spent on each Certificate of Compliance: Hearing Required is 58.30 hours. The 58.30 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$6,953.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, this fee should be kept at the current 35 hours for a rate of \$4,174.00. There is not a large pool of samples to validate the fee. We only handle a few a year and these types of projects are wildly variable in their complexity. Recommendation is to update the hourly rate only. The vast majority of these applications are handled quickly and efficiently by the County Surveyor's Office, pursuant to the Ordinance (120.76), and these are all the unique applications that require special consideration.

The Agency is recommending to keep the current charge of 35 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Certificate of Compliance: Discretionary - No Hearing Required

Certificate of Compliance :
 COC Discretionary - No Hearing Required

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Certificate of Compliance:		2
Total Hours Used:	58.00	

Exceptions deleted from analysis:

None

Net Used for Analysis	58.00	2
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HOURS PER UNIT

Number of Projects	2
Total hours	58.00
Average hour / Project	29.00

COST PER HOUR

An Assistant Planner is the person assigned this task 95% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		29.00
Calculated Flat Fee =	\$	3,458.83
Rounded to	\$	3,459.00

PRIOR FEE COMPARISON

Current fee	\$	600
Proposed fee	\$	716
Net Increase	\$	116

Other Information and Issues

Time data was analyzed for this period and identified 2 projects. 58 hours were charged to the 2 projects. The mean time spent on each Certificate of Compliance: No Hearing Required is 29 hours. The 29 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$3,459.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, this fee should be kept at the current 6 hours for a rate of \$716.00. There is not a large pool of samples to validate the fee. We only handle a few a year and these types of projects are wildly variable in their complexity. Recommendation is to update the hourly rate only. The vast majority of these applications are handled quickly and efficiently by the County Surveyor's Office, pursuant to the Ordinance (120.76), and these are all the unique applications that require special consideration.

The Agency is recommending to keep the current charge of 6 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Certificate of Compliance: Major Revision

Certificate of Compliance Major Revision to Approved Certificate
COC

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,625.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Certificate of Compliance Major Revision to Approved Certificate on a Time and Material basis and recommends this remain unchanged.

Certificate of Compliance: Minor Revision

Certificate of Compliance :

COC Minor revision to approved certificate

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years
Hours Projects

Total Annual Certificate of Compliance:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

COST PER HOUR

An Assistant Planner is the person assigned this task 95% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	8.75

Proposed Flat Fee =	\$1,043.61
Rounded to	\$1,044.00

PRIOR FEE COMPARISON

Current fee	\$ 875
Proposed fee	\$ 1,044
Net Increase	\$ 169

Other Information and Issues

No data was found to analyze this fee. In discussion with R. Trout, Development Services Division Director, the Agency is recommending to keep the fee at 8.75 hours.

The Agency is recommending full cost recovery of 8.75 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Design Review: Major

Design Review:

DR

Major (Applications adjacent to State Highway - Negative Declaration)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Design Review, Major:		14
Total Hours Used:	643.25	

Exceptions deleted from analysis:

DR00-0008	(3.00)	(1)
DR01-0007	(2.25)	(1)
DR04-0019	(50.45)	(1)
DR00-0017-S	(1.10)	(1)
DR00-0025-S	(1.20)	(1)
DR04-0019-S	(4.95)	(1)
Net Used for Analysis:	580.30	8

HOURS PER UNIT

Number of Projects	8
Total hours	580.30
Average hour / Project	72.54

COST PER HOUR

A Senior Planner is assigned this task 60% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		72.54
Calculated Flat Fee =	\$	8,651.85
Rounded to	\$	8,652.00

PRIOR FEE COMPARISON

Current fee	\$	5,000
Proposed fee	\$	7,156
Net Increase	\$	2,156

Other Information and Issues

Time data was analyzed for this period and identified 14 projects. Of the 14 projects, 6 were eliminated from analysis due to higher or lower than mean hours spent on the project. 580.30 hours were charged to the 8 projects. The mean time spent on each Design Review: Major (Applications adjacent to State Highway - Negative Declaration) is 72.54 hours. The 72.54 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$8,652.00 per project.

R. Trout, Development Services Division Director, recommends combining the fee of Design Review, Planning Commission Major and Design Review, Staff Level Major, making it one fee for all Design Review Major projects. For these types of projects, the data found is not a good representation of the required resources. The data sets were small and not representative of the typical project. R. Trout estimates 60 hours, for a total of \$7,156.00.

The Agency is recommending 60 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Design Review: Minor

Design Review, Minor:

DR Minor, (Categorically Exempt) Signs, On-Site, Accessory Structures, Minor Commercial Expansions, Minor new Commercial (2,500 sq. ft.) minor residential (4 dwelling units or less).

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Design Review, Minor:		5
Total Hours Used:	131.55	

Exceptions deleted from analysis:

DR00-0001-S	(0.75)	(1)
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Net Used for Analysis	130.80	4
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HOURS PER UNIT

Number of Projects	4
Total hours	130.80
Average hour / Project	32.70

COST PER HOUR

A Senior Planner is assigned this task 60% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	32.70
Calculated Flat Fee =	\$3,900.13
Rounded to	\$3,900.00

PRIOR FEE COMPARISON

Current fee	\$ 1,000
Proposed fee	\$ 2,385
Net Increase	\$ 1,385

Other Information and Issues

Time data was analyzed for this period and identified 5 projects. Of the 5 projects, 1 was eliminated from analysis due to the amount of time spent on the project. 130.80 hours were charged to the 4 projects. The mean time spent on each Design Review: Minor is 32.70 hours. The 32.70 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$3,900.00 per project.

R. Trout, Development Services Division Director, recommends combining the fee of Design Review, Planning Commission Major and Design Review, Staff Level Major, making it one fee for all Design Review Major projects. For these types of projects, the data found is not a good representation of the required resources. The data sets were small and not representative of the typical project. Some Minor Design Review applications should have been categorized to Major Design Review. R. Trout estimates 20 hours, for a total of \$2,385.00.

The Agency is recommending 20 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Design Review: Major Revision

Design Review, Major Revision to Approved Design Review
DR

COST PER HOUR

75% of fee

DEPOSIT INFORMATION

Other Information and Issues

The Agency is currently recovering all costs associated with a Design Review, Major Revision to Approved Design Review at 75% of the original application fee and recommends this remain unchanged.

Design Review: Minor Revision

Design Review, Minor Revision to Approved Design Review
DR

COST PER HOUR

25% of fee

DEPOSIT INFORMATION

Other Information and Issues

The Agency is currently recovering all costs associated with a Design Review, Minor Revision to Approved Design Review at 25% of the original application fee and recommends this remain unchanged.

Development Agreement Application

Development Agreement Application
DA

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,500.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Development Agreement Application on a Time and Material basis and recommends this remain unchanged.

Development Agreement Annual Review
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Development Agreement Annual Review
DA

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 800.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Development Agreement Annual Review on a Time and Material basis and recommends this remain unchanged.

EIR, Notice of Preparation

Environmental Impact Report, Notice of Preparation
EIR

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Environmental Impact Report, Notice of Preparation on a Time and Material basis and recommends this remain unchanged.

EIR and Hearings, Staff Time

Environmental Impact Report, EIR and Hearings, Staff Time

EIR

Consultant charges are based on cost identified by contract

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 5,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Environmental Impact Report, EIR and Hearings, Staff Time on a Time and Material basis and recommends this remain unchanged.

Finding of General Plan Consistency

Finding of General Plan Consistency:

GOV Govt. Code Sections 65402 and 65403

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Finding of General Plan Consistency:		13
Total Hours Used:	58.55	

Exceptions deleted from analysis:

GOV13-0001	(0.20)	(1)
GOV14-0001	(2.50)	(1)
GOV14-0002	(1.00)	(1)
GOV07-0011 county project	(7.00)	(1)
GOV09-0006 county project	(4.10)	(1)
GOV10-0001-2 project not found in LMIS	(7.75)	(1)

Net Used for Analysis	36.00	7
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HOURS PER UNIT

Number of Projects	7	
Total hours	36.00	
Average hour / Project	5.14	

COST PER HOUR

A Principal Planner is assigned this task 44% of the time.
 The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27	
x hours	5.14	
Proposed Flat Fee =	\$ 613.05	
Rounded to	\$ 613.00	

PRIOR FEE COMPARISON

Current fee	\$ 500	
Proposed fee	\$ 613	
Net Increase	\$ 113	

Other Information and Issues

Time data was analyzed for this period and identified 13 projects. Of the 13 projects, 6 were eliminated from analysis due to the amount of time spent on the project. 36 hours were charged to the 7 projects. The mean time spent on each Finding of General Plan Consistency is 5.14 hours. The 5.14 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$613.00 per project.

These projects are waived for Public agencies.

The Agency is recommending full cost recovery of 5.14 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

General Plan Map Amendment

General Plan Map Amendment

A

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 4,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a General Plan Map Amendment on a Time and Material basis and recommends this remain unchanged.

General Plan Text Amendment, Major

General Plan Text Amendment, Major (not CEQA exempt)

A

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a General Plan Text Amendment, Major on a Time and Material basis and recommends this remain unchanged.

General Plan, Minor

General Plan Text Amendment, Minor (CEQA exempt)
A

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 1,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a General Plan Text Amendment, Minor on a Time and Material basis and recommends this remain unchanged.

Hearing Continuation Off-Calendar

Hearing Continuation Off-Calendar, Requested by Applicant

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years
Hours Projects

Total Hearing Continuation:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	3.00

Proposed Flat Fee =	\$ 357.81
Rounded to	\$ 358.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 358
Net Increase	\$ 58

Other Information and Issues

No data was found to analyze this fee. It is proposed we keep the time to 3 hours for a rate of \$358.00 per R. Trout, Development Services Division Director.

The Agency is recommending 3 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Miscellaneous Manuals, etc.

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ -

Other Information and Issues

The Agency is currently recovering all costs associated with Miscellaneous Manuals, etc. on a Time and Material basis and recommends this remain unchanged.

Parcel Maps, Residential/Commercial Parcel Maps

Parcel Maps:

P Residential/Commercial Parcel Map

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Parcel Map:		15
Total Hours Used:	777.15	

Exceptions deleted from analysis:

P94-0026	(0.75)	(1)
P95-0020	(0.50)	(1)
P10-0013	(9.00)	(1)
P97-0010	(0.45)	(1)

Net Used for Analysis	766.45	11
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HOURS PER UNIT

Number of Projects	11
Total hours	766.45
Average hour / Project	69.68

COST PER HOUR

A Senior Planner is assigned this task 78% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	69.68
Proposed Flat Fee =	\$ 8,310.73
Rounded to	\$ 8,311.00

PRIOR FEE COMPARISON

Current fee	\$ 5,200
Proposed fee	\$ 8,311
Net Increase	\$ 3,111

Other Information and Issues

Time data was analyzed for this period and identified 15 projects. Of the 15 projects, 4 were eliminated from analysis due to inconsistency. 766.45 hours were charged to the 14 projects. The mean time spent on each Parcel Map: Residential/Commercial is 69.68 hours. The 69.68 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$8,311.00 per project.

R. Trout, Development Services Division Director is recommending that Parcel Maps, both Residential and Commercial, be combined to one fee. The increased fee is justified because most parcel maps involve a high degree of complexity, as many easily developed parcels in the County have already been processed.

The Agency is recommending full cost recovery of 69.68 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Parcel Maps, Major Revision

Parcel Maps, Major Revision to Approved Parcel Map

P

COST PER HOUR

75% of Residential / Commercial Parcel Map Fee

FLAT FEE CALCULATION

Hours Required for Residential / Commercial Parcel Map	69.68
x %	0.75
	52.26

Current cost per hour	\$ 119.27
x hours	52.26

Proposed Flat Fee =	\$ 6,233.05
Rounded to	\$ 6,233.00

Other Information and Issues

The Agency is recommending recovering full cost with a Parcel Maps, Major Revision to Approved Parcel Map at 75% of the original application fee and recommends 52.26 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Parcel Maps, Minor Revision

Parcel Maps, Minor Revision to Approved Parcel Map

P

COST PER HOUR

25% of fee

FLAT FEE CALCULATION

Hours Required for Residential / Commercial Parcel Map	69.68
x %	0.25
	17.42

Current cost per hour	\$ 119.27
x hours	17.42

Proposed Flat Fee =	\$ 2,077.68
Rounded to	\$ 2,078.00

Other Information and Issues

The Agency is recommending recovering full cost with a Parcel Maps, Minor Revision to Approved Parcel Map at 25% of the original application fee and recommends 17.42 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Parcel Map, Time Extensions

Parcel Maps, Time Extensions

P

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 1,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Parcel Maps, Time Extensions on a Time and Material basis and recommends this remain unchanged.

Parcel Map Correction

Parcel Map Correction:

P Corrections to Recorded Final/Parcel Maps

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Corrections to Parcel Map:		7
Total Hours Used:	105.96	

Exceptions deleted from analysis:

None

Net Used for Analysis	105.96	7
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HOURS PER UNIT

Number of Projects	7
Total hours	105.96
Average hour / Project	15.14

COST PER HOUR

A Senior Planner is assigned this task 78% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		15.14
Proposed Flat Fee =	\$	1,805.75
Rounded to	\$	1,806.00

PRIOR FEE COMPARISON

Current fee	\$	750
Proposed fee	\$	1,806
Net Increase	\$	1,056

Other Information and Issues

Time data was analyzed for this period and identified 7 projects. 105.96 hours were charged to the 7 projects. The mean time spent on each Parcel Map Correction is 15.14 hours. The 15.14 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$1,806.00 per project.

The Agency is recommending full cost recovery of 15.14 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Parcel Map Waiver

Parcel Map:
P Waiver

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Parcel Map Waiver:		4
Total Hours Used:	20.20	

Exceptions deleted from analysis:

None

Net Used for Analysis	20.20	4
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HOURS PER UNIT

Number of Projects	4
Total hours	20.20
Average hour / Project	5.05

COST PER HOUR

A Senior Planner is assigned this task 78% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	5.05
Proposed Flat Fee =	\$ 602.31
Rounded to	\$ 602.00

PRIOR FEE COMPARISON

Current fee	\$ 400
Proposed fee	\$ 602
Net Increase	\$ 202

Other Information and Issues

Time data was analyzed for this period and identified 4 projects. 20.20 hours were charged to the 4 projects. The mean time spent on each Parcel Map Waiver is 5.05 hours. The 5.05 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$602.00 per project.

The Agency is recommending full cost recovery of 5.05 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Planned Development

Planned Development
PD

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 6,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Planned Development on a Time and Material basis and recommends this remain unchanged.

Planned Development, Major Revision

Planned Development, Major Revision
PD

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 4,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Planned Development, Major Revision on a Time and Material basis and recommends this remain unchanged.

Planned Development, Minor Revision

Planned Development:

PD Minor Revision to approved development plan (No change to environmental document)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Planned Development Minor Revision:		8
Total Hours Used:	92.50	

Exceptions deleted from analysis:

None

Net Used for Analysis	92.50	8
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HOURS PER UNIT

Number of Projects	8
Total hours	92.50
Average hour / Project	11.56

COST PER HOUR

A Senior Planner is assigned this task 45% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27	
x hours	11.56	
Proposed Flat Fee =	\$ 1,378.76	
Rounded to	\$ 1,379.00	

PRIOR FEE COMPARISON

Current fee	\$ 1,000	
Proposed fee	\$ 1,379	
Net Increase	\$ 379	

Other Information and Issues

Time data was analyzed for this period and identified 8 projects. 92.50 hours were charged to the 8 projects. The mean time spent on each Planned Development: Minor Revision is 11.56 hours. The 11.56 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$1,379.00 per project.

The Agency is recommending full cost recovery of 11.56 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Pre-Application Review, Minor

Pre-Application Review:

PA Minor (for projects likely to be exempt from CEQA; parcel maps; and use permits)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Minor, Pre-Application Review:		20
Total Hours Used:	185.75	

Exceptions deleted from analysis:

PA13-0013	(22.70)	(1)
PA14-0002	(21.00)	(1)

Net Used for Analysis	142.05	18
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HOURS PER UNIT

Number of Projects	18
Total hours	142.05
Average hour / Project	7.89

COST PER HOUR

A Senior Planner is assigned this task 95% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	7.89
Proposed Flat Fee =	\$ 941.04
Rounded to	\$ 941.00

PRIOR FEE COMPARISON

Current fee	\$ 600
Proposed fee	\$ 941
Net Increase	\$ 341

Other Information and Issues

Time data was analyzed for this period and 20 projects were identified. Two were eliminated from analysis due to the amount of time spent on the project. 142.05 hours were charged to the 18 projects. The mean time spent on each Pre-Application Review: Minor is 7.89 hours. The 7.89 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$941.00 per project.

The Agency is recommending full cost recovery of 7.89 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar. For applicants taking advantage of this review, a credit equivalent to the Pre-Application Review, Minor fee will be applied to the Parcel Review fee if requested for the same project within one year.

Pre-Application Review, Major

Pre-Application Review:

PA Major (including TAC review for tentative maps, rezones, general plan amendments and other projects not considered to be minor pre-applications.)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Major, Pre-Application Review:		4
Total Hours Used:	120.53	

Exceptions deleted from analysis:

Net Used for Analysis	120.53	4
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HOURS PER UNIT

Number of Projects	4
Total hours	120.53
Average hour / Project	30.13

COST PER HOUR

A Senior Planner is assigned this task 95% of the time.

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	30.13
Proposed Flat Fee =	\$3,593.61
Rounded to	\$3,594.00

PRIOR FEE COMPARISON

Current fee	\$ 2,000
Proposed fee	\$ 3,594
Net Increase	\$ 1,594

Other Information and Issues

Time data was analyzed for this period and identified 4 projects. 30.13 hours were charged to the 4 projects. The mean time spent on each Pre-Application Review: Major is 30.13 hours. The 30.13 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$3,594.00 per project.

The Agency is recommending full cost recovery of 30.13 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Reactivation or Revision to Application

Applications that are continued off calendar, on hold, or incomplete one year or longer, when such delay is caused by or at the request of the applicant. Also, applications that are revised by the applicant during the review process and require redistribution due to design changes or other significant change in the project.

COST PER HOUR

DEPOSIT INFORMATION

Reactivation	50% of original fee and T & M
Revision	25-50% of original fee and T & M *to be determined by Development Services Division Director

Other Information and Issues

The Agency is currently recovering all costs associated with a Reactivation or Revision to Application on a Time and Material basis and recommends this remain unchanged.

Reclamation Plan

Reclamation Plan

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 4,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Reclamation Plan on a Time and Material basis and recommends this remain unchanged.

Reclamation Plan Revision

Reclamation Plan Revision

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Reclamation Plan Revision on a Time and Material basis and recommends this remain unchanged.

Reclamation Annual Inspection and Report

Reclamation Annual Inspection and Report

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 1,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Reclamation Annual Inspection and Report on a Time and Material basis and recommends this remain unchanged.

Research Requests and Zoning Letters: Reconstruction after Burn-Down letters, Zone Determination letters, and flood zone determination letters

Reconstruction after Burn-Down letters, Zone Determination letters, and flood zone determination letters

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

Hours Projects

Total Research Requests and Zoning Letters:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

- -

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	1.00

Proposed Flat Fee =	\$ 119.27
Rounded to	\$ 119.00

PRIOR FEE COMPARISON

Current fee	\$ 100
Proposed fee	\$ 119
Net Increase	\$ 19

Other Information and Issues

No data was found to analyze this fee. Per R. Trout, Development Services Department Director, the recommended fee should remain at 1 hour, for a total of \$119.00.

The Agency is recommending 1 hour multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Research Requests and Zoning Letters: ABC License Verification, DMV zoning verification, and HCD compliance (campground/rv parks)

ABC License Verification, DMV zoning verification, and HCD compliance (campground/rv parks)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

Hours Projects

Total Verification and HCD compliance:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

- -

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	<u>0.50</u>
Proposed Flat Fee =	\$ 59.64
Rounded to	\$ 60.00

PRIOR FEE COMPARISON

Current fee	\$ 50
Proposed fee	<u>\$ 60</u>
Net Increase	\$ 10

Other Information and Issues

No data was found to analyze this fee. Per R. trout, Development Services Division Director, the recommended fee should remain at .5 hours, for a total of \$60.00.

The Agency is recommending .5 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Research Requests and Zoning Letters: Public Convenience and Necessity

Public Convenience and Necessity

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

Hours Projects

Total Public Convenience and Necessity:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

- -

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	2.50
Proposed Flat Fee =	\$ 298.18
Rounded to	\$ 298.00

PRIOR FEE COMPARISON

Current fee	\$ 250
Proposed fee	\$ 298
Net Increase	\$ 48

Other Information and Issues

No data was found to analyze this fee. Per R. Trout, Development Services Division Director, the recommended fee should remain at 2.5 hours, for a total of \$298.00.

The Agency is recommending 2.5 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Unlisted Services and Research

Unlisted Services and Research

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 119.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Unlisted Services and Research on a Time and Material basis and recommends this remain unchanged.

Reversion to Acreage

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

Hours Projects

Total Reversion to Acreage:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

- -

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	1.50
Proposed Flat Fee =	\$ 178.91
Rounded to	\$ 179.00

PRIOR FEE COMPARISON

Current fee	\$ 150
Proposed fee	\$ 179
Net Increase	\$ 29

Other Information and Issues

No data was found to analyze this fee. Per R. Trout, Development Service Division Director, the recommended fee should remain at 1.5 hours, for a total of \$179.00.

The Agency is recommending 1.5 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Site Plan Review: Administrative Permit

Site Plan Review:

SPR

Administrative Permit (see Zoning Ordinance for Administrative Permits)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years
Hours Projects

Total Site Plan Review Administrative Permit:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

- -

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		1.00
Proposed Flat Fee =	\$	119.27
Rounded to	\$	119.00

PRIOR FEE COMPARISON

Current fee	\$	100
Proposed fee	\$	119
Net Increase	\$	19

Other Information and Issues

No data was found to analyze this fee. It is proposed we keep the time to 1 hour. Interviews were conducted on 3/25/15. Per L. Macleod, Principal Planner, this task takes 1 hour to perform for a rate of \$119.00.

The Agency is recommending 1 hour multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Site Plan Review: Improvement Plans

Site Plan Review:

SPR Improvement Plans (for parcel map or subdivision map)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years
Hours Projects

Total Site Plan Review Improvement Plans :

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

- -

HOURS PER UNIT

Number of Projects	1
Total hours	3.00
Average hour / Project	3.00

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	3.00
Proposed Flat Fee =	\$ 357.81
Rounded to	\$ 358.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 358
Net Increase	\$ 58

Other Information and Issues

No data was found to analyze this fee. The fee is proposed to remain at 3 hours, for rate of \$358.00. Interviews were conducted on 3/25/15. Per M. Pabalinas, Senior Planner, the time required to complete this task is difficult to estimate because it depends on the complexity of the project. Only 2 known projects were processed in the last 5 years and data was unavailable.

The Agency is recommending 3 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Site Plan Review: Commercial

Site Plan Review:
SPR

Commercial (Non-Residential: pre-application for building permits and Recycling Facilities)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Site Plan Review Non-Residential :		12
Total Hours Used:	97.45	

Exceptions deleted from analysis:

SPR07-0037	(25.30)	(1)
SPR09-0011	(27.85)	(1)
SPR10-0010	(0.25)	(1)

Net Used for Analysis	44.05	9
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HOURS PER UNIT

Number of Projects	9
Total hours	44.05
Average hour / Project	4.89

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	4.89
Proposed Flat Fee =	\$ 583.23
Rounded to	\$ 583.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 583
Net Increase	\$ 283

Other Information and Issues

Time data was analyzed for this period and identified 12 projects. Of the 12 projects, 3 were eliminated from analysis due to the amount of time spent on the project. 44.05 hours were charged to the 9 projects. The mean time spent on each Site Plan Review: Commercial is 4.89 hours. The 4.89 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$583.00 per project.

Per R. Trout, Development Services Division Director recommends the fees for Site Plan Review: Non-Residential and Site Plan Review: Recycling Facilities be combined.

The Agency is recommending full cost recovery of 4.89 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Site Plan Review: Ranch Marketing or Winery

Site Plan Review:

SPR Ranch Marketing or Winery (see Zoning Ordinance)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total SPR Ranch Marketing or Winery :		6
Total Hours Used:	71.20	

Exceptions deleted from analysis:

SPR12-0004	(0.45)	(1)
SPR08-0009	(20.00)	(1)

Net Used for Analysis	50.75	4
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HOURS PER UNIT

Number of Projects	4
Total hours	50.75
Average hour / Project	12.69

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		12.69
Proposed Flat Fee =	\$	1,513.54
Rounded to	\$	1,514.00

PRIOR FEE COMPARISON

Current fee	\$	250
Proposed fee	\$	1,193
Net Increase	\$	943

Other Information and Issues

Time data was analyzed for this period and identified 6 projects. Of the 6 projects, 2 were eliminated from analysis due to the amount of time spent on the project. 50.75 hours were charged to the 4 projects. The mean time spent on each Site Plan Review: Ranch Marketing or Winery is 12.69 hours. The 12.69 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$1,514.00 per project.

Interviews were conducted on 4/9/15. Per Roger Trout, Development Services Division Director, recommends the fee be equivalent to 10 hours, for a total of \$1,193.00. These projects tend to serve as economic development with additional jobs and sales tax revenues and was established in the Ranch Marketing and Winery Ordinances to serve as the necessary level of regulation but at a minimal cost.

The Agency is recommending to increase to 10 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar, but not to the full cost recovery hours.

Special Use Permit: Planning Commission/Zoning Administrator - Negative Declaration, Major

Special Use Permit:

S Planning Commission/Zoning Administrator - Negative Declaration, Major

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total S -Planning Comm/Zoning Admin:		20
Total Hours Used:	1,268.10	

Exceptions deleted from analysis:

Net Used for Analysis	1,268.10	20
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HOURS PER UNIT

Number of Projects	20
Total hours	1268.10
Average hour / Project	<u>63.41</u>

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	<u>63.41</u>
Proposed Flat Fee =	\$ 7,562.91
Rounded to	\$ 7,563.00

PRIOR FEE COMPARISON

Current fee	\$ 4,000
Proposed fee	<u>\$ 7,563</u>
Net Increase	\$ 3,563

Other Information and Issues

Time data was analyzed for this period and identified 20 projects. 1,268.10 hours were charged to the 20 projects. The mean time spent on each S- Planning Commission/Zoning Administrator - Negative Declaration, Major is 63.41 hours. The 63.41 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$7,563.00 per project.

The Agency is recommending full cost recovery of 63.41 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Special Use Permit: Planning Commission/Zoning Administrator, Medium

Planning Commission/Zoning Administrator, Medium

S (Categorically Exempt) Off-Premise Signs, minor expansion of floor area, new minor commercial (2500 sq. ft. or less), and other categorically exempt projects.

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Planning Comm/Zoning Admin, Medium:		16
Total Hours Used:	628.35	

Exceptions deleted from analysis:

Net Used for Analysis	628.35	16
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HOURS PER UNIT

Number of Projects	16
Total hours	628.35
Average hour / Project	<u>39.27</u>

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	<u>39.27</u>
Proposed Flat Fee =	\$ 4,683.73
Rounded to	\$ 4,684.00

PRIOR FEE COMPARISON

Current fee	\$ 1,500
Proposed fee	<u>\$ 4,684</u>
Net Increase	\$ 3,184

Other Information and Issues

Time data was analyzed for this period and identified 16 projects. 628.35 hours were charged to the 16 projects. The mean time spent on each S-Planning Commission/Zoning Administrator, Medium is 39.27 hours. The 39.27 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$4,684.00 per project.

The Agency is recommending full cost recovery of 39.27 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Special Use Permit: Planning Commission/Zoning Administrator, Minor

Planning Commission/Zoning Administrator, Minor

S (Categorically Exempt) On-site signs (excess area), ham radio antenna height, fence height, modification of non-conforming parking/landscaping, temporary uses not listed, and wireless co-location.

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
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Total Planning Comm/Zoning Admin, Minor:
Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis	-	-
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COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		15.00
Proposed Flat Fee =	\$	1,789.05
Rounded to	\$	1,789.00

PRIOR FEE COMPARISON

Current fee		N/A
Proposed fee	\$	1,789
Net Increase		N/A

Other Information and Issues

No data was used to analyze this fee. This fee was created because some projects do not require as much time and work as others. Roger Trout, Development Services Division Director, says 15 hours for a total of \$1,789.00, will cover the time needed to complete this task.

The Agency is recommending full cost recovery of 15 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Special Use Permit, Major Revision

Major Revision to Approved to Special Use Permit

COST PER HOUR

75% of original fee

DEPOSIT INFORMATION

Other Information and Issues

The Agency is currently recovering all costs associated with a Major Revision to a Special Use Permit based on 75% recovery and recommends this remain unchanged.

Special Use Permit, Minor Revision

Minor Revision to Approved to Special Use Permit

COST PER HOUR

25% of original fee

DEPOSIT INFORMATION

Other Information and Issues

The Agency is currently recovering all costs associated with a Minor Revision to a Special Use Permit based on 25% recovery and recommends this remain unchanged.

Specific Plans and Revisions

Staff costs only. Consultant costs are covered by a separate contract.

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 5,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Specific Plan and Revision fee on a Time and Material basis and recommends this remain unchanged.

Subdivision Maps: Preliminary Map
--

Preliminary Maps

TM

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a TM- Preliminary Map on a Time and Material basis and recommends this remain unchanged.

Subdivision Maps: Tentative Map
--

**Tentative Map
TM**

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 7,500.00

Other Information and Issues

The Agency is currently recovering all costs associated with a TM- Tentative Map on a Time and Material basis and recommends this remain unchanged.

Subdivision Maps, Major Revision

Major Revision to Approved Tentative Map

TM

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 5,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a TM- Major Revision to Approved Tentative Map on a Time and Material basis and recommends this remain unchanged.

Subdivision Map, Minor Revision to Approved Tentative Map

Subdivision Map:

TM

Minor Revision to Approved Tentative Map

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Minor Revision to Approved Tentative Map:		10
Total Hours Used:	459.40	

Exceptions deleted from analysis:

TM05-1401-R	(146.50)	(1)
TM06-1409-R	(36.25)	(1)

Net Used for Analysis	276.65	8
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HOURS PER UNIT

Number of Projects	8	
Total hours	276.65	
Average hour / Project	<u>34.58</u>	

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27	
x hours	<u>34.58</u>	
Proposed Flat Fee =	\$ 4,124.36	
Rounded to	\$ 4,124.00	

PRIOR FEE COMPARISON

Current fee	\$ 1,850	
Proposed fee	<u>\$2500 T&M</u>	
Net Increase	N/A	

Other Information and Issues

Time data was analyzed for this period and identified 10 projects. Of the 10 projects, 2 were eliminated from analysis due to the amount of time spent on the permit. 276.65 hours were charged to the 8 projects. The mean time spent on each Minor Subdivision Revision to Approved Tentative Map is 34.58 hours. The 34.58 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$4,124.00 per project.

The Agency is recommending the fee be changed to \$2500 T&M to be consistent with the other Tentative Map categories.

Subdivision Map: Final Map

Subdivision Map:

TM Final Map

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Final Map:		14
Total Hours Used:	235.60	

Exceptions deleted from analysis:
None

Net Used for Analysis	235.60	14
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HOURS PER UNIT

Number of Projects	14
Total hours	235.60
Average hour / Project	16.83

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	16.83
Calculated Flat Fee =	\$ 2,007.31
Rounded to	\$ 2,007.00

PRIOR FEE COMPARISON

Current fee	\$ 2,000
Proposed fee	\$ 2,385
Net Increase	\$ 385

Other Information and Issues

Time data was analyzed for this period and identified 14 projects. Of the 14 projects, 235.60 hours were charged to the 14 projects. The mean time spent on each Final Map is 16.83 hours. The 16.83 multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$2,007.00 per project.

Interviews were conducted on 4/9/15. Roger Trout, Development Services Division Director, recommends this charge should be kept at the current 20 hours for a rate of \$2,385.00. The data analyzed is not a good representation and does not represent all the time needed to complete the project.

The Agency is recommending to keep the current charge of 20 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Subdivision Maps: Time Extension

Time Extensions

TM

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 1,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a TM- Time Extensions on a Time and Material basis and recommends this remain unchanged.

Temporary Use Permits: A

Temporary Use Permits:

TUP

A. Subdivision Model Homes, Construction Yard, Office, Outdoor Sales

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Temporary Use Permits A:		25
Total Hours Used:	86.20	

Exceptions deleted from analysis:

Net Used for Analysis	86.20	25
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HOURS PER UNIT

Number of Projects	25
Total hours	86.20
Average hour / Project	3.45

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	3.45
Proposed Flat Fee =	\$ 411.48
Rounded to	\$ 411.00

PRIOR FEE COMPARISON

Current fee	\$ 150
Proposed fee	\$ 411
Net Increase	\$ 261

Other Information and Issues

Time data was analyzed for this period and identified 25 projects. 86.20 hours were charged to the 25 projects. The mean time spent on each TUP-Subdivision Model Homes, Construction Yard, Office, Outdoor Sales is 3.45 hours. The 3.45 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$411.00 per project.

The Agency is recommending full cost recovery of 3.45 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Temporary Use Permits: B

Temporary Use Permits:

TUP B. Christmas Tree Lots, Auctions, Temporary Signs

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Temporary Use Permits B:		8
Total Hours Used:	24.35	

Exceptions deleted from analysis:

None

Net Used for Analysis	24.35	8
------------------------------	--------------	----------

HOURS PER UNIT

Number of Projects	8
Total hours	24.35
Average hour / Project	3.04

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		3.04
Proposed Flat Fee =	\$	362.58
Rounded to	\$	363.00

PRIOR FEE COMPARISON

Current fee	\$	100
Proposed fee	\$	363
Net Increase	\$	263

Other Information and Issues

Time data was analyzed for this period and identified 8 projects. 24.35 hours were charged to the 8 projects. The mean time spent on each TUP-Christmas Tree Lots, Auctions, Temporary Signs is 3.04 hours. The 3.04 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$363.00 per project.

The Agency is recommending full cost recovery of 3.04 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Temporary Use Permits: C

Temporary Use Permits:

TUP C. Outdoor Concerts, Itinerate shows, Carnivals, Circuses, Rodeos, and Religious Revival Meetings

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Temporary Use Permits C:		13
Total Hours Used:	55.15	

Exceptions deleted from analysis:

None

Net Used for Analysis	55.15	13
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HOURS PER UNIT

Number of Projects	13
Total hours	55.15
Average hour / Project	4.24

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	4.24
Proposed Flat Fee =	\$ 505.70
Rounded to	\$ 506.00

PRIOR FEE COMPARISON

Current fee	\$ 400
Proposed fee	\$ 506
Net Increase	\$ 106

Other Information and Issues

Time data was analyzed for this period and identified 13 projects. 55.15 hours were charged to the 5 projects. The mean time spent on each TUP-Outdoor Concerts, Itinerate shows, Carnivals, Circuses, Rodeos, and Religious Revival Meetings is 4.24 hours. The 4.24 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$506.00 per project.

The Agency is recommending full cost recovery of 4.24 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Temporary Use Permits: D

Temporary Use Permits:

TUP

D: Other Uses: As determined by Development Services Division Director

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Temporary Use Permits D:		23
Total Hours Used:	64.65	
	19.95	
Exceptions deleted from analysis:		
TUP12-0018	(6.50)	(1)
Net Used for Analysis	78.10	22

HOURS PER UNIT

Number of Projects	22
Total hours	78.10
Average hour / Project	3.55

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	3.55
Proposed Flat Fee =	\$ 423.41
Rounded to	\$ 423.00

PRIOR FEE COMPARISON

Current fee	\$ 200
Proposed fee	\$ 423
Net Increase	\$ 223

Other Information and Issues

Time data was analyzed for this period and identified 22 projects. Of the 22 projects, 1 was eliminated from analysis due to the amount of time spent on the permit. 78.10 hours were charged to the 22 projects. The mean time spent on each Temporary Use Permits is 3.55 hours. The 3.55 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$423.00 per project.

The Agency is recommending full cost recovery of 3.55 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Variance: 17.22.600 et. Seq.

Variance:
V 17.22.600 et. Seq. (Discretionary Variance)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Annual Variance 17.22.600:		4
Total Hours Used:	98.05	
 Exceptions deleted from analysis:		
V13-0001	(47.55)	(1)
 Net Used for Analysis	50.50	3

HOURS PER UNIT

Number of Projects	3
Total hours	50.50
Average hour / Project	<u>16.83</u>

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	<u>16.83</u>
Calculated Flat Fee =	\$ 2,007.31
Rounded to	\$ 2,007.00

PRIOR FEE COMPARISON

Current fee	\$ 2,200
Proposed fee	<u>\$ 2,624</u>
Net Increase	\$ 424

Other Information and Issues

Time data was analyzed for this period and identified 4 projects. Of the 4 projects, 1 was eliminated from analysis due to the amount of time spent on the permit. 50.50 hours were charged to the 3 projects. The mean time spent on each Discretionary Variance 17.22.600 et. Seq. is 16.83 hours. The 16.83 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$2,007.00 per project.

Interviews were conducted on 4/9/15. Roger Trout, Development Services Division Director, recommends this charge should be kept at the current 22 hours at a rate of \$2,624.00. The pool sample was small and combined some projects that were not "true" variances and some of these projects are "administrative" variances. This fee should not be changed but reevaluated when the new zoning code is adopted.

The Agency is recommending to keep the current charge of 22 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Variance: Administrative Front Setback Reduction

Variance:

V

Administrative Front Setback Reduction (17.14.020-17.14.040)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years
Hours Projects

Total Variance Admin Front Setback:

Total Hours Used:

Exceptions deleted from analysis:

Net Used for Analysis

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		0.50
Proposed Flat Fee =	\$	59.64
Rounded to	\$	60.00

PRIOR FEE COMPARISON

Current fee	\$	50
Proposed fee	\$	60
Net Increase	\$	10

Other Information and Issues

No data was found to analyze this fee. Per R. Trout, Development Services Division Director, the recommended fee should remain at .5 hours, for a total of \$60.00.

The Agency is recommending .5 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Variance: Administrative Relief for Agricultural Setbacks

Variance:

V

Administrative Relief for Agricultural Setbacks

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Variance Admin Ag Setback:		6
Total Hours Used:	14.40	

Exceptions deleted from analysis:

V11-0003	(0.25)	(1)
V12-0004	(0.50)	(1)
V13-0002	(0.90)	(1)

Net Used for Analysis	12.75	3
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HOURS PER UNIT

Number of Projects	3
Total hours	12.75
Average hour / Project	4.25

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$	119.27
x hours		4.25
Proposed Flat Fee =	\$	506.90
Rounded to	\$	507.00

PRIOR FEE COMPARISON

Current fee	\$	50
Proposed fee	\$	507
Net Increase	\$	457

Other Information and Issues

Time data was analyzed for this period and identified 6 projects. Of the 6 projects, 3 were eliminated from analysis due to the amount of time spent on the permit. 12.75 hours were charged to the 3 projects. The mean time spent on each Variance-Administrative Relief for Agricultural Setbacks is 4.25 hours. The 4.25 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$507.00 per project.

The Agency is recommending full cost recovery of 4.25 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Variance: Administrative Relief for Riparian Setbacks

Variance:

V

Administrative Relief for Riparian Setbacks

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Variance Admin Riparian Setback:		2
Total Hours Used:	40.70	

Exceptions deleted from analysis:

Net Used for Analysis	40.70	2
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HOURS PER UNIT

Number of Projects	2
Total hours	40.70
Average hour / Project	20.35

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	20.35
Calculated Flat Fee =	\$ 2,427.14
Rounded to	\$ 2,427.00

PRIOR FEE COMPARISON

Current fee	\$ 300
Proposed fee	\$ 358
Net Increase	\$ 58

Other Information and Issues

Time data was analyzed for this period and identified 2 projects. 40.70 hours were charged to the 2 projects. The mean time spent on each Variance-Administrative Relief for Riparian Setbacks is 20.35 hours. The 20.35 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$2,427.00 per project.

Per an interview with Roger Trout, Development Service Division Director, on 4/9/15, the General Plan Policy 7.3.3.4 (riparian and wetland setbacks) and the Interim Interpretive Guidelines allow for modifications to the standard setbacks through a range of processes, including "reasonable use determinations" and alternative setbacks based on biological site assessments. These processes are extremely variable and the fees are intended to remain reasonable until new regulations are codified in the Zoning Ordinance Update process. Roger Trout recommends the current 3 hours for the rate of \$358.00.

The Agency is recommending to keep the current charge of 3 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Variance: Administrative 10% Relief

Variance:

V

Administrative 10% Relief (17.22.020)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Annual Variance Admin 10%:		10
Total Hours Used:	65.00	

Exceptions deleted from analysis:

Net Used for Analysis	65.00	10
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HOURS PER UNIT

Number of Projects	10
Total hours	65.00
Average hour / Project	6.50

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	6.50
Proposed Flat Fee =	\$ 775.26
Rounded to	\$ 775.00

PRIOR FEE COMPARISON

Current fee	\$ 600
Proposed fee	\$ 775
Net Increase	\$ 175

Other Information and Issues

Time data was analyzed for this period and identified 10 projects. 65 hours were charged to the 10 projects. The mean time spent on each Variance-Administrative 10% Relief (17.22.020) is 6.5 hours. The 6.5 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$775.00 per project.

The Agency is recommending full cost recovery of 6.5 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Williamson Act Contracts (Agricultural)

Williamson Act Contracts

WAC Establish and Amendments (Rezone to LA is no charge; Rezone to AG or PA requires the full rezone fee)

SOURCE OF DATA - FOR HOURS

Data was derived from a representative sampling spanning approximately 10 years

	Hours	Projects
Total Williamson Act Contract:		17
Total Hours Used:	169.70	

Exceptions deleted from analysis:

WAC10-0004	(30.40)	(1)
WAC14-0002	(0.75)	(1)
WAC14-0003	(0.75)	(1)

Net Used for Analysis	137.80	14
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HOURS PER UNIT

Number of Projects	14
Total hours	137.80
Average hour / Project	9.84

COST PER HOUR

The unit's Labor Rate for FY 15/16 is \$ 119.27 /hour

FLAT FEE CALCULATION

Proposed cost per hour	\$ 119.27
x hours	9.84
Proposed Flat Fee =	\$ 1,173.62
Rounded to	\$ 1,174.00

PRIOR FEE COMPARISON

Current fee	\$ 800
Proposed fee	\$ 1,174
Net Increase	\$ 374

Other Information and Issues

Time data was analyzed for this period and identified 17 projects. Of the 17 projects, 3 were eliminated from analysis due to the amount of time spent on the permit. hours were charged to the 14 projects. The mean time spent on each Williamson Act Contracts is 9.84 hours. The 9.84 hours multiplied by the current billable rate for the job is rounded to the nearest whole dollar at \$1,174.00 per project.

The Agency is recommending full cost recovery of 9.84 hours multiplied by the current fiscal year's approved billing rate rounded to the nearest dollar.

Williamson Act Contracts (Agricultural)
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Williamson Act Contracts

WAC Immediate Cancellation (no fee for notice of non-renewal)

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 1,000.00

Other Information and Issues

The Agency is currently recovering all costs associated with a WAC - Immediate Cancellation on a Time and Material basis; and would recommend this remain unchanged.

Zone Change

Zone Change

Z

COST PER HOUR

Time and Materials

DEPOSIT INFORMATION

Flat Deposit Amount: \$ 2,800.00

Other Information and Issues

The Agency is currently recovering all costs associated with a Zone Change on a Time and Material basis; and would recommend this remain unchanged.

2014 County Fee Comparison - Planning

COUNTY

Service/Application	Old Fee El Dorado	New Fee El Dorado	Sacramento	Placer	Butte	Yolo	Nevada
Appeals	200.00	239.00	3,106.00	546.00	450.00	816.20	
Boundary Line Adjustment	300.00	358.00	1,606.00	900.00	652.00	1,632.40	333.55
Boundary Line Merge	100.00	119.00	1,606.00				
Certificate of Compliance	3,500.00	4,174.00		771.00	1,141.00	1,305.92	266.84
Design Review	5,000.00	7,156.00	2,631.00	4,115.00			266.84
Development Agreement	2500 T&M	2500 T&M	8,282.00	3,695.00	4,890.00		533.68
EIR	2000 T&M	2000 T&M		8,972.00	actual cost	16,324.00	800.52
Final Map/Subdivision Agmt	2,000.00	2,385.00	8,282.00	1,423.00	326.00	1,795.64	3,735.76
Finding of Consistency	500.00	613.00					266.84
General Plan	4000 T&M	4000 T&M	3,623.00	3,695.00	163.00		266.84
Mobile Home Temporary	200.00	N/A	120.00		530.00		
Parcel Maps	5,200.00	8,311.00	7,871.00		1,956.00	1,795.64	2,401.56
Planned Development Plan	6000 T&M	6000 T&M	3,106.00		4,890.00		
Reclamation	4000 T&M	4000 T&M	7,764.00		163.00		3,468.92
Site Plan Review	100.00	119.00	158.00				133.42
Special Use Permit-Minor	1,500.00	1,789.00				1,795.64	667.10
Subdivision Maps	2000 T&M	2000 T&M	8,282.00	1,423.00	4,401.00		
Temporary Use Permits	100.00	363.00	259.00	446.00	163.00		2,668.40
Tentative Map Revision	5000 T&M	5000 T&M	5,176.00	1,445.00		3,917.76	2,401.56
Time Extensions	1000 T&M	1000 T&M			815.00		266.84
Variance	2,200.00	2,624.00	4,659.00	1,406.00	2,119.00		1,334.20
Williamson Act Contracts	800.00	1,174.00	4,659.00		163.00	652.96	667.10
Zone Change	2800 T&M	2800 T&M	13,976.00	3,141.00	4,890.00	1,142.68	2,668.40
Minimum building permit fee	101.00	119.00	119.87		127.00	130.00	
Standard Hourly Rate	100.00	119.27		109.22	163.00	154.00	133.42

Transportation
Community Development Agency
Fee Study FY 14/15



COMMUNITY DEVELOPMENT AGENCY
TRANSPORTATION DIVISION FEE HIGHLIGHTS

Background: The existing Transportation Division (TD) fee schedule consists of a combination of flat fees and tasks billed at actual costs, named time and material projects (T&M). This fee methodology was developed in 1997 in order to mitigate the financial impact on the General Fund. At that time, the actual fee and initial deposit amounts were not changed. The fee and deposit amounts were last reviewed in 1993, and were based upon a department-wide average hourly rate of \$68.50 per hour. Since then, salaries and benefits have continued to escalate. For example, the billable hourly rate for an Assistant Civil Engineer in the County Engineer Division in 1997 was \$58, while the current rate is \$123.25, a 112.5% increase.

In addition, new regulations for review and inspection have been mandated and additional staff time is required in order to remain in compliance. In order to accurately calculate a fee, detailed time studies in the form of three years of actual time tracking covering the time period of 7/1/11- 6/30/14 provide reliable and accurate data. By using this source data, more realistic and equitable fees were developed for TD activities.

This fee revision proposes increases and new fees as documented by historical actual costs when prudent and practical. A few rely on the historical data in conjunction with interviews from staff. Residential Parcel Maps are the exception to this methodology.

The new fees that are proposed by TD staff are: Minor Design Review, Temporary Use Permits and a Pre-Application Development Meeting. Currently there are no fees charged for minor design reviews or temporary use permits although staff time is required to process them. The Pre-Application Development Meeting is a new fee to allow for applicants to meet with staff from all divisions within the CDA. It is thought that this process would map out protocols and fees for each stage of development in order to use the least amount of staff resources and applicant funds.

Highlights: All fees were updated and are reflective of the current amount of resources required to complete a specified task. Flat Fees were calculated using the current approved billing rate for FY 14/15. This billing rate is approved by the County's Auditor-Controller's Office.

- All calculations were made in accordance with the State Controller's Standards and Procedures for Counties, Appendix A, Road Fund Accounting. The annual audit of TD rates by the State Controller's Office has found no exceptions.
- The California Department of Transportation (Cal Trans) performs annual audits of TD rates to assure they are reasonable and within allowable standards of variances.

Currently there is not a fee for processing a minor design review or temporary use permit. Staff interviews concluded that 3 hours of staff time could accomplish an average minor design review and that 4 hours could accomplish a temporary use permit.

The Pre-Application Development Meeting is a new fee for a task that TD does not currently perform. Staff interviews concluded that 2 hours of staff time could provide for a minor project review and that 6 hours could provide for a major project review. These hours include staff time of a Traffic Engineer from the Long Range Planning Division of CDA. Development Services currently offers this service to the public and has an approved fee.

Special Event / Parade / Involving County road closure is a service that TD provides currently with no cost recovery. The initial Special Event Permit / Parade is required every 5 years and is for one year is based on full cost recover for staff time of 3.63 hours. Years 2-5, require a Subsequent Event / Parade permit fee which is reduced to 1.5 hours based on reduced staff time required to process.

Two fees were deleted from the current fee resolution, including Abandonment of Easements, which are currently assigned to the Surveyor's Office and Obstruction permits, which are obsolete.

Encroachment (Driveway/Access) permits were modified to segregate permits into three categories (A-C) that better serve the public:

- Category A is on an Improved County Road with curbs and gutter or with an approved drainage facility. This type of permit will require 2 inspections. (Site Review and Final)
- Category B is on a Non-Improved County Road with stamped plans. This type of permit will require 3 inspections (Site Review, Sub Grade and Final).
- Category C is on a Non-Improved County Road with unstamped plans. This type of permit will require 4 inspections (Site Review, Sub Grade, Rock Grade and Final).

Four fees moved from a flat fee to a T&M billing basis. They are Design Reviews, Planned Developments, Residential Parcel Maps and Special Use Permits. The variety and complexity of these activities are inconsistent from project to project within the same type of task. Each project has different obstacles, challenges and unique issues; therefore, it was difficult to establish a flat fee that is equitable for the public.

A small project with minor reviews is charged only the time spent on reviewing its project rather than averaging the project in with large projects with higher complexity. Because of the variety and complexity differentiations within project types of these natures, the review process is best suited to be charged on a T&M basis.

Utility Encroachment permits were reclassified from 1.5 x applied cost of labor plus applied cost of equipment to a standard T&M billing for full cost recovery.

Where applicable, recommended fees have been rounded to the nearest dollar.

**TRANSPORTATION
DIVISION
RECOMMENDED FEE SCHEDULE**

ACTIVITY	EXISTING HOURS	EXISTING FEE	HOURLY TIME STUDY	FULL COST RECOVERY	RECOMMENDED HOURS	RECOMMENDED FEE
ABANDONMENT OF EASEMENT	AOE	*				Remove from Fee Schedule
		\$308.00	3.50	\$437.75		
BOUNDARY LINE ADJUSTMENT	BLA	*			4.46	\$550.00
		\$68.00	4.46	\$549.70		
CERTIFICATE OF COMPLIANCE	COC	*			7.68	\$933.00
		\$513.00	7.68	\$932.51		
COMMERCIAL GRADE	CG	*				**5% deposit, T&M
		T&M				
DESIGN REVIEW	DR					
		*				\$3000 deposit, T&M
PLANNING COMMISSION OR DIRECTOR		\$274.00	22.80	\$ 2,810.10		
MINOR DESIGN REVIEW						
A. Signs, On-site		\$0.00	3.00	\$369.75	3.00	\$370.00
B. Accessory Structures		\$0.00	3.00	\$369.75	3.00	\$370.00
C. Minor Expansion of Floor Plan		\$0.00	3.00	\$369.75	3.00	\$370.00
D. New Construction, Commercial		\$0.00	3.00	\$369.75	3.00	\$370.00
E. 3 Single-Family Residences		\$0.00	3.00	\$369.75	3.00	\$370.00
F. 4-6 Apartment Units		\$0.00	3.00	\$369.75	3.00	\$370.00
REVISION TO APPROVED DESIGN REVIEW		\$137.00				T&M
ENCROACHMENTS	ENC					SEE SCHEDULE
		SEE SCHEDULE				SEE SCHEDULE
GENERAL GRADING	GG	*				SEE SCHEDULE
		SEE SCHEDULE				SEE SCHEDULE
OVERSIZED LOAD	OS					STATE MANDATED FEE
		STATE MANDATED FEE		STATE MANDATED FEE		STATE MANDATED FEE
PLANNED DEVELOPMENT	PD					
		*				\$2000 deposit, T&M
RESIDENTIAL		\$274.00	14.97	\$1,845.05		
COMMERCIAL/INDUSTRIAL		\$274.00	14.97	\$1,845.05		\$2000 deposit, T&M
IN CONJUNCTION WITH ZONE CHANGE		\$274.00	14.97	\$1,845.05		\$2000 deposit, T&M
PARCEL MAP COMMERCIAL	PM-C					\$5000 deposit, T&M
		T&M	N/A	N/A		
PARCEL MAP RESIDENTIAL	PM-R					
PLANNING PHASE		\$685.00				
INSPECTION PHASE		\$850.00				
BOTH PHASES COMBINED		\$1,535.00	70.67	\$8,710.08		\$5000 deposit, T&M
REVISIONS TO APPROVED PARCEL MAP		\$137/\$345				T&M
TIME EXTENSIONS		\$205.00				T&M

* Current Fee Structures were initiated in 1993 and 1997

Back up documentation as to amount of time required to complete task is unavailable.

** Deposits based on County approved Engineer's Estimate

**TRANSPORTATION
DIVISION
RECOMMENDED FEE SCHEDULE**

ACTIVITY	EXISTING HOURS	EXISTING FEE	HOURLY TIME STUDY	FULL COST RECOVERY	RECOMMENDED HOURS	RECOMMENDED FEE
PRE APPLICATION DEVELOPMENT MEETING - MAJOR	N/A	N/A	N/A	N/A	3.00	\$884.00
PRE APPLICATION DEVELOPMENT MEETING - MINOR	N/A	N/A	N/A	N/A	1.00	\$295.00
RESEARCH RECORDS						SEE SCHEDULE
ROADSIDE MEMORIAL SIGN	3	\$265.00	3.00	\$275.00	3.00	\$265.00
SPECIAL EVENT/PARADE/ROAD CLOSURE						
Initial Submission	N/A	N/A	N/A	N/A		\$436.00
Subsequent 2-4 years	N/A	N/A	N/A	N/A		\$180.00
SPECIAL USE PERMIT (ALL CATEGORIES) SUP						
Planning Commission:	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Zoning Administrator	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Zoning Administrator (Minor)(Categorically Exempt)						
Off-Premise Signs (CEQA Section 15311(a))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
On-Site Signs, Excess Area (CEQA Section 15311(a))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Ham Radio Antenna Height (CEQA Section 15303(e))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Fence Height (CEQA Section 15303(e))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Modification of Non-Conforming Parking/Landscaping (CEQA Section 15311(b))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Temporary Uses Not Listed (Zoning Ord. Section 17.23.030)	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Minor expansion of floor area (CEQA Section 15301 (e))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
New Construction Commercial 2,500/10,000 SF or Less (CEQA Section 15303(c))	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Wireless Communications Facility(co-location)	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Major Revisions to Approved Special Use Permit	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
Minor Revisions to approved Special Use Permit	*	\$205.00	12.67	\$1,561.58		\$1600 deposit, T&M
TEMPORARY USE PERMIT (ALL CATEGORIES) TUP						
A. Subdivision Model Homes, Construction Yard, Office, Outdoor Sales			5.39	\$664.32	4.00	\$500
B. Christmas Tree Lots, Auctions, Temporary Signs			5.39	\$664.32	4.00	\$500
C. Outdoor Concerts, Itinerate Shows, Carnivals, Circuses, Rodeos, and Religious Revival Meetings			5.39	\$664.32	4.00	\$500
D. Other Uses: As determined by Division Director			5.39	\$664.32	4.00	\$500
TENTATIVE MAPS TM	*	T&M				\$5000 deposit + **2 1/2% + T&M
TRAFFIC STUDIES ADH TS		\$5000 + T&M	N/A	N/A		\$5000 deposit, + T&M
VARIANCE V	*	\$137.00	5.74	\$707.46	5.74	\$707.00
ZONE CHANGE Z	*	\$340.00	4.06	\$500.40	4.06	\$500.00
ZONE WITH GENERAL PLAN MAP AMENDMENT AZ	*	\$640.00	6.13	\$755.52	6.13	\$756.00

* Current Fee Structures were initiated in 1993 and 1997

Back up documentation as to amount of time required to complete task is unavailable.

** Deposits based on County approved Engineer's Estimate

**Transportation Division
Encroachment Fee Schedule**

SERVICE	EXISTING FEE	PROPOSED FEE
ENCROACHMENT APPLICATIONS		
Utility	\$68.50	\$118.00
Excavation	\$68.50	Covered by grading permit
Access or Driveway (Blanket, Field, Adjacent cut/fill)	\$68.50	\$118.00
ENCROACHMENT INSPECTIONS		
Utility		
Utility Company/District	Application Fee + 1.5 times labor + applied vehicle rate	T&M
Non- Utility Company/District	Application Fee + 1.5 times labor + applied vehicle rate	\$300 + T&M
Excavation	\$137.00	Covered by grading permit
Access or Driveway		
A. On improved County Rd w/ curb and gutter or with an approved drainage facility	2 inspections	
Site Review, Final	\$205.50	\$486.00
B. Permit with non-improved road with stamped plans	3 inspections	
Site Review, Sub Grade, Final	\$205.50	\$729.00
C. Permit with non-improved road with unstamped plans	4 inspections	
Site Review, Sub Grade, Rock Grade, Final	\$205.50	\$972.00
Reinspection of Above	per inspection	
	\$137.00	\$243.00
ADDITIONAL ENCROACHMENT FEES		
Permit Application For Work Performed Prior to Issuance of a Valid Permit. See County Ordinance Section 12.08.160B	\$137.00	\$60.00
Appeal Fee Paid Prior to Forwarding Appeal to Board of Supervisors	\$137.00	\$50.00
Use for " As Built" Conditions Paid Prior to Forwarding Appeal to Board of Supervisors	\$274.00	Remove from Fee schedule

COST PER HOUR For Applications

A Senior Development Technician is assigned to perform application intake.
That position's Labor Rate for FY 14/15 is \$ 118.26 /hour

FLAT FEE CALCULATION		
Current cost per hour		\$ 118.26
	x hours	1.00
Proposed Flat Fee =		\$ 118.26
	Rounded to	\$ 118.00
PRIOR FEE COMPARISON		
Current fee		\$ 68.50
Proposed fee		\$ 118.00
Net increase		\$ 49.50

COST PER HOUR For Inspections

A Senior Engineering Technician is assigned to conduct Encroachment Inspections.
That position's Labor Rate for FY 14/15 is \$ 121.42 /hour

FLAT FEE CALCULATION		
Current cost per hour		\$ 121.42
	x hours	2.00
Proposed Flat Fee =		\$ 242.84
Per Inspection Cost	Rounded to	\$ 243.00
PRIOR FEE COMPARISON		
Current fee (represents one inspection)		\$ 68.50
Proposed fee		\$ 243.00
Net increase		\$ 174.50

Other Information and Issues

Encroachment data was extrapolated from Resolution 204-93, which identified the number of inspections per permit. Greg Hicks, Sr Civil Engineer agreed with the number of inspections per permit but has concerns that time allocated for travel must be added to the inspector's time to fully recover costs. He states that most permits coming in are in the far reaches of the County. The fee schedule breaks the Encroachment permit into sections.

The first section will be the application fee. The same application fee will be charged for Utility, Obstruction or Access Driveway (Blanket, Field, Adjacent cut /fill) permits. The application fee was calculated at one hour of time at the Sr. Development Technician level (\$118.26 per hour rounded to \$118.00 per hour).

The inspection fee is based on two hours of time at the Sr. Engineering Technician rate of \$121.42 per hour rounded to \$243.00 per inspection. The fee schedule details the number of anticipated inspections related to each encroachment activity.

The Agency is recommending full cost recovery for all ENC APP at 1 hour multiplied by the current fiscal year's approved billing rate of the Sr. Development Technician job classification rate rounded to the nearest dollar.

The Agency is recommending full cost recovery for Utility Encroachment permits on a time and material basis .

The Agency also recommends full cost recovery for an Encroachment permit be 2 hours at the approved billing rate of the Sr. Engineering Technician multiplied by the number of required inspections rounded to the nearest dollar. All other Encroachment costs are derived from that cost per inspection and extensions thereof.

**GENERAL GRADING APP , PLAN CHECK & INSPECTION
Non - Commercial Lots**

General Grading
GG

Inspection of projects 250 to 1500 cubic yards on non commercial property.

TD involvement: only when road issues are involved.

SERVICE	EXISTING FEE	PROPOSED FEE	
GENERAL GRADING APPLICATION	\$60.25	\$118.00	
GENERAL GRADING PLAN CHECK			
250 -1500 cubic yards	\$60.25	\$243.00	
OVER 1500 cubic yards	TIME & MATERIALS	TIME & MATERIALS	
CHANGES, ADDITIONS OR REVISIONS	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	
GENERAL GRADING INSPECTION			
250 - 1,500 cubic yards	\$234.98	\$1,214.00	BASED ON 5 INSPECTIONS
OVER 1500 cubic yards	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	
CHANGES, ADDITIONS OR REVISIONS	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	
SURETY	\$68.50	\$118.00	
Other Information and Issues			

Transportation Division is only involved when road issues exist. A General Grading permit is only applicable to non-commercial lots that require 250 -1500 cubic yards of material to be moved.

The General Grading schedule mimics the encroachment fee schedule. The application fee is the same as an encroachment permit.

The Agency recommends the General Grading Application is 1 hour multiplied by the current fiscal year's approved billing rate of the Sr. Development Technician job classification rate rounded to the nearest dollar and is the same as an Encroachment Application fee.

The Agency recommends that plan checking for a General Grading permit is based on 2 hours at the approved billing rate of the Sr. Engineering Technician job classification rate rounded to the nearest dollar.

The Agency also recommends full cost recovery for a General Grading permit be 2 hours at the approved billing rate of the Sr. Engineering Technician multiplied by the number of required inspections rounded to the nearest dollar.

BOUNDARY LINE ADJUSTMENT

Boundary Line Adjustment:

BLA When lot line adjustments are proposed between two or more existing parcels
TD involvement: only when road issues are involved.

SOURCE OF DATA - FOR HOURS

Data:	Hours	Permits
Hours from: 7/1/11 to 6/30/14		
Total Boundary Line Adjustments Issued (Permits)		37
Total hours used:	201	
		37
Exceptions deleted from analysis:		
BLA 12-0005	(14.50)	(1)
BLA 12-0022	(19.00)	(1)
BLA 13-0030	(12.00)	(1)
BLA 13-0048 Addition error in program	(4.00)	
Net Used for Analysis	151.50	34

HOURS PER UNIT

Number of BLAs	34
Total hours	151.50
Average hour / Unit	4.46

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25
x hours		4.46
Proposed Flat Fee =	\$	549.70
Rounded to	\$	550.00

PRIOR FEE COMPARISON

Current fee	\$	68
Proposed fee	\$	-
Net increase	\$	(68)

Other Information and Issues

The time data analyzed for this time period identified 37 projects that were charged to. Of that 37, 3 were eliminated from analysis due to hour irregularity and 4 hours were deducted due to an addition error in the program. The 151.50 hours that were charged to 34 projects were used to calculate the fee. The mean time spent for each BLA is 4.46 hrs. The 4.46 hours multiplied by the current billable rate for the job classification for an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$550.00 per permit.

The Agency is recommending full cost recovery for a BLA be 4.46 hours multiplied by the current fiscal year's approved billing rate of the Assistant in Civil Engineering job classification rate rounded to the nearest dollar.

CERTIFICATE OF COMPLIANCE

**Certificate of Compliance
COC**

As of March 4, 1972, the California State Subdivision Map Act and El Dorado County Ordinances required that new parcels of land can only be created lawfully by applying for and obtaining approval of a parcel map (when four or less parcels are being created). Further, a tentative subdivision map is required if five or more parcels are created either prior to or after the March 4, 1972 date. Unfortunately, numerous parcels have been created in violation of these requirements and are now not eligible to obtain a building permit. The Certificate of Compliance application is a process wherein these unlawfully created parcels will be considered legal after approval.
TD involvement: only when road issues are involved.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14

Total Certificate of Compliances applied for 7

Total exceptions deleted from analysis: - -

Net Used for Analysis 7

HOURS PER UNIT

Number of COCs	7
Total hours	53.75
Average hour / Unit	7.68

COST PER HOUR

A Sr. Engineering Technician is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 \$ 121.42 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	121.42
x hours		7.68
Proposed Flat Fee =	\$	932.51
Rounded to	\$	933.00

PRIOR FEE COMPARISON

Current fee	\$	513
Proposed fee	\$	933
Net Increase	\$	420

Other Information and Issues

The time data analyzed for this time period identified 7 projects that were charged to. The 53.75 hours that were charged to 7 projects were used to calculate the fee. The mean time spent for each COC is 7.68 hrs. The 7.68 hours multiplied by the current billable rate for the job classification for a Senior Engineering Technician is rounded to the nearest whole dollar at \$933.00 per permit

The Agency is recommending full cost recovery for a COC be 7.68 hours multiplied by the current fiscal year's approved billing rate of the Sr. Engineering Technician job classification rate rounded to the nearest dollar.

COMMERCIAL GRADING

Commercial Grading
CG

Any grading on a non single family residential lot

Time & Material

Other Information and Issues

The Agency is currently recovering all costs associated with a Commercial Grading Project on a Time and Material basis and would recommend this remain unchanged. Deposits are calculated upon a percentage of an estimate prepared by a registered Civil Engineer retained by the applicant.

DESIGN REVIEW

**Design Review
DR**

The design review process has been established in many areas of the County to ensure a proposed project is compatible with historical, scenic, or community values; provides for good site design and safety; is compatible with applicable General Plan policy; and conforms to applicable County ordinances.

SOURCE OF DATA - FOR HOURS

<i>Data:</i>	Hours	Permits
Hours from: 7/1/11 to 6/30/14		
Total Design Reviews		27
Total hours used:	497.75	
Total exceptions deleted from analysis: Information either not in LMIS or pre dates FAMIS.	(247.00)	(16)
Net Used for Analysis	250.75	11

HOURS PER UNIT

Number of DRs	11
Total hours	250.75
Average hour / Unit	22.80

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

		Proposed Minor Design Review Flat Fee	
Current cost per hour	\$ 123.25	Current cost per hour	\$ 123.25
x hours	# \$ 22.80	x hours	\$ 3.00
Calculated Flat Fee	\$ 2,810.10	Proposed Flat Fee =	\$ 369.75
Rounded to	\$ 2,810.00	Rounded to	\$ 370.00
Proposed T&M			

PRIOR FEE COMPARISON

Current fee	\$	274	
Proposed fee		T&M	
Net increase		N/A	

Other Information and Issues

Currently there are not fees for several type of DRs, including signs, on-site accessory structures, minor expansion of a floor plan, new construction commercial, 3 single family residences and 4-6 apartment units.

The time data for this time period identified 27 projects that were charged to, of that 27, 16 were eliminated from analysis because the information is not in LMIS or predates FAMIS. The 250.75 hours that were charged to 11 projects were used to calculate the fee. The mean time spent for each DR is 22.80 hrs. The 22.80 hours multiplied by the current billable rate for the job classification for an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$2810.00 per permit. 3/26/15 Per A. Gaber, Deputy Director of Engineering, this type of project should be T&M. A. Gaber suggested minor projects be charged \$370 based on 3 hours of time for an Assistant in Civil Engineering.

The Agency is recommending full cost recovery on a Time and Material basis for a non-minor DR. It is also recommending full cost recovery for a minor DR be 3.0 hours multiplied by the current fiscal year's approved billing rate of the Assistant in Civil Engineering job classification rate rounded to the nearest dollar.

**Transportation Division
Encroachment Fee Schedule**

SERVICE	EXISTING FEE	PROPOSED FEE
ENCROACHMENT APPLICATIONS		
Utility	\$68.50	\$118.00
Excavation	\$68.50	Covered by grading permit
Access or Driveway (Blanket, Field, Adjacent cut/fill)	\$68.50	\$118.00
ENCROACHMENT INSPECTIONS		
Utility		
Utility Company/District	Application Fee + 1.5 times labor + applied vehicle rate	T&M
Non- Utility Company/District	Application Fee + 1.5 times labor + applied vehicle rate	\$300 + T&M
Excavation	\$137.00	Covered by grading permit
Access or Driveway		
A. On improved County Rd w/ curb and gutter or with an approved drainage facility	2 inspections	\$205.50
Site Review, Final		\$486.00
B. Permit with non-improved road with stamped plans	3 inspections	\$205.50
Site Review, Sub Grade, Final		\$729.00
C. Permit with non-improved road with unstamped plans	4 inspections	\$205.50
Site Review, Sub Grade, Rock Grade, Final		\$972.00
Reinspection of Above	per inspection	\$137.00
		\$243.00
ADDITIONAL ENCROACHMENT FEES		
Permit Application For Work Performed Prior to Issuance of a Valid Permit. See County Ordinance Section 12.08.160B	\$137.00	\$60.00
Appeal Fee Paid Prior to Forwarding Appeal to Board of Supervisors	\$137.00	\$50.00
Use for " As Built" Conditions Paid Prior to Forwarding Appeal to Board of Supervisors	\$274.00	Remove from Fee schedule

COST PER HOUR For Applications

A Senior Development Technician is assigned to perform application intake.
That position's Labor Rate for FY 14/15 is \$ 118.26 /hour

FLAT FEE CALCULATION		
Current cost per hour		\$ 118.26
	x hours	1.00
Proposed Flat Fee =		\$ 118.26
	Rounded to	\$ 118.00
PRIOR FEE COMPARISON		
Current fee		\$ 68.50
Proposed fee		\$ 118.00
Net increase		\$ 49.50

COST PER HOUR For Inspections

A Senior Engineering Technician is assigned to conduct Encroachment Inspections.
That position's Labor Rate for FY 14/15 is \$ 121.42 /hour

FLAT FEE CALCULATION		
Current cost per hour		\$ 121.42
	x hours	2.00
Proposed Flat Fee =		\$ 242.84
Per Inspection Cost	Rounded to	\$ 243.00
PRIOR FEE COMPARISON		
Current fee (represents one inspection)		\$ 68.50
Proposed fee		\$ 243.00
Net increase		\$ 174.50

Other information and issues

Encroachment data was extrapolated from Resolution 204-93, which identified the number of inspections per permit. Greg Hicks, Sr Civil Engineer agreed with the number of inspections per permit but has concerns that time allocated for travel must be added to the inspector's time to fully recover costs. He states that most permits coming in are in the far reaches of the County. The fee schedule breaks the Encroachment permit into sections.

The first section will be the application fee. The same application fee will be charged for Utility, Obstruction or Access Driveway (Blanket, Field, Adjacent cut /fill) permits. The application fee was calculated at one hour of time at the Sr. Development Technician level (\$118.26 per hour rounded to \$118.00 per hour).

The inspection fee is based on two hours of time at the Sr. Engineering Technician rate of \$121.42 per hour rounded to \$243.00 per inspection. The fee schedule details the number of anticipated inspections related to each encroachment activity.

The Agency is recommending full cost recovery for all ENC APP at 1 hour multiplied by the current fiscal year's approved billing rate of the Sr. Development Technician job classification rate rounded to the nearest dollar.

The Agency is recommending full cost recovery for Utility Encroachment permits on a time and material basis .

The Agency also recommends full cost recovery for an Encroachment permit be 2 hours at the approved billing rate of the Sr. Engineering Technician multiplied by the number of required inspections rounded to the nearest dollar. All other Encroachment costs are derived from that cost per inspection and extensions thereof.

**GENERAL GRADING APP , PLAN CHECK & INSPECTION
Non - Commercial Lots**

General Grading
GG

Inspection of projects 250 to 1500 cubic yards on non commercial property.

TD involvement: only when road issues are involved.

SERVICE	EXISTING FEE	PROPOSED FEE	
GENERAL GRADING APPLICATION	\$60.25	\$118.00	
GENERAL GRADING PLAN CHECK			
250 -1500 cubic yards	\$60.25	\$243.00	
OVER 1500 cubic yards	TIME & MATERIALS	TIME & MATERIALS	
CHANGES, ADDITIONS OR REVISIONS	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	
GENERAL GRADING INSPECTION			
250 - 1,500 cubic yards	\$234.98	\$1,214.00	BASED ON 5 INSPECTIONS
OVER 1500 cubic yards	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	
CHANGES, ADDITIONS OR REVISIONS	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	DEPOSIT BASED ON ENGINEER'S ESTIMATE OF COST/T&M	
SURETY	\$68.50	\$118.00	
Other Information and Issues			

Transportation Division is only involved when road issues exist. A General Grading permit is only applicable to non-commercial lots that require 250 -1500 cubic yards of material to be moved.

The General Grading schedule mimics the encroachment fee schedule. The application fee is the same as an encroachment permit.

The Agency recommends the General Grading Application is 1 hour multiplied by the current fiscal year's approved billing rate of the Sr. Development Technician job classification rate rounded to the nearest dollar and is the same as an Encroachment Application fee.

The Agency recommends that plan checking for a General Grading permit is based on 2 hours at the approved billing rate of the Sr. Engineering Technician job classification rate rounded to the nearest dollar.

The Agency also recommends full cost recovery for a General Grading permit be 2 hours at the approved billing rate of the Sr. Engineering Technician multiplied by the number of required inspections rounded to the nearest dollar.

**Transportation Division
Oversize Load Permit**

SERVICE	EXISTING FEE
Oversize Load Permit	
*Overwidth and overheight on any type transport each	\$16.00
*Overwidth and overheight on any type transport blanket annually per vehicle	\$90.00
*Maximum Fees are established in accordance with the State of California Vehicle Code Division 15, Chapter 5, Article 6, Section 35795 "Permit Fee" and the State of California Code of Regulations, Title 21, Sec. 1411.3,	

Other Information and Issues

The Agency recommends that the Fees remain in concurrence with State Mandates.

PLANNED DEVELOPMENT

**Planned Development
PD**

A development plan is required when a proposed project is located within a Planned Development(PD) Zone District, or at such time a request is being made for the creation of a PD Zone District.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14
Total Planned Development 29

Exceptions deleted from analysis:

Total exceptions deleted from analysis: -
Net Used for Analysis 29

HOURS PER UNIT

Number of PDs	29
Total hours	434.20
Average hour / Unit	14.97

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25		
x hours		14.97		
Proposed Flat Fee =	\$	1,845.05		
Rounded to	\$	1,845.00		
Recommended Fee				T&M

PRIOR FEE COMPARISON

Current fee	\$	274		
Proposed fee		T&M		
Net increase		N/A		

Other Information and Issues

The time data analyzed for this time period identified 29 projects. The 434.20 hours that were charged to 29 projects were used to calculate the fee. The mean time spent for each PD is 14.97 hrs. The 14.97 hours multiplied by the current billable rate for the job classification for an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$1,845.00 per permit.

3/26/15 Per A. Gaber, Deputy Director of Engineering these projects should be T&M in order to fully recover costs. Planning is already charging T&M for these types of projects.

The Agency is recommending full cost recovery on a Time and Material basis for a PD.

PARCEL MAP COMMERCIAL

Parcel Map Commercial

PM Creation of 2 or more Non-Residential Lots.

COMMERCIAL PARCEL MAP	Deposit	FEE
Tentative Parcel Map		
2-4 Lots (Less than 5 parcels total)	Based on Estimate	T&M
2-49 Lots (More than 4 parcels total)	Based on Estimate	T&M
50-99 Lots	Based on Estimate	T&M
100 Plus Lots	Based on Estimate	T&M
Revision 0-10 Lots	Based on Estimate	T&M
Revision Over 10 Lots	Based on Estimate	T&M
Extension	Based on Estimate	T&M
Appeal	Based on Estimate	T&M

Other Information and Issues

The Agency is currently recovering all costs associated with a PM project on a Time and Material basis and recommends this remain unchanged.

PARCEL MAP - RESIDENTIAL

Parcel Map - Residential

PM-R

The California State Subdivision Map Act establishes a process for parcel maps allowing the division of residential land creating not more than four parcels. The proposed division of commercial and industrial land into more than four parcels can all be processed as a parcel map.

SOURCE OF DATA - FOR HOURS

Data:

Time card Project tracking 1/6/06 -12/12/14

Total Parcel Map - Residential	3
PMR 07-0025	
PMR 07-0023	
PMR 07-0048	

Total exceptions deleted from analysis: -

Net Used for Analysis 3

HOURS PER UNIT

Number of PM-Rs	3	
Total hours		
PMR 07-0025	74.75	
PMR 07-0023	43.50	
PMR 07-0048	93.75	
Average hour / Unit	70.67	

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work. That position's Labor Rate for FY 14/15 \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25
x hours		70.67
Proposed Flat Fee =	\$	8,710.08
Rounded to	\$	8,710.00
Recommended Fee		T&M

PRIOR FEE COMPARISON

Current fee	\$	1,535
Proposed fee		T&M
Net Increase		N/A

Other Information and Issues

Three permits which were thought to be the best examples of Residential Parcel Map projects were used in data analysis due to inconsistency and irregularities on all levels for similar Residential Parcel Map projects. They are PM-R 07-0025, PM-R 07-0023, PM-R 07-0048. In time card tracking the amount of time spent working on these projects are as follows: PM-R 07-0025 74.75 hours, PM-R 43.50 hours, PM-R 07-0048 93.75 hours, for a total of 212 hours. The mean time spent is 70.67 hours per project. The 70.67 hours multiplied by the current billable rate for the job classification for an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$8,710.00 per permit.

3/26/15 Per A. Gaber, Deputy Director of Engineering, the variety, complexity and length of time required by these permits is best suited to a Time and Material fee.

The Agency is recommending full cost recovery on a Time and Material basis for a PM-R.

PRE-APPLICATION DEVELOPMENT MEETING

PRE-APPLICATION DEVELOPMENT MEETING
PRE

TD INVOLVEMENT IS SUGGESTED FOR ALL INCOMING PROJECTS

SOURCE OF DATA - FOR HOURS

Data: This task is not currently performed by TD. There is no data to analyze.

COST PER HOUR

A Sr Civil Engineer is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 176.12 /hour

A Traffic Engineer is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 118.69 /hour

Current cost per meeting hour \$ 294.81

FLAT FEE CALCULATION

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Major</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Current cost per hour</td> <td style="text-align: right;">\$ 294.81</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">x hours</td> <td style="text-align: right; border-top: 1px solid black;">3.00</td> <td></td> <td></td> </tr> <tr> <td>Proposed Flat Fee =</td> <td style="text-align: right; border-top: 1px solid black;">\$ 884.43</td> <td></td> <td></td> </tr> <tr> <td>Rounded to</td> <td style="text-align: right; border-top: 1px solid black;">\$ 884.00</td> <td></td> <td></td> </tr> </table>	Major				Current cost per hour	\$ 294.81			x hours	3.00			Proposed Flat Fee =	\$ 884.43			Rounded to	\$ 884.00			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Minor</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Current cost per hour</td> <td style="text-align: right;">\$ 294.81</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">x hours</td> <td style="text-align: right; border-top: 1px solid black;">1.00</td> <td></td> <td></td> </tr> <tr> <td>Proposed Flat Fee =</td> <td style="text-align: right; border-top: 1px solid black;">\$ 294.81</td> <td></td> <td></td> </tr> <tr> <td>Rounded to</td> <td style="text-align: right; border-top: 1px solid black;">\$ 295.00</td> <td></td> <td></td> </tr> </table>	Minor				Current cost per hour	\$ 294.81			x hours	1.00			Proposed Flat Fee =	\$ 294.81			Rounded to	\$ 295.00		
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PRIOR FEE COMPARISON

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Other information and issues

During the fee updating process it was discovered that there is a need for consultation with a project applicant /owner to discuss the project process and fee structure associated with developing a project prior to that project's submittal. A. Gaber, Deputy Director of Engineering, proposed that all incoming projects have a pre-application development meeting to advise the applicant/owner of the development requirements and how those requirements pertain to TD. He proposed that 3 hours for a major project and 1 hour for a minor project, including a Sr. Civil Engineer and a Traffic Engineer, would be an appropriate amount of time to conduct this meeting, possibly in conjunction with the other divisions of the CDA. It was also discussed that even if the amount of hours were not enough to perform these tasks, the process should produce time savings further in the development process.

The Agency is recommending cost recovery for a PRE Major be 3 hours multiplied by the sum of the current fiscal year's approved billing rate of the Sr. Civil Engineer job classification and the Traffic Engineer job classification rate rounded to the nearest dollar. It is also recommending that a PRE Minor be 1 hour multiplied by the sum of the current fiscal year's approved billing rate of the Sr. Civil Engineer job classification and the Traffic Engineer job classification rate rounded to the nearest dollar.

ROADSIDE MEMORIAL SIGNS PROGRAM

ROADSIDE MEMORIAL SIGNS PROGRAM

SOURCE OF DATA - FOR HOURS

Data:

COST PER HOUR

A Traffic Control Maintenance Worker III is the classification of employee that should be tasked with this work.
 That position's Labor Rate for FY 14/15 is \$ 73.33 /hour

FLAT FEE CALCULATION

<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sign Creation</td> </tr> <tr> <td>Current cost per hour</td> <td style="text-align: right;">\$ 73.33</td> </tr> <tr> <td style="text-align: right;">x hours</td> <td style="text-align: right; border-bottom: 1px solid black;">1.50</td> </tr> <tr> <td></td> <td style="text-align: right;">110.00</td> </tr> <tr> <td>Sign Material</td> <td style="text-align: right; border-bottom: 1px solid black;">20.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 130.00</td> </tr> <tr> <td>Calculated Flat Fee =</td> <td style="text-align: right;">\$ 275.00</td> </tr> <tr> <td>Rounded to</td> <td style="text-align: right;">\$ 275.00</td> </tr> </table>	Sign Creation		Current cost per hour	\$ 73.33	x hours	1.50		110.00	Sign Material	20.00	Total	\$ 130.00	Calculated Flat Fee =	\$ 275.00	Rounded to	\$ 275.00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sign Installation and Removal</td> </tr> <tr> <td>Current cost per hour</td> <td style="text-align: right;">\$ 73.33</td> </tr> <tr> <td style="text-align: right;">x hours</td> <td style="text-align: right; border-bottom: 1px solid black;">1.50</td> </tr> <tr> <td></td> <td style="text-align: right;">110.00</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td>Post and Hardware</td> <td style="text-align: right; border-bottom: 1px solid black;">20.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$ 145.00</td> </tr> </table>	Sign Installation and Removal		Current cost per hour	\$ 73.33	x hours	1.50		110.00	Equipment	15.00	Post and Hardware	20.00	Total	\$ 145.00
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PRIOR FEE COMPARISON

Current fee	\$ 265.00
Proposed fee	\$ 265.00
Net Increase	\$ -

Other information and issues

El Dorado County Ordinance 4833 was created in 2009. The fee set by that ordinance is \$265.00

The Agency recommends that the Fees remain in concurrence with County Ordinance 4833.

SPECIAL USE PERMIT

**Special Use Permit
SUP**

Those uses which are permitted only by the special use permit process are those which are not typically found in the applicable zoning district and may be injurious to the neighborhood if not properly controlled. However, the special use permit may be approved after public notice, public hearing, and subject to conditions which may limit or control the use.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14

Total Special Use Permits 83

Exceptions deleted from analysis:

Total exceptions deleted from analysis: -

Net Used for Analysis **83**

HOURS PER UNIT

Number of SUPs	83
Total hours	1052.00
Average hour / Unit	12.67

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25
x hours		12.67
Calculated Flat Fee	\$	1,561.58
Proposed fee		T&M

PRIOR FEE COMPARISON

Current fee	\$	205
Proposed fee		T&M
Net Increase		N/A

Other Information and Issues

These permits are special because they are all different and the complexity varies per permit. Dave Spiegelberg, Sr. Civil Engineer stated that while cell towers are more easily processed than others, they too can vary due to access and zoning which affects time charged to each permit. Special Use Permits must be checked one year after issuance and every 5 years thereafter. They are never really complete as long as the Special Use condition that necessitated the permit still exists.

The variety and complexity of the Special Use Permit review process is best suited to Time & Materials. The smaller projects would be charged only the time spent on reviewing their project rather than averaging their project in with large projects with higher complexity. 3/26/15 Per A. Gaber, Deputy Director of Engineering, it is recommended that Special Use permits be charged on a Time and Material basis.

The Agency is recommending full cost recovery on a Time and Material basis for a SUP.

TEMPORARY USE PERMIT

**Temporary Use Permit
TUP**

Chapter 17.23 of the County Zoning Code makes provisions for uses of a temporary nature which are generally not permitted by right in the zoning district. A temporary use is a use which lasts more than one hour within any 24-hour period, usually does not require permanent structures, and does not exceed the frequency of use allowed within the Zoning Code. Typical temporary uses include: Christmas tree lots, subdivision model homes, temporary construction yards, outdoor carnivals, auctions, religious revival meetings, and similar uses which the Planning Director determines to be compatible with existing zone and surrounding land uses.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14

Total Temporary Use Permits 35

Exceptions deleted from analysis:

Total exceptions deleted from analysis: - -

Net Used for Analysis **35**

HOURS PER UNIT

Number of TUPs	35
Total hours	188.50
Average hour / Unit	5.39

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25
x hours		5.39
Proposed Flat Fee =	\$	664.32
Rounded to	\$	664.00

PRIOR FEE COMPARISON

Current fee	\$	-
Proposed fee	\$	500
Net Increase	\$	500

WHERE TD REVIEW IS REQUIRED

Other information and issues

Currently there is no fee collected for Transportation Division to work on Temporary use permits

However, time data for this time period identified 35 projects that were charged to. The 188.50 hours charged to 35 permits were used to calculate the fee. The mean time spent for each TUP is 5.39 hours. The 5.39 hours multiplied by the current billable rate for the job classification of an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$664.00 per permit.

During a meeting with Transportation Division staff, the figure of \$500.00 was recommended. It should be noted that the fee is applicable to a single permit required every year and may not fully recover costs.

The Agency is recommending partial cost recovery for a TUP and charge a Flat Fee of \$500.00.

SPECIAL EVENT PERMIT / PARADE / INITIAL SUBMISSION

Special Event Permit

SEI

Chapter 12.37.010 El Dorado County, Code of Ordinances makes provisions for process involving the use of County roads.
 Parade - means any parade, march ceremony, show exhibit, pageant, or procession of any kind, or any similar display, consisting of more than ten vehicles or more than 20 persons proceeding on foot or otherwise, in or upon any street, highway, road thoroughfare, or alley of the County.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 1/1/10 to 12/31/15

Total Special Event Permit Initial 145

Exceptions deleted from analysis:

Total exceptions deleted from analysis: - -

Net Used for Analysis 145

HOURS PER UNIT

Number of SEs	145
Total hours	526.00
Average hour / Unit	3.63

COST PER HOUR

Sr. Development Technician is the classification of employee that should be tasked with 77% of this work .
 Sr. Cadd Technician is the classification of employee that should be tasked with 23 % of this work.

The blended Labor for these positions is for FY14/15 \$ 120.19 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	120.19
x hours		3.63
Proposed Flat Fee =	\$	436.27
Rounded to	\$	436.00

PRIOR FEE COMPARISON

Current fee	\$	-
Proposed fee	\$	436
Net Increase	\$	436

Other information and issues

Currently there is no fee collected for Transportation Division to work on Special Event permits.

Time data for this time period identified that 145 projects were processed. The 526 hours charged to 145 permits were used to calculate the fee. The mean time spent for each SEI is 3.63 hours. The 3.63 hours multiplied by the current billable rate for the job classification of a Sr. Development Technician multiplied by 77% added to the 3.63 hours multiplied by the current billable rate for the job classification of a Sr. Cadd Technician 23% rounded to the nearest whole dollar at \$436.00 per permit.

The Agency is recommending cost recovery for a SEI and charge a Flat Fee of \$436.00 for initial filing.

SPECIAL EVENT PERMIT / PARADE / SUBSEQUENT SUBMISSION

Special Event Permit

SES

Chapter 12.37.010 El Dorado County, Code of Ordinances makes provisions for process involving the use of County roads.
 Parade - means any parade, march ceremony, show exhibit, pageant, or procession of any kind, or any similar display, consisting of more than ten vehicles or more than 20 persons proceeding on foot or otherwise, in or upon any street, highway, road thoroughfare, or alley of the County.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 1/1/10 to 12/31/15

Total Special Event Permit Subsequent

Net Used for Analysis -

HOURS PER UNIT

Number of SESs
 Total hours

Average hour / Unit

COST PER HOUR

Sr. Development Technician is the classification of employee that should be tasked with 77% of this work .
 Sr. Cadd Technician is the classification of employee that should be tasked with 23 % of this work.
 The blended Labor for these positions is for FY14/15 \$ 120.19 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	120.19
x hours		1.50
Proposed Flat Fee =	\$	180.28
Rounded to	\$	180.00

PRIOR FEE COMPARISON

Current fee	\$	-
Proposed fee	\$	180
Net Increase	\$	180

Other information and issues

Currently there is no fee collected for Transportation Division to work on Special Event Subsequent Submission.

The time data used to create a Special Event Permit is not currently segregated into initial and subsequent permits. At this time each Special Event requires a new permit, a legistar item, and BOS approval. Subsequent Permits can be approved by the Division Director of Transportaion and BOS approval is not necessary. Therefore, subsequent permits do not require the same amount of staff time. Staff determined staff time to process a Subsequent Special Event Permit is approximatly 1.5 hours. permit. The Special Event Subsequent Permit Fee is applicable for years 2-5 of the permit. After 5 years a new initial application is required.

The Agency is recommending a Flat Fee of \$180.00 for each subsequent filing.

TENTATIVE MAPS

Tentative Maps
TM

CLASS I SUBDIVISION		Deposit	FEE
Preliminary Map			T&M
Tentative Map	0-49 Lots	Based on Estimate	T&M
	50-99 Lots	Based on Estimate	T&M
	100 Plus Lots	Based on Estimate	T&M
	Revision	Based on Estimate	T&M
	Extension	Based on Estimate	T&M
	Appeal	Based on Estimate	T&M
Improvement Plan	Revision	Based on Estimate	T&M
	Rechecks	Based on Estimate	T&M
Improvement Agreement	Revision	Based on Estimate	T&M
	Extension		T&M
Grading Agreement	Revision	Based on Estimate	T&M
	Extension	Based on Estimate	T&M
Construction Inspection (Note 1)		Based on Estimate	T&M
Final Map		Based on Estimate	T&M
One Year Warranty Inspection		Based on Estimate	T&M
RURAL SUBDIVISION		Deposit	FEE
Preliminary Map			T&M
Tentative Map	0-49 Lots	Based on Estimate	T&M
	50-99 Lots	Based on Estimate	T&M
	100 Plus Lots	Based on Estimate	T&M
	Revision	Based on Estimate	T&M
	Extension	Based on Estimate	T&M
	Appeal	Based on Estimate	T&M
Improvement Plan	Revision	Based on Estimate	T&M
	Rechecks	Based on Estimate	T&M
Improvement Agreement	Revision	Based on Estimate	T&M
	Extension		T&M
Grading Agreement	Revision	Based on Estimate	T&M
	Extension	Based on Estimate	T&M
Construction Inspection (Note 1)		Based on Estimate	T&M
Final Map		Based on Estimate	T&M
One Year Warranty Inspection		Based on Estimate	T&M

Other Information and Issues

The Agency is currently recovering all costs associated with Tentative Maps on a Time and Material basis and recommends this remain unchanged. The deposit amount is based on a percentage of the department's estimate.

TRAFFIC STUDIES

Traffic Studies
ADH TS

Time & Material

Other Information and Issues

The Agency is currently recovering all costs associated with a Traffic Study on a Time and Material basis and recommends this remain unchanged. Deposit is \$5,000.00.

VARIANCE

**VARIANCE
V**

Each zone district establishes development standards for building height, setbacks, lot area, building coverage, etc. Occasionally the shape of the parcel, topography, or other natural features constrain the development of the site so that one or more of these standards cannot be met. The variance process is used to review the special circumstances and provide partial relief from these criteria. A variance can only be approved after public notice and public hearing, and also may be subject to certain conditions of approval as deemed necessary to reduce potential negative impacts.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14

Total Variance Applications 5

Exceptions deleted from analysis:

Total exceptions deleted from analysis: - -

Net Used for Analysis 5

HOURS PER UNIT

Number of Vs	5
Total hours	28.70
Average hour / Unit	5.74

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25	
x hours		5.74	
Calculated Flat Fee =	\$	707.46	
Rounded to	\$	707.00	

PRIOR FEE COMPARISON

Current fee	\$	137	
Proposed fee	\$	-	
Net Increase	\$	(137)	

Other Information and Issues

The time data analyzed for this time period identified 5 projects that were charged to. The 28.70 hours charged to 5 permits were used to calculate the fee. The mean time spent for each V is 5.74 hours. The 5.74 hours multiplied by the current billable rate for the job classification for an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$707.00 per permit.

The Agency is recommending full cost recovery for a V be 5.74 hours multiplied by the current fiscal year's approved billing rate of the Assistant in Civil Engineering job classification rate rounded to the nearest dollar.

ZONE CHANGE

**ZONE CHANGE
Z**

The County is divided into numerous zone districts and General Plan land use designations. Each district permits different land uses or residential densities. These districts are displayed on the County official zoning maps and General Plan maps. An application for zone change is used whenever the property owner wishes to change the zone district of their property (i.e. from One-Acre Residential to Commercial, or from Estate Residential Ten-Acre to Estate Residential Five-Acre zoning, etc.). Zone change applications may also be used to add an overlay zone such as planned development or design review. A General Plan Amendment is required when the underlying land use designation must be changed to permit a proposed zone or use of the site.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14

Total Zone Changes 13

Exceptions deleted from analysis:

Total exceptions deleted from analysis: - -

Net Used for Analysis 13

HOURS PER UNIT

Number of Zs	13
Total hours	52.75
Average hour / Unit	4.06

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$ 123.25
x hours	4.06
Proposed Flat Fee =	\$ 500.40
Rounded to	\$ 500.00

PRIOR FEE COMPARISON

Current fee	\$ 340
Proposed fee	\$ 500
Net Increase	\$ 160

Other Information and Issues

The time data analyzed for this time period identified 13 projects that were charged to. The 52.75 hours were charged to 13 permits and used to calculate the fee. The mean time spent for each Z is 4.06 hours. The 4.06 hours multiplied by the current billable rate for the job classification of an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$500.00 per permit.

The Agency is recommending full cost recovery for a Z be 4.06 hours multiplied by the current fiscal year's approved billing rate of the Assistant in Civil Engineering job classification rate rounded to the nearest dollar.

GENERAL PLAN AMENDMENT

GENERAL PLAN AMENDMENT

AZ

The County is divided into numerous zone districts and General Plan land use designations. Each district permits different land uses or residential densities. These districts are displayed on the County official zoning maps and General Plan maps. An application for zone change is used whenever the property owner wishes to change the zone district of their property (i.e. from One-Acre Residential to Commercial, or from Estate Residential Ten-Acre to Estate Residential Five-Acre zoning, etc.). Zone change applications may also be used to add an overlay zone such as planned development or design review. A General Plan Amendment is required when the underlying land use designation must be changed to permit a proposed zone or use of the site.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14

Total General Plan Amendments 4

Exceptions deleted from analysis:

Total exceptions deleted from analysis: -

Net Used for Analysis 4

HOURS PER UNIT

Number of Azs	4
Total hours	24.50
Average hour / Unit	6.13

COST PER HOUR

An Assistant in Civil Engineering is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 14/15 is \$ 123.25 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	123.25
x hours		6.13
Proposed Flat Fee =	\$	755.52
Rounded to	\$	756.00

Current fee	\$	612
Proposed fee	\$	755
Net Increase	\$	143

Other Information and Issues

The time data analyzed for this time period identified 4 projects that were charged to. The 24.50 hours charged to 4 permits were used to calculate the fee. The mean time spent for each AZ is 6.13 hours. The 6.13 hours multiplied by the current billable rate for the job classification of an Assistant in Civil Engineering is rounded to the nearest whole dollar at \$756.00 per permit.

The Agency is recommending full cost recovery for a AZ be 6.13 hours multiplied by the current fiscal year's approved billing rate of the Assistant in Civil Engineering job classification rate rounded to the nearest dollar.

COMPARISON OF COUNTY TRANSPORTATION FEES

APPLICATION TYPE/SERVICE	Current	Proposed					
	TD	TD	Butte	Nevada	Placer	Sacramento	Yolo
ZONING APPLICATIONS							
ABANDONMENT OF EASEMENT(General)			\$1467+\$163 per hr				\$1060 +T&M
ABANDONMENT OF EASEMENT(VACATION)	\$308		\$1467+\$163 per hr				\$1060 +T&M
BOUNDARY LINE ADJUSTMENT	\$68		\$652 + \$163 per hr	\$ 422	\$ 900	\$ 299	
DESIGN REVIEW:							
PLANNING COMMISSION (MAJOR)	\$274				\$4130 + T&M	\$ 748	Actual cost + \$150 per sheet initial
PLANNING DIRECTOR (MAJOR)	\$274					\$ 299	
MAJOR REVISION TO APPROVED DR PLAN	\$137						
MINOR REVISION TO APPROVED DR PLAN	\$137						
GENERAL PLAN:							
MAP AMENDMENT	\$640					\$ 957	\$2650 +T&M
PLANNED DEVELOPMENT PLAN:							
PD ZONE EXISTS-RESIDENTIAL	\$274		\$9454 ret + \$163 per hr.			\$ 598	\$1060 +T&M
PD ZONE EXISTS-COMMERCIAL/INDUST.	\$274					\$ 897	\$1060 +T&M
IN CONJUNCTION WITH ZONE CHANGE	\$274						
SPECIAL USE PERMIT:							
PLANNING COMMISSION	\$205			+\$140.68 per hr		\$598/\$748	\$1060 +T&M
ZONING ADMINISTRATOR	\$205						\$1060 +T&M
VARIANCE	\$137		\$1467.00 +\$163.00	\$281 min	\$ 1,406	\$ 688	\$1060 +T&M
ZONE CHANGE	\$340		\$5865 ret + \$163 per hr	\$141 min +\$140.68 per		\$ 897	
IN CONJUNCTION WITH GENERAL PLAN AMENDMENT	\$640		\$4890.00 + \$163 per hr		\$4191 + T&M	\$ 1,212	

COMPARISON OF COUNTY TRANSPORTATION FEES

APPLICATION TYPE/SERVICE	Current	Proposed					
	TD	TD	Butte	Nevada	Placer	Sacramento	Yolo
SUBDIVISION MAPS							
PRELIMINARY MAP:							
CLASS 1 (Parcels less than two acres)	\$550					\$ 628	\$1060 +T&M
RURAL(Parcels two acres or larger)	\$550			\$844 min	\$1445 +T&M	\$ 628	\$1060 +T&M
ALL OTHER SUBDIVISION MAPS ARE T&M						\$ 688	
PARCEL MAPS:							
2-4 PARCELS	\$1,535		\$1956 + \$163.00 PER HR	\$562.72 min+ \$140.68 per /hr	\$1406 per parcel		\$1060 +T&M
MAJOR REVISION TO APPROVED PARCEL MAP	\$345						
MINOR REVISION TO APPROVED PARCEL MAP	\$137						
RESIDENTIAL	\$345					\$ 628	\$1060 +T&M
COMMERCIAL-10 Lots or less	\$445 + \$150 for ea 5 lots + T&M					\$ 628	\$1060 +T&M
RESIDENTIAL	\$137					\$ 299	\$1060 +T&M
TIME EXTENSIONS:							
EXTENSION	\$280 + T&M		\$815 + \$163 PER HR	\$133 Min + \$140.68 per hr	\$1646 + act cost		\$1060 +T&M
CERTIFICATE OF COMPLIANCE:							
1 - 4 PARCELS	\$513		\$978 + \$163 PER HR	\$422 min +\$140.68 per hr	\$ 771		
TEMPORARY USE PERMIT	\$0		\$163 PER HR 12 MO MAX	\$422 min +\$140.68 per hr	\$ 466	\$ 285	

COMPARISON OF COUNTY TRANSPORTATION FEES

APPLICATION TYPE/SERVICE	Current	Proposed					
	TD	TD	Butte	Nevada	Placer	Sacramento	Yolo
ZONING APPLICATIONS							
ABANDONMENT OF EASEMENT(General)			\$1467+\$163 per hr				\$1060 +T&M
ABANDONMENT OF EASEMENT(VACATION)	\$308		\$1467+\$163 per hr				\$1060 +T&M
BOUNDARY LINE ADJUSTMENT	\$68		\$652 + \$163 per hr	\$ 422	\$ 900	\$ 299	
DESIGN REVIEW:							
PLANNING COMMISSION (MAJOR)	\$274				\$4130 + T&M	\$ 748	Actual cost + \$150 per sheet initial
PLANNING DIRECTOR (MAJOR)	\$274					\$ 299	
MAJOR REVISION TO APPROVED DR PLAN	\$137						
MINOR REVISION TO APPROVED DR PLAN	\$137						
GENERAL PLAN:							
MAP AMENDMENT	\$640					\$ 957	\$2650 +T&M
PLANNED DEVELOPMENT PLAN:							
PD ZONE EXISTS-RESIDENTIAL	\$274		\$9454 ret + \$163 per hr.			\$ 598	\$1060 +T&M
PD ZONE EXISTS-COMMERCIAL/INDUST.	\$274					\$ 897	\$1060 +T&M
IN CONJUNCTION WITH ZONE CHANGE	\$274						
SPECIAL USE PERMIT:							
PLANNING COMMISSION	\$205			+\$140.68 per hr		\$598/\$748	\$1060 +T&M
ZONING ADMINISTRATOR	\$205						\$1060 +T&M
VARIANCE	\$137		\$1467.00 +\$163.00	\$281 min	\$ 1,406	\$ 688	\$1060 +T&M
ZONE CHANGE	\$340		\$5865 ret + \$163 per hr	\$141 min +\$140.68 per		\$ 897	
IN CONJUNCTION WITH GENERAL PLAN AMENDMENT	\$640		\$4890.00 + \$163 per hr		\$4191 + T&M	\$ 1,212	

COMPARISON OF COUNTY TRANSPORTATION FEES

APPLICATION TYPE/SERVICE	Current	Proposed					
	TD	TD	Butte	Nevada	Placer	Sacramento	Yolo
SUBDIVISION MAPS							
PRELIMINARY MAP:							
CLASS 1 (Parcels less than two acres)	\$550					\$ 628	\$1060 +T&M
RURAL(Parcels two acres or larger)	\$550			\$844 min	\$1445 +T&M	\$ 628	\$1060 +T&M
ALL OTHER SUBDIVISION MAPS ARE T&M						\$ 688	
PARCEL MAPS:							
2-4 PARCELS	\$1,535		\$1956 + \$163.00 PER HR	\$562.72 min+ \$140.68 per /hr	\$1406 per parcel		\$1060 +T&M
MAJOR REVISION TO APPROVED PARCEL MAP	\$345						
MINOR REVISION TO APPROVED PARCEL MAP	\$137						
RESIDENTIAL	\$345					\$ 628	\$1060 +T&M
COMMERCIAL-10 Lots or less	\$445 + \$150 for ea 5 lots + T&M					\$ 628	\$1060 +T&M
RESIDENTIAL	\$137					\$ 299	\$1060 +T&M
TIME EXTENSIONS:							
EXTENSION	\$280 + T&M		\$815 + \$163 PER HR	\$133 Min + \$140.68 per hr	\$1646 + act cost		\$1060 +T&M
CERTIFICATE OF COMPLIANCE:							
1 - 4 PARCELS	\$513		\$978 + \$163 PER HR	\$422 min +\$140.68 per hr	\$ 771		
TEMPORARY USE PERMIT	\$0		\$163 PER HR 12 MO MAX	\$422 min +\$140.68 per hr	\$ 466	\$ 285	

Zone of Benefit
Community Development Agency
Fee Study FY 14/15



ZONE OF BENEFIT PROCEEDINGS

**ZONE OF BENEFIT PROCEEDINGS
ZOB**

Time & Material

Other Information and Issues

The Agency is currently recovering all costs associated with formation or changes to an existing Zone of Benefit, where a fund has not been established or where there is no existing funding source on a Time and Material basis and recommends this remain unchanged. Deposit is \$1,000.00.