

Department of Transportation

- An increase and decrease to the Department of Transportation's fees due to the update of the USDA approved rates multiplied by the Fiscal Year 2015-16 hourly time study
- The presentation of Encroachment Fees was updated for clarity
- The presentation of Tentative Map Fees was updated for clarity
- The Witness Subpoena Fee was updated and identified as per Government Code 68096.1

ABANDONMENT OF EASEMENT

Abandonment of Easement

AOE

The process of relinquishing an easement. DOT involvement only when road issues are involved.

SOURCE OF DATA - FOR HOURS

Data:

Hours from:
Total AOE's:

Exceptions deleted from analysis:

Total exceptions deleted from analysis:

	-	-
Net Used for Analysis	-	-

HOURS PER UNIT

Number of Permits	1
Total hours	7.00
Average hour / Unit	7.00

COST PER HOUR

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

That position's Labor Rate for FY 22/23 is \$ 151.49 /hour

FLAT FEE CALCULATION

Current cost per hour	\$ 151.49
x hours	7.00
Proposed Flat Fee =	\$ 1,060.43
Rounded to	\$ 1,060.00

PRIOR FEE COMPARISON

Current fee	\$ 877.00
Proposed fee	\$1,060.00
Net increase	\$ 183.00

Other Information and Issues

(from FY 18/19 analysis) In an email from a Senior Engineering Technician, it takes 7 hours to process an AOE. When the tech first gets the project, time tracking is not available and they are charged to GF/GI projects because the Surveyor has not assigned a project number. The average 2 hours that is documented is the tail end of the project with the project number finally assigned. Due to the lag in documentation time, staff recommendation is the only data we have. Currently AOE's are assigned to the Surveyor's Office and no fee is being collected to cover Transportation staff. In the previous fee study, it was thought that the Surveyor would collect a fee with enough to cover Transportation staff time, however this is not being done.

Department of Transportation is recommending full cost recovery for an AOE be 7 hours multiplied by the current fiscal year's approved billing rate of the Senior Engineering Technician job classification 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 22/23 \$ 151.49 /hour

FLAT FEE CALCULATION

Current cost per hour	\$ 151.49
x hours	7.68
Proposed Flat Fee =	\$ 1,163.44
Rounded to	\$ 1,163.00

PRIOR FEE COMPARISON

Current fee	\$ 962.00
Proposed fee	\$ 1,163.00
Net Increase	\$ 201.00

Other Information and Issues

(from FY 15/16 analysis) 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 \$1,163.00 per permit

Transportation 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.

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

Data:	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 22/23 is \$ 158.72 /hour

FLAT FEE CALCULATION

		Proposed Minor Design Review Flat Fee	
Current cost per hour	\$ 158.72	Current cost per hour	\$ 158.72
x hours	# \$ 22.80	x hours	\$ 3.00
Calculated Flat Fee :	\$ 3,618.82	Proposed Flat Fee =	\$ 476.16
Rounded to	\$ 3,000.00	Rounded to	\$ 476.00
Proposed T&M			

PRIOR FEE COMPARISON

Current fee	\$	401.00
Proposed fee	\$	<u>476.00</u>
Net increase	\$	75.00

Other Information and Issues

(from FY 15/16 analysis) 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 \$3,000.00 per permit. 3/26/15 Per A. Gaber, Deputy Director of Engineering, this type of project should be T&M. DOT suggests minor projects be charged \$476.00 based on 3 hours of time for an Assistant in Civil Engineering.

Transporation 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	\$122.00	\$112.00
Excavation	Covered by grading permit	Covered by grading permit
Access or Driveway (Blanket, Field, Adjacent cut/fill)	\$122.00	\$112.00
ENCROACHMENT INSPECTIONS		
Utility		
Utility Company/District	T&M	T&M
Non- Utility Company/District	\$300 + T&M	\$300 + T&M
Excavation	Covered by grading permit	Covered by grading permit
Access or Driveway		
A. On improved County Rd w/ curb and gutter or with an approved drainage facility	2 inspections	\$502.00
<i>Site Review, Final</i>		\$606.00
B. Permit with non-improved road with stamped plans	3 inspections	\$753.00
<i>Site Review, Sub Grade, Final</i>		\$909.00
C. Permit with non-improved road with unstamped plans	4 inspections	\$1,004.00
<i>Site Review, Sub Grade, Rock Grade, Final</i>		\$1,212.00
Reinspection of Above	per inspection	\$251.00
		\$303.00
ADDITIONAL ENCROACHMENT FEES		
Permit Application For Work Performed Prior to Issuance of a Valid Permit. See County Ordinance Section 12.08.160B	\$60.00	\$60.00
Appeal Fee Paid Prior to Forwarding Appeal to Board of Supervisors-Per Ordinance 12.08.160C	\$50.00	\$50.00

COST PER HOUR For Applications

An Administrative Technician is assigned to perform application intake.		\$	112.43 /hour
That position's Labor Rate for FY 22/23 is			
FLAT FEE CALCULATION			
Current cost per hour		\$ 112.43	
	x hours	1.00	
Proposed Flat Fee =		<u>\$ 112.43</u>	
	Rounded to	\$	112.00
PRIOR FEE COMPARISON			
Current fee		\$ 122.00	
Proposed fee		<u>\$ 112.00</u>	
Net increase		\$ (10.00)	

COST PER HOUR For Inspections

A Senior Engineering Technician is assigned to conduct Encroachment Inspections.		\$	151.49 /hour
That position's Labor Rate for FY 22/23 is			
FLAT FEE CALCULATION			
Current cost per hour		\$ 151.49	
	x hours	2.00	
Proposed Flat Fee =		<u>\$ 302.98</u>	
Per Inspection Cost	Rounded to	\$	303.00
PRIOR FEE COMPARISON			
Current fee (represents one inspection)		\$ 251.00	
Proposed fee		<u>\$ 303.00</u>	
Net increase		\$ 52.00	

Other Information and Issues

Transportation is recommending full cost recovery for all Encroachment Applications 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.

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

Transportation 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.

Additional encroachment fees are per County Ordinance. Permit application for Work Performed Prior to Issuance of a Valid Permit per Ordinance 12.08.160B and Appeal Fee Paid Prior to Forwarding Appeal to Board of Supervisors per Ordinance 12.08.210. Transportation recommends that the fees remain in concurrence with County Ordinances.

Ordinance 12.08.160B:

- B. If any portion of an encroachment has been made prior to issuance of a valid encroachment permit, the permit application fee will be \$60.00 in lieu of the amount described in the permit application fee schedule in Subsection A of this section.

Ordinance 12.08.160C:

- C. No notice of appeal to the Board of Supervisors under Section 12.08.210 shall be accepted until an appeal fee in the amount of \$50.00 has been paid to the Director of Transportation. If the appeal is for a variance to the encroachment standards and is made after the encroachment permit has been issued, the appeal fee will be \$100.00.

Road Encroachment Permit Renewal

Permit Renewal

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/17

Total Permit Renewals -

Exceptions deleted from analysis:

Total exceptions deleted from analysis: -

Net Used for Analysis -

HOURS PER UNIT

Number of Permits	1
Total hours	0.50
Average hour / Unit	<u>0.50</u>

COST PER HOUR

An Administrative Technician is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 22/23 is \$ 112.43 /hour

FLAT FEE CALCULATION

Current cost per hour	\$ 112.43
x hours	<u>0.50</u>
Proposed Flat Fee =	\$ 56.22
Rounded to	\$ 56.00

PRIOR FEE COMPARISON

Current fee	\$ 61.00
Proposed fee	\$ 56.00
Net increase	<u>\$ (5.00)</u>

Other Information and Issues

(from FY 15/16 analysis) Interviews were conducted on 10/26/17. A Senior Development Technician, recommends this renewal process should be a half hour of work. In order to complete the process, the Development Technician needs to pull the file and do the proper updating of the permit to process the renewal. FY 22/23, this duty is performed by an Administrative technician.

Department of Transportation is recommending full cost recovery for a Road Encroachment Permit Renewal be 1/2 hour multiplied by the current fiscal year's approved billing rate of the Administrative Technician job classification rounded to the dollar.

OBSTRUCTION PERMIT: PERSONAL PROPERTY

Road Encroachments - Obstruction Permits: Personal Property

The encroachment ordinance allows for fences, structures, retaining walls, etc. to be placed in the County right-of-way. The bulk of the permits originate as complaints.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14
Total Obstruction Permit -

Exceptions deleted from analysis:

Total exceptions deleted from analysis: -

Net Used for Analysis -

HOURS PER UNIT

Number of Permits	1
Total hours: Sr Engineer Tech	3.00
Total hours: Sr. Civil Engineer	1.00
Average hour / Unit	4.00

COST PER HOUR

A Senior Engineering Technician is the classification of employee that should be tasked with this work.
 That position's Labor Rate for FY 22/23 is \$ 151.49 /hour

A Senior Civil Engineer is the classification of employee that should be tasked with this work.
 That position's Labor Rate for FY 22/23 is \$ 228.11 /hour

FLAT FEE CALCULATION

Current cost per hour per Tech	\$ 151.49
x hours	3.00
	454.47
Current cost per hour per Civil	\$ 228.11
x hours	1.00
	228.11
Proposed Flat Fee =	\$ 682.58
Rounded to	\$ 683.00

PRIOR FEE COMPARISON

Current fee	\$ 574.00
Proposed fee	\$ 683.00
Net increase	\$ 109.00

Other Information and Issues

(from FY 15/16 analysis) In an email from a Senior Engineering Technician, can take 3 hours to complete. The application takes 1 hour and the final inspection and file close out can take up to 2 hours. The tech reviews the proposed site locations and determines if the locations are with in the right-of-way and meet County standards (adequate sight lines, etc.). The Senior Civil Engineer will take 1 hour to do a final review and approval of the permit. The total hours to complete the permit is 4 hours.

Department of Transportation is recommending full cost recovery for a Road Encroachment - Obstruction Permit: Personal Property be 3 hours multiplied by the current fiscal year's approved billing rate of the Senior Engineering Technician job classification and 1 hour multiplied by the current fiscal year's approved billing rate of the Senior Civil Engineer job classification rounded to the dollar.

OBSTRUCTION PERMIT: PERSONAL PROPERTY with Hold Harmless

Road Encroachments - Obstruction Permits: Personal Property

The sign ordinance allows for fences, structures, retaining walls, etc. to be placed in the County right-of-way. The bulk of the permits originate as complaints. These permits can be issued with a Hold Harmless Agreement so that the permit information is carried over to the future owners.

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/11 to 6/30/14
Total Obstruction Permits -

Exceptions deleted from analysis:

Total exceptions deleted from analysis: -

Net Used for Analysis -

HOURS PER UNIT

Number of Permits	1
Total hours: Sr Engineer Tech	11.00
Total hours: Sr. Civil Engineer	1.00
Average hour / Unit	12.00

COST PER HOUR

A Senior Engineering Technician is the classification of employee that should be tasked with this work.
 That position's Labor Rate for FY 22/23 is \$ 151.49 /hour

A Senior Civil Engineer is the classification of employee that should be tasked with this work.
 That position's Labor Rate for FY 22/23 is \$ 228.11 /hour

FLAT FEE CALCULATION

Current cost per hour per Tech	\$ 151.49
x hours	11.00
	1666.39
Current cost per hour per Civil	\$ 228.11
x hours	1.00
	228.11
Proposed Flat Fee =	\$ 1,894.50
Rounded to	\$ 1,895.00

PRIOR FEE COMPARISON

Current fee	\$ 1,576.00
Proposed fee	\$ 1,895.00
Net increase	\$ 319.00

Other Information and Issues

(from FY 15/16 analysis) In an email from a Senior Engineering Tech, can take 11 hours to complete. The application takes 1 hour and the final inspection and inspections can take up to 2 hours. The Hold Harmless Agreement will take a minimum of 8 hours to complete. The tech reviews the proposed site locations and determines if the locations are within the right-of-way and meet County standards (adequate sight lines, etc.). The Senior Civil Engineer will take 1 hour to do a final review and approval of the permit.

Department of Transportation is recommending full cost recovery for a Road Encroachment - Obstruction Permits: Personal Property with Hold Harmless be 11 hours multiplied by the current fiscal year's approved billing rate of the Senior Engineering Technician job classification and 1 hour multiplied by the current fiscal year's approved billing rate of the Senior Civil Engineer job classification rounded to the dollar.

OBSTRUCTION PERMIT: SUBDIVISION LADDER SIGN

Road Encroachments - Obstruction Permit

The encroachment ordinance allows for subdivisions ladders signs to be placed within the County right-of-way.

HOURS PER UNIT	
Number of Permits	1
Total hours: Sr Engineer Tech	4.50
Total hours: Sr. Civil Engineer	1.00
Average hour / Unit	5.50

COST PER HOUR

A Senior Engineering Technician is the classification of employee that should be tasked with this work. That position's Labor Rate for FY 22/23 is \$ 151.49 /hour

A Senior Civil Engineer is the classification of employee that should be tasked with this work. That position's Labor Rate for FY 22/23 is \$ 228.11 /hour

FLAT FEE CALCULATION

Current cost per hour per Tech	\$ 151.49
x hours	4.50
	681.71
Current cost per hour per Civil	\$ 228.11
x hours	1.00
	228.11
Proposed Flat Fee =	\$ 909.82
Rounded to	\$ 910.00

PRIOR FEE COMPARISON

Current fee	\$ 762.00
Proposed fee	\$ 910.00
Net increase	\$ 148.00

Other Information and Issues

(from FY 15/16 analysis) In an email from a Senior Engineering Technician, plan check and a minimum of 2 inspections take 4.5 hours to complete. The application takes 1 hour. The tech reviews the proposed site locations and determines if the locations are within the right-of-way and meet County standards (adequate sight lines, etc.). The Senior Civil Engineer will take 1 hour to do a final review and approval of the permit.

Department of Transportation is recommending full cost recovery for a Road Encroachments - Obstruction Permit: Subdivision Ladder Sign be 4 1/2 hours multiplied by the current fiscal year's approved billing rate for Senior Engineering Technician job classification and 1 hour multiplied by the current fiscal year's approved billing rate for Senior Civil Engineer job classification rounded to the dollar.

**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	\$122.00	\$112.00	
GENERAL GRADING PLAN CHECK			
250 -1500 cubic yards	\$251.00	\$303.00	
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	\$1,253.00 BASED ON 5 INSPECTIONS	\$1,515.00	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	\$122.00	\$112.00	
Other Information and Issues			

(from FY 15/16 analysis) 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.

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

Transportation 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.

Transportation recommends 1 hour at the Administrative Technician job classification rate rounded to the nearest dollar for full cost recovery for the Surety fee.

IRREVOCABLE OFFER OF DEDICATION (Surveyor's Office)

Irrevocable Offer of Dedication
IOD

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

SOURCE OF DATA - FOR HOURS

Data:

Hours from: 7/1/2011 to 10/27/2017

Total IOD's: 6

Exceptions deleted from analysis: (2)

Total exceptions deleted from analysis: (2) (2)
Net Used for Analysis: 4

HOURS PER UNIT

Number of Permits	4
Total hours	13.40
Average hour / Unit	<u>3.35</u>

COST PER HOUR

An Senior Engineering Technician is the classification of employee that should be tasked with this work.

That position's Labor Rate for FY 22/23 is \$ 151.49 /hour

FLAT FEE CALCULATION

Current cost per hour	\$ 151.49
x hours	<u>3.35</u>
Proposed Flat Fee =	\$ 507.49
Rounded to	\$ 507.00

PRIOR FEE COMPARISON

Current fee	\$ 420.00
Proposed fee	<u>\$ 507.00</u>
Net increase	\$ 87

Other Information and Issues

(from FY 18/19 analysis) The time data analyzed for this time period identified 6 projects. The 61.40 hours that were charged to projects. Two projects were eliminated due to excessive amounts of time spent on them. 4 projects were used to calculate the fee. The mean time spent for each IOD is 3.35 hrs. The 3.35 hours multiplied by the current billable rate for the job classification for a Senior Engineering Tech is rounded to the nearest whole dollar at \$507.00 per project.

Currently IOD's are assigned to the Surveyor's Office and no fee is being collected to cover Transportation Staff. In the previous fee study it was thought that the Surveyor would collect a fee with enough to cover Transportation staff time, however this is not being done.

Department of Transportation is recommending full cost recovery for an IOD from the Surveyor's office be 3.35 hours multiplied by the current fiscal year's approved billing rate for the Senior Engineering Technician job classification rounded to the nearest dollar.

LOT 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 22/23 is \$ 158.72 /hour

FLAT FEE CALCULATION

Current cost per hour	\$ 158.72
x hours	4.46
Proposed Flat Fee =	\$ 707.89
Rounded to	\$ 708.00

PRIOR FEE COMPARISON

Current fee	\$ 596
Proposed fee	\$ 708
Net increase	\$ 112

Other Information and Issues

(from 15/16 analysis) 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 \$708.00 per permit.

Transportation 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.

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 preformed 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 22/23 is \$ 228.11 /hour
A Sr Civil Engineer is the classification of employee that should be tasked with this work.
That position's Labor Rate for FY 22/23 is \$ 228.11 /hour

Current cost per meeting hour \$ 456.22

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> </tr> <tr> <td>Current cost per hour</td> <td style="text-align: right;">\$ 456.22</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> </tr> <tr> <td>Proposed Flat Fee =</td> <td style="text-align: right; border-top: 1px solid black;">\$ 1,368.66</td> <td></td> </tr> <tr> <td>Rounded to</td> <td style="text-align: right; border-top: 1px solid black;">\$ 1,369.00</td> <td></td> </tr> </table>	Major			Current cost per hour	\$ 456.22		x hours	3.00		Proposed Flat Fee =	\$ 1,368.66		Rounded to	\$ 1,369.00		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Minor</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Current cost per hour</td> <td style="text-align: right;">\$ 456.22</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> </tr> <tr> <td>Proposed Flat Fee =</td> <td style="text-align: right; border-top: 1px solid black;">\$ 456.22</td> <td></td> </tr> <tr> <td>Rounded to</td> <td style="text-align: right; border-top: 1px solid black;">\$ 456.00</td> <td></td> </tr> </table>	Minor			Current cost per hour	\$ 456.22		x hours	1.00		Proposed Flat Fee =	\$ 456.22		Rounded to	\$ 456.00	
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PRIOR FEE COMPARISON

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	\$ 59.00																								

Other information and issues

(from FY 15/16 analysis) 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.

Transporation is recommending cost recovery for a PRE Major be 3 hours multiplied by the sum of two of the current fiscal year's approved billing rate of the Sr. Civil 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 two of the current fiscal year's approved billing rate of the Sr. Civil Engineer job classification rate rounded to the nearest dollar.

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 21/22 is \$ 158.72 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	158.72
x hours		5.39
Proposed Flat Fee =	\$	855.50
Rounded to	\$	856.00

PRIOR FEE COMPARISON

Current fee	\$	721
Proposed fee	\$	856
Net Increase	\$	135

WHERE TD REVIEW IS REQUIRED

Other information and issues

(from FY 15/16 analysis) Currently there is no fee collected for Transportation Division to work on Temporary use

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 \$856.00 per permit.

Department of Transportation is recommending partial cost recovery for a TUP and charge a Flat Fee equal to 5.39 hours multiplied by the current fiscal year's approved billing rate of an Assistant in Civil Engineering job classification rounded to the nearest dollar.

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 22/23 is \$ 158.72 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	158.72
x hours		5.74
Calculated Flat Fee =	\$	911.05
Rounded to	\$	911.00

PRIOR FEE COMPARISON

Current fee	\$	767
Proposed fee	\$	911
Net Increase	\$	144

Other Information and Issues

(from FY 15/16 analysis) 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 Variance is 5.74 hours.

Department of Transportation is recommending full cost recovery for a Variance 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 charged	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 22/23 \$ 158.72 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	158.72
x hours		4.06
Proposed Flat Fee =	\$	644.40
Rounded to	\$	644.00

PRIOR FEE COMPARISON

Current fee	\$	543
Proposed fee	\$	644
Net Increase	\$	101

Other Information and Issues

(from FY 15/16 analysis) 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.

Department of Transportation is recommending full cost recovery for a Zone Change 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
That position's Labor Rate	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 22/23 is \$ 158.72 /hour

FLAT FEE CALCULATION

Current cost per hour	\$	158.72
x hours		6.13
Proposed Flat Fee =	\$	972.95
Rounded to	\$	973.00

Current fee	\$	820
Proposed fee	\$	973
Net Increase	\$	153

Other Information and Issues

(from the FY 15/16 analysis) 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.

Department of Transportation is recommending full cost recovery for an 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.